

Rider Organizer:

In General: The Ride Organizer plans and coordinates the ride, before, during and after the event. The goal of the ride is to have a safe, quality and enjoyable ride with costs that do not exceed the ride budget. Ride Organizers do not have the option of cycling in the ride or tour they are responsible for leading.

Qualifications:

- Organized, responsible and self-motivated
- Good people-skills
- Previous volunteer or co-leading experience on a GABA Ride or Tour
- Current GABA member

Responsibilities:

- Will work closely with GABA Supported Rides Coordinator(s) to organize ride or tour.
- Will select and work closely with volunteers for the ride or tour, providing explanations, training and insuring that volunteer positions are understood and properly performed.
- Will prepare a pre-ride budget, and post-ride Expense Report.
- Responsible for making contact with, and arrangements for, all meals, lodging, camping, truck rentals, portable toilets, and other accommodations as the ride dictates.
- Planning and scouting routes (as needed).
- Preparing route maps and queue sheets, which include SAG locations and other important information needed by cyclists and volunteers alike.
- Preparing a shopping list, and purchasing food for the SAG stops.
- Securing and returning of the rental truck (if used).
- Preparing advertising material, including articles for the GABA newsletter and website, flyers (if used), and other advertising if applicable.
- Will prepare materials and find volunteers to process riders at Registration Check In, on the day of the ride.
- Will oversee the ride in progress, and be available to assist, guide, and insure all aspects of the event run smoothly and safely.

Compensation:

- Meals and lodging while on a ride or tour.
- Mileage reimbursement.
- GABA Bucks (determined by the number of day(s), and according to the GABA Buck Policy).

Overnight and Century Ride Leader Guidelines
GABA, Inc. of Tucson
Revised 7/13

Introduction: The job of the Ride Organizer is to plan and coordinate the ride, before, during, and after the event. The goal of the ride is to have a safe, quality and enjoyable ride with costs that do not exceed the ride budget. Therefore, as a ***ride Organizer you forfeit the option of riding the route*** so that you may effectively monitor the ride in progress. Compensation for this will be in the form of GABA Bucks, expense reimbursements, and mileage.

Pre-Ride Planning: (Four months to 2 weeks prior to ride date)

Ride Documents: Review these documents four months prior to the ride with the Supported Rides Coordinator(s). These documents are a compilation of information used previously on the same ride. It will include such items as: how the ride was conducted, contact names and phone numbers, budget and expense guidelines, maps, routs, food lists, camping/lodging, and meal accommodations.

Volunteers: Determine the required number of volunteers needed to support the ride after reviewing the ride documents. Plan for two to three people to help at registration (after which they can assume other duties), one or two people per SAG station, one for baggage handling (if necessary) and one for route sweeping. Consider the type of vehicle what will be needed for any volunteer based on the ride position they will cover. For instance: a SAG position typically means one will carry the SAG box, as many igloos and Gerry cans as will be needed for water, and ice chest or two, at least 2 chairs, a table or two, possible a pop-up for shade and food that will be needed to handle that type of ride, the ride sweep will be expected to pick up bicycles, and carry some passengers (of bikes). When you discuss the ride with your volunteers, find out how much room they have to carry these supplies. Contact the volunteer or Supported Rides Coordinator(s) for recruitment assistance.

GABA Bucks: All volunteers will receive the appropriate amount of GABA Bucks per ride – refer to the GABA Bucks Policy for the exact figures. GABA Bucks are paid per position, not per person.

Volunteer Expense Report: All volunteers should receive an Expense Report before the ride begins. They are to keep track of mileage (paid \$.25 per mile) food & beverages purchased for the ride (reasonable personal expenses or for the ride itself), lodging (if applicable, and any other expenses incurred on behalf of the ride, and turn in receipts and the report at the end of each ride.