



PELTONIA[®]

2024 GRAVEL DAY
VOLUNTEER
HANDBOOK

WELCOME

The Pelotonia team would like to thank all of you for generously donating your time, talents, and energy to making Gravel Day an amazing experience. We could not host Gravel Day without the help of over 250 Volunteers, and we are so grateful for your support. You are part of the Greatest Team Ever. Ending cancer starts with you!

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IMPORTANT DATES

- August 2nd: Pelotonia Opening Ceremony
- August 3rd – 4th: Pelotonia Ride Weekend
- September 21st: Pelotonia Gravel Day
- October 15th: Fundraising Deadline

LEAD VOLUNTEER CONTACTS AND SITE LOCATIONS

Snow Fork Event Center Start and Finish (All Routes) 5685 Happy Hollow Rd, Nelsonville, OH 45764 Driving Directions			
Lead Volunteer	Volunteer Activity	Email	Phone
Shirley Jordan	Bike & Luggage Management	shirleyajor@aol.com	614-560-6629
Ellen Zimmer	Bike & Luggage Management	emzimmr@outlook.com	614-580-2010
Sarah Buckley	General and Food & Beverage	sarahebuckley@gmail.com	614-266-4489
Marcela Tapp	Merchandise Sales	mtapp@pelotonia.org	954-412-8227
Darol Davis	Rider Check-In & Beer Tent	jdarol@gmail.com	330-608-6635
Charles Kendrick	Rider Check-In & Beer Tent	kendric@nationwide.com	614-815-8059
Amber Brandt	Rider Gift Distribution	abrandt@victoria.com	740-405-5613
Mackenzie Shaw	Stage Management	duckcreekoutdoors@gmail.com	740-603-0920
Rob McKay	Volunteer Check-In & Information	rmckay110@yahoo.com	630-267-7792

Trimble Elementary 18500 Jacksonville Rd, Glouster, OH 45732 Driving Directions			
Lead Volunteer	Volunteer Activity	Email	Phone
Lisa Sinclair	General Site Lead	sinclairl@hotmail.com	614-519-3086

Concord Church
 12272 Kasler Creek, Glouster, OH 45732
[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Gregg Everett	General Site Lead	gregg.everett@huntington.com	614-561-7213

Chauncey Trailhead
 8433 W Bailey Rd, Millfield, OH 45761
[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Jason Guyer	General Site Lead	jguyer72@gmail.com	614-623-8822

Carr Bailey Road Rest Stop
 Due to the location of this rest stop, Volunteers will park at Nelsonville York High School, 2 Buckeye Dr, Nelsonville, OH 45764 and will be shuttled to the rest stop location.
[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Liz Stine	General Site Lead	stine.eliz@gmail.com	954-821-3078

Overall Leads

Lead Volunteer	Volunteer Activity	Email	Phone
Drew Grozenski	Medical Lead	andrew.grozenski@osumc.edu	734-560-1056
Larry Nolan	Medical Lead	larry.nolan@osumc.edu	412-997-7313
Matthew Rausenberg	SAG/First Aid Route Support	mrausenberg.SAG@gmail.com	614-989-8451
Rachel Scott	SAG/First Aid Route Support	realtorras@gmail.com	740-915-3434
Colin Wright	Mechanical	cwright@pelotonia.org	330-603-5036
Scott McCrory	Motorcycle Support	scott@mccrory.us	614-570-3353
Colleen O'Shea	Photography	coshea2@gmail.com	614-535-5266

VOLUNTEER GUIDELINES AND GRAVEL DAY INFORMATION

Volunteer Responsibility Code

Pelotonia relies on a dedicated team of Volunteers who generously donate their time and energy to the event. If you are unable to stay for your entire shift (even after the Riders depart), you may unfairly burden your fellow Volunteers as well as the Riders. Please let your Lead Volunteer know as soon as possible if you cannot fulfill your entire shift.

Check-In

We ask that Volunteers check-in at their assigned location at least 15 minutes before the start of their shift. At Snow Fork Event Center, please look for the Volunteer check-in area where you will be able to pick up your T-shirt and receive further directions. At the rest stops, you should locate your Lead Volunteer (wearing a blue Pelotonia shirt) to check-in.

Clean-Up

Pelotonia is very fortunate to have generous partners who have allowed us to use their properties throughout Gravel Day. At the end of your shift, we ask that Volunteers make sure that these properties are left in as good of a condition as when Pelotonia arrived. If you are working the last or only shift at a Pelotonia location, please make sure the venue is cleaned up and left in proper order before leaving.

Emergencies

If you encounter a serious medical emergency, **please call 911 immediately**. In emergency situations that do not involve grave danger to someone's health, please advise your Lead Volunteer and/or the Lead First Aid Volunteer at your location immediately. If you cannot locate a Lead Volunteer quickly, please call 1-855-889-7433 to connect with the Pelotonia Command Center.

First Aid

There will be First Aid Volunteers at every Pelotonia location. Please contact the First Aid Volunteers immediately if any medical issues arise, no matter how minor.

