

Rest Stop Manual



OREGON - 2023

Thank you so much for volunteering at Bike MS! Your support helps to ensure Bike MS is a safe and memorable event for cyclists, and ultimately moves us closer to our vision: a world free of MS. As a valued member of our Rest Stop Volunteer Team, please read this document thoroughly and reference it during your shift(s). If you have any questions in advance of event weekend, please do not hesitate to reach out to Jill Naughton at jill.naughton@nmss.org. If you have questions during your shift(s), please reach out to the Day-of Volunteer Lead (contact information listed below).

Quick Reference Number Guide

Net Control: 425-443-2145

Route Monitor: Raymond Saperstein, 303-875-0545

Volunteer Lead: Jill Naughton, 360-525-3173

Rest Stop Contact Information & Instructions

There will be a MS staff member monitoring the rest stops throughout the day. If you have any questions, or problems, please contact Net Control.

Emergency Contact:

Net Control: 425-443-2145

Raymond Saperstein: 303-875-0545

Jill Naughton: 360-525-3173

GENERAL REST STOP INSTRUCTIONS

Some Special Notes:

- Delivery trucks are scheduled to drop off supplies according to your arrival time. Please be patient to account for traffic and other unexpected issues.
- Specific items available are subject to change based on local availability and individual rest stops. General items provided are water, sports drinks/mixes and a mix of snacks.
- Assign the rest stop volunteers different roles:
 - Volunteers positioned at the Rest Stop entrance to flag down cyclists and cheer them on as they arrive at your stop! (Noise makers are in your bin.)
 - Volunteer(s) to monitor water and mix the sports drink
 - Volunteer(s) to replenish snacks
 - Volunteer(s) to monitor ice
- REST STOP CAPTAIN: Check-in the volunteers at your rest stop. Make sure consent forms have been completed for all volunteers (where applicable) and distribute blue volunteer t-shirts.

REST STOP SET UP

Step 1: Call Net Control

- When you arrive to your rest stop call NET CONTROL using your RADIO or CELL PHONE to let them know you have arrived.

Step 2: Unload truck

- Help unload supply truck (if applicable, items may be dropped before you arrive)

Step 3: Set Up Pop-Up Tents

- **Site Layout:** Please follow the site layout provided for the arrangement of tents/tables/materials.
- **Pop-Up Tents:** Have your rest stop volunteers help pop up the provided tents. Please make sure that tents are taken down at the end of the event and placed back in the bags.

Step 4: Set Up Rest Stop

- Set up tables and chairs
- Place provided liners in trash bins. We reuse these bins year after year.
- Open plastic tubs to see what supplies are available to you and consult the list below for specific instructions.
- Cover tables with plastic table covering (if provided).
- Unlock the port-a-johns (where applicable). These may be zip tied, please use a box cutter or scissors to open.
- Put up SAG drop off sign in designated area (refer to site plan)

Step 5: Prepare the Fruit & Snacks

- **Leave fruit whole** and place on the table or in trays or baskets (if provided). **Do not cut fruit.**
- Place pre-packaged snacks out on the table or in trays or baskets (if provided).
- Open boxes of snacks as you need them. Any unopened snacks will be returned.
- Set up hand sanitizer near snacks.
- **WHEN TO MAKE THE CALL THAT YOU ARE LOW ON AN ITEM:** As the day goes on you may notice that you are beginning to run low on an item such as water, ice, or snacks. Please radio or call Net Control when you have one case left of the item and inform them. Please also consider what part in the day you are at—is it early and there are still a lot of cyclists to come through? Or is it late in the day and people are trickling in? It can take up to 30 mins for a supply truck to arrive so please think ahead.

Rest Stop Bin Supply List

This is a general item list. Not all Rest Stops have all the items, and some may have additional items. The list below is to give you an idea of what may be included with your materials.

- **Toilet Paper:** extra for the porta potties
- **Gloves (non-latex):** Please wear when handling any un-packaged food
- **Sunscreen:** Make sure this is out on the table
- Tablecloths
- Food trays or baskets
- Trash bags
- Tape
- Paper towels
- Scissors
- Sharpies
- First aid kit
- Clorox wipes
- **Hand Sanitizer:** Make sure this out on the table
- **Cow Bells/Noise Makers:** Cheer people on as they come in to keep them energized!
- **Miles until next Rest Stop, Media Consent, Closing Time** sign and/or other signs or decor: Place anywhere on the table or where it will be visible to participants

REST STOP CLEAN UP

You may begin to clean up your rest stop once the Sweeper Vehicle notifies you that ALL cyclists have come through. The sweeper vehicle may be a Society Staff member or a HAM Radio Operator that follows the last cyclist along the route.

