

# Volunteer Packet



## Policies and Procedures

**Triangle Bikeworks**

117 West Main Street

Carrboro, NC 27510

(919) 408-7513

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117 West Main Street  
Carrboro, NC 27510  
[www.trianglebikeworks.org](http://www.trianglebikeworks.org)



## **Welcome to Triangle Bikeworks!**

We appreciate and thank you for your interest in volunteering. Volunteers are vital to the success of Triangle Bikeworks (TBW)! Whether it is helping us empower youth or at our office, we're happy that you are glad to lend a helping hand. Your work will help create a more equitable society for youth of color.

**Our Mission:** To strengthen the power of youth who are Black, Latine, Asian, Indigenous, and People Of Color to overcome challenges, achieve audacious goals, and discover their true selves.

By becoming a volunteer at TBW, you'll have the opportunity to be part of an organization that's providing transformative experiences that engage youth in history, culture and environment. While you're here, you'll spend time strengthening your skills or developing new ones which will definitely fill you with pride. And the satisfaction in knowing that you, in some way, had an impact in a youth's life. We appreciate your offer to participate in laying the foundation for the youth to become successful adults!

With a firm effort to maintain a welcoming, secure, and safe environment at TBW, we put together this information packet. It outlines our volunteer policies and procedures at TBW.

With appreciation,

Triangle Bikeworks

Volunteer Coordinator  
[volunteer@trianglebikeworks.org](mailto:volunteer@trianglebikeworks.org)

## Defining TBW Volunteers

By becoming a volunteer at TBW, you will have the opportunity to be part of an organization that is providing experiential learning opportunities and social emotional support to youth of color in the Triangle area while using the bicycle as a means of seeing the world in a new and unique way. To maintain a safe, secure, and efficient work environment at TBW, we have defined Volunteer Types and requirements for our diverse volunteer base.

### Volunteer Types and Onboarding Processes

#### Event Volunteers

*Individuals interested in donating their time during special events and activities.*

Event Volunteers Onboarding Process	<ol style="list-style-type: none"> <li>1. Complete <a href="#">Volunteer Application</a> on website or sign up through school or organization volunteer tracking system</li> <li>2. Receive email confirmation and details of event</li> <li>3. Day of Event sign-in with Volunteer Coordinator and consent to pertinent agreements/waivers for specific service day/s</li> <li>4. Receive a brief orientation and/or summary of duties and responsibilities for service day/s by coordinating supervisor</li> </ol>
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#### Capacity Building Volunteers

*Individuals with a personal interest to donate their time and expertise for an extensive period.*

Capacity Building Volunteers Onboarding Process	<ol style="list-style-type: none"> <li>1. Complete <a href="#">Volunteer Application</a> on website</li> <li>2. Pass the National Sex Offender Check</li> <li>3. Attend a Screening Interview</li> <li>4. Read and Sign the TBW Adult Code of Conduct (page <a href="#">7</a>)</li> <li>5. Read and Sign Waivers (page <a href="#">6</a>, <a href="#">8</a>, <a href="#">9,10</a>)</li> <li>6. Complete Orientation and Quiz (50 minutes)</li> <li>7. Start volunteering!</li> </ol>
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#### TBW Mentor/Coach

*Individuals with a personal interest to donate their time and work directly with youth for an extensive period.*

TBW Mentor/ Coach Onboarding Process	<ol style="list-style-type: none"> <li>1. Complete <a href="#">Volunteer Application</a> on website</li> <li>2. Pass the National Sex Offender Check</li> <li>3. Attend a Screening Interview</li> <li>4. Pass a Background Check</li> <li>5. Read and Sign the TBW Adult Code of Conduct (page <a href="#">7</a>)</li> <li>6. Read and Sign Waivers (page <a href="#">6</a>, <a href="#">8</a>, <a href="#">9,10</a>)</li> <li>7. Complete Sexual Harassment Webinar and Quiz (60 minutes)</li> <li>8. Complete Orientation &amp; Mentor Training and Quiz (80 minutes)</li> <li>9. Start volunteering!</li> </ol>
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## **Volunteer Agreement:**

*I understand that I must adhere to the following requirements and policies to remain eligible to volunteer for Triangle Bikeworks. I must sign and return forms via email (volunteer@trianglebikeworks.org) or in person or by mail (117 West Main Street, Carrboro, NC 27514). Failure to do so may result in inability to volunteer at Triangle Bikeworks.*

## **Orientation**

Capacity Building Volunteers and TBW Mentors/Coach must complete their respective orientation powerpoint and quiz. The orientation process is designed to help volunteers understand TBW's guiding principles and to prepare you to effectively participate in TBW activities.

## **National Sex Offender Checks**

All volunteers are required to pass the National Sex Offender check prior to the first day of volunteering.

## **Background Checks**

Volunteers working directly with youth are required to complete a criminal history background check prior to the first day of volunteering. If a volunteer has offenses on their record and feels comfortable, we recommend discussing the nature of them with the Volunteer Coordinator. Background information about criminal records are confidential. The reports are only used for the purpose for which it was intended.