Free Time

Please be flexible if you are experiencing downtime within your volunteer activity. Even if your position is not labor intensive or experiencing a heavy flow of traffic, please do not leave your post without communicating with your Lead Volunteer. We encourage you to take the initiative. If your task is complete, your Lead may find something else for you to do or reassign you to an area that needs more assistance. Don't be afraid to seize an opportunity. Often the biggest job at any site is clean-up, and it is always helpful to get a head start on this task to help your fellow Volunteers.

Fundraising

Fundraising is not required for Pelotonia Volunteers but consider this... if every Volunteer raised only \$100, we could donate another \$25,000 toward life-saving cancer research at The Ohio State University Comprehensive Cancer Center – James Cancer Hospital. Volunteers can create profiles and use all the same fundraising tools that Riders use to meet their fundraising commitments. The money you raise will go directly to funding cancer research!

Lead Volunteers

Prior to Gravel Day, you can find out who your Lead Volunteer is by referencing the contact information on pages 1-2 in this handbook. Each Lead will be wearing a blue t-shirt on-site during the event. Please look for your Lead Volunteer at your designated location upon arrival. Many Lead Volunteers will start their shifts by providing a short orientation for their Volunteer teams. Please be sure to alert your Lead Volunteer if you have any physical limitations. Some Lead Volunteers may choose to assign specific responsibilities to their team members, while others will keep team responsibilities more general. Please recognize that if you arrive late for your shift, your Lead Volunteer may not have time to provide you with a proper orientation. If this is the case, please do your best to pitch in and ask questions of fellow Volunteers. If you are unsure of what you should be doing and cannot locate your Lead Volunteer, please return to the Volunteer Check-In area for assistance.

Lost and Found

Please deliver any lost and found items to the First Aid tent at your site. After Gravel Day, any unclaimed items will be returned to the Pelotonia office located at 450 W. Broad St., Columbus, Ohio 43215.

Meals

It is **STRONGLY** recommended that all Volunteers eat before arriving for their shifts. While some food will be provided at each site, all Volunteers are still welcome, and encouraged, to bring snacks or a small cooler if you would like. If you are working at a Rest Stop, snacks (not a full meal) will be provided. If you are working during the time catered food is provided to Riders, you will be able to go through these food and beverage tents. However, at times, leaving your post may be difficult depending upon the nature of your responsibilities and the needs of the Riders. In any event, please ask your Lead Volunteer for a break before leaving your post.

Parking

There will be parking for Volunteers at each Pelotonia location and specific details about that location will be shared by Pelotonia and your Lead Volunteer in the week leading up to Gravel Day. The one exception to on-site parking will be for those Volunteers registered to work the Carr Bailey Road Rest Stop. Due to space constraints, these Volunteers should plan to park at Nelsonville High School in Buchtel and will be shuttled to the rest stop location.

T-Shirts

Each Volunteer will receive **one** green t-shirt to wear during their shift(s). Keep in mind that there is limited privacy at each location for changing. Please plan on wearing a t-shirt that your Volunteer shirt can easily fit over or use the portable toilets available at each site to change.

Pelotonia is unable to accept any walk-up Volunteers who have not registered online or acknowledged the 2024 waiver form. Only registered Volunteers will receive a t-shirt.

VOLUNTEER JOB DESCRIPTIONS

ARES: Coordinates communication with the Pelotonia Command Center at various locations along the route. Please note, you must hold a valid Amateur Radio Operator License and be permitted to operate on the 2m and 70cm bands. You will also need to supply your own radio equipment and have the ability to operate on at least 2m bands (mobile radios with at least 35 watts are recommended).

Bike & Luggage Management: Handles organization, storage and shipment of bikes and the delivery of Riders' luggage at the start and finish area. Please note, this activity may involve heavy lifting.

Beer Tent: Manages the proper checking of IDs and distribution of alcoholic beverages to participants. Please note, this activity requires volunteers to be at least 21 years old and standing for long periods of time.

First Aid: Provides Riders, Volunteers, spectators, and other participants with first aid assistance at venue sites and along the route at Rest Stops. Please note, all volunteers in this role should have BLS training and/or a medical background.

First Aid Route Support: Drives Pelotonia SAG (Support & Gear) vehicles along the route to troubleshoot and assist Riders as necessary. Please note, all volunteers in this role should be licensed physicians, paramedics, EMTs, athletic trainers, physician assistants, nurses and/or have experience with mass coverage events and will be required to provide drivers' license information to Pelotonia staff. Also, please be aware that the activity requires an all-day commitment and may start before and extend beyond the listed beginning and ending times.

General and Food & Beverage: Performs a variety of tasks and supplements Volunteer teams as necessary. General Volunteers should be prepared to complete a wide variety of tasks, including but not limited to serving food and beverages to Riders and guests, maintaining clean venues, emptying trash receptacles, directing cars for parking and restocking beverages, ice, etc. Please note, this activity may involve heavy lifting and standing for long periods of time.

