

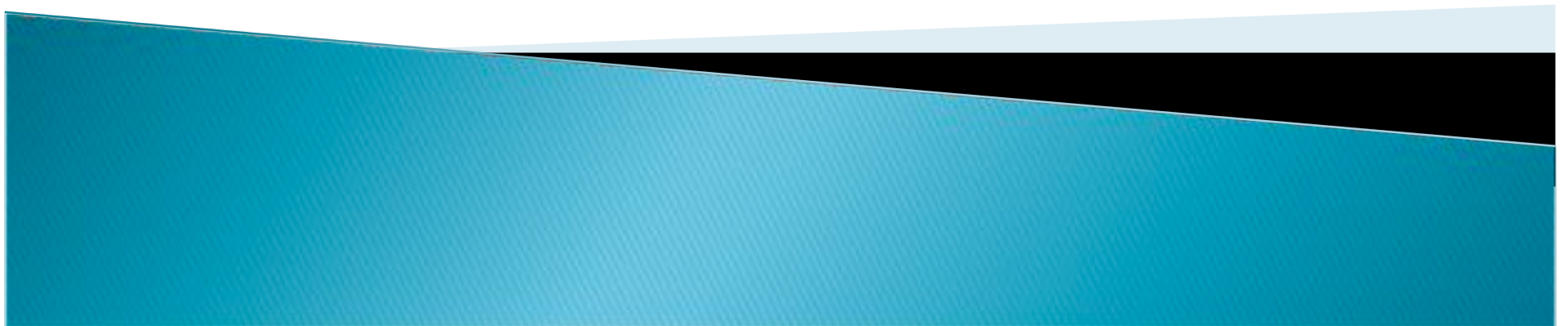
# WELCOME

## TCBC Event Coordinator Fair

We are always looking for ways to improve our TCBC Events

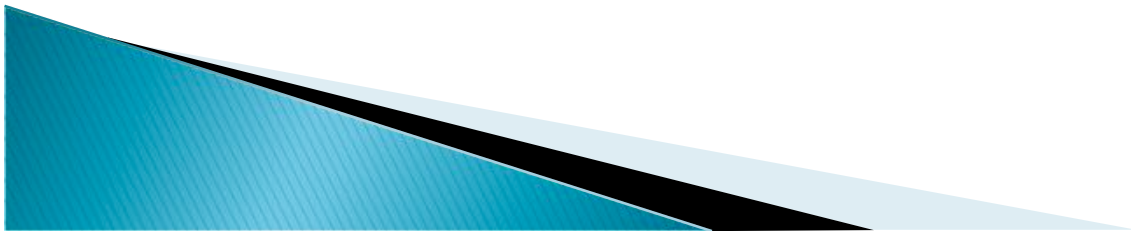
We need creative, organized individuals to bring in new ideas to make rides and events run smoothly

That's why you're here!  
Let's talk about how U can help .....



# TODAYS PLAN

- ▶ Introductions
- ▶ Review Events and Club Needs
- ▶ Questions and Answers - throughout
- ▶ Find your niche



# 2011 EVENTS

Bike Expo

Ironman

REI Days

All Club Ride

Watermelon

All Club Rides

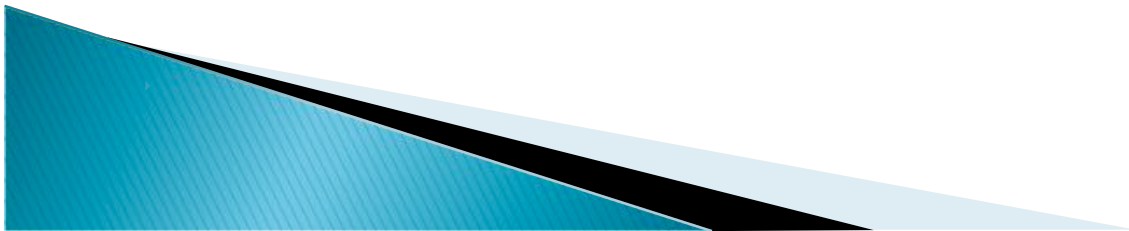
St. Paul Classic

Halloween Ride

TCBC Jersey Contest

TCBC Annual Meeting

TCBC Recognition Banquet



Other TCBC Events  
etc ....

