



bike to  
create a world  
free of MS

## Bike MS: 2014

# Volunteer Manual

[Bike MS: Nebraska Ride](#): September 6 & 7, 2014

Start/Overnight/Finish: Bellevue University, 1000 Galvin Road South, Bellevue, NE 68005

[Bike MS: Ozarks Ride](#): September 6 & 7, 2014

Start/Finish: Clever High School, 6800 State HWY 14 W., Clever, MO 65631

Overnight: East Middle School, 4594 E 20th St, Joplin, MO 64801

[Bike MS: Wichita Ride](#): September 6 & 7, 2014

Start/Overnight/Finish: Pratt County Fairgrounds, 81 Lake Road, Pratt, KS

[Bike MS: Kansas City Ride](#): September 13 & 14, 2014

Start/Finish: Garmin Headquarters, 1200 E. 151st Street, Olathe, KS 66062

Overnight: South Park, 1141 Massachusetts St., Lawrence, KS 66044

notes

Thank you for volunteering your time and talents for Bike MS 2014!

The Mid America Chapter hosts four Bike MS events over the first two weekends in September. If you combine all four of these rides, over 3,000 cyclists will raise almost \$2 million this year! Without you, this event could not take place. With you, we get one mile closer to a cure.

As we prepare for Bike MS, our common goal is to host the safest, smoothest, best supported and most enjoyable fundraiser ever. We can accomplish that by working together, being flexible, being positive and **paying very close attention to the information in this orientation manual.** This manual will provide you with important information that will allow you to enjoy your volunteer experience and ensure you are prepared for situations that may arise.

As a thank you and to identify your position, you will receive a Bike MS Volunteer T-shirt. Not only will this identify you as a source of help and function as your meal ticket, but it is your way of letting everyone know that you have joined the movement toward a world free of MS!

Thank You!

*MS Society Staff and Bike MS Planning Committee*

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*Please note this manual is used for all four Bike MS events across the Mid America Chapter. A ride specific manual will accompany this volunteer manual.*

# about ms

## About Multiple Sclerosis

Multiple sclerosis, an unpredictable, often disabling disease of the central nervous system, interrupts the flow of information within the brain, and between the brain and body. Symptoms range from numbness and tingling to blindness and paralysis. The progress, severity and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment are moving us closer to a world free of MS. Most people with MS are diagnosed between the ages of 20 and 50, with at least two to three times more women than men being diagnosed with the disease. MS affects more than 2.3 million worldwide.

## About The National Multiple Sclerosis Society

The Society mobilizes people and resources to drive research for a cure and to address the challenges of everyone affected by MS. To fulfill this mission, the Society funds cutting-edge research, drives change through advocacy, facilitates professional education, collaborates with MS organizations around the world, and provides programs and services designed to help people with MS and their families move their lives forward.

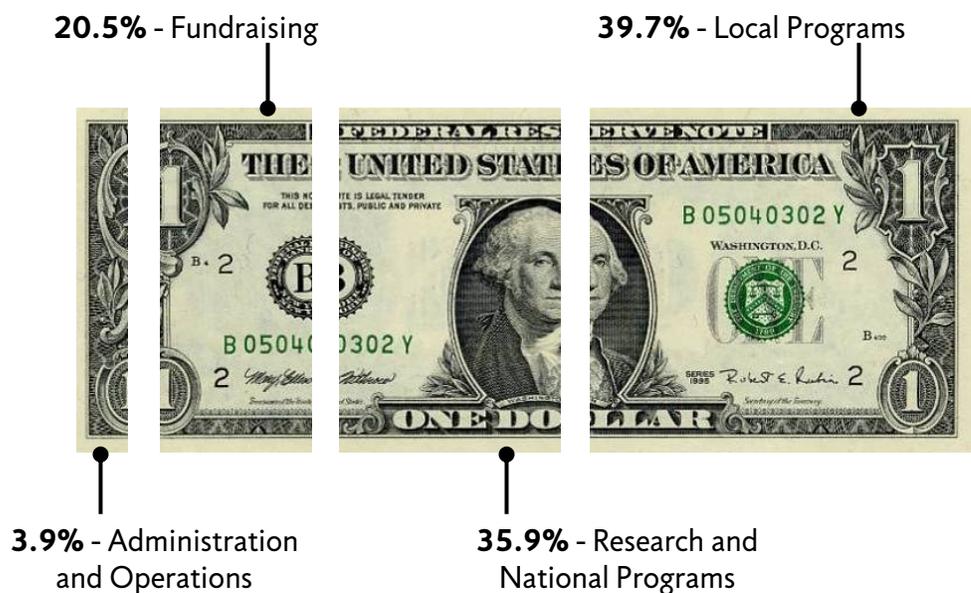
In 2013 alone, through its home office and 50-state network of chapters, the Society devoted \$145.2 million to programs and services that assisted more than one million people. To move us closer to a world free of MS, the Society also invested over \$48 million to support more than 380 new and ongoing research projects around the world. The Society is dedicated to achieving a world free of MS. Join the movement at [nationalMSSociety.org](http://nationalMSSociety.org).

