

# Volunteer Packet



## Policies and Procedures

**Triangle Bikeworks**  
117 West Main Street  
Carrboro, NC 27510  
(919) 408-7513

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[trianglebikeworks.org](http://trianglebikeworks.org)



## **Welcome to Triangle Bikeworks!**

We appreciate and thank you for your interest in volunteering at Triangle Bikeworks (TBW). Volunteers are vital to the success of Triangle Bikeworks! Whether it is helping us guide the youth or at the office, we're happy that a volunteer is glad to lend a helping hand. Your efforts will help create a more equitable society for youth of color.

**Our mission:** To enrich the mind, body and spirit of youth through trans-formative community, cultural and cycling experiences.

By becoming a volunteer at TBW, you will have the opportunity to be part of a great organization that prides itself with having transformative experiences that engage youth in history, culture and environment. While you are here, you will spend time strengthening your skills or developing new ones in which will undoubtedly give you great pride and satisfaction in knowing that you, in some way, have made an impact in a youth's life. We greatly appreciate your dedication to participate in laying the foundation for the youth to become successful adults!

With a firm effort to maintain a welcoming, secure, and safe environment at TBW, we have put together this information packet, which provides guidance and direction with the understanding of volunteer policies and procedures at TBW.

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**Executive Director**

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# Volunteer Participation Process

## Defining TBW Volunteers

By becoming a volunteer at TBW, you will have the opportunity to be part of a great organization that prides itself with having transformative experiences that engage youth in history, culture and environment. To maintain a safe, secure, and efficient work environment at TBW, we have defined and provided the process for our diverse volunteer base.

## Volunteer Types

### Event Volunteers

*Individuals interested in donating their time during special events and activities.*

<b>Event Volunteers Registration Requirements</b>	<ol style="list-style-type: none"><li>1. Complete Volunteer Application on website or sign up through school volunteer tracking system</li><li>2. Volunteer sign-in with coordinating supervisor and consent to pertinent agreements/waivers for specific service day/s.</li><li>3. Receive a brief orientation and/or summary of duties and responsibilities for service day/s by coordinating supervisor.</li></ol>
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### Capacity Building Volunteers

*Individuals with a personal interest to donate their time and expertise for a lengthy period.*

<b>Capacity Building Volunteers Registration Requirements</b>	<ol style="list-style-type: none"><li>1. Complete Volunteer Application on website.</li><li>2. Attend an Interview</li><li>3. Pass the National Sex Offender Check</li><li>4. Read and Sign the Code of Conduct</li><li>5. Read and Sign Waivers</li><li>6. Complete Sexual Harassment Webinar and Quiz (60 minutes)</li></ol>
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### Field Volunteers

*Individuals with a personal interest to donate their time and work directly with youth for a lengthy period.*

<b>Field Volunteers Registration Requirements</b>	<ol style="list-style-type: none"><li>1. Complete Volunteer Application on website.</li><li>2. Attend an Interview</li><li>3. Pass a Background Check</li><li>4. Pass the National Sex Offender Search</li><li>5. Read and Sign the Code of Conduct</li><li>6. Read and Sign Waivers</li><li>7. Complete Sexual Harassment Webinar and Quiz (60 minutes)</li><li>8. Complete the HEADS UP Concussion Training (40 minutes)</li><li>9. Complete Acceptable behavior when working with kids</li></ol>
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### **Volunteer Agreement:**

*I understand that I must adhere to the following requirements and policies to remain eligible to volunteer for Triangle Bikeworks.*

### **The Orientation Process for Capacity Building & Field Volunteers**

1. Attend an Interview
2. Pass a background check
3. Pass the National Sex Offender Check
4. Attend Orientation Presentation
  - a. Introduction to TBW & the philosophy
  - b. Review expectations & program details
  - c. Review acceptable behavior when working with youth
  - d. Read and Sign the Code of Conduct
  - e. Read and Sign Waivers
5. Complete Sexual Harassment Webinar and Quiz (60 minutes)
6. Complete the HEADS UP Concussion Training (40 minutes)
7. Start volunteering!

