



## DoE volunteering at HHYCC: How it works

Hi and welcome to HHYCC where we are happy to offer volunteering opportunities to any young person who is working towards their DoE award. All the people you will work with are fun, friendly adult volunteers, generally parents of riders or ex riders, who all give up Saturday mornings because they just love what HHYCC is and does.

With HHYCC you will work with all three groups of volunteers for the Saturday 10 o'clock session. We meet by the HHYCC sheds at **9:30 am** and finish at **11:20 am**.

Area	Tasks
<b>Register team (2 weeks)</b>	Supplement the 2 register takers to sign in members and non-members alike, take the subs, ensure the 10 o'clocks riders have name stickers on their helmets etc.  Finish when the 11 o'clock session is signed in.
<b>In the Shed (2 weeks)</b>	You'll be the first face of HHYCC that people meet on a Saturday. You will answer questions from first timer parents; hand out bikes and helmets; adjust bikes to fit the rider; some bike maintenance; put back bikes at the end of sessions; help with the bike wash. (No experience necessary!)  Finish when the 10 o'clock bikes are back in the shed. You can stay longer if you wish, if only to work out how much coffee and cake the shed crew get through
<b>Coaching (1 week)</b>	In our experience of working with DoE volunteers, this can be the most boring for people - you won't be riding your bike and there is a fair amount of standing around.  But it's good to give it a go.  You'll act as a coach buddy to one of our coaches, encouraging the riders, making sure they go the right direction, helping where they get stuck, generally ensuring they, you and us have a fun time. If you have experience of our sessions as a rider, then feel free to pass on your tips on to those riders who need them.  We start with Bike checks and a warm up - be prepared to run!  Finish after Club notices

You will choose which area where you want to do your 6<sup>th</sup> week. And you do more than 6 weeks if you want. BTW Your 6 weeks don't have to be consecutive.

### We expect you to:

- give us your contact details and receive you parent / carers consent on the attached form
- turn up on time, whatever the weather!
- stay for the duration of the session - no sloping off for a coffee / loo break etc
- let us know if you can't be with us the following week
- be courteous and friendly to riders, parents, carers, other volunteers, in fact everyone you meet on site
- dress appropriately - it can be cold and wet and hence miserable if you are not prepared
- bring your attendance sheet and have it signed each week by those you work with
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**And thank you for choosing us - your effort all helps HHYCC be the great club it is**



# Herne Hill Youth Cycling Club [www.hhycc.com](http://www.hhycc.com)

Club contacts: **Geoff Nutter, Bill Wright** email: [hhycc\\_icanhelp@hhycc.com](mailto:hhycc_icanhelp@hhycc.com)

Herne Hill



## Duke of Edinburgh volunteer's attendance sheet

<b>Your Name</b>	
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<b>Register</b>		<b>Shed</b>		<b>Coaching</b>	
Date:	Signature:	Date:	Signature:	Date:	Signature:
<b>Register</b>		<b>Shed</b>		<b>Your choice!</b>	
Date:	Signature:	Date:	Signature:	Date:	Signature:

**Remember to get your 'overseer' for the day to sign and date your form**

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Herne Hill



Youth CC



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<b>Your Name</b>	
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Register		Shed		Coaching	
Date:	Signature:	Date:	Signature:	Date:	Signature:
Register		Shed		Your choice!	
Date:	Signature:	Date:	Signature:	Date:	Signature:

**Remember to get your 'overseer' for the day to sign and date your form**



## DoE volunteering at HHYCC: duty of care

We have a duty of care for you whilst you perform your volunteering with us. We will need you parents' / carers' consent and your contact details.

Please can you complete the form below before you start. We will keep this centrally with our register team should we need to use it to contact you, your parent /carer or your School / DoE Organisation.

Please use **BLOCK CAPITALS** 😊

### Volunteer (you) details

Name:	
Email address	
Telephone number	
Age:	

### Parent / Carer details

Name:	
Email address	
Telephone number	

### D of E organisation (e.g. school) details

Organisation:	
Contact Name:	
Main Telephone number	

### Parental consent to volunteer at HHYCC

Please have your parent / carer sign below that they are happy for you to perform your DoE volunteering role at Herne Hill Youth Cycling Club.

<b>Signature:</b>		<b>Date:</b>	
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**Please return this sheet to the Register team for our records**