Early and ongoing treatment with an FDA-approved therapy can make a difference for people with multiple sclerosis. Learn about your options by talking to your health care professional and contacting the National MS Society at [nationalMSSociety.org](http://nationalMSSociety.org) or 1-800-344-4867.

### did you know?

76 cents of each dollar raised in the Mid America Chapter is spent to end the devastating effects of multiple sclerosis.

## where the money goes



### What should I bring ?

- > Completed Volunteer Agreement Form (if not already turned in)
- > This Volunteer Manual
- > Bike MS Route Map and basic road map
- > Paper and pen
- > Official vehicle sign (if traveling on the route)
- > Volunteer T-shirt
- > Folding chair
- > Check the forecast before you leave home and be prepared for the weather: Sunscreen, hat, rain gear, umbrella, coat, change of clothes, etc.
- > Comfortable shoes and clothing
- > Water bottle
- > Cell phone with emergency #'s programmed
- > Sunglasses, sunscreen, lip balm, hat, bug spray
- > ID and Emergency Contact Info: Program emergency numbers in your cell phone
- > Cash for any incidentals, meals, etc.
- > Small cooler with water and drink of choice (no alcoholic beverages) and personal snacks
- > Something to do - there may be lulls in cyclists depending on your position so feel free to bring a book, newspaper, radio or something simple to do.
- > Basic toiletries (deodorant, toothbrush, hand sanitizer, etc.)
- > Two day supply of any medications
- > Overnight supplies (sleeping bag, towels, tent—if you plan on camping out)
- > Decorations and supplies to motivate and encourage riders (noisemakers to cheer on cyclists)

**Check out your job description for specific items you may need.**

### How much money do I have to raise?

While volunteers are not required to fundraise, this is a fundraising event and volunteers are welcome to join the effort!

### Where do I park?

Please park in the designated parking areas at all locations. Rest stop workers may park near their designated locations. If you are serving on the safety patrol along the route, please pull completely off the route and walk to your assigned location.

### Can we eat?

The MS Society will provide food for the weekend, but please pack an extra snack as our meal schedule below is subject to change.

### Can I bring friends?

The more, the merrier! Make sure they go to volunteer check-in and complete the consent form before they help.

### What if it rains?

Bike MS 2014 will take place rain or shine. Extreme weather conditions may warrant adjustments to the ride and will be communicated.

### How old do you have to be to volunteer?

We need volunteers of all ages; however, there are some jobs that are restricted to adults. Minors should be accompanied by an adult.

### Is transportation provided?

Due to liability guidelines, transportation is not provided for volunteers.

### Will this volunteer activity count towards community service hours?

Yes, volunteering counts towards community service hours.

### Do I have to volunteer the whole day?

While we recommend volunteering for the whole day, we realize that may not be feasible. Please let us know in advance if you are unable to volunteer for the whole day.

