




Best Practices & Procedures

ENDS OF THE EARTH CYCLING



Instructions For Use:

Trailer Packer – Support Staff Roles

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	TRAILER PACKER- Support Staff Roles	Rev: 12/2017	

I. PURPOSE

(THE "WHY" FOR THE DOCUMENT)

The purpose of this directive is to establish procedures to give the designated person(s) assigned as "Trailer Packer" an outline of "best practices" and daily procedures. These will help them understand their role throughout the day and help to insure smooth operation throughout the tour.

We understand that during tours; situations happen, things change, and sometimes we have to change with them. This document is meant to be "Best Practices" and should be adhered to, but is subject to change under the discretion of Ends Cycling CREW and Ride specific leadership to best glorify the Lord in the given circumstance(s).

II. ROLE DESCRIPTION

(THE "WHY'S" & "HOW'S" FOR THE ROLE)

OVERVIEW

(“WHY” THE ROLE EXISTS)

On a daily basis, during Ends Cycling tours, participants will need their luggage and other equipment loaded on to the trailer(s) to be transported to that day’s finish line, where participants will be sleeping (host church, etc.). This position is usually set up ahead of time by the Ends of the Earth Cycling Executive Director or designee.

FUNCTIONS AND ROLES

(GENERAL OVERVIEW OF ROLE)

Needed: 1 person, 2 people maximum. This person(s) are Master Tetris players! In all seriousness, the trailer packer has to make everything fit into the trailer and/or support vehicles. They start early in the morning and have to be able to lift quite a bit of luggage. Recruiting other support staff to bring luggage to the trailer or to unpack it may be necessary. Only Trailer Packers should load the trailer, things go smoother that way. The Trailer Packer may also be the one to set up portable showers at the host church.

GENERAL RESPONSIBILITIES

(DETAILED BREAKDOWN OF ROLE)

DAILY:

A) 2 hours prior to ride time (time cyclists start cycling)

- 1) Ends Cycling CREW will hook trailer to the van & drive the van/trailer as near to the front door as possible (for loading purposes)
- 2) Trailer Packer will re-arrange contents before beginning packing to maximize storage efficiency



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RESEARCH CENTER - Support Documents

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To read more, sign-up for a tour and go to:
EndsCycling.com/supportdocs

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