### **Background Checks:**

Every volunteer will be working with youth, therefore, is required to complete a criminal history background check prior to the first day of volunteering. We evaluate offenses by a case-by-case basis. If a volunteer has certain offenses on their record and feels comfortable, we recommend discussing the nature of them with the Volunteer Coordinator.

### **National Sex Offender Checks:**

Every volunteer will be working with youth, therefore, is required to complete the National Sex Offender check prior to the first day of volunteering.

### **Sexual Harassment Modules**

The webinar is called “Safety 1st Webinar: Camp Staff Harassment Safety in the Age #metoo”. TBW will provide you with the link to watch the webinar and will send you a Sexual Harassment Webinar Quiz. You must watch the webinar and complete the quiz prior to your first day of volunteering or you will not be eligible to start.

### **HEADS UP Concussion Training**

TBW will provide you with the link to complete the training and email the certificate to the Volunteer Coordinator. . You must complete this training prior to your first day of volunteering or you will not be eligible to start.

### **Attendance:**

Volunteers are expected to be present for every committed volunteer assignment. If there is a circumstance where the volunteer cannot fulfill any commitment, notify the Volunteer Coordinator immediately.

### **Absences and Tardiness:**

Volunteers are required to be punctual and present. If there is a circumstance where the volunteer is going to be late, please notify the Volunteer Coordinator immediately via phone or email. If the volunteer is unable to attend an event, please notify the Volunteer Coordinator at least 1 day prior to the day of service.

### **Volunteer Opportunities**

#### **Capacity Building**

- Research
- Legal Aid
- Marketing
- Fundraising
- Bike Mechanic
- Strategic Planning
- Board Development
- Volunteer Recruitment
- Creative Brainstorming
- Accounting/Bookkeeping
- Social Media Management
- Organizing Service Opportunities
- Website Development and Maintenance
- Electronic Organizing of Files and Records (e.g. Dropbox, Google Drive, Evernote)
- Other:

#### **Field Volunteer**

##### **- Working with Youth**

Attending Team Meetings and participating in the scheduled activities with the Youth. You'll be a role model for all youth as well as helping the Program Manager lead activities.

##### **- Ride Volunteers**

Are required to have their own bike, road cycling experience, cycling in a large group and knowledgeable of traffic laws, and bike signals. It is also very important to note that being a Ride Volunteer is like being a coach. You are expected to guide, encourage, and motivate the young cyclist. It can be challenging to cycle in a group so our Ride Volunteers need to have effective leadership skills and lots of patience.

##### **- Bike Mechanic**

All levels are appreciated. Ideally we need help maintaining and fixing our youth's bikes. Such as adjusting or installing brakes and shifters, changing cables, truing wheels, replacing grip tape, and gear adjustments. We would also love having mechanic's teach youth skills.

## **Code of Conduct**

This behavior code outlines the conduct we expect from volunteers at all times. The Code of Conduct's purpose is to protect youth from abuse.

### **Role of Volunteers:**

When working with youth, you are in a position of trust and often seen as a role model; you must act appropriately at all times. Triangle Bikeworks' volunteers are required to understand all expectations and responsibility to keep the youth safe.

### **Required Behavior**

- Accept and adhere Triangle Bikeworks' inclusive, diverse, and equitable culture
- Listen and respect the youth at all times
- Treat youth fairly and without prejudice, discrimination, and disrespect for differences.
- Treat all individuals equitably regardless of age, gender, sexual orientation, culture, race, ethnicity, or socioeconomic status.
- Follow Triangle Bikeworks' principles, policies, and procedures.
- Stay within the law at all times
- Model good behavior for the youth to follow
- Always use positive and encouraging language
- Promote appropriate relationships that are based on openness, honesty, trust and respect
- Avoid being alone with a youth
- Be prompt and reliable

### **Unacceptable Behavior:**

- Smoking, consuming alcoholic beverages, or illegal substances while volunteering
- Any physical contact such as tickling, wrestling, back rubs, fondling, kissing, cuddling or touching the youth in any other inappropriate ways
- Acting abusively in any way (verbally and physically) or knowingly placing a child at risk of harm
- Acting in a way that can be perceived as threatening, intrusive, or participating in physical discipline
- Making abusive, harsh, threatening, derogatory, indecent, sexually suggestive, insensitive, demeaning, racist, or discriminatory comments/actions/jokes to a child.
- Participating in sexually oriented conversations with minors
- Conducting a romantic or sexual relationship with a child in any way
- Spending time alone with a child alone behind closed doors or in a secluded area
- Condoning or participating in behavior with children that is illegal or unsafe
- Allowing allegations made by a child or concerns about their welfare go unrecorded or not acted upon.