## do's & don'ts

- Do..... Look through this manual.** It contains valuable information you won't find anywhere else!
- Do..... Bring** the "What should I bring?" items on page 5.
- Do..... Check-in.** If you are along the route, call your position leader when you arrive. If you are assigned to a location, go to the volunteer check-in. Rest stop captains need to let their HAM radio operator know when they arrive.
- 
- Do..... Wear your volunteer t-shirt** (and name tag if applicable) so cyclists can identify you as an official volunteer with Bike MS.
- Do..... Display your Official Vehicle sign** if you are working the route.
- Don't.... Drive on the route.** Reference the provided maps to find alternate routes. Drive past the Rest Stop or location you want; then get on the route. That way, you are driving facing the riders. This will save gas and time and will not congest the route with cars, which makes the route safe for riders.
- Don't.... Block vehicular or cyclist traffic!!** You create an instant safety issue when cyclists or other motorists have to pass around you to gain access to a road or rest stop. You are still obliged to follow all laws. If you see someone parked and blocking traffic, please ask them to move to a safer location.
- Don't.... Stop traffic.** We are not allowed to stop traffic. Safety volunteers are in place to ensure that cyclists stop for oncoming traffic and to alert approaching motorists if there are cyclists crossing. All right-of-way laws apply to our ride.
- Do..... Call NET control** if you have an emergency situation.
- Don't.... Call NET control to chat.** These lines need to stay as clear as possible to ensure that pertinent information is being received. If you have a non-emergency issue, please use the numbers that will be provided the weekend of the ride.
- Do..... Alert the appropriate Bike MS contacts** if a volunteer or cyclist is violating laws or creating a dangerous situation along the route. There are specific individuals who have been trained to handle these situations.

The key to a successful event is using precaution and safety at all times. As a volunteer of the National MS Society, we ask you to abide by the following guidelines while working Bike MS.

- Volunteer Agreements must be signed by all volunteers and will be kept on file throughout the weekend of the ride.
- Follow the crisis plan to address alternate route plans, evacuation, crisis communications etc.
- Utilize and obey safety patrols and law enforcement in all traffic intersections.
- Safety Volunteers keeps an eye out for individuals who may not be following the rules of the road or safety procedures. Remember, the Society reserves the right to remove any individual who may jeopardize the safety of themselves and others.
- Safety Volunteers must be cautious while canvassing their routes and ensure the safety of themselves and others.
- Police authorities are the only people to direct traffic.
- If you become extremely fatigued, you must stop and take some time to rest. Another individual will be placed in that position to provide the necessary support.
- Individuals using large oversize trucks are required to have another individual assist with guiding/backing into to tight positions to avoid collision or damage of property.
- In the event a participant or volunteer needs to be accompanied to the hospital, a staff member of the MS Society will be dispatched to the hospital.
- The use of alcohol is prohibited for volunteers until after your shift!
- Only drivers experienced in the use of commercial vehicles should be allowed to drive rented trucks and vans on behalf of the Society.

Documentation is the key to any accident or injury. All rest stops and medical volunteers have Incident/Injury Reports and Witness Forms. Whenever a situation occurs (from a skinned knee to a heart attack), complete the Incident/Injury Report, in addition to the Witness Form. Please document all injuries—no matter how minor they appear to be.

If the participant refuses medical attention, they must sign a release form. These forms are located with the medical personnel.

**Police authorities are the only people that can direct traffic.  
Please do not stop and/or direct traffic. It is illegal!**

# position descriptions

## pre-event

**Packet Pick Up** - Check-in riders, hand out rider packets, t-shirts and jerseys. *Contact local office for dates and times.*

**Truck Loading** - Assist us by sorting items, filling rest stop tubs and loading our trucks in preparation for the big day! *Contact local office for dates and times.*

**Sign Crew** - Sign the route prior to the ride and remove signs post-event. All materials provided. *Contact local office for dates and times.*

**Site Set-Up** - Begin set up start/overnight/finish the Friday before the ride. *Contact local office for dates and times.*

## on route

The Volunteer Lead will tell you when to arrive at your location

### **Safety Patrol (Hazard Team)**

Direct riders along the route and ensure a safe route by looking out at across busy intersections.

Things to bring: extra snacks, something to drink, folding chair, umbrella and broom to sweep gravel and sand off the road. Please consult the volunteer coordinator for your assigned intersection.

