

## CRC VOLUNTEERING PROCESS

**Members that ride the club's time trials and hill climbs are expected to volunteer to help run the events.** If everybody pulls their weight each rider should need to volunteer a maximum of twice per season.

Thank you to all those members who volunteer but it is mostly confined to a band of members that are the backbone of our club. We have a club of around 220 members but struggles to get a full compliment of helpers, last year this made the coordinators task extremely stressful. The committee do not believe that this is acceptable and it has been decided to replace the constant search and chasing for volunteers with an on-line system that put the onus on members to volunteer. No chasing and insufficient volunteers equals no event, "simples!".

The non IT savvy amongst us shouldn't worry, we have a parallel manual input process for volunteering (see last paragraph).

### How the on-line system works

On the Time Trial & Hill Climb Programme there is a new column entitled Vol., if the icon in this column is:-



then further volunteers are required before the event can be run



then volunteer positions have been filled and the event can go ahead



then you have already volunteered for this event

- 1. TO VOLUNTEER YOU MUST BE LOGGED-IN** (this protects your information and avoids an open door for hackers).
  - If you are a CRC member please use your normal log-in details. If you haven't yet registered you can do so via the box near the top of the side bar on the website Home Page.
  - Non Members may also volunteer but must also register/log-in, this can be achieved via the **Non Member** log-in/registration box at the top of the side bar on the website homepage.
  - Authorisation of member and non-member registration is a manual process so expect a short delay.
  - **PLEASE NOTE** – you must use the correct log-in box, the non-members log-in won't work for members and vice versa.
  - On some servers first log-in may not be successful, if this occurs click Home on the main menu and re-enter your email and password.
- 2. Once logged in:-**
  - You will land on MY PAGE, click the icon next to the VOLUNTEER LIST header
  - Select the event you wish to volunteer for by clicking the icon in the Vol. column.
  - Click the button for the task you wish to volunteer for and submit form.
  - If circumstances change you can withdraw your offer by repeating the process and clicking the un-volunteer me box. However, **un-volunteering is not possible within 8 days of the event** (see Note 1), from this point on it is up to the individual to find a stand-in and inform the volunteer process administrator of the details.
- 3. Volunteer status:-**
  - When logged in, the volunteer status for an event can be established by clicking the icon

next to each event on the TT listing.

- One week before the event an email will be sent to volunteers and potential riders\* stating either:
  - a) There are sufficient volunteers and the event will go ahead or
  - b) A further “N” volunteers are required before the event can be held
- If b) 3 days before the event a further email will be sent stating either
  - a) There are now sufficient volunteers and the event will go ahead or
  - b) There are insufficient volunteers and the event is cancelled

\* Potential riders will be taken from the list of members that entered last years events, other members and non-members that ride our events can be added to the list on request and of course you can request to be unsubscribed if you no longer ride. To be included in the email you must be subscribed to the club Mail Chip listing, if you haven't already done so, please use this link to subscribe <http://eepurl.com/bM75zb>,

Note 1 – Un-volunteering is not possible within 8 days of the event as it would change the status communicated by email to volunteers and riders.

Note 2 - It is not part of the administrator's role to persuade members to volunteer. Members either proactively volunteer and the event goes ahead or, if insufficient volunteers come forward, events get cancelled. If you rider our TT's, they are your events folks, you need to put something back to make them happen.

### Manual volunteering

If you are unhappy using the on-line process you may volunteer by contacting the administrator and he/she will load the information for you. However, if you are happy using the PC the on-line system is far less time consuming for volunteer and administrator. The administrator can be contacted on 007585 339956 or email [volunteers@coventryroadclub.org.uk](mailto:volunteers@coventryroadclub.org.uk)