




Best Practices & Procedures

ENDS OF THE EARTH CYCLING



Instructions For Use:

Support Staff Lead – Support Staff Roles

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	SUPPORT STAFF LEAD - Support Staff Roles	

I. PURPOSE

(THE "WHY" FOR THE DOCUMENT)

The purpose of this directive is to establish procedures to give the designated person(s) assigned as Support Staff Lead 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 Ends Cycling’s goal that all of our cycling tours be a “fully-supported” (see “Glossary & Definitions” page below) and have people there to serve cyclists where needed while the cyclists travel on the road. The Support Staff team needs a strong and humble servant-leader to lead them.. 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 serving our cyclists and leading a team of Support Staff. To be Support Staff Lead is to be a Delegator – working patiently to best utilize your support staff team to the best of their ability. During the tour, each evening, you’ll meet with the Ride Director to meet any needs that arise during the tour.

GENERAL RESPONSIBILITIES

(DETAILED BREAKDOWN OF ROLE)

Beginning 1 month prior to the tour, the Support Staff Lead works closely with Ends Cycling leadership to assign roles for each Support Staff team member in order to have a successful tour. Support Staff Lead reports directly to the Ride Director.

DAILY:

- A) **Be present prior to registration opening on Pre-Field Orientation (PFO) day** (see “Glossary & Definitions” page below)

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

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...

6. Lead weekly self-reading

- (1) ...
- (2) ...
- (3) ...
- (4) ...
- (5) ...
- (6) ...

7. QUALITY STANDARDS

Example:

- (1) ...
- (2) ...
- (3) ...
- (4) ...

8. OUTCOMES AND TERMS

Outcome	Terms
...	...
...	...
...	...