### **Support and Gear (SAG)**

Provide support along the route assisting cyclists that may be injured broken down or weary cyclists. A SAG is a single vehicle capable of carrying at least two cyclists and their bicycles ahead to the next rest stop. Display the official vehicle signs so cyclists know you are with the MS Society. Please consult the volunteer coordinator for your assignment.

- Individual and team SAG's are not allowed on the route and will be asked to leave the ride if they are an obstacle for other riders.

- Provide the MS Society with a copy of your driver's license, insurance and background paperwork.

### **Super SAG**

The Super SAG may be a passenger van and enclosed trailer or school bus. Any rider needing to go "all the way in" will be taken to the lunch stop, either directly or rest stop to rest stop. The Super SAG when full will then go directly to the finish discharge riders and bikes then return to the lunch stop. Not all rides provide a Super SAG.

### **Motorcycle Crew**

Assigned segments of the route to patrol. Ensure safety and provide a link from route to Net Control. Please consult the volunteer coordinator for your assignment.

## communication

HAM Radio Operator:

FCC Licensed Amateur Radio Operators are dedicated to furnishing public service communication. A HAM is assigned to each rest stop, mobile medical units, some hazard locations and main locations on the route. They will also be shadowing key staff and volunteers. They are in radio contact at all times with Net Control.

The communication team will be controlling the entire route by amateur (HAM) radios.

- Dispatches medical team to the scene of incident.
- Includes contact with key staff and medical team leader.
- Net control locations at the start/finish and overnight.
- If you need to contact Net Control, use the nearest radio operator.

## medical

- Licensed medical volunteers will take care of the riders and volunteers during the event and coordinate activities during an emergency.
- Medical volunteers will be placed at every rest stop, start and finish lines and at the overnight site.
- These volunteers will be wearing red medical volunteer t-shirts.

## rest stops

- Rest stops are points of support along the route for riders, which include refreshments, port-a-potties and medical volunteers.
- Rest stop volunteers prepare and serve snacks and water for the cyclists.
- They are also motivators to keep the cyclists going throughout the weekend of the tour.



# route protocol

At each rest stop there is a Rest Stop Captain and HAM Radio Operator. The Rest Stop Captain is responsible for providing food, water and encouragement to cyclists along the route. The HAM Radio Operator is responsible for providing information and relaying communication.

## **HAM Radio Operator:**

- Check in with net control upon arrival.
- Communicate any needs of the Rest Stop Captain to net control.
- Keep track of SAGs coming in and out of your rest stop.
- Set up your station towards the front of the rest stop so volunteers can identify your location.

## **Motorcycle Volunteers:**

- Ride back and forth along the route with cyclists at a safe speed.
- Be cautious when passing cyclists and give them room to ride. Be extremely cautious when passing them on a hill as we cannot ride as slow up a hill as a cyclist. Only pass when you can see it is clear to do so!
- If you have a cell phone, be sure you have given this number to your team leader.
- If you encounter a cyclist that needs a SAG, stay with the rider until help arrives. If you cannot contact anyone via cell phone/CB, go to the nearest rest stop and contact the HAM to request a SAG.
- Get the rider number of the cyclist, know their location and find out the reason for SAG (injury, bike problems, tired, etc.) if possible.
- While on the route if you see a dangerous intersection where the bicycles are having trouble crossing, park out of the way and assist at the intersection. **DO NOT STOP CARS AT AN INTERSECTION**, we are not law enforcement. Stop the bicycles if necessary.
- If you see a problem such as loose gravel/road damage, set up to warn the bicycles of impending danger.
- If you have been at an intersection or trouble spot and are getting tired, flag the next motorcycle to come by and have them take over.
- Motorcycles are on the route to help the bicycles, but are also exposed to the heat and weather. If you need a break, stop at a rest stop and get fluids or snacks to keep your self going.
- Spread out - do not group together! You need to cover the route to the best of your ability.