## CURRENTLY COVERED

Swap Meet  
New Leader Training  
Ride Leader Forum  
Bike U



# Swap Meet

Saturday, March 26 Hopkins VFW

- ▶ Why do we do this?
- ▶ 8th Year.
- ▶ Valerie Olson, coordinator.
- ▶ Web site information, <http://www.biketcbc.org/swapmeet/>
- ▶ **Volunteers are directed to sign up on web link**



# Bike Expo

April 29 – 30, State Fairgrounds



# Bike Expo

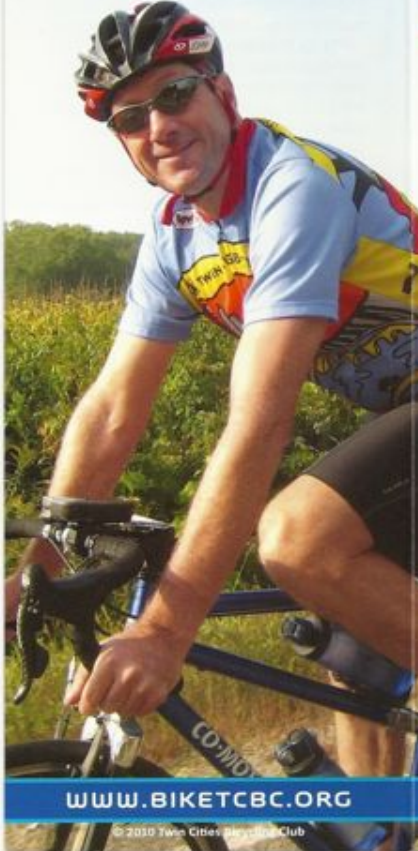
April 29 – 30, State Fairgrounds

- ▶ Why do we do this? Relationship with Bike Alliance.
- ▶ Held the Friday and Saturday before Ironman.
- ▶ Booth materials include tablecloth, TCBC banner, Tent? TCBC brochure and helmet fitting brochure. TCBC merchandise? In years past - recognition awards not picked up by members at banquet.
- ▶ Friday morning setup - Open by noon Friday through evening and late Saturday afternoon takedown.
- ▶ Photos of day's event.
- ▶ Write up in Newsletter
- ▶ Likely transfer of materials to persons doing the Ironman the next day.
- ▶ Begin recruiting at 2011 Annual Recognition Banquet




# New in 2010

JOIN THE LARGEST BICYCLING CLUB  
IN THE MINNEAPOLIS ST. PAUL  
METROPOLITAN AREA




WWW.BIKETCBC.ORG



**JOIN TCBC**

**COME RIDE  
WITH US!**



WWW.BIKETCBC.ORG

© 2010 Twin Cities Bicycling Club



**Correct Helmet Fit  
Snug, Level and Stable**

- Helmet is level across the top of your head
- Helmet sits low on the forehead and above the eyebrows
- Chin strap is fastened tight enough to allow only 1 1/2 finger widths of space for sliding between your strap and chin
- Helmet should fit snugly with side straps, securing your ears and the forehead right above your eyebrows
- For a final check, gently try to tilt the helmet back and forth on the head. The helmet should not move more than 1/2 inch in any direction.



**Incorrect Fit**

- Helmet is sitting too high back on head
- Helmet is not level across the top of head
- Chin strap is too loose and side straps do not properly fit around the ears
- Adjustment results in not grasping forehead with straps

Safety tip brought to you by  
The Twin Cities Bicycling Club  
and Wheeling International RR

# Minnesota Ironman Bicycle Ride

Sunday, May 1 – Lakeville



# Minnesota Ironman Bicycle Ride

Sunday, May 1 – Lakeville

- ▶ Why do we do this? Relationship to Hostelling International
- ▶ Early morning setup in Lakeville (5:30 because of early ride start) Takedown after 3:30 pm.
- ▶ Booth materials may include tablecloth, TCBC banner flag, Sponsor flag Tent? TCBC brochure and helmet fitting brochure. TCBC merchandise?
- ▶ Sign up ride sheets for members seeking mileage.
- ▶ In years past - recognition awards not picked up by members at banquet.
- ▶ Photos of day's event.
- ▶ Write up in Newsletter TCBC Inventory and return of TCBC booth materials to storage locker.
- ▶ Begin recruiting volunteers at 2011 Annual Recognition Banquet



# REI Days

REI Bloomington, May 2011

- ▶ Why we do this
- ▶ 10:00 setup through 3:00 pm
- ▶ Last year, two persons promoted helmet fitting
- ▶ TCBC brochures and tablecloth



# All Club Rides

- ▶ Scheduled twice a year - Saturdays of Memorial Day and Labor Day week-ends.
- ▶ The rides typically start where there is a reserved shelter.
- ▶ Coordinators for club rides would work closely with the ride leader who is doing the route for the ride.



