



Early Check-In Volunteer – New Bedford, Marion & Wareham

The role of the “Early Check-In Volunteer” is to: follow these step-by-step!

- **Greet cyclists as they arrive for check-in**
 - Welcome: Great to see you! Name please? Is this your first time riding with us? First time riders may have additional questions about how it all works. Returning riders need to be aware of their start time, any changes to the route since last year.
 - All Riders receive an event T-shirt and finisher’s pint glass. ALL TEES and FUNDRAISING PRIZES WILL BE AVAILABLE AT THE RIDER TENT AT THE FINISH LINE.
- **Hand out Jerseys, Shuttle Information, Tees and Parking Info**
 - Did you purchase a **cycling jersey** when registering online?
 - If YES: **Consult Jersey Column** on Check in Sheet. If paid, hand out and mark “received”. If not paid, collect payment before handing out. Credit Card form available. Update separate **Jersey Check List** as time allows.
 - If NO: if you’d like to buy one now, they are \$69. We have a limited supply, any leftovers will be for sale at the Finish Line. (Last year’s jerseys are also for sale at a reduced rate.)
 - Did you purchase a ride on either an AM or PM shuttle? Confirm their **shuttle reservation** and if is it paid, or needs to be paid.
 - All riders receive an **event t-shirt and finisher’s pint glass that can be collected at the Rider Tent at the Finish Line** (men’s and ladies’ cuts S, M, L, XL, 2XL) – be sure to visit tent at the Finish Line party.
 - **VERY IMPORTANT: Remind all riders that even though they have their bibs, they MUST let the “Early-Check-In Attendance” volunteer at their start line know they are present on ride day. Give them a copy of the “Checked in Early?” Flyer with reminders for race day.**
- **Release rider bib and provide information about Party**
 - Release the Riders’s **BIB #** and note on check-in sheet before handing over. Bibs MUST go on front AND back of your outer layer, held on with safety pins provided. *You must bring this bib with you on Sunday.*
 - Hand out **Route Map, Event Wristband**, and make sure they read **Rules of the Road**. **All cyclists must wear orange event wristband for service at the after party. All riders under 21 must wear pink wristbands.**
 - Explain SAG Phone # and 911: *If hurt, call 911, for everything else, call SAG.*
 - Road Marking, Route Signs, Mile Marker signs – explain & show pics
 - Confirm their start location, start time, shuttle departure location

- Thank them and tell them, “HAVE A GREAT RIDE!”

Additional Information about Early Check-in

Days/Times: Early Check-In is held at our Marion office the Tuesday before the Ride from 1-4pm, at our BBC office the Friday before the Ride from 8am-12pm and Saturday from 9am-1pm. For convenience for those on the Cape, we also do Early Check-in on Saturday from 1-4pm in Wareham at Stone Path Malt. Two-three volunteers work together on this task, usually with a Ride staff member nearby for questions.

Overview: Why do Riders check-in in advance? To save time and hassle on race day: they drop off donations, pick up their bib, SAG wristbands, course maps, jersey. Historically, about 150 people check in early. This is also a chance to get to know our riders: many of whom are also major donors, Baywatchers, and volunteers in other capacities, and generally people who love Buzzards Bay and support our shared cause of clean water.

When done with Early Check-in, hand in check-in sheets to Jonah who will update sheets for event day.

All donation envelopes should be secured in the Development Office until gifts can be entered.

Thank you for volunteering at the Buzzards Bay Watershed Ride!