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Best Practices & Procedures

ENDS OF THE EARTH CYCLING



Instructions For Use:

Creative Hospitality – Support Staff Roles

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I. PURPOSE

(THE "WHY" FOR THE DOCUMENT)

The purpose of this directive is to establish procedures to give the designated person(s) assigned as Creative Hospitality 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)

It is a goal of Ends Cycling to create an atmosphere of hospitality and random fun while on tour! 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. This person should be passionate about fun! How can you add value to the tour and create a memorable experience for our participants? In conjunction with the Ride Director, Creative Hospitality is in charge of random fun! Using funds provided, we like to have 2-3 times where we surprise our participants with a sweet treat, etc. – this is where you come in. Past tours have included anything from Bacon, Root Beer Floats to Squirt Gun battles, etc.! Think outside the box and go with it!

GENERAL RESPONSIBILITIES

(DETAILED BREAKDOWN OF ROLE)

DAILY:

A) Be present throughout the tour and assess the fun-level of the group

- 1) Ends Cycling Director will **not** introduce you as Creative Hospitality – you will be in a top-secret, covert operation! You are going to do a great job! Make it as fun as can be!
- 2) You will keep the Ride Director informed of your plans and he/she can assist you where needed.
- 3) You will be given a budget to operate within. Anything above and beyond that you spend is on you.

