

Subj: VOLUNTEERS - STUFF YOU NEED TO KNOW/DO/BRING ON SUNDAY

All: Thanks again so much for volunteering with Pedal Play! The weather looks good, and it promises to be a great day with lots of valuable learning.

To help us make the event a success, here is some stuff you need to know/do/bring on Sunday:

WHERE TO GO - EVENT START LOCATION

All volunteers are to report, register and pick up their t-shirt and/or safety vest, and name tag at the Varley side of W. Erskine Johnston Public School, 50 Varley Drive. Look for the sign indicating "Registration".

WHAT TIME - VOLUNTEER REGISTRATION

Volunteer registration is from 12:00 to 12:30.

WHAT TIME - ACTUAL EVENT

The event starts at 1:00, with all participants beginning at Station #1; W. Erskine Johnston Public School, and finishing back at W. Erskine Johnston Public School, after having visited the other four stations. The last group of participants will leave Station #1; W. Erskine Johnston Public School, at 4:00 - so the event will end at approximately 5:00. You will be needed at your position until the last participant has passed through.

EMERGENCY PROTOCOL

In case of a medical emergency during the event (ie an injury that requires medical attention), please immediately contact _____ at ____-____.

FYI - there will be paramedics on bikes, as well as numerous individuals who are First Aid trained at this event.

WHAT TO BRING - WAIVER/SNACKS/HAT/SUNSCREEN/BIKE

-PLEASE PRINT, SIGN AND BRING THE ATTACHED WAIVER WITH YOU;

-If you have your own florescent safety vest - please bring it;

-Please bring your own snacks, and water bottle;

-Don't forget your helmet (or hat if in a stationary position) and sunscreen;

-Please check your bike to ensure it is safe to ride:

- air in tires properly inflated;
- brakes properly mounted, proper clearance and no frayed cables;
- chain clean and lubricated; and
- working bell, as required by law.

-Please bring your cell for emerg contact, and ensure I have the correct number; and

-Please have pockets or small bag to carry your stuff as well as stickers etc.

WASHROOM BREAKS

A port-a-potty will be located at Station #1, W. Erskine Johnston Public School, and we will have access to the washroom at Station #5, All Saints High School.

If you need to take a washroom break; please call _____ at ____-____, and she will come and cover for you as needed.

PARTICIPANT PASSPORTS AND STICKERS:

ALL participants must register, sign a waiver and get a passport;
Those of you who are running 'Activity Stations', will receive 'stickers' to give each participant (for their passport), after completing your activity. PLEASE ensure all participants get a sticker.

PARTICIPANT GROUP SIZE:

Ideally - groups need to be broken up; 6-8.

STATION/ACTIVITY ASSIGNMENTS:

By now, you should have received your 'assignments' and 'task descriptions';
If unsure - please refer to the attached Activity Document and 'search' on your name. If you have any questions or concerns - call or e-mail me at ____ ____ - ____, or _____@.com).

If you have any questions - just ask.

And finally - if you know of anyone who might want to help out - please have them contact me - or register on the event site at:

<https://pedalplaymobilebikerodeo.com/volunteers-wanted/>