



**Volunteer Information Session
September 2011**

Key staff

**Michael
Russell**

- Event Manager

**Sarah
Sweeney**

- Festival manager

Nicola Bowring

- Event Coordinator

Mark Liddle

- Event Coordinator (Route & Volunteers)

**Subhashani
Jayasekera**

- Event Coordinator (Volunteers)

2011 Team Leaders

Stacey Oldman

- Alexandra Gardens Lunch Team Leader

Jessica Northorpe

- Hospitality Team Leader

Sarah Collin

- Mordialloc Lunch Team Leader

Chuck Ziegler

- Motorcycle Marshal Team Leader

Andrea Burgess

- Registration and Information Team Leader

Ann Donaldson

- Registration and Information Team Leader

David Jones

- Route Marshal 250km Drysdale - Queenscliff Team Leader

Roger Lancaster

- Route Marshal Alexander Gardens - Altona Team Leader

David Wood

- Route Marshal Altona - Alexander Gardens Team Leader



2011 Team Leaders

Andrew Smith

- Route Marshal Altona - Little River Team Leader

Kevin Hossack

- Route Operations Team Leader

Robin Greenwood

- Smith - Sorrento Ferry Loading Team Leader

Nicole Stockton

- Sorrento Lunch Team Leader

John McCurdy

- Sorrento Start and Marshal Team Leader

Simon Crone

- Start and Finish Marshal Team Leader

Dolores Stafrace

- WARBY Team Leader

Ray Barry

- Workshop Equipment Team Leader



Bicycle Network Victoria

- Bicycle Network Victoria is a charity that promotes the health of the community.
- We work with our supporters to get “*More People Cycling More Often*” and measurably grow the bike riding world.
- Each year thousands enjoy our **Great Rides**, including **Bupa Around the Bay**.
- Bicycle Network Victoria mobilises thousands of volunteers out on bike routes, on events, in workplaces and at our office. The organisation employs around 60 permanent staff and a number of contract staff for events and special projects.
- We welcome and support novice riders and we are honored when long-time riders join in too.



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Ride Route



Event Quick facts

- **Around the Bay** is Australia's premier mass participation bike ride
- Now in it's **19th** year,
- 16,500 riders in 2010.
- **The Smith Family** is the official charity partner.
 - They raised over **\$960,000** last year.
- **Start/Finish at Alexandra Gardens (100km start Sorrento).**
- For the first time a start at **Geelong**
- Ride Distance options include: 50km, 100km, 135km, 210km and 250km.
- Other events within this week of cycling festivities include:
 - Ride to Work,
 - Around The Bay Festival
 - GO Bike Expo.



Melbourne Cycling Festival



GO Bike Expo – presented by Tresidder Insurance Group

- Over 48 exhibitors representing all parts of the cycling in the one precinct
- Tresidder Insurance Group are presenting sponsor for the expo
- Operational hours
 - Friday 14 Oct - 12:00pm - 7:00pm
 - Saturday 15 Oct - 10:00am - 5:00pm
 - Sunday 16 Oct - 10:00am - 6:00pm
- Interactive activities & Program



Sponsors

- Naming Rights Sponsor



- Major Sponsors



- Charity Partner



everyone's family

- Event Sponsors



Hobsons Bay
CITY COUNCIL



ST KILDA ROAD
parkviewhotel



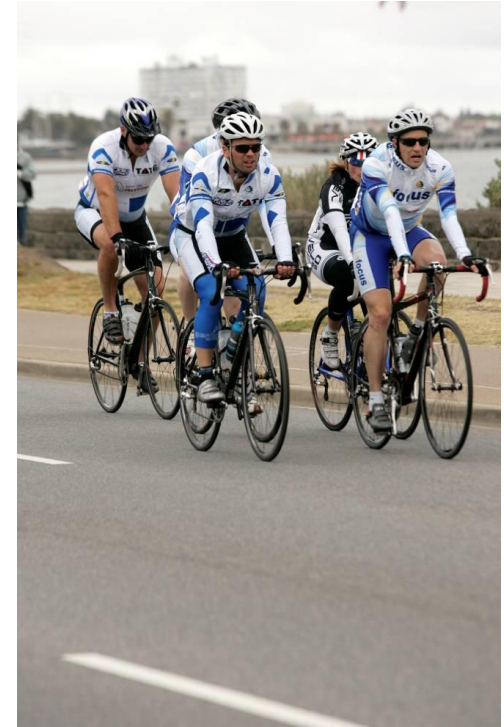
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Rights & Responsibilities

- You will be treated as equal
- You should be provided with effective supervision
- You are expected to perform your roles to the best of your abilities that conform with those of Bicycle Network Victoria
- You are representing Bicycle Network Victoria. The expectation is that you behave in an appropriate manner at all times and provide a standard of customer service.
- For further details refer to the Volunteer Handbook.

What happens on the day

- Be prepared for all conditions; sunscreen, water, wet weather gear, snacks and a good nights sleep!
- You must be wearing closed toe and comfy shoes at all times
- Be aware of your allocated shift, role and site/route location you report to
- Before you commence your shift you will need to collect your uniform from your Team Leader
- Lunch from your team leader or at Alexander Gardens, Sorrento, Mordialloc and Queenscliff lunch spot
- At the start of your shift and throughout the day you need to report to your Team Leader
- If you have any problems or questions before the big day, email your allocated Team Leader



Safety and OH&S

- Be aware of your surroundings and be visible
- Don't lift anything you are unsure about
- Follow the instructions given by your team leader
- Report any hazards, dangers or near misses to your Team Leader immediately
- Always find someone to help you
- Be sun smart
- Drink plenty of fluids
- In any situation, your personal safety always comes first!



Emergency Procedures

- Don't relay details of emergency situation over the radio system. Route Control will ask you for details.
- Only administer first aid treatment if you are trained and feel comfortable to do so
- Your personal safety is a priority
- Remain calm
- Scribe key details – location, time, injuries, etc
- Do not talk to the media. Refer them to the Event Manager.



If an emergency arises

1. If it's a life threatening emergency – call 000
2. Report the incident – 0425 381 816 or 0425 777 484
3. Advise your Team Leader

What to do if you can no longer do your shift

- Contact your Team Leader if;
 - You can no longer do your shift
 - You can no longer do the whole shift and need to change your hours
 - You need to leave early
 - You need to start late



Other opportunities to Assist

There are a number of things that you can do should you like to get more physical in the weeks leading up to the big day

- Bump in and set up at Alexandra Gardens Wednesday 12 – Friday 15 Oct
- Ride to Work Breakfast at Fed Square on Wednesday 13 Oct from 5.00am to 9.00am
- Go Bike Expo set up on Thursday 13 Oct and Friday 14 Oct
- Saturday 16 Oct Bupa Around The Bay Festival



THANK YOU!

