



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 expect you to:

- give us your contact details and provide your parent / carers consent on the attached form
- turn up on time, whatever the weather!
- dress appropriately for the weather – it can be cold, wet, muddy at Herne Hill and we don't want you to have a miserable experience because you are not warm and dry!
- 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. Your 12 weeks don't have to be consecutive of course.
- be courteous and friendly to riders, parents, carers, other volunteers, in fact everyone you meet on site
- bring your attendance sheet and have it signed each week by those you work with. Keep it safe – we will have a folder in the shed to help with this.

The attendance sheet is your responsibility to have signed and your / our proof that you have volunteered for 12 weeks. We do have to verify with the DOE people that you completed your activities so we rely on the attendance sheet for that.

What happens on the day:

- We meet by the HHYCC sheds at **9:30 am** prompt
- We decide with you which activity you will help with that week.

There can be up to 4 DoE volunteers with us and we need to make sure you are all getting access to all three activities, and that you are enjoying yourselves.

- You will finish at **11:20 am**.

| Area | Tasks |
|----------------------|---|
| Register team | <p>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.</p> <p>Finish when the 11 o'clock session is signed in</p> |
| In the Shed | <p>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!)</p> <p>Finish when the 10 o'clock bikes are back in the shed</p> <p>You can stay longer if you wish, if only to work out how much coffee and cake the shed crew get through</p> |

| | |
|-----------------|--|
| Coaching | <p>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.</p> <p>But it's good to give it a go.</p> <p>You'll act a 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.</p> <p>We start with Bike checks and a warm up – be prepared to run!</p> <p style="text-align: right;">Finish after Club notices</p> |
|-----------------|--|

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

Club contacts: **Geoff Nutter, Bill Wright** email: hhycc_icanhelp@hhycc.com

Herne Hill



Youth CC



Duke of Edinburgh volunteer's attendance sheet

| | |
|------------------|--|
| Your Name | |
|------------------|--|

| 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

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Duke of Edinburgh volunteer's attendance sheet

| | |
|------------------|--|
| Your Name | |
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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.

| | | | |
|-------------------|--|--------------|--|
| Signature: | | Date: | |
|-------------------|--|--------------|--|

Please return this sheet to us for our records