## **SAG (Support and Gear):**

- If you have a ham radio or a scanner, you will be provided frequencies from your team leader.
- If you have a cell phone, be sure you have given this number to your team leader.
- **DO NOT** park inside the rest stop. You need to be able to have easy access to the route.
- If you have been dispatched out on the route, let the HAM Radio Operator know you are leaving.
- Drive **BACKWARDS** on the route so you are going against traffic to pick up cyclist and then take them to the **NEXT** stop. However if a stranded cyclist is just a mile forward from your stop, go forward on the route. Part of this direction will come from the HAM via Net Control based on the location of all SAGS on the route.
- When picking up stranded bicyclist(s) on the side of the road, pull off the road or pull into a driveway to keep the route clear for cyclists.
- Let the HAM Radio Operator at the **NEXT** rest stop know you have arrived and the cyclist(s) you brought with you.
- Don't leave your assigned rest stop until you have been reassigned by the team leader or HAM Radio Operator.

## **Medical Volunteer:**

- Check in with HAM Radio Operator upon arrival.
- Do not leave rest stop until last rider has left the stop.
- Check out with HAM Radio Operator and proceed to next assignment if applicable.

## **Mechanical Sag (Official Bike Shops):**

- Check in with HAM Radio Operator upon arrival.
- Do not leave rest stop until last rider has left the stop.
- Check out with HAM Radio Operator and proceed to next assignment.

Whether you are driving a SAG vehicle, bike shop vehicle, motorcycle, HAM vehicle or gear truck, you must take special precautions when traveling on the route the weekend of the event.

If you will be sharing the road with bicyclists on Bike MS, you must adhere to the following driving protocols to assure the safety of the riders, yourself and your passengers:

- Do not honk at the bicyclists, even in fun. It startles riders and can cause them to lose their balance.
- Avoid driving on the route unless absolutely necessary. Be aware of alternate routes to get where you are going without driving on the route. Please reference the provided maps (if applicable).
- Always obey the rules of the road and common sense rules of driving.
- Always drive slow and cautiously.
- Be alert at all times. The cyclists may be tired and not totally aware of their surroundings.
- Be familiar with the route - look ahead, or have your riding partner read the maps carefully to assure your familiarity with rest stop locations, exits to major highways, access to local hospitals.
- Look out for bicycles: Parked behind or beside buildings, leaning against trees, or in the ditch beside the road. These may be signs of riders lost or in need of help.
- Before moving your vehicle, check all around it for bicycles or cyclists!
- Travel with your headlights and "flashers" turned on when on the route. In some vehicles using the flashers can disable your turn signals. Please know how your vehicle responds to your flashers so you will avoid any dangerous situations.
- Do not follow the cyclists too closely. This makes them nervous and they may make a wrong move. Allow at least one car length in distance between you and the closest bicycle for every 5 mph you are driving.
- If you are approaching a hill and do not have a clear view, do not pass the cyclists.
- When you arrive at a rest stop, pull completely into the driveway or parking lot to avoid congestion. Leave the driveway open for the homeowners!
- Bicyclists need "wobble" space as they ride up hills. Be sure to give them their space.
- If you encounter "slow poke" riders, please do not rush them along. ***This is a tour, not a race.*** If you feel that riders are moving to slow, contact the MS Staff Coordinator of the situation. MS Staff will make all decision to move cyclists along.
- We encourage people working on the route to drive it before the weekend of Bike MS. It will help you get your bearings in daylight and determine hazards near your assigned area.
- Watch for bicycle riders motioning in a "thumbs up" sign to say they are all right, or motioning in a "thumbs down" sign to indicate they need you to stop and give some assistance. If you are in doubt, stop and check with the rider. Safety is our #1 concern.
- Be aware of alternate routes to get where you are going without driving on the route.

# medical & safety info

## Medical Support/ Emergency crews and vehicles:

- Licensed medical volunteers will be taking care of the riders and volunteers during the event and coordinating activities during an emergency.
- Medical volunteers will be placed at every rest stop, start and finish lines, and at the overnight site.
- These volunteers will be wearing specific red medical volunteer T-shirts.
- Please allow the medical professionals and event officials to move and work freely. Allow the medical professionals to assist the injured party.
- If you are witness to the incident, you will be required to assist in completing an incident report.