## **Sexual Harassment Webinar**

This is required for TBW Mentors. The webinar is called "Safety 1st Webinar: Camp Staff Harassment Safety in the Age of #metoo". You must watch the webinar and complete the quiz prior to your first day of volunteering or you will not be eligible to start. NOTE: *Capacity Building volunteers will be expected to know the Sexual Harassment expectations outlined in the Orientation Powerpoint.*

## **Attendance**

Expected to be present for every committed volunteer assignment.

## **Tardiness and Absences**

As a volunteer, you are required to be punctual and present. If there is a circumstance where you are going to be late, please notify the Volunteer Coordinator immediately via phone or email. If there is a circumstance where you cannot fulfill the commitment, notify the Volunteer Coordinator at least 1 day prior to the day of service.

## Volunteer Opportunities

### Event Volunteers:

- Trash clean up days
- Princeville Homecoming
- LET'S RIDE! Community Bike Events

### Capacity Building:

- Event Planning
- Legal Aid
- Marketing
- Fundraising
- Strategic Planning
- Board Development
- Volunteer Recruitment
- Creative Brainstorming
- Accounting/Bookkeeping
- Administrative Assistant
- Social Media Management
- Organizing Service Opportunities
- Website Development and Maintenance
- Electronic Organizing of Files and Records (e.g. Dropbox, Google Drive, Evernote)
- Bike Mechanic
- Other:

### TBW Mentor/Coach:

- Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter.
- Mentors wear many hats, acting as delegators, role models, cheerleaders, policy enforcers, advocates, and friends. Mentors assume these different roles during the course of a relationship
- TBW Mentors have the option to participate in training rides and bike rides. On rides you are helping ensure safety, provide guidance & motivation. It can be challenging to cycle in a group so you need to have effective leadership skills and lots of patience.

\*\*\* TBW Mentor/Coach are required to have their own bike. Comfortable cycling on roads and/ or trails, knowledge of traffic laws and bike signals.

\*\*\*TBW mentors don't have to participate in bike rides.

## Electronic Signature Consent Form

This Electronic Signature authorization form will allow Triangle Bikeworks to use your electronic signature on all important forms and documents while you are a volunteer with the organization. After ensuring that you agree with the following information, please sign this form and return with others. Failure to do so may result in inability to volunteer at Triangle Bikeworks.

*If you wish to sign documents manually instead, you may do so and mail them to:*

**Triangle Bikeworks**

*Volunteer Coordinator*

*117 West Main Street*

*Carrboro, NC 27510.*

By selecting "I Accept" below, you are acknowledging that you are signing this Consent Agreement electronically and your electronic signature on all other forms and documents provided by Triangle Bikeworks has the same effect as if you signed them in ink. You further agree to use your electronic signature to establish your identity and sign electronic documents and forms. Moreover, you agree that your electronic signature is the legal equivalent of your manual signature and will continue to be as long as you are associated with Triangle Bikeworks. You agree that you will be held legally bound, obligated, or responsible for any electronically signed submission you make. You agree that no third party verification is necessary to validate your electronic signature and lack thereof will not impact the validity or enforceability of your electronic signature.

You may withdraw your consent to use electronic signatures at any time by contacting us via email at [volunteer@trianglebikeworks.org](mailto:volunteer@trianglebikeworks.org). This withdrawal will only go into effect after your request has been processed. Any documents signed electronically before your withdrawal will continue to be valid.

I understand and agree to each and all of the Terms and Conditions in this Triangle Bikeworks Electronic Signature Consent Form. My electronic signature is legally binding. Please check the appropriate box and provide your signature.

- I Accept
- I Decline

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Print Name

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Sign Name

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Date

# Triangle Bikeworks Adult Code of Conduct

Adults within the Triangle Bikeworks (TBW) community agree to follow this code of conduct to maintain a culture of safety, responsibility and respect.

Maintain appropriate behavior for an adult associated with a Triangle Bikeworks by:

