



## **Volunteer Mountain Bike Trail Ranger Programme for Northern Ireland**

### **Introduction**

Outdoor Recreation Northern Ireland is establishing a MountainBikeNI Volunteer Ranger Programme to meet the following aim and objectives:

#### **Aim:**

- To maintain the high standard of mountain bike trails throughout Northern Ireland

#### **Objectives:**

- Reduce the annual maintenance costs for each trail provider
- Empower the mountain bike community by promoting the sense of 'ownership' of the trails
- Create a group of ambassadors for each trail centre and Northern Ireland as a mountain biking destination
- Promote volunteering opportunities with Northern Ireland

The purpose of this document is to:

- Outline the programme and how it will be delivered
- Illustrate the benefits to trail providers
- Outline the input and responsibilities of all stakeholders i.e. Outdoor Recreation NI, trail providers and volunteers

## Appendix 1

### **Delivery**

Outdoor Recreation NI will take the lead in the development of the programme, however input from the trail providers will be essential to ensure they benefit from the aforementioned aims and objectives.

Outdoor Recreation NI is best placed to deliver this programme as it already delivers a very successful Volunteer Walking Ranger Programme which has over 140 volunteers who inspect and report maintenance issues along over 400 miles of the Ulster Way and over 200 Quality Walks listed on WalkNI.com.

### **Outdoor Recreation NI Input**

To ensure the success of the programme Outdoor Recreation NI will dedicate staff resource to:

- Recruit and maintain a minimum of 40 Volunteer Mountain Bike Trail Rangers
- Compile and maintain a database of Volunteer Mountain Bike Trail Rangers
- Create and maintain an online platform to communicate with Volunteer Mountain Bike Trail Rangers
- Liaise with trail providers to arrange a programme of 4 trail maintenance days per annum per trail centre
- Communicate dates to volunteer database at least 3 weeks in advance of each trail maintenance day
- Publicise the work of the Volunteer Mountain Bike Trail Rangers programme where appropriate to ensure the programme receives the necessary recognition
- Seek to secure external funding or sponsorship for the programme - it is envisaged that such sponsorship will be incorporated into the overall MountainBikeNI sponsorship
- Organise a 'Volunteer Reward Scheme' for volunteers including a minimum of 2 incentive days plus social events and incentive scheme

### **Trail Provider Input**

- Provide training for Volunteer Mountain Bike Trail Rangers in trail maintenance and Health & Safety
- Identify maintenance work that is required prior to the planning of any trail maintenance day
- Be responsible for the delivery of all trail days including:
  - Welcomes and introductions
  - Allocation of tasks
  - On site supervision
  - Completing risk assessments of all work
  - Recording/ maintaining records of all tasks undertaken
- Provide all necessary equipment for trail repairs
- Providing all materials e.g. stone required for trail repairs
- Provide insurance for all Volunteer Mountain Bike Trail Rangers while taking part in trail days
- Maintain records of feedback received from Volunteer Mountain Bike Trail Rangers
- Provide lunch for the Volunteer Mountain Bike Trail Rangers on Trail Days

## Appendix 1

### Programme

Outdoor Recreation NI has identified a recommended annual trail maintenance programme as outlined below. Four trail maintenance days are proposed for each year with the first of each incorporating a training session with a trail maintenance specialist. It is suggested the trail specialist employed is the trail designer who will have in depth knowledge of the trails; this training session will be for both trail provider staff and volunteers.

Trail providers will also be asked to contribute to the 'Volunteer Reward Scheme' – this will be delivered by Outdoor Recreation NI. Reward is an essential ingredient to any successful volunteer scheme, it keeps the volunteers engaged within the programme and reduces volunteer turnover. The reward scheme will include clothing from a sponsor, training days, mountain bike tuition and social events.