How to pack-up:

- Put packaged snacks back in their original box.
- Consolidate garbage bags, bins and all other supplies neatly in one small area.
- DO NOT THROW LIQUIDS IN GARBAGE. Dump them out on the ground first. Wipe the inside of water and sport drink coolers with paper towels.
- Break down tents, tables, and chairs and stack them in a pile.
- Take down all signs and banners. Zip-tie the H-stakes together into one clump.
- Empty ice from large coolers – dump the ice away from building or main part of rest stop.
- Use paper towels to wipe out the cooler.
- Put everything together in one place to be picked up by the rest stop truck.

When your rest stop is packed up and you are ready to leave, contact Net Control. Volunteers can leave the rest stop after the last rider has left and you have cleaned up. You do NOT need to stay until your equipment/supplies have been picked up.

2023 Bike MS Rest Stop Information

Saturday, September 23rd, 2023

REST STOP # 1 & 2: Ed Grenfell
(Sponsored by VeloPro)
15837 NW Baker Creek Rd
McMinnville, OR 97128

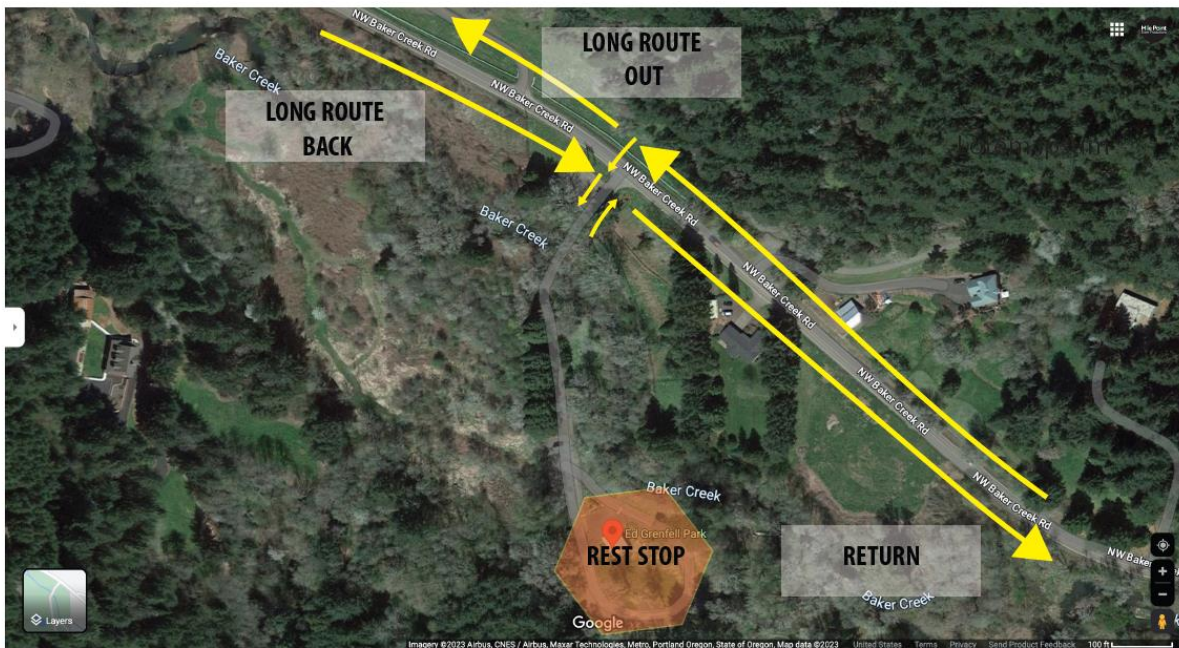
REPORT TIME: 7:30 am
STATION OPEN TIME: 8:00 am
APPROX. FIRST RIDER: 7:55 am
STATION CLOSE TIME: 10:45 AM
Rest Stop Captain Name: Stacey Royce
Rest Stop Captain Phone: 503-258-7790



