Event Volunteer Coordinator (EVC):

The volunteer coordinator's primary role is to fill all of the other volunteer slots for a given event. In some cases, this involves selecting the right person for the job. For example, the first shift of the finish control will often need to buy post ride snacks so at least one of those volunteers will need to do shopping, *or*, SFR would need an additional volunteer to shop and drop off the supplies. Another example would be selecting last shift finish control volunteers that can return the SFR gear to the SFR volunteer that stores all club gear (coolers, stoves, etc.). The EVC may need to adjust control staffing shifts if not enough, or more than initially needed were to volunteer. A volunteer for this role of EVC will have support from and communication with the SFR volunteer coordinator and the RBA.

DORC:

Ahead of the start control you will update your DORC spreadsheet with any DNS that riders might text in, and make note of any rider that is running late for the group start and convey that to the start control. At 10 minutes after the group start, coordinate with the start control volunteers to compare notes on riders starting. You will get a photo of the roster from the start control volunteers and let them know by text which riders you know won't be starting (DNS)

When the finish control reports the first rider arriving, you will want to text back the list of any DNS and DNFs that have been recorded.

At 30 minutes before the finish control would close you will get a status from the finish control volunteer. You should probably start texting any riders still out on the course. This way you can find out if some riders have skipped the finish control and gone home (not unheard of) or if somehow they did not get recorded at the finish (very rare).

Start Control: Be at the start location (see info docs sent to riders) at 30 minutes before the group start time. All you need to do is check off each rider when they announce they are at the start. There is a published group start time. No proxy check-ins so each rider has to tell you themselves that they are there and starting the ride with the group. Text the DORC at 10 minutes after the group start time with a photo of the start roster(s). The DORC might have info that a rider is late to the start, but otherwise, if the roster is all clear, you can leave at 10 minutes after the group start. NB: if a registered rider had contacted the DORC to announce they will be late ahead of 10 minutes after the group start time, the start control volunteer will need to stay at the start control up to 1 hour past the group start time (example: group start at 07:00, late rider contacting the DORC they are running late may arrive, be checked in and start up to 08:00).

Finish Control: Check riders off the list as they arrive by writing the time of day in 24hour format into the box on the control document. Initial and write the time of day on the brevet card for any riders using that form of proof of passage. **NB: It is vitally important that handwriting be legible. Other volunteers will be using this document and will need clear handwriting in order to complete their tasks**.

Riders **do not** need to text the DORC that they are done, but they will need to send their proof of passage (links to strava activities, scans of their brevet cards, etc) to sfr.proof@gmail.com within 24 hours of the finish. Text the DORC when the first rider(s) arrive. About 30 minutes before the close of the control text the DORC with photo of each finish control sheet, then work with them to track down any riders not yet accounted for. Periodic updates to the DORC (photos of the check in sheet) beyond the first rider in and 30 minutes before closing time are not necessary but are helpful.

First shift Finish Control: volunteers working the first shift may need to do shopping and collect gear needed for the finish control. The volunteer coordinator will be helping to organize those details

Last shift Finish Contro: volunteers working the last or closing shift will need to deliver left over supplies and any gear back to SFR storage. The volunteer coordinator will be helping to organize those details as well.

Worker's Rides: Per RUSA rules, worker's rides are run at the discretion of the RBA and are open to volunteers who support the main event in some material way. Waivers must be signed to ride WRs. Once you are on the spreadsheet as a volunteer, you can send email to RBA@sfrandonneurs.org to check with the RBA to see if there will be any worker's rides offered. Please note that worker's rides are not like perms so you may not always be able to ride one, or ride one on the date and time of your first preference.

Intermediate Controls and post ride picnic volunteers: There are only a handful of events that require a staffed intermediate control (eg: Old Caz 300, King Ridge 400, Orr Springs 600, Pierce Point 200, and Mendocino Coast 600). For those, the timing and nature of support is dictated by the route. In most cases support there involves a long drive, and may involve an overnight stay. For any 600k with an intermediate control, there will almost certainly be a need for a Bag Drop Driver.

For Post Ride Picnics, there will be menu planning/shopping/cooking and on site serving and cleanup tasks.

Shift time notes:

Check the SFR home page for group start times for specific events. Generally speaking though, the following group start times are common:

Populaires: 08:00
200km: most are 07:00, with a small number that start at 08:00
300-600km: 06:00

Start controls: Check in of riders will start 30 minutes before the group start times. Start control volunteers can expect to wrap up their shift about 10-15 minutes after the group start *if* all

riders have checked in, or up to 60 minutes after group start time *if* a late rider has texted the DORC no later than 10 minutes after the group start time to confirm they are still planning to start the ride. Volunteers for brevet start controls should plan for up to a 90 minute commitment but are often finished after 40 minutes.

Finish controls: SFR plans to staff finish controls starting at the time of day that matches the fastest elapsed time for the route. Therefore, we begin staffing the finish controls at different times for each event, generally speaking. However, brevets have specific overall time limits so all finish controls will end at exact times. (NB: overall time limits for populaires are based on exact distance and unlike ACP 200km or 300km (etc.) those will be slightly different from one populaire to the next.)

Generally speaking:

Finish controls for?
200km brevets run from about 14:00 to 20:30
300km brevets run from about 17:00 to 02:00 (past midnight)
400km brevets run from about 20:00 to 09:00 (the next morning)
600km brevets run from about 06:00 to 22:00

The goal for staffing finish controls is to split the duration of the finish control into shifts and have two volunteers for each shift whenever possible. Given the above notes, a 200km finish control might be open for 6 to 7 hours and generally has 3 shifts, and a 600km finish control might be open for 16 hours so would have possibly 5 or 6 shifts.

Why would 200km finish control shifts only be about 2 hours, when other events are usually 3 hours long? Rider rosters for 200km events are always much larger than they are for 300-600km events. A 2 hour shift for a 200km finish control will likely deal with a lot more riders than a 3 hour shift for a 600km, for example. The shorter the event, the busier a shift will be at the finish control.