Take the following situations seriously. If you or a rider has one or more of the following symptoms, report to the medical team immediately.

- Fatigue
- Cuts/bruises
- Dehydration Signs
  - Dark yellow urine or no urine
  - Dry, sticky mouth and dry eyes
  - Fatigue
  - Dizziness or confusion
  - Heartburn or stomachache
  - Recurring or chronic pain
  - Lower back pain
  - Headache and sunken eyes
  - Mental irritation or depression
  - Water retention
  - Lack of skin elasticity

## HOW TO DIAGNOSE AND TREAT HEAT DISORDERS

	HEAT STROKE	HEAT EXHAUSTION	HEAT CRAMPS	HEAT SYNCOPE (fainting)	HEAT FATIGUE
<b>Cause</b>	Failure of heat control mechanisms	Excessive loss of water and electrolytes over time	Lost water and electrolytes	Blood pooling in legs	Not acclimated to temperature
<b>Symptoms</b>	Hot dry skin (red or bluish), confusion, chills, loss of consciousness, convulsions, rapid pulse, body temp is <104F, can be fatal	Fatigue, weakness, dizziness, faintness, nausea, headache, moist clammy skin (pale or flushed), rapid pulse, normal or slightly elevated body temp	Painful muscle, spasms in arms, legs and abs during or after hard labor	Fainting while standing erect and immobile.	Rapid fatigue. Slow recovery. Skin is normal to flushed colored. Sweating normally.
<b>Treatment</b>	Medical Emergency, call for help. Cool the victim. Soak clothing and skin with cool water.	Have victim rest in cool area and drink fluids.	Rest, drink and eat more salty foods.	Move victim to a cool area. Have victim rest and drink plenty of fluids.	Acclimate to temp. Drink plenty of fluids.

## PREVENTION:

- Drink at least 5 to 7 ounces of cool water every 15 to 20 minutes.
- **Please note that medical volunteers are not allowed to distribute items such as Tylenol or Aspirin.** Please make sure the injured party knows they are available and can choose to administer the drug themselves.

This protocol is to assist all our volunteers in the efficient handling of all incidents, which may occur on Bike MS. An "incident" is any mishap that occurs on the ride. A crisis only results when an incident is poorly handled. Following proper protocol will assure that all incidents are handled smoothly and no crisis occur. If you come upon an accident scene or an injured rider, remember the following formula:

- R - Radio for assistance, call Net Control
- A - Assist the injured rider
- C - Control the crowd and keep traffic moving
- E - Establish and retain witnesses

## **R - RADIO FOR ASSISTANCE.**

If you have a cell phone, call the nearest rest stop. If you are without communications, retain a volunteer from among the riders to stop the first SAG vehicle or motorcycle and get communication established via an amateur (HAM) radio operator. Be sure to communicate in a calm manner. Establish the nature of the situation including a rider number and location. The HAM will contact Net Control to dispatch the ambulance. If needed, call the medical volunteer team or an event official and request an ambulance if a rider is unconscious.

## **A - ASSIST THE INJURED RIDER.**

If you are qualified, initiate basic first aid or CPR (if needed). Check for pulse and breathing. Control bleeding using direct pressure. **DO NOT MOVE THE RIDER UNLESS THEIR LIFE IS IN DANGER IF NOT MOVED.** If they are breathing and have a pulse, leave the rider in the position in which you found them. Moving the person could exacerbate spinal cord or internal injuries. **IF THE RIDER MUST BE MOVED, STABILIZE THEIR HEAD, NECK AND SPINE.** Do not allow neck or spine to twist or bend. Provide Net Control with updates of the situation. Report the injured rider's number as well as the rider number of any companion with them. You can find the number on the back of the rider's shirt or attached to their bicycle.

## **C - CONTROL THE CROWD.**

Designate several volunteers to slow traffic from both directions if emergency vehicles are expected en route. **Keep bicyclists moving. Do not allow a crowd to gather.** If riders are unable to continue riding, call for SAGs to remove them from the area.

