



# VOLUNTEER DESCRIPTIONS 2020

## Pre-Event & Getting Setup for Success

**Truck Loading for Packet Pickup:** @ HBL Office – Thurs. 4/23, 10:00am-12:00pm

Load merchandise and packet pickup supplies into vehicles. Stairs and exercise included!

**Packet Stuffing & Setup:** @ Ala Wai Clubhouse – Thurs. 4/23, 5:30pm-8:00pm

Stuffing the rider packets with bib numbers, course maps, flyers, and goodies, as well as setting up merchandise displays.

**Packet Pickup:** @ Ala Wai Clubhouse – Fri. 4/24, 11:30am-3:15pm & 3:00pm-6:30pm, Sat. 4/27, 9:30am-12:15pm & 12:00pm-3:30pm

Check in participants, hand out rider packet, numbers, and event t-shirt, and help with HBL merchandise sales.

**Aid Station Truck Loading:** @ HBL Office – Sat. 4/25, 12:00pm-4:00pm

Load equipment for aid stations onto supply trucks. Stairs and exercise included!

**Route Sign Prep & Loading:** @ GP Roadways – Sat. 4/25, 9:00am-12:00pm

Staple course directional signs to A-frames and load truck.

## Ride Day Start & Finish Area

**Ride Start Setup:** @ Kaiaka Bay B.P. – Sun. 4/26, 5:00am-7:00am

Setup start archway, tents, and parking area.

**Day of Packet Pickup & Registration:** @ Kaiaka Bay B.P. – Sun. 4/26, 5:30am-8:30am

Check in participants, hand out rider packets, take day of registrations.

**Parking Lot Attendant:** @ Kaiaka Bay B.P. – Sun. 4/26, 5:00am-8:00am, 7:45am-10:00am, 9:45am-12:15pm, 12:00pm-2:30pm

Guide vehicles in and out of the overflow parking area to comply with park permit policy.

**Merchandise Tent Setup:** @ Kaiaka Bay B.P. – Sun. 4/26, 8:30am-10:00am

Setup merchandise tent and displays.

**Merchandise Tent:** @ Kaiaka Bay B.P. – Sun. 4/26, 10:00am-12:15pm & 12:00pm-2:30pm

Help with merchandise sales.

**Info / Volunteer Tent:** @ Kaiaka Bay B.P. – Sun. 4/26, 9:30am-12:15pm & 12:00pm-2:30pm

Help direct participants and volunteers where to go, and support with distributing HBL membership information.

**Finish Area Setup:** @ Kaiaka Bay B.P. – Sun. 4/26, 8:30am-10:30am

Relocate inflatable arch, setup finish area tents, banners, and bike racks.

**Finish Area Cleanup / Breakdown:** @ Kaiaka Bay B.P. – Sun. 4/26, 1:30pm-3:30pm  
Breakdown finish area arch, tents, banners, and bike racks. Load equipment into vehicles.

## On the Road & Making it Happen

**Route Directional Sign Deployment:** Start @ Hau'ula B.P. – Sun. 4/26, 4:30am-7:00am  
Distribute directional signs along route at intersections, aid stations and turns as outlined in sign deploy plan.

**Route Directional Sign Pickup:** Start @ Kaiaka Bay B.P. – Sun. 4/26, 11:00am-3:00pm  
Pickup signs from route as outlined in sign deploy plan, detaching sign from A-frames and removing staples as you go.

**Aid Station DELIVERY & PICK UP – Big Box Truck:** Start @ – Kaiaka Bay B.P. – Sun. 4/26, 6:00am-3:00pm  
Drive or ride as passenger in two person team to deliver and pick up supplies to aid stations including Kaiaka Bay, Sunset, Kahuku, Hau'ula.

**Aid Station DELIVERY & PICK UP – Small Box Truck:** Start @ Kaiaka Bay B.P. – Sun. 4/26, 6:00am-12:00pm  
Drive or ride as passenger in two person team to deliver and pick up supplies to aid stations including Waialua Aid Station, Waialua Elementary School.