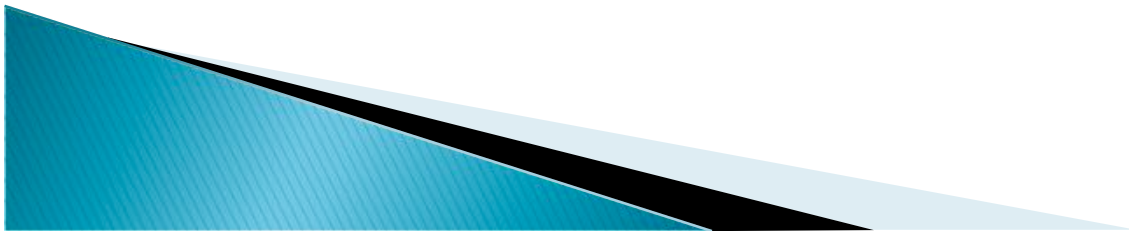
2010 Fall All Club Ride

# All Club Rides Saturday, May 28 and Sept. 3

## 2011 Needs – Event Coordinator(s)

Responsibilities include:

- ▶ Coordinating a location/facility for the ride – 2011 – May 28 Ride – Snail Lake is reserved, (2010 – Labor Day was held at the Minnetonka Community Center.) 9/3/11 – TBD
- ▶ Obtaining necessary permits, contacts with law enforcement, etc
- ▶ Timely publication and reminders of event – eNews, TCBC News, Face Book, (yes – TCBC has a Face Book page!) message boards, etc
- ▶ Advertise good directions to event; consider need to mark event location day of ride
- ▶ Maps – work with leader to finalize maps; may have several maps with various route options; have supply of maps printed for event
- ▶ Coordinate necessary items for registration set up i.e. banners, table, sign in sheets, waivers, microphone and amp (?) etc



# Watermelon Ride

Monday July 4



# Watermelon Ride

Monday July 4

- ▶ The Watermelon Ride is TCBC's annual fundraiser.
- ▶ Hosted by TCBC since July 4, 1982 - rain or shine - we haven't ever cancelled!
- ▶ The Watermelon Ride has evolved into a favorite event for families, club members, and community members. We typically have 550 + riders with most of them signing up the day of the ride.
- ▶ The ride is organized by a committee, consisting of a Chair and 3-4 other volunteers who manage the various tasks for the ride.
- ▶ On ride day, TCBC typically has 50+ volunteers who help with registration, rest stops, etc.

2011 Needs – 1 organizing committee member

2012 Needs – TBD



# St. Paul Classic

Sunday, September 11

- ▶ Provide helmet fittings 6:30 am to 9:30 am.
- ▶ TCBC Flag, Booth? Club Brochure and Helmet Fitting Brochure
- ▶ Photos and newsletter article
- ▶ TCBC ride sign up sheet for members

**2011 Needs – Coordinator + 3 volunteers**



# Halloween Ride

Saturday, October 29

- ▶ The Halloween Ride is another club favorite - typically attracting 100 member riders.
- ▶ We are looking at a new location to start the ride this year (Southern metro) from a TCBC sponsor bike shop.

## 2011 Needs - Co-Coordinator

- ▶ Help secure rest stop
- ▶ Plan food
- ▶ Coordinate other volunteers to staff the event.
- ▶ Work with TCBC Leader to plan route, provide maps, etc.
- ▶ Newsletter and eNews announcements
- ▶ Event photos



# TCBC Jersey Contest –

Late Summer 2011

- ▶ TCBC gears up for a new club jersey every three years that is designed by a TCBC member.
- ▶ This summer/fall, we will be organizing a Jersey Committee!
- ▶ The past two jerseys have been decided based on a jersey contest that is voted upon at the November Annual Meeting
- ▶ We have documentation for the process used for the past couple jersey selections.