## **E - ESTABLISH AND RETAIN WITNESS.**

If the rider is unconsciousness or has major trauma, designate a volunteer to retain witnesses who actually saw the incident occur. This may include other riders, tour volunteers (SAGs, motorcycles) or private citizens. These witnesses should complete a witness report (included in this manual).

**REMEMBER** - How we respond to an incident dictates other's response. Be calm and supportive. Don't discuss the incident with anyone other than MS staff.

## media tips

Our hope is to have many members of the media (print, radio and television) interested in Bike MS. This leads to greater exposure for the fight against multiple sclerosis.

We encourage reporters and photographers at all points along the route. Please be welcoming and polite to any media member you see. If they ask you (and you are comfortable), please participate in interviews or photos with a positive attitude about Bike MS. Let them know why you have joined the fight against MS. Feel free to refer any media inquiries to the Tour Director or any MS Society staff member.

### WORKING WITH THE MEDIA DURING AN INCIDENT

When incidents happen along the route, there is a chance for media interest. Remain polite and calm when approached by members of the media. Staff and volunteers who are not designated as spokespeople are asked to not give information to the media.

However, **never** tell a member of the media "No comment." This gives the impression that you have something to hide. Instead say, "I'm not the best person to provide you with information, but I will find someone who can help you."

Please refer ALL media inquiries during an incident to the Tour Director or Lead Staff Member.

## emergency route closing

### HOW TO CLOSE/CLEAR THE ROUTE IN AN EMERGENCY

The only time the route will be closed will be in the event of severe weather or possible trauma. If the route needs to be closed, follow these procedures:

*An Authorized Staff Person will:*

Notify Net Control of the decision to close and clear the route.

*Net Control will:*

Notify Rest Stops of the decision to close and clear the route.

*Rest Stop Captains will:*

1. Designate someone to retrieve route volunteers between their rest stop & the next rest stop.
2. Notify riders of the closing and clearing of the route.
3. Identify persons willing to become a SAG to help clear route of riders.
4. Notify SAGs of the most direct route to the start/finish and overnight.
5. Identify temporary shelter: barns, large buildings, and other covered shelter.
6. Notify Net Control when all riders and route volunteers between their rest stop and the next have been cleared from the route.

*Volunteers will:*

Report to their site captain for possible reassignment.



National  
Multiple Sclerosis  
Society

# Bike MS 2014 Mid America Chapter

## WITNESS REPORT FORM

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

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

Phone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Witness Statement Regarding Incident (By Witness Only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

### OTHER COMMENTS

(Contributing Information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Scene Coordinator: \_\_\_\_\_

Names of Staff/Volunteers Working at Time of Incident:

\_\_\_\_\_  
\_\_\_\_\_

# Bike MS Cyclist Rules of the Road

- All riders must obey all state and local traffic laws.
- All riders must obey all Law Enforcement Personnel, Ride Officials and Volunteers.
- Every rider must wear a bicycle helmet that complies with the US Consumer Products Safety Commission Safety Standard.
- A parent or adult guardian must accompany riders 18 and younger at all times. The maximum ratio of adult-to-child riders is 1:3.
- Children must be 12 years old to participate in the event. There are no exceptions.
- Headphones, cell phones, ear buds, radios and similar audio devices used in, on or around the rider's head or ears are not permitted while riding.
- Equipment and accessories attached to a bicycle for transporting children and pets are not allowed. This includes, but is not limited to, bicycle trailers, Tag-along or Trail-a-bike products, and child carrier seats.
- Riders are not allowed to transport animals while riding.

**If you see any of these rules being violated, please report the rider to the nearest radio operator or staff member. They will need the rider's number and a description of the prohibited activity.**

## WHAT TO KNOW BEFORE YOU GO

- Arrive at your assigned location at the assigned time.
- You must complete a Volunteer Agreement BEFORE you begin your assignment. Turn this in at Check-in or to your team captain as soon as possible.
- Always wear your Volunteer T-Shirt.
- Always park in the designated Volunteer Parking, if parking is identified.
- Always remember the National Multiple Sclerosis Society Code of Conduct you pledged makes you an ambassador of the Society, so please act and dress accordingly.
- Be self sufficient.

# THANK YOU!