2023 BikeMS Ed Grenfeld Park Rest Stop



2023 BikeMS Ed Grenfeld Park (from the road)



REST STOP #3 & 5/LUNCH: Bellevue Country Store

19690 OR-18

McMinnville, OR

COORDINATES: 45.115570, -123.317142

REPORT TIME: 7:45 AM

STATION OPEN TIME: 8:15 AM

APPROX. FIRST RIDER: 8:15 AM

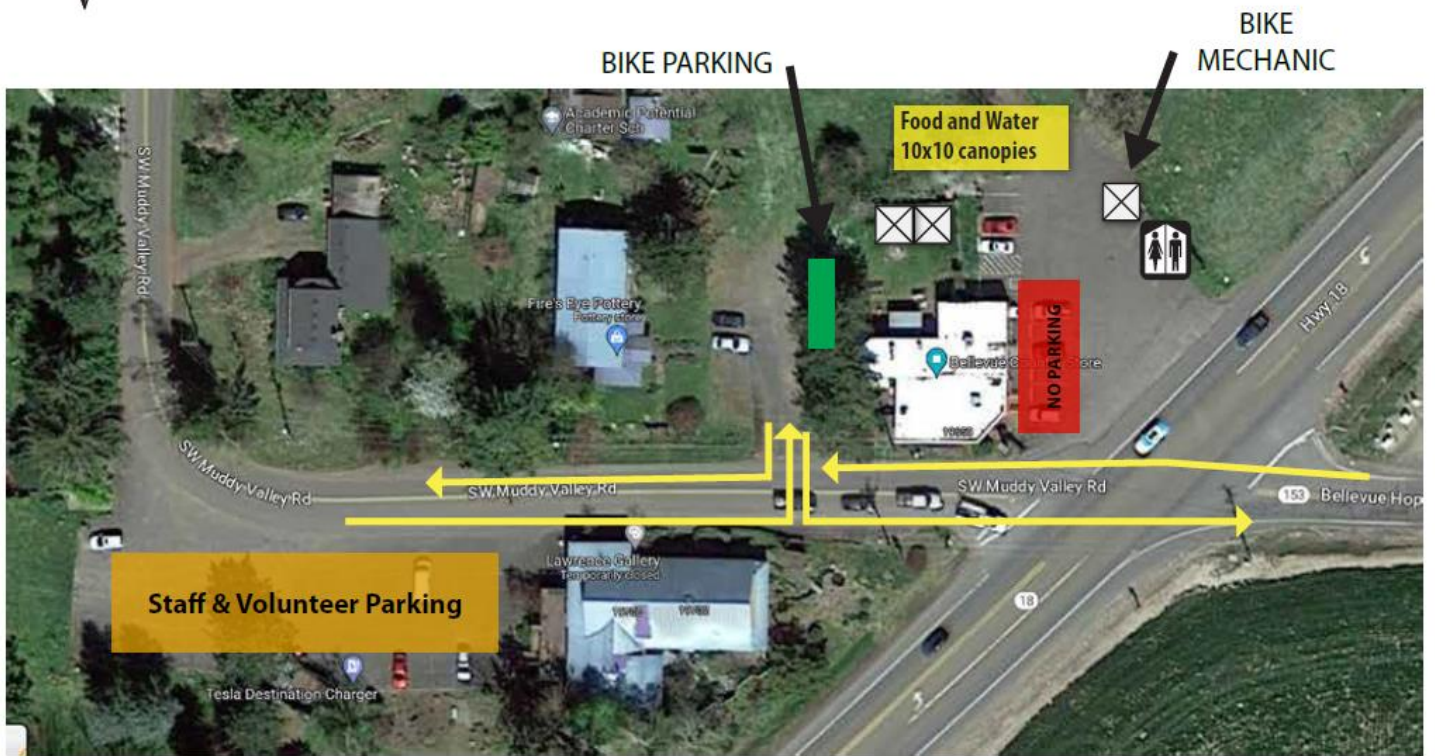
STATION CLOSE TIME: 1:50 PM

Rest Stop Captain Name: Deb Dawson

Rest Stop Captain Phone: 307-760-3156



2023 BikeMS REST STOP 2: Bellevue Country Store



REST STOP # 4: Sheridan High School (Sponsored by Ardon Health)