<b>Time</b>	<b>Content</b>	<b>Option A Estimated Cost for Trail Specialist to attend initial training day only</b>	<b>Option B Estimated Cost with Trail Specialist to attend initial training day and trail maintenance days</b>
Quarter 1 – Apr – June	Trail Maintenance Training & Trail Repair	£1,240 Trail Specialist (x2) - £1,000 Volunteer tea/ coffee & lunch (£8x30) - £240	£1,240 Trail Specialist (x2) - £1,000 Volunteer tea/ coffee & lunch (£8x30) - £240
Quarter 2 – July - Sept	Trail Repair	£120 Volunteer tea/coffee & lunch (£8x15) - £120	£620 Trail Specialist (x1) - £500 Volunteer tea/coffee & lunch (£8x15) - £120
Quarter 3 – Oct - Dec	Trail Repair	£120 Volunteer tea/coffee & lunch (£8x15) - £120	£620 Trail Specialist (x1) - £500 Volunteer tea/coffee & lunch (£8x15) - £120
Quarter 4 – Jan - Mar	Trail Repair	£120 Volunteer tea/coffee & lunch (£8x15) - £120	£620 Trail Specialist (x1) - £500 Volunteer tea/coffee & lunch (£8x15) - £120
Contribution to 'Volunteer Reward Scheme'		£800	£800
	<b>TOTAL</b>	<b>£2,400 per annum</b>	<b>£3,900 per annum</b>
Notes - All costs are paid directly to suppliers e.g. trail specialist and caterer This cost does not include purchase/ hire of machinery, H&S clothing, materials e.g. stone Contribution to 'Volunteer Reward Scheme is paid to Outdoor Recreation NI			

## Appendix 1

### **Volunteer Role**

Outdoor Recreation NI will recruit a minimum of 40 Volunteer Mountain Bike Trail Rangers that are willing and able to complete a range of practical tasks that include:

- Repairing the trail surface – e.g. de-berming, moving and laying stone, raking, levelling, shaping, compacting
- Repairing trail features – e.g. adding more stone, compacting

**N.B.** It is not envisaged that Volunteer Mountain Bike Trail Rangers will assist in the building of new trails or repairing trails that require significant construction work

Volunteer Mountain Bike Trail Rangers will be asked to:

- Identify their preference in terms of the site they wish to volunteer at
- Enter into an agreement with Outdoor Recreation NI and the relevant Trail Provider – see Appendix A
- Commit to completing up to 3 trail maintenance days per annum in order to avail of Volunteer Reward Scheme

### **Benefits of Programme**

The benefits of the programme largely overlap the aforementioned aim and objectives – however in addition there is:

#### **Cost Saving**

Based on the recommended annual trail maintenance programme each trail centre will avail of

- 75 days of volunteer support
- Equating to 75 days x 7.5 hours = 562.5 volunteer hours
- Real cost if using paid staff = 562.5 x £6.19 (UK minimum wage) = £3481.88 (In reality these costs would be significantly more)
- Minimum annual input to volunteer programme = £2,400
- £3481.88 - £2,400 = a saving of £1081 per annum or £3243 if calculated over 3 years

#### **Economies of Scale**

In addition to the cost savings outlined above each trail provider can benefit of the economies of scale from contributing to a centrally delivered programme from Outdoor Recreation NI.

Outdoor Recreation NI is able to dedicate a staff resource from a core funded position to:

- Create the programme
- Recruit & liaise with volunteers
- Liaise with trail providers
- Deliver a Volunteer Reward Scheme

If this was not carried out centrally, each trail provider would have to individually dedicate staff time and programme costs.

### **Timeline**

Outdoor Recreation wishes to establish the scheme in Spring 2013 and therefore require confirmation of trail providers support in the early 2013.

