



2018 VOLUNTEER MANUAL

**Pedal The Plains
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Pedal The Plains is a Denver Post Community Foundation signature event

Welcome to Pedal The Plains!

We are delighted that you are interested in volunteering your time, talent and energy to Pedal The Plains, a Denver Post Community Foundation event. We are a dynamic event that serves to promote the sport of cycling while benefiting Colorado's communities.

The Denver Post Pedal The Plains is an annual Bicycle Tour held in collaboration with the Colorado Governor's office to showcase the Eastern Plains of Colorado.

This Volunteer Program Manual explains the policies and procedures for Pedal the Plains. You will be expected to comply with these policies and procedures if you are selected as a volunteer for Pedal The Plains. We encourage you to review it thoroughly as you consider joining our team.

Sincerely,



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About Pedal The Plains

Pedal The Plains (PTP) is an initiative of The Denver Post and the State of Colorado. This annual cycling event celebrates the agricultural roots and frontier heritage of the Eastern Plains of Colorado. The ride creates an opportunity for cyclists from the Front Range and beyond to learn about farming and ranching, while experiencing the culture, history and landscape of Colorado's high plains. The Tour incorporates interactive on-route experiences by staging rest stops on farms, posting educational points of interest and serving community meals composed of locally sourced food. In addition to farm fresh meals, entertainment will also include a beer garden and local flair from country bands to existing harvest festivals and county fairs. Host communities benefit economically through associated fundraising initiatives and the influx of riders and their families. Vehicles for economic gain include, but are not limited to, food and beverage sales, lodging, retail and entertainment.

PTP is a 3 day tour (Friday through Sunday) that averages 50 to 80 miles per day. The event includes a family fun ride for novice cyclists and a century option for seasoned riders. The route is unique every year, highlighting different communities, based on requests for proposal and an internal selection process.

Pedal The Plains is a Signature Event of The Denver Post Community Foundation and helps support nonprofit agencies that work to improve the lives of Coloradans in the towns hosting the Tour. Pedal The Plains and The Denver Post Community Foundation Grant Program allow us to provide a \$3,000 grant to a deserving organization in each host community along with a \$7,000 grant to Colorado 4-H and Colorado FFA Foundation. The Grant Program funds nonprofit organizations that provide services for low-income children and youth through community programs that support recreation and/ or youth education.

Because Pedal The Plains chooses a different route every year, our outreach and ability to support many communities throughout Colorado is grand. To date, Tour routes have traveled through the following communities: Bennett, Brush!, Burlington, Eads, Fowler, Ft. Morgan, Keenesburg, Kersey, Kiowa, Holyoke, Julesburg, La Junta, Lamar, Limon, Ordway, Sterling, Wiggins, Wray and Yuma.

Volunteer Program Policies, Procedures and Guidelines

Overview

The successful execution of Pedal The Plains would not be possible without the involvement of the volunteer crew. To this end, Pedal The Plains accepts and encourages the involvement of Volunteers, at all appropriate levels, with the planning and implementation of the Tour.

Purpose

This Volunteer Program Manual provides general guidance and direction to Ride The Rockies' Volunteers and does not constitute a binding contractual or employment agreement. At all times, the Tour Director reserves the right at her sole discretion to change directives or implement new directives.

Acceptance as a Volunteer

The Tour will send all Volunteers an official notice of acceptance as a volunteer. Volunteers must complete all appropriate paperwork before beginning a volunteer assignment. By being accepted as a volunteer, you are agreeing to fulfill your position as a Tour crew member.

Volunteers will be asked to complete an application, submit copies of their CPR/First Aid certifications, sign a release of liability waiver, a completed W-9, and in some cases may be required to submit a DMV record release. Pedal The Plains will reimburse fees associated with the CPR/First Aid Training up to the amount of \$50.

Volunteer Assignment

Volunteers will be provided with a complete and current description of the duties and responsibilities of the position which they are expected to fill.

Volunteers are not employees of Pedal The Plains or The Denver Post.

Orientation & Training

All Volunteers will participate in a general pre-tour orientation. The orientation will include, but not be limited to, an overview of each volunteer assignment, the nature and purpose of the event, and details specific to the selected route.

Once jobs are assigned, Volunteers will receive job-specific training to provide them with the information and resources necessary to perform their assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and capabilities of the Volunteers.

Attendance and Punctuality

Volunteers are expected to be punctual in arriving for their scheduled hours in order to best serve the riders. Volunteers must participate in training and other preparatory meetings prior to the ride.

Length of Volunteer Commitment

All Volunteer positions are for the current Tour only. Many of our Volunteers return every year, and we appreciate their dedication and commitment. However, there is no automatic reassignment each year.

