



Event Village Assistant - Volunteer Briefing

On behalf of Multiple Sclerosis Queensland, we would like to thank you for volunteering for the 2024 MS Brissie to the Bay charity bike ride. Your contribution and support will help in their goal to raise over \$1.2M to support those living with Multiple Sclerosis.

Without our wonderful volunteer's, this event would not be the great success that it is for this important cause.

It is of the utmost importance that you, the participants and spectators enjoy a safe and fun event. With this in mind, we ask that you take a few minutes to read over the following information.

Shift date	Sunday 9 June 2024
Shift start time	9:00am Head to the Information Tent to sign on for your shift with an EMS Australia or MS Queensland staff member. They will then hand you a volunteer t-shirt and take you to your position.
Approx. finish time	Approx. 2:00pm Please ensure that you sign off at the Information Tent in the Finish Village at the end of your shift to ensure you can be accounted for and covered by our volunteer insurance.
Check in location	Info Tent - Musgrave Park (Russell St, South Brisbane) 

What to wear	<p>You are expected to be neat and tidy in dress and grooming at all times.</p> <ul style="list-style-type: none"> • Wear your RED MS Volunteer t-shirt at all times • Comfortable, closed-in flat shoes (you will be on your feet the majority of the day) • In case of inclement weather please dress accordingly with waterproof attire and you may wish to bring along a small umbrella • A warm long-sleeved shirt to wear under the volunteer shirt is recommended however your volunteer shirt must be visible at all times • Please note that you will be in the sun so please come prepared with hat, sunscreen and sunglasses
What to bring	<ul style="list-style-type: none"> • A refillable water bottle • Additional snacks (a small snack will be available at the information tent for your morning tea also) • A poncho or rain jacket in the case of wet weather • Sun protection (hat, sunglasses, sunscreen, sleeves) <p>There will not be a bag storage area for volunteers, so please only bring with you the essential items you will require for the duration of your shift (i.e. water bottle, snack, hat and phone) or a small bag that can be worn comfortably during your shift.</p>
We'll provide you with	<ul style="list-style-type: none"> • Insurance cover • Volunteer vest or T-shirt (please return when you finish) • Snack • Volunteer Pocket Guide
Health Safety	<ul style="list-style-type: none"> • Stay home and contact your Volunteer Coordinator if you: <ul style="list-style-type: none"> ○ Are unwell with but not limited to: cough, fever, sore throat, fatigue, shortness of breath, loss of smell or loss of taste, diarrhoea &/or nausea/vomiting ○ Have tested positive for COVID-19 ○ Or your doctor has advised you not to undertake strenuous activities • You must check in with your group leader as soon as you arrive, so we can ensure the accuracy of our records. • Hand hygiene is extremely important in reducing the risk of community transmission of viruses and bacteria. • Ensure you are washing your hands regularly and sanitising with the provided alcohol-based hand rub. • If you are in direct contact with participants, you will also be required to wear disposable gloves.
Duties	<p>You have been assigned the role of Event Village Assistant</p> <p>Outline of the Role (but not limited to):</p> <ul style="list-style-type: none"> • Event Village Assistants may be required to direct and encourage participants into the finish village • Assisting EMS Australia and MS Queensland staff with jobs/tasks • Ensure the finish village area is tidy and free of unnecessary trip hazards • Manage vendor and bathroom lines to ensure that there isn't too much congestion in walkway or thoroughfare areas

	<ul style="list-style-type: none"> Assist staff in merchandise, fundraising and VIP tents For urgent incidents, please follow the incident protocol outlined below
Important Contact Numbers	<p>Pre-event Contact</p> <ul style="list-style-type: none"> EMS Australia 07 3139 0398 <p>Primary Volunteer Contact (ON THE DAY ONLY)</p> <ul style="list-style-type: none"> Kaylah Pearse – EMS Australia – 0447 176 314 <p>Mechanical / Course Support Contact (ON THE DAY ONLY)</p> <ul style="list-style-type: none"> EMS Australia Staff Member – 0460 755 712 <p>Medical Emergencies</p> <ul style="list-style-type: none"> Medical Response Team - 0421 003 720 <p>Media Enquiries</p> <ul style="list-style-type: none"> Please do not make any comments to the media A media contact will be provided to direct media inquiries to...