## Appendix 1

### Appendix A -Volunteer Mountain Bike Trail Ranger Agreement

As a **Volunteer Mountain Bike Trail Ranger**, I agree to:

- Attend a 1 training day per annum – delivered by Trail Specialist
- Attend a minimum of 3 additional trail maintenance days per annum
- Only undertake trail maintenance under the supervision of the Trail Provider
- Comply with Health & Safety and Risk Assessment Guidelines whilst partaking in training and maintenance
- Complete the maintenance work as advised by the Trail Provider.
- Provide feedback on an ongoing basis to the Trail Provider via MountainBikeNI.com on trail maintenance and management issues e.g. where trail repairs are needed, waymarking replaced etc
- Be an ambassador for the trail centres and Northern Ireland as a mountain bike destination i.e. assisting visitors with information whilst at trail centres

As the organisation with responsibility for trail management and maintenance, I understand the **Trail Provider** agrees to:

- Provide training for Volunteer Mountain Bike Trail Rangers in trail maintenance and Health & Safety
- Identify maintenance work that is required prior to the planning of any trail days
- Be responsible for the delivery of all trail days including:
  - Welcomes and introductions
  - Allocation of tasks
  - On site supervision
  - Completing risk assessments of all work
  - Recording/ maintaining records of all tasks undertaken
  - Lunch
- Provide all necessary equipment for trail repairs
- Providing all materials e.g. stone required for trail repairs
- Provide insurance for all Trail Rangers while taking part in trail days
- Maintain records of feedback received from Trail Rangers

As the organisation responsible for coordinating the MountainBikeNI Volunteer Trail Ranger programme, I understand **Outdoor Recreation NI** agrees to –

- Supply technical mountain bike technical clothing – this will be branded by a sponsor and MountainBikeNI.com
- Publicise the work of the Volunteer MTB Trail Ranger programme where appropriate to ensure the programme receives the necessary recognition
- Liaise with trail providers to arrange a programme of 4 trail maintenance days per annum per trail centre
- Communicate dates of each trail maintenance day at least 3 weeks in advance

## Appendix 1

- Create and maintain an online platform to communicate with Volunteer Mountain Bike Trail Rangers
- Organise a 'Volunteer Reward Scheme' for volunteers including a minimum of 2 incentive days plus social events and incentive scheme.

No volunteer expenses will be paid, however, lunch will be provided when a full Trail Day takes place.

### VOLUNTEER MOUNTAIN BIKE TRAIL RANGER APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

Gender: Male  Female

Date of Birth: \_\_\_\_\_

Please describe why you would like to become a Volunteer Trail Ranger

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Please provide details of your mountain biking experience – this may be leisure riding, competition, trail building, coaching etc

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Please identify your preference of which site(s) you would like to volunteer at – where 1 is your first choice and 6 is your last choice

- |                                 |                          |
|---------------------------------|--------------------------|
| Blessingbourne                  | <input type="checkbox"/> |
| Davagh                          | <input type="checkbox"/> |
| Barnett Demesne and Mary Peters | <input type="checkbox"/> |
| Rostrevor                       | <input type="checkbox"/> |
| Castlewellan                    | <input type="checkbox"/> |
| Craigavon Lakes                 | <input type="checkbox"/> |

# Appendix 1

## Medical Form (Confidential)

### Personal details:

Name:	_____
Address:	_____ _____ _____
Post Code:	_____
Date of Birth:	_____
Contact Tel:	_____

### Person to contact in an Emergency:

Name:	_____
Address:	_____ _____
Tel No:	_____ (Home) _____ (Work)

### Medical statement:

Appendix 1

Do you have any of the following: (If yes please cross the relevant boxes)

Do you have any condition requiring regular treatment

YES  NO

Any major illness

Blackouts / headaches / migraine / dizziness

Allergy to bites / food / medicine

Asthma / bronchial illness


Recent injuries

Epilepsy

Diabetes

Heart complaints


Details of above or any other condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Practitioner Details:**

Name of Doctor: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

**Declaration:**

**I the undersigned confirm that to the best of my knowledge all of the above details are correct.**

**SIGNATURE:**

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