



FIFTH THIRD BANK



# CHECKPOINT VOLUNTEER

Direct riders through the checkpoints to confirm all riders are registered for the event, adjust checkpoint infrastructure and barricades as necessary, provide checkpoint registration support, and offer encouragement. Bike to your volunteer check-in location if you can, so you can move around the checkpoint area, as needed. If biking, please wear a helmet

- 1 Check-in at 5:30am report to the Checkpoint Manager to receive your volunteer supplies and t-shirt. Depending on assignment, report to checkpoint manager. —————>
- 2 6:15am - Pull barriers into place upon instructions
- 3 Inform riders of upcoming checkpoints and to display Rider Number —————>
- 4 As riders go through chute, visually check to confirm they have a Rider Number
- 5 Instruct unregistered riders to register immediately (at ATA tent) or exit to Lakefront Trail —————>
- 6 Zello (use to communicate) Ride Marshals for any mechanical problems; include location and nature of problem
- 7 If a rider appears lost or is looking for someone they have lost, ask them to wait with you and refer to Reunion Protocol to proceed —————>
- 8 Assist with any rider accidents. Refer to incident guidelines in case of injury.
- 9 10:30am - checkpoint closes. Gradually pull barrels to the lakefront on the east and to the west side of the street on the southbound direction —————>
- 10 10:45 am - all participants riding north toward Fullerton required to turnaround toward festival
- 11 All participants riding south toward Oakwood required to turnaround toward festival —————>
- 12 11:05 am - participants directed to festival at Jackson and DuSable Lake Shore Drive
- 13 11:15am - after final ride marshal and police car follow last riders past station, remove barricades at DuSable Lake Shore Drive on-ramps. **Do not block sidewalks or footpaths with the barricades.** —————>
- 14 Assist with breakdown of checkpoint infrastructure and registration tent

If you see pedestrians trying to cross at Jackson or Monroe please tell them those crosswalks are closed and that they should use the Randolph or Roosevelt road crossing.

- Potholes are also a safety concern for our riders. If you see a pothole, please mark with spray chalk and/or caution tape. If you are able to stay near the pot hole to warn riders, please do so.
- If you see DuSable Lake Shore Drive exit or entrance unmanned (no police or Traffic Management personnel), please use Zello to immediately alert your volunteer manager.
- Barricades – after the event concludes, if you are directed to move a barricade, please move it out of the public walkways or foot paths so that it's not a tripping hazard.



**Lost and Found** is located in the Festival at the Information tent.



**Need a Restroom?** Each rest stop and check point has port-o-lets. Or request Volunteer accommodations or a SAG vehicle to come take your spot while you go to restroom.



Need additional help during your shift, contact your **Volunteer Manager.**



If you experience harassment or discrimination and would like to report it, scan this QR code. An Event Manager will reach out to you following the event.