Other important Event Information

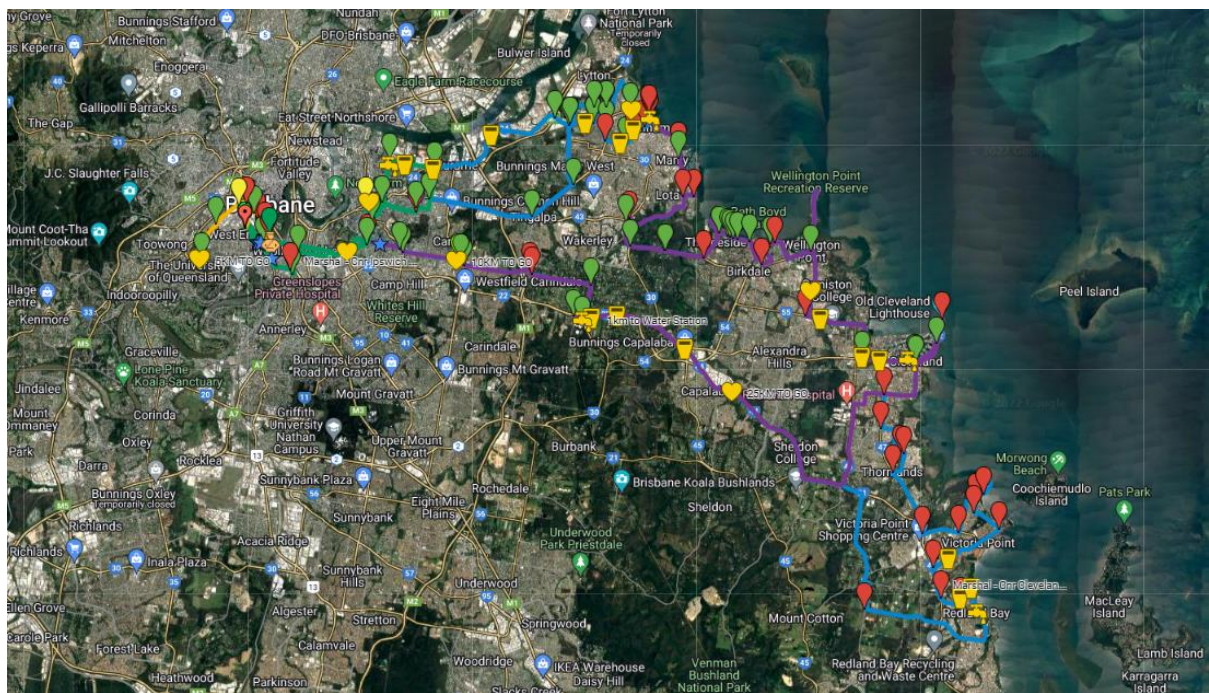
Please familiarize yourself with the general event information below.

Event schedule	<p>Sunday 9 June 2024</p> <p>5:30 am START Line opens</p> <p>6:15 am START 130km Ride (staggered starts until all riders depart)</p> <p>7:00 am START 100km Ride (staggered starts until all riders depart)</p> <p>8:00 am START 50km Ride (staggered starts until all riders depart)</p> <p>8:45 am START 25km Ride (staggered starts until all riders depart)</p> <p>9:00 am START 10km Ride (staggered starts until all riders depart)</p> <p>9:00 am Entertainment starts at Musgrave Park</p> <p>12:15 pm Current Highest Fundraisers Announced & Random Prize Draws</p> <p>2:30 pm Event Close</p>
Home Base	<p>What's available at home base:</p> <ul style="list-style-type: none"> Info Tent & Bag Drop – last minute registrations Mechanics First Aid Coffee Toilets located around Musgrave Park
Wynnum Rest Stop	<p>Wynnum Foreshore, Wynnum (<i>only for 50km, 100km, 130km</i>)</p>

Cleveland Rest Stop	Kinsail Court Park, Cleveland (<i>only for 100km and 13km</i>)
Balmoral Rest Stop	Balmoral State High School, Balmoral (<i>only for 25km and 50km</i>)
Redland Bay Rest Stop	Sel Outridge Park, Redland Bay (<i>only for 130km</i>)
Carina Rest Stop	Gumdale Pony Club, Carina (<i>only for 100km and 130km</i>)
Finish venue	<p>What's available at the finish venue:</p> <ul style="list-style-type: none"> • Water (please familiarise yourself with the location of the water so you can let the riders know, as it is easy to miss when the site gets busy) • Sunscreen • First aid • Toilets • Food and drinks for purchase from vendors and on site cafes • Live music from the stage • Information tent • Sponsor and corporate marquees (signed accordingly)
First Aid Protocol	<p><i>A paramedic will be positioned at the Drink Station to assist riders in this area. They may be redeployed on course if an emergency does occur. Should you have a medical situation at your site please notify your Site Coordinator immediately. Please also familiarise yourself with the Medical Response Information as well...</i></p> <p><i>If an incident occurs, remember the following advice:</i></p> <p><i>Danger:</i> Always check for danger when approaching an incident. Do not move a fallen rider unless they are in immediate danger (from traffic or other riders). Use the two-handed "slow" signal to slow approaching traffic and riders.</p> <p><i>Call for Help:</i> Our medical teams are deployed across the 130km length of the course, with vehicles mobile and based at every drink station (Balmoral, Wynnum, Cleveland, Carina, Redlands).</p> <p><i>Get the call for help early by calling 0421 003 720.</i></p> <p><i>This call will be answered by a paramedic who will be able to advise on first aid before our arrival. Please ring our paramedic directly, and we will arrange an ambulance if required.</i></p> <p><i>Before Medic Arrives:</i> Again, DO NOT move the rider unless they are in immediate danger. DO NOT splint any injuries. DO NOT give anything to eat or drink – this may make them sick or cause problems for our doctors and paramedics. Keep them warm and comfortable and reassure them that help is on the way. Have someone flag the paramedics down 50-100m up the road. Call us straight back if the patient's condition changes.</p> <p><i>Minor Injuries:</i> Please refer minor injuries (scrapes, sprains, strains) on to the next drink station. Calling one of our ambulances or medical vehicles onto the course may delay our response to a more life-threatening injury.</p>

Car Parking	<p>Please use this link for transport and parking options: https://www.brissietothebay.com.au/rider-information</p>
Questions	<p>People will ask you questions simply because you are there – and are identifiable as crew. We do not expect you to have all the answers. Feel free to answer questions if you know the answers, but remember that sometimes it is better to have no answer than the wrong one.</p> <p>Please direct riders to the nearest on course representative from EMS or your site coordinator.</p>
Volunteer coordinator	<p>EMS Australia:</p> <p>Kaylah Pearse – 0447 176 314</p> <p>If unavailable, please call:</p> <p>EMS Australia second contact - 0460 755 712</p>

Course Map:



Thank you very much for your support of MS Brissie to the Bay 2024! Without your time and effort, events such as these would not be possible.