



Rest Stop 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	** See table in Appendix 1.2 for start time at your location Head to your rest stop location and sign in for your shift with an Event Management Solutions Australia staff member.
Approx. finish time	** See table in Appendix 1.2 for finish time at your location Please ensure that you sign off with your EMSA staff member at the end of your shift, which ensures that you can be accounted for and covered by our volunteer insurance.
Check in location	** Your rest station location will be advised in an email from Kaylah (EMSA)
What to wear	You are expected to be neat and tidy in dress and grooming at all times. <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</p>

	bottle, snack, hat and phone) or a small bag that can be worn comfortably during your shift.
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 a Rest Station Assistant.</p> <p>Outline of the Role:</p> <ul style="list-style-type: none"> • Set up tables, chairs and equipment as per EMSA leader's direction (or map). • Place unopened food boxes neatly on to tables, ready for service to begin. • Ensure you have clean hands; wash them before you start and regularly throughout your shift. • Have one person hand out each food item, for example one person to hand out bananas, one to hand out cookies etc. Only open boxes when needed to avoid early spoilage. • Do not let participants help themselves to food items, instead stand in front of the tables and hand it to them if they would like it. This will avoid contamination of the rest of the food in the boxes. • Hygienic latex gloves are to be worn at all times when handling food or drinks. Replace gloves regularly (every half hour or so). • You may be required to stand on the path near the entry and direct participants to the rest station area (this is a good time to cheer them on also). • Set up and manage the water station also (water bars may require the hoses to be connected and signage to be erected and visible). • Someone should stand at the water bars to assist participants fill their bottles if they need help. • Assist in pack up and tidy up as the final riders are coming through. But do not pack up completely until the last rider has officially come past or through your station.

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...
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Other important Event Information

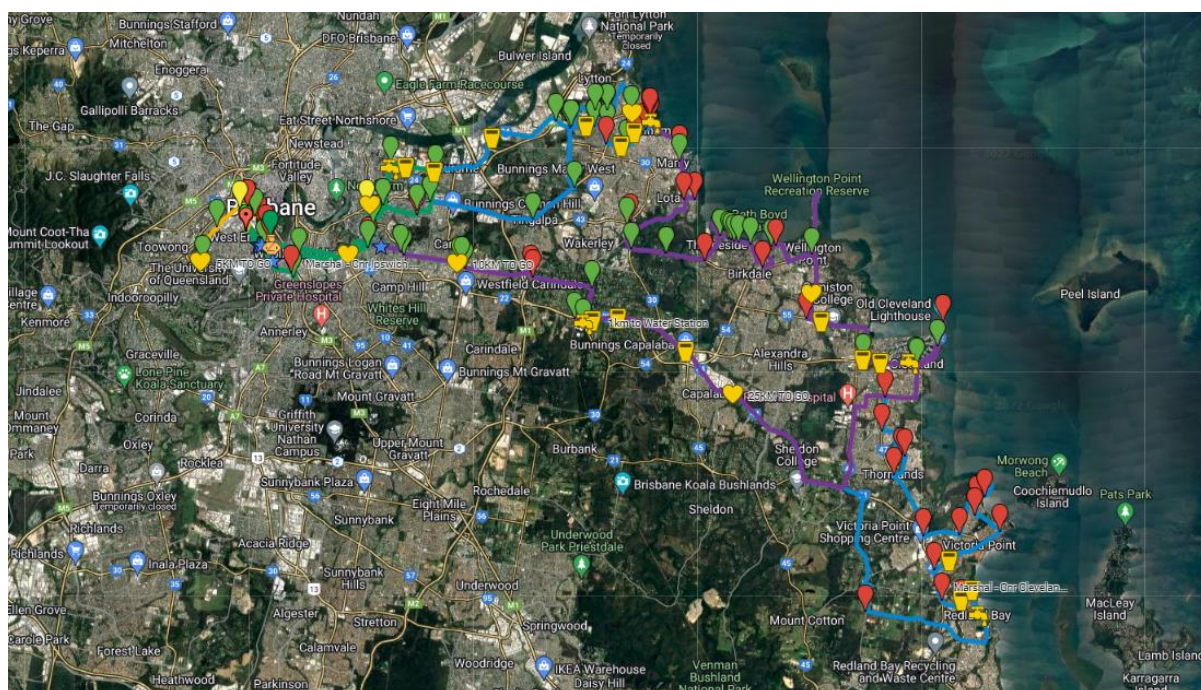
Please familiarize yourself with the general event information below.

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	Wynnum Foreshore, Wynnum (<i>only for 50km, 100km, 130km</i>)
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 • Sunscreen • First aid • Toilets • Food and drinks • Live music • Information tent • Sponsor and corporate marquees
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:</p> <p>https://www.brissietothebay.com.au/rider-information</p>
Questions	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

	<p>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.

**** Appendix 1.2 – Rest Stop Locations, Start Times and Finish Times**

Rest Stop Location	Start Time	Finish Time
Balmoral (Balmoral State High School)	7:45am	11:30am
Wynnum (Wynnum Foreshore)	5:45am	11:30am
Cleveland (Kinsail Court Park)	6:30am	12:00pm
Redland Bay (Sel Outridge Park)	7:15am	12:30pm
Carina (Gumdale Pony Club)	7:30am	2:00pm