I, \_\_\_\_\_, **understand and agree to abide by the above Triangle Bikeworks Code of Conduct. I understand that any breach of the above Code of Conduct will be reported and appropriate actions will be taken,**

**By signing below, I acknowledge that I have received, read and agree to abide by Triangle Bikeworks' Code of Conduct.**

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Volunteer Signature

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Date

# Waiver, Release and Consent

## PARTICIPANTS and/or PARENTS READ BEFORE SIGNING

IN CONSIDERATION OF \_\_\_\_\_, my child/ward, being allowed to participate in any way in the Triangle Bikeworks (TBW) related programs, events, and activities the undersigned acknowledges, appreciates, and agrees that:

**Risk of Bicycling:** As with any sport, I fully realize and respect the dangers of riding a bicycle on open public roads, trails and parks and fully assume the risks associated with this activity for me and/or my child including by way of example but not limitation, the dangers of collision with pedestrians, vehicles, other cyclists, and fixed or moving objects; the dangers arising from surface hazards, potholes, broken roads, rocks, roots, equipment failure, inadequate safety equipment, and weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with bicycle-related mishaps. I understand that potentially dangerous situations may arise during the event that are beyond the control of Triangle Bikeworks, Inc. Knowing the risks involved, I nevertheless agree to assume those risks and to release all persons or entities mentioned below for any injury, death, illness or property damages that occur during the participation in the programs and events.

**Responsibilities of Bicyclists:** I attest that I and/or my child will be riding at our own risk and release the aforementioned entities from liabilities for any injury, death, or damages, which may occur to me or anyone else.

**RELEASE:** Having read the foregoing material, I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS TBW, its directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releases"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my child's involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

Additionally, Triangle Bikeworks, Inc. cannot be held liable for theft or loss of my personal gear including electronic equipment.

### UNDERSTANDING OF RISK

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulations, and accept them as a participant.

\_\_\_\_\_  
Participant Name (print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Name(print)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

## Liability & Assumption of Risk Agreement

In consideration of \_\_\_\_\_ being permitted to participate in Triangle Bikeworks' youth cycling opportunities (referred to hereinafter as "Program") and related events and activities, on behalf of myself, or a minor child or ward, heir, next of kin, personal representative, successor or assign:

- (1) I acknowledge, understand, declare and agree that:
  - (a) To the best of my knowledge, I am in good physical condition and have no disease or injury that would be aggravated by participating in activities related to the Program;
  - (b) Participating or assisting others in participating in the Program may involve risk of injury to me or other consequences, which might result not only from my own actions, inaction or negligence but also the actions, inaction or negligence of others, or the conditions of the premises or of any equipment used;
  - (c) I will take part in activities that require walking in the forest, removing invasive species, and working in areas that may contain hazards such as poison ivy, yellow jackets and/or other insects.
- (2) I agree that:
  - (a) I will follow all instructions provided by Triangle Bikeworks' educators in order to ensure my safety.
- (3) I consent to all emergency medical treatment as may be deemed appropriate under existing circumstances by medical personnel or personnel associated with the Program.

I have read this form in its entirety and have provided truthful information.

*(Signature of parent or legal guardian required for anyone under 18 years of age.)*

\_\_\_\_\_  
Participant Name (print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Name(print)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number



## Photography Release

I, \_\_\_\_\_, hereby grant permission to Triangle Bikeworks (the “Organization”) and Partners to use my photograph(s) for any purposes relating to the Organization/Partners, including but not limited to, promotional or public relations publications or the Organization's Web site. The Organization/Partners may use the photograph(s) without further permission from me and without any compensation. Additionally, I acknowledge the Organization's right to alter, crop or treat the photograph at its discretion.

I have read this form in its entirety and have provided truthful information.

*(Signature of parent or legal guardian required for anyone under 18 years of age.)*

\_\_\_\_\_  
Participant Name (print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Name(print)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date