**Rubbish Truck Driver & Pick up:** Start @ Kaiaka Bay B.P. – Sun. 4/26, 9:00am-3:00pm  
Drive rental pickup truck to all aid stations to collect trash and take to transit center for disposal.

**Pizza Delivery:** Start @ Waipio Costco – Sun. 4/26, 10:00am-1:00pm  
Pickup approximately (50) pizzas from Costco, and deliver to Hau'ula, Kahuku, Sunset and Kaiaka aid stations.

## Aid Station Crews

### **Sunday, April 26 – Locations and Times Below:**

Setup aid station tents and tables. Prepare snacks, water, and sports drinks for riders to enjoy on their ride. Have first aid supplies available if needed. Communicate issues if they arise.

Aid Station Captains will receive additional instruction to direct each crew, and will be invited to a pre-event aid station captain meeting to review instructions.

**Kaiaka Bay Beach Park Aid Station:** @ Kaiaka Bay B.P. – 8:00am-2:30pm

**Waialua Aid Station:** @ Exact Location TBD – 7:00am-11:00am

**Sunset Beach Neighborhood Park Aid Station:** @ Sunset Beach N.P. – 7:30am-1:30pm

**Kahuku High School Aid Station:** @ Kahuku H.S. – 8:00am-1:00pm

**Hau'ula Beach Park Aid Station:** @ Hau'ula B.P. – 8:30am-12:30pm

**Waialua Elementary School Aid Station (Aloha Fun Ride):** @ Waialua E.S. – 7:30am-10:30am

## Medical Support

**Seeking (1) Medical Support Volunteer at each Aid Station** (see above locations and times) with a medical background such as physicians or paramedics to guarantee high-quality first aid in situations in need of medical attention. Basic first aid kits will be provided at all aid stations. Emergencies please call 911.

If interested and qualified, please email [Events@HBL.org](mailto:Events@HBL.org)

## Rider Support & Event Operations

**Ride Command:** @ Kaiaka Bay B.P. – Sun. 4/26, 6:30am-10:30am & 10:00am-2:00pm

Ride command makes sure the event is safe for everyone. Command receives incoming calls from ride participants in need of support, course marshals, and aid station captains. Ride command makes outgoing calls to direct support needed on the course. In case of an emergency or a hazard the proper measurements will be taken and directed through command. EXPERIENCE REQUIRED.

**Course Marshals:** Along route – Sun. 4/26, 7:00am-2:00pm

Magnetic sign provided for volunteer's vehicle to identify as a ride support vehicle. Course Marshals are the eyes of the Command Center and make sure the event is as safe as possible, supporting riders who need help or assistance. Equipped with basic tools and able to repair minor mechanicals and flats. EXPERIENCE REQUIRED.

**Rider Transport:** Along route – Sun. 4/26, 7:30am-11:00am & 11:00am-2:30pm

Must have a personal vehicle (truck, van, car with bike rack, etc.) that can carry *at least* two riders & their bikes. Magnetic sign provided for volunteer's vehicle to identify as a ride support vehicle. Rider Transport volunteer to pickup riders and their bikes and transport to aid station or finish area as directed by Course Marshals and Ride Command.

## Post-Event & Back in Town

**Aid Station Truck Unloading:** @ HBL Office – Sun. 4/26, 4:00pm-7:00pm

Unload all event equipment and put back in HBL storage room. Stairs and exercise included!

**Drive Pickup or Box Truck from HBL Office Returning to Penske:** Start @ HBL Office – Sun. 4/26, 6:00pm-7:00pm

Drive one of the rental trucks to be returned to Penske in Mapunapuna.

## Promote the Event

**Social Media Support:** @ Kaiaka Bay B.P. & Along route – Sun. 4/26, 7:00am-2:00pm

Take photos and videos and post to HBL social media.

**Event Photographer:** @ Kaiaka Bay B.P. & Along route – Sun. 4/26, 7:00am-2:00pm

Take event photos to be used for future marketing and promotion.

**Event Videographer:** @ Kaiaka Bay B.P. & Along route – Sun. 4/26, 7:00am-2:00pm

Take event video to be used for future marketing and promotion.