

BIKE MS

**REST STOP
WORKER**

MANUAL

REST STOP VOLUNTEER - GENERAL DESCRIPTION

PURPOSE: To provide assistance and support to cyclists along the route.

CHECK IN: Be sure to check in with the rest stop captain at your rest stop.

WHAT DO I BRING? The rest stop team will need to bring the following items to supplement the rest stop: cutting board, knives, can opener, plastic containers to place food in, hoses, cooler full of ice/or to store ice and anything to support your rest stop theme.

WHAT DO I DO?

- The food, tables and box of supplies needed for each of the stops will be dropped off on the day of the ride.
- When you get to your assigned rest stop, start setting up.
- Put the Rest Stop # Sign in a visible place where bicyclists will be able to see the sign from the road they are riding.
- Display the sponsor signs and site information signs in an area where they are visible.
- Check to make sure your portapotties have been delivered. If they have not arrived, notify Net Control.
- Use the provided gloves when handling food. We have also provided handi-wipes for you to use to “wash” your hands!
- The estimated time of arrival is when you should have the food prepped, decorations up and ready for the riders to hit your rest stop. Let the Party begin!
- Once the last rider has come through to your rest stop, the official SWEEP Vehicle for Bike MS Ozarks Ride will have a green light on his vehicle. If you are at the end of the pack and see the green light, you are encountering the last rider and SWEEP Vehicle.
- Please tie all of your trash bags and a trash truck will be by to pick up your trash.
- A food truck will be by to pick up any leftover/unused food. **Please DO NOT** leave before this truck has arrived and loaded. If you don't stay to help, it will make the food truck arrive late at the rest of the stops.
- Please make sure to leave the grounds just as clean as when you arrived. The people are offering their property to us at no cost. We want to continue our good relationship with these gracious hosts!

We are asking that you PLEASE do not take any fruit or unopened food home with you. We use the leftover fruit/food that we have for the later rest stops, as well as for the next day. We will need any extra food we will have.

IF YOU NOTICE YOU ARE RUNNING OUT OF FOOD, please have your HAM radio operator contact Debbie Mellentine or Heather Hodges and we will have food runners bring you more food. Everyone should have plenty of food. It is also recommend bringing some money with you. You may run out of ice and need to run to the store. Get a receipt for any purchases made out of your pocket and the MS Society will reimburse you. We do not anticipate that anyone will need to do purchase anything, but we want you to be prepared.

AN ICE TRUCK will be traveling on the route. If you notice you need ice, have your HAM radio operator track down the ice truck. If you need to send a worker for more ice, please do so. Save your receipts and you will reimburse you for your expenses.

CHEER: If you have feel you have too many volunteers at your stop, please utilize them as “cheerleaders.” Have them clap and acknowledge the riders as they arrive at your stop. The more noise, the better!

LUNCH: If your rest stop is prior to the lunch stop (rest stop 4 – day 1, rest stop 3 – day 2), once your rest stop is closed you may proceed to the lunch stop for lunch. Lunch runners will bring food to the rest stops after the lunch stop.

DECORATIONS: We are celebrating our 25th Anniversary this year. There will be trivia signs placed along the route from the 80's. If you would like to decorate your rest stop in an 80's theme, go for it!!! Regardless of your theme, be creative, wear costumes, decorate with balloons & streamers and cheer as loudly as you can. For more ideas, contact Erin Hession at the MS Office.

SUPPLIES: You will have a list of supplies, to be at your Rest Stop in the plastic tub. Do a complete check of supplies and report any problems to your HAM operator ASAP. We have to be flexible so we may have to make do or get creative if something is left out of the delivery. If you are running out of supplies, please do not purchase more. Contact a staff person on the radio before supplies are depleted.

MEDICAL: You may have a medical box dropped off with the supplies. Make sure you give this to your medical volunteer!

REST STOP SITE PLAN: Refer to the rest stop site plan provided before setting up! Rest stop layout is designed for safety and flow to bring the cyclists off the road before they dismount.

WATER: Place water hoses at reasonable distance from food set up so you can spread out the riders. Avoid muddy areas around the food and away from the entrance the riders will be using.

SNACKS: Remember to keep your hands clean when handling food - use the plastic gloves that are provided to prepare food. We suggest preparing snacks as early as possible - cut bananas in half, oranges and PB&J in quarters. Prepare all snacks so they are easy for riders to pick up - spread out snacks as much as possible.

TRASH: We provide some boxes for trash, but everyone receives trash bags. If you receive a box, please line with the bags provided. When your rest stop close pick up all trash bags, fold up boxes for pick up, and set near the edge of road for pick up. Keep the cardboard trash boxes away from the water source as the boxes will get soggy.

SIGNS: Encouragement signs and mileage signs need to be visible to the riders.