433 S Bridge St

Sheridan, OR

COORDINATES: 45.095657, -123.394636

REPORT TIME: 8:00 AM

STATION OPEN TIME: 8:30 AM

APPROX. FIRST RIDER: 8:34 AM

STATION CLOSE TIME: 12:15 PM

Rest Stop Captain Name: Aimee Owings

Rest Stop Captain Phone: 503-961-2445



2023 BikeMS Rest Stop: SHERIDAN HIGH SCHOOL



REST STOP # 6 & 7: Amity HS

503 Oak Ave

Amity, OR 97101

COORDINATES: 45.116075, -123.203162

REPORT TIME: 8:30 AM

STATION OPEN TIME: 9:00 AM

APPROX. FIRST RIDER: 9:04 AM

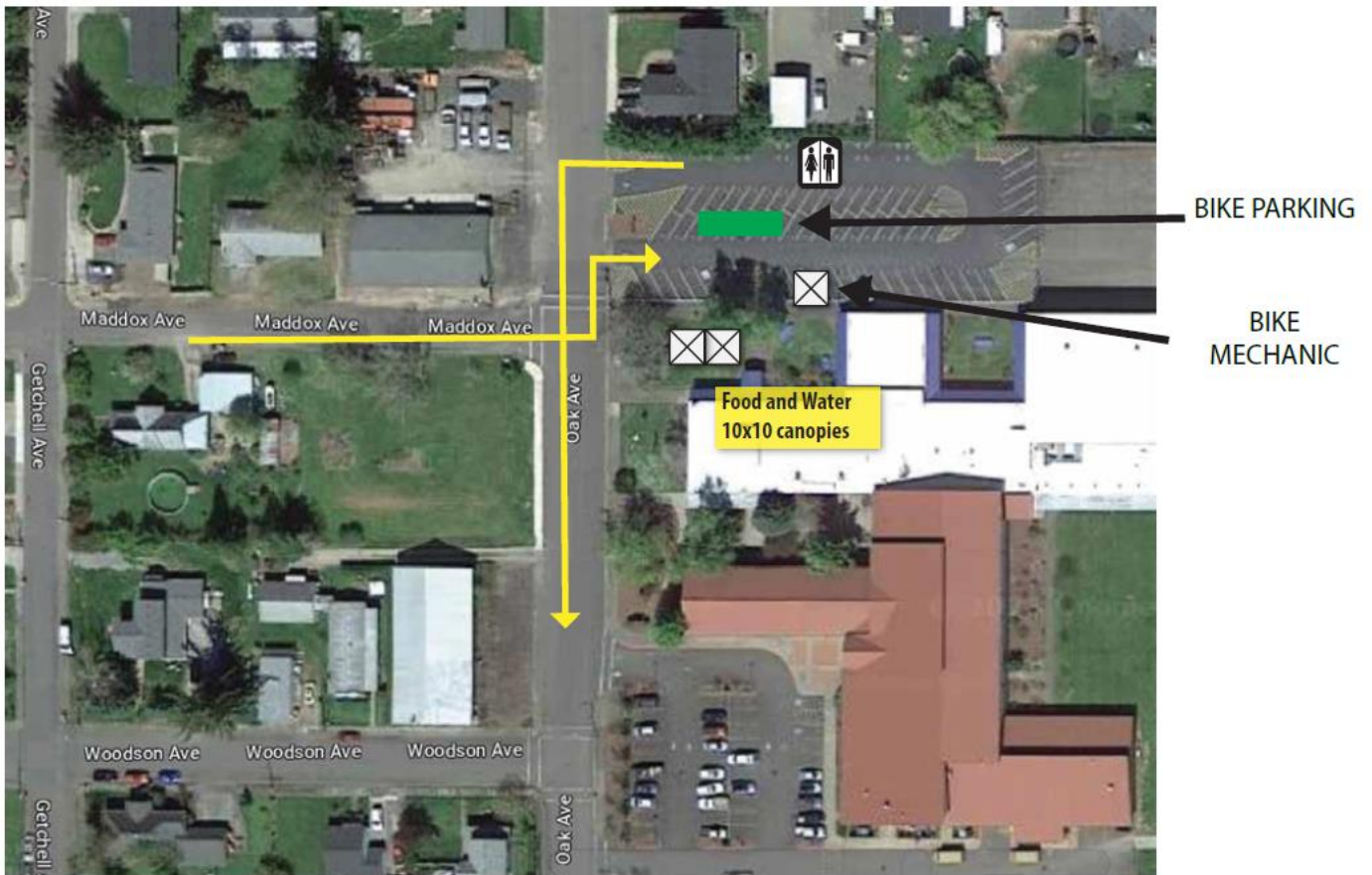
STATION CLOSE TIME: 4:50 PM

Rest Stop Captain Name & Phone, 1st shift: Kelsey Schmidt, 503-951-8683

Rest Stop Captain Name & Phone, 2nd shift: Natalie Johnson, 503-871-2294



2023 BikeMS REST STOP: Amity High School



2023 Bike MS Rest Stop Information

Sunday, September 24th, 2023

REST STOP #1: Lafayette Commons Park

133 Adams St

Lafayette, OR 97127

COORDINATES: 45.243349, -123.115840

REPORT TIME: 7:45 AM

STATION OPEN TIME: 8:15 AM

APPROX. FIRST RIDER: 8:15 AM

STATION CLOSE TIME: 10:30 AM

Rest Stop Captain Name: Daniel Rios

Rest Stop Captain Phone: 407-455-4350



2023 BikeMS Rest Stop: Lafayette Community Center



REST STOP #2: Ladd Park

225 W Grant St.

Carlton, OR 97111

COORDINATES: 45.293412, -123.178589

REPORT TIME: 8:30 AM

STATION OPEN TIME: 9:00 AM

APPROX. FIRST RIDER: 8:56 AM

STATION CLOSE TIME: 11:15 AM

Rest Stop Captain Name: Deb Dawson

Rest Stop Captain Phone: 307-760-3156



2023 BikeMS REST STOP: Ladd Park