**New and creative ideas are always welcomed!**



# Jersey Contest

## 2011 Needs – Chair and committee members

- ▶ Responsibilities include:
- ▶ Schedule committee meetings
- ▶ Establish time lines
- ▶ Coordinate announcement in Newsletter and eNews articles
- ▶ Gathering of entrants and Jersey Selection
- ▶ Jersey Presentation at 2012 Recognition Banquet



# Annual Meeting

Fall 2011

- ▶ TCBC Bylaws require that we hold an annual meeting to elect Directors and conduct other club business.
- ▶ After the board has decided on the meeting date, the club's President and Secretary are the designees to work with the event coordinator(s) regarding the details for the meeting.

Section 1. Annual Meetings. Regular annual meetings of the Members shall be held each year, at a time and place to be designated by the Board. The purpose of the annual meetings shall be to elect Directors to serve for the term or terms as provided by these Bylaws and for the transaction of such other business as may come before the meeting.

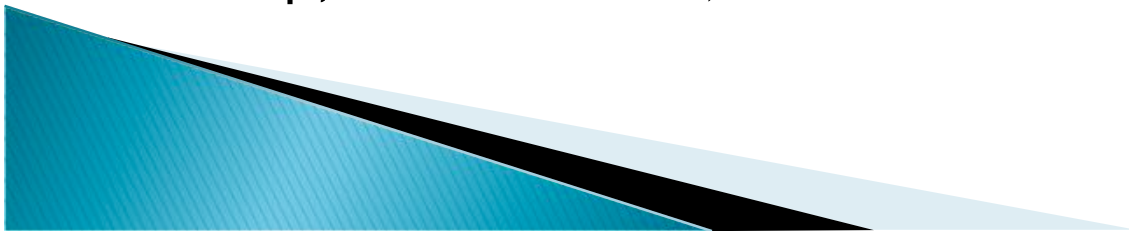


# Annual Meeting Coordinator

## 2011 Needs

### Event and Facilities Chair(s) to coordinate details for the meeting

- ▶ Responsibilities include:
  - ▶ Facility Chair: (Evie Walter)
    - Provide the board with ideas for venue choices
    - Provide the board with ideas for caterers
    - Obtain necessary contracts to confirm location and caterer
    - Coordinate all other details for facility and caterer
  - ▶ Event Chair
    - Coordinates publication for meeting
    - Coordinates registration
    - Assists with program details
    - Organizes other volunteers for day of help (registration, set up, take down etc)



# 2012 TCBC Recognition Banquet

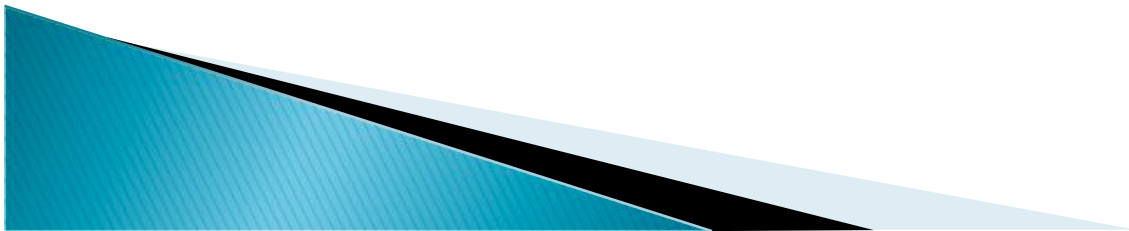
- ▶ Each year, in the winter, we have a banquet.
- ▶ The intent for the past several years was to have a party type event - to acknowledge and celebrate our ride leaders, key volunteers and others who have helped out in many ways the past year.
- ▶ The board sets a budget for this event, and although we charge members for the banquet, the club subsidizes a substantial amount.

**TCBC values its volunteers!**



# Recognition Banquet Needs

- ▶ We are looking for creative and organized people to help us make this event fun and interesting for our members.
- ▶ A board member will be assigned as a resource/designee to help plan the event.
  
- ▶ Responsibilities for this committee include:
  - facility and banquet
  - publicity for the event
  - registration
  - program
  - awards
  - communication with our sponsors
  - volunteer gifts



# How U can Help

- Bike Expo, April 29 – 30 - State Fairgrounds
- Ironman, May 1 - Lakeville
- REI Days, May 2011 - Bloomington
- All Club Ride, May 28 - Shoreview
- Watermelon, July 4 - Shoreview
- All Club Ride, September 3 - Minnetonka
- St. Paul Classic, September 11 - St. Paul
- Halloween Ride, October 29 - South Metro
- TCBC Jersey Contest – Fall 2011
- TCBC Annual Meeting – Fall 2011
- TCBC Recognition Banquet – 2012