- Follow your training and TBW Policies, Rules and Guidelines at all times.
- Discrimination by TBW community members will not be tolerated. TBW prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
- Work to be cognizant of inherent power dynamics within interactions (teacher, gender, race) and work to acknowledge and redistribute relative power
  - Never engage in behavior that could be interpreted as “grooming behavior”
  - All 1:1 interaction between a youth and adult must be observable & interruptible. That is, they must take place someplace where another adult can see what is happening and intervene if the interaction looks inappropriate. For example, unless immediate family members, TBW community member should never meet 1:1 with youth for bike rides or other activities within or outside of the TBW season.
  - The 1:1 policy still applies for virtual communications. Keep communications transparent, accessible, professional and only via your official TBW platforms.
- Sexual harassment by TBW community member will not be tolerated. These forms of harassment include, but are not limited to: offensive or unwelcome sexual flirtations, advances or propositions, repeated verbal abuse of a sexual nature, graphic or degrading comments about an individual and/or their appearance. The display of sexually suggestive objects or pictures and any offensive or abusive physical contact will also not be tolerated.
- Participants’ safety must be a priority at ALL times. It is imperative that we ensure that youth are behaving in a safe, responsible and respectful manner. If you see or hear something that in any way compromises the safety of our community, it is your job to step in and intervene. Address all concerns brought to your attention, including any observed prejudice or discriminatory behavior.
- Use your best judgment. If you have concerns that a task, project or activity you are working on is dangerous, or is not going to meet the agreed-upon objectives let the person in charge know.
- Regardless of your specific role, you are a role model and authority figure.
- Your primary role is to ensure the safety and then the success of participants within each activity.
- Be supportive. If a fellow TBW community member is struggling, it is expected that you support them.
- Be transparent. If you have a concern, share it with the person in charge. If the person in charge is the person with whom you have a concern, share it with TBW Board of Directors.
- Communicate. Be open to giving and receiving feedback.
- Listen to and respect the youth at all times. Promote appropriate relationships that are based on openness, honesty, trust and respect.
- Use positive and encouraging language.
- Ask before touching someone or someone else’s bike, even if they have asked you for help.
- Be prompt and reliable .

I understand and will follow the Triangle Bikeworks Policy, rules and guidelines as described in my training and the Adult Code of Conduct. I understand that any breach of the above Code of Conduct will be reported and appropriate actions will be taken.

By signing my name below, I acknowledge that I have, read, understand and fully agree to the terms of this Agreement as described above.

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Print Name

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Sign Name

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Date

## PARTICIPANTS and/or PARENTS READ BEFORE SIGNING

IN CONSIDERATION OF \_\_\_\_\_, me and/or my child/ward, being allowed to participate in any way in the Triangle Bikeworks (TBW) related programs, events, and activities the undersigned acknowledges, appreciates, and agrees that:

**Risk of Bicycling:** As with any sport, I fully realize and respect the dangers of riding a bicycle on open public roads, trails and parks and fully assume the risks associated with this activity for me and/or my child including by way of example but not limitation, the dangers of collision with pedestrians, vehicles, other cyclists, and fixed or moving objects; the dangers arising from surface hazards, potholes, broken roads, rocks, roots, equipment failure, inadequate safety equipment, and weather conditions; and the possibility of serious physical and/or mental trauma or injury associated with bicycle-related mishaps. I understand that potentially dangerous situations may arise during the event that are beyond the control of Triangle Bikeworks, Inc. Knowing the risks involved, I nevertheless agree to assume those risks and to release all persons or entities mentioned below for any injury, death, illness or property damages that occur during the participation in the programs and events.

**Responsibilities of Bicyclists:** I attest that I and/or my child will be riding at our own risk and release the aforementioned entities from liabilities for any injury, death, or damages, which may occur to me or anyone else.

**RELEASE:** Having read the foregoing material, I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS TBW, its directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releases"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my child's involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

Additionally, Triangle Bikeworks, Inc. cannot be held liable for theft or loss of my personal gear including electronic equipment.

### UNDERSTANDING OF RISK

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulations, and accept them as a participant.

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Print Name

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Sign Name

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Date



## Liability & Assumption of Risk Agreement

In consideration of \_\_\_\_\_ being permitted to participate in Triangle Bikeworks' youth cycling opportunities (referred to hereinafter as "Program") and related events and activities, on behalf of myself, or a minor child or ward, heir, next of kin, personal representative, successor or assign:

- (1) I acknowledge, understand, declare and agree that:
  - (a) To the best of my knowledge, I am in good physical condition and have no disease or injury that would be aggravated by participating in activities related to the Program;
  - (b) Participating or assisting others in participating in the Program may involve risk of injury to me or other consequences, which might result not only from my own actions, inaction or negligence but also the actions, inaction or negligence of others, or the conditions of the premises or of any equipment used;
  - (c) I will take part in activities that require walking in the forest, removing invasive species, and working in areas that may contain hazards such as poison ivy, yellow jackets and/or other insects.
- (2) I agree that:
  - (a) I will follow all instructions provided by Triangle Bikeworks' educators in order to ensure my safety.
- (3) I consent to all emergency medical treatment as may be deemed appropriate under existing circumstances by medical personnel or personnel associated with the Program.

I have read this form in its entirety and have provided truthful information.  
*(Signature of parent or legal guardian required for anyone under 18 years of age.)*

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Print Name

Sign Name

Date

Phone  
Number

## Photography Release

I, \_\_\_\_\_, hereby grant permission to Triangle Bikeworks (the "Organization") and Partners to use my photograph(s) for any purposes relating to the Organization/Partners, including but not limited to, promotional or public relations publications or the Organization's Website. The Organization/Partners may use the photograph(s) without further permission from me and without any compensation. Additionally, I acknowledge the Organization's right to alter, crop or treat the photograph at its discretion.

I have read this form in its entirety and have provided truthful information.  
*(Signature of parent or legal guardian required for anyone under 18 years of age.)*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date