Should a Volunteer have to leave before the Tour begins or start after the Tour begins it is requested that the Volunteer provide the Tour Director with as much notice as possible so the vacated position can be filled. In the event a Volunteer is unable to fulfill his/her regular responsibilities after the Tour begins due to illness or personal reasons, the Volunteer should work with his/her Team Leader and the Tour Director to assure a smooth transition of assignments and responsibilities.

Team Leaders

Each volunteer will have a team leader. The team leader, who may also be a volunteer, shall be responsible for daily management of their respective team and shall be available for consultation and assistance.

How to Handle Problems

Each volunteer is encouraged to discuss problems as they arise with their Team Leader. If a satisfactory solution to the problem is not reached, or if the problem is of a personal or sensitive nature or involves the Team Leader, the problem should be discussed with the Volunteer Manager and/or Tour Director.

Any problems involving the Tour Director should be discussed with The Denver Post Community Foundation's CEO Tracy Ulmer.

Satisfaction Surveys

Volunteers will be asked to participate in satisfaction surveys at the conclusion of each Tour. These anonymous, web-based surveys allow Pedal The Plains to gather important feedback regarding the Volunteer Program. Volunteer participation in these surveys is highly encouraged and appreciated.

Volunteer Support and Incentives

All Volunteers are provided with official staff clothing including, but not limited to, Pedal The Plains tshirt, long sleeve shirt and hat. In addition, Volunteers are provided with gas cards (if applicable to volunteer position), access to discount housing, lunch coupons, dinner coupons, and a per diem of \$25/day to cover breakfast and any other meal options.

Expense Reimbursement

Volunteers are not authorized to expend funds on behalf of the Tour without **prior approval** of the Tour Director. Volunteers **may be** reimbursed after the Tour for minor items that are deemed necessary to execute their job. It is the responsibility of the volunteer to complete an expense form with receipts attached and submit them to the Tour Director within one week of the Tour's conclusion. All reimbursements are subject to approval.

Volunteer Conduct

Pedal The Plains management strives to provide an event that is fun for everyone involved, and to create an environment that positively promotes the Tour, The Denver Post Community Foundation, the Denver Post, the event sponsors and the communities we visit. This includes an environment that is free from harassment. Volunteers are expected to endorse this effort and to conduct themselves in a professional manner at all times.

Inappropriate behavior, including but not limited to derogatory or vulgar comments regarding a person's race, gender, religion, ethnic heritage, physical appearance, age, disability, or sexual orientation or distribution of written or graphic material having the same effects; hitting, pushing or other aggressive physical conduct, or threats to take such action; or unwelcome or unsolicited sexual advances, demands for sexual favors or other verbal or physical conduct of a sexual nature will not be tolerated.

Any Volunteer who violates this policy may be asked to leave the Tour immediately. Any Volunteer who believes he or she has been subjected to any acts of discrimination, harassment or violence by another volunteer, employee or event partner should contact the Tour Director immediately.

Drugs and Alcohol

Any volunteer who possess, sells or uses illegal drugs will be dismissed from the Tour immediately. Illegal drug means any drug not legally obtained, which is not legally obtainable in this state, which is not lawfully prescribed for you, or which is not being used for a lawfully prescribed purpose.

Any volunteer who becomes under the influence during the work day or at a meeting will be dismissed from the Tour. Under the influence means an individual is affected in any detectable manner by the presence of alcohol, marijuana or an illegal drug in his or her body.

Smoke Free Environment

The use of smoking products of any sort shall be prohibited at all areas used by Pedal The Plains including but not limited to: Aid Stations, Headquarters, Off-Site meeting locations and in vehicles.

The use of smoking products of any sort in any Pedal The Plains areas can result in immediate dismissal as a volunteer.

Dress Code

Pedal The Plains operates in a professional environment and asks that volunteers dress in their official staff wear and other clothing items that are appropriate for their work day and job function, including:

- Closed Toes Shoes
- Pants/ Shorts/ Skirts of an appropriate length
- PTP branded volunteer clothing must be worn during working hours

Safety Policy

Pedal The Plains desires to provide a safe and healthy environment for everyone. The prevention of accidents and injuries takes precedence over all other Tour activities. It is the responsibility of volunteers and employees to inform the Tour Director of potential hazards.

Termination of Volunteer Relationship

Any volunteer may be dismissed for any reason in the sole discretion of the Tour Director.

News Media Inquiries

No volunteer may give information concerning Pedal The Plains or any of its programs or clients to the news media unless specifically authorized to do so by management. These inquiries should be referred to the Tour Director.

Staff and Volunteer Program Advisory Committee Directory

Staff:

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By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of the Pedal The Plains Volunteer Program as defined in the Volunteer Manual that I received.

Volunteer Printed Name:

Volunteer Signature:

Date: _____