WRAP-UP: Refer to your specific rest stop instructions provided to the Rest Stop Captain. When the last rider has left your location, it is time to shut down the stop. Please do not close the rest stop until the HAM radio operator has informed you that the last rider has passed. Do not throw away any ice, snacks or drinks because they may be used at other stops. It is important to leave the area as clean as we can. The Rest Stop truck will pick up tables & other equipment so please have them clean & by the side of the road. PLEASE STAY TO HELP LOAD THE REST STOP SUPPLY TRUCK! This may require staying after your Rest Stop close time, but it helps keep us on schedule.

QUICK TIPS!

- Bananas need to be cut in half. Apples need to be cut in quarters. Oranges need to cut in quarters.
- You might only receive one or two of these fruits! Don't be alarmed if you do not have all three!
- Use the paint stirrers to stir up the Powerade in the coolers.
- Use the tongue depressors for spreading the peanut butter and/or some riders just like to take a slab of peanut butter and put it on the depressor to eat it alone.
- Some rest stops have popcorn/cereal snacks. We are giving you extra cups to serve the popcorn/cereal snacks. We don't have a lot of riders sticking their hands in the same bowl.

REST STOP TIPS FROM VETERAN VOLUNTEERS

EACH STOP WILL BE A LITTLE DIFFERENT BUT THE FOLLOWING BASIC ITEMS APPLY TO ALL:

1. If the resident, who has graciously offered us rest stop accommodations, is home be sure to introduce yourself and express appreciation for their generosity.
2. If you have someone bring a cooler and ice to the rest stop in the morning, you will avoid getting caught without ice for your first riders. Having ice early also allows you to ice down some water. (If you inquire early, most McDonald's will fill a cooler for you at no charge.)
3. **ARRIVE ON TIME OR A LITTLE EARLY!** People are depending on you to be where you are needed - it levels out the workload.
4. **ARRIVE READY TO WORK!**
5. Help police the rest stop area from where bikers will enter and leave. (Pick up sticks, walnuts, and other debris so that accidents can be avoided.) This can be done while you are waiting on the supply truck to arrive. Clean up makes it more comfortable for the bikers to sit down to rest.
6. Someone should check the water supply at the stop. Make sure it works and taste it to check its suitability for drinking. (In the past we have had some sources of water that weren't palatable.) Checking the water early will allow you to arrange for other water options.
7. It is very important to check the port-a-potties. Unwrap the toilet paper so that the riders don't have to fumble with it. It saves them time and frustration. This also gives you a chance to make sure the facility is in order.
8. You might choose to put up signs on the port-a-potties that tell how far it is to the next rest stop, how far they have already come etc. (These are provided in the supply box the truck delivers.)
9. Some set up sun canopies or open tents with a mister & place chairs inside so bikers can get cooled down if they need to. A tent or canopy, brought from home, can also provide a dry place for medical personnel to help injured riders in the event of rain. Canopy can also be used to place over food tables. Some rest stop veterans bring extra bowls, platters etc. to put food on. An extra utility knife or two can also be helpful when you get a little bit behind on fruit & get a big group of bikers in at one time.
10. Once you have set up your area, as far as possible without truck supplies, it is time to get ready for the truck.
11. Rest stop captains should convey to workers where they wish to have things set up. An assembly line can then be set up to get things off of the truck. Don't overdo. If you think something is too heavy for you get help or let someone else do the lifting. When lifting and carrying **USE GOOD BODY MECHANICS.**
12. The first thing to be put in place should be tables and tablecloths for food and drinks. (Duct tape found in supply box can be used to supply cloths.)
13. Card table is to be set up for the medical personnel along with a cloth, medical box, clean towels etc.
14. Be sure everyone has a name tag. Tags and marker will be found in the supply box.
15. Hang trash bags in several locations. One positioned in the area the bikers will exit when they leave is a good idea.
16. When using two large food tables you can leave a little space between tables and tape a trash bag in-between them. This is especially effective when slicing fruit on table ends and pushing waste directly into the bag. It helps to keep other areas of the tables clean.

ARE YOU READY??? You've got the motivation, you've got your team, you've picked a theme and you've got a plan to carry it out. Let's take a moment to review some of the things provided for you:

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| <input type="checkbox"/> Tables | <input type="checkbox"/> Appropriate supplies |
| <input type="checkbox"/> Porta-potties | <input type="checkbox"/> Ice, Water, Powerade, Fruit, Dry snacks plus appropriate serving supplies |

Each rest stop will have an Amateur Radio Operator and a Medical Staff volunteer assigned to it. SAG vehicles will also be stationed at your rest stop. Make them a part of your team and thank them for their efforts. Rest Stop teams must be prepared to serve all Bike MS participants. This could mean the day starting as early as 5:30 a.m. or ending as late as 6:30 p.m. **THANK YOU.**