Mechanical: Provides mechanical assistance to Riders at various locations and/or along the route. Please note, all mechanical volunteers must be able to change a tire, pump a tire, and perform minor drive train adjustments. All mechanical volunteers must also bring their own tools including a floor pump, wrenches, tire levels, hex/allen wrenches, and screwdrivers.

Merchandise Sales: Manages the sales of Pelotonia merchandise. Please note this activity requires standing for long periods of time.

Photography: Takes high-quality photographs and shoots video during Gravel Day at various locations, and uploads to Pelotonia's Flickr page within 4 days following Gravel Day. Please note, this activity is specifically for experienced photographers who can provide their own camera and necessary equipment. High-quality cell phone photos are acceptable, from iPhone 10 or later, or a Samsung, LG or Google Pixel released after January 1, 2018.

Recovery Zone: Manual therapy professionals provide short (10-15min) massages and/or soft tissue treatment to Riders at designated finishes. Volunteers will also oversee Recovery Zone and assist Riders in stretching, using foam rollers and massage sticks, etc. Please note, this activity is only open to licensed massage therapists, physical therapists and chiropractors. Volunteers will need to provide their professional

credentials prior to signing up for a shift. Volunteers will need to provide their own treatment tables and supplies for their shift.

Rider Check-In: Coordinates the Rider check-in process and credential distribution.

Rider Gift Distribution: Assists with distributing gifts to Riders.

Volunteer Check-In and Information: Handles the check-in and dispatch process of Volunteers at the start and finish location. Responds to inquiries from Riders and guests at Snow Fork Event Center.

WEBSITE AND COMMUNICATIONS

Don't remember what Volunteer Activity you registered for?

You can access your Volunteer profile and information at any time by following the instructions below:

1. Visit www.pelotonia.org
2. Select "Login" from the upper right-hand corner of the site.
3. Login using your email address and the password you created when you registered.
4. Once logged in, scroll down on your profile to the "My Volunteering" box which is located on the right-hand side of the screen.
5. Any shift for which you have registered will be listed in the "My Volunteering" box.

Communication

You will receive communication during early September (depending on when you complete your volunteer registration) from your Lead Volunteer. Closer to Gravel Day, you'll receive specifics from them regarding the site at which you have registered to volunteer with information about arrival, parking, etc. Additionally, site guidelines, which also include specifics about the site for which you are registered, will be sent from Pelotonia, and can be downloaded from the volunteer webpage.

Questions

If you have any questions before Gravel Day begins, please contact your Lead Volunteer first, then Pelotonia staff as needed (Maddie Parisi at mparisi@pelotonia.org/614-906-7417). If at any time you have a question during your shift, please contact your Lead Volunteer. If you cannot locate your Lead Volunteer, please go to the Volunteer Check-In area and someone will assist you.

FREQUENTLY ASKED QUESTIONS FROM VOLUNTEERS

Do volunteers have a minimum fundraising commitment?

There is no fundraising requirement for Volunteers but fundraising is certainly encouraged! Just think, if every Volunteer raises \$100, we can donate another \$25,000 toward innovative cancer research. Volunteers can create a profile, share stories, and use all the same fundraising tools as Riders on Pelotonia.org.

Where and when can I volunteer?

Pelotonia needs Volunteers throughout Ride Weekend, Gravel Day, as well as pre- and post-event, to make everything happen! For more detailed locations, activities and shifts, check out the Volunteer page at Pelotonia.org for more details.

How do I confirm what volunteer activity I signed up for?

To review volunteer activities for which you are registered, select “Login” from the upper right-hand corner of Pelotonia.org. Once logged in, scroll down on your profile to the “My Volunteering” box which is located on the right-hand side of the screen.

How do I switch or delete my volunteer activity?

Visit Pelotonia.org and click the “Login” button in the top right-hand corner. Once logged in, scroll down on your profile to the “My Volunteering” box which is located on the right-hand side of the screen. In this box, you should see an “Edit” option in the upper right-hand corner of the “My Volunteering” box and can click there to view additional or alternative Volunteer activities and shifts still available.

Why won't the site let me register as a Volunteer if I am already registered as a Rider?

On Pelotonia.org, you are now able to register as both a Rider and Volunteer using the same email address! To add a Volunteer registration to your existing Rider or Challenger registration, from your profile page, click the Pelotonia logo in the upper left-hand corner of the screen, then choose the “Register” button in the center of the screen. This will give you the option to add additional registrations to your existing account.

What is the minimum age to volunteer?

You must be at least 14 years old to be a Volunteer. To register as a minor Volunteer, please visit the website and start a Volunteer registration. Once the birthdate is entered, this will trigger a minor Volunteer registration if needed. Please note that minor Volunteers must select an activity for which they are able to provide the Public ID of an accompanying adult registered for the same activity.

Can my children accompany me while I volunteer?

All Volunteers must be registered and the minimum age for Volunteers is 14 years old. Due to liability reasons, please refrain from bringing children younger than 14 years old with you during your volunteer activity. If you would like to have your family join you then we encourage them to come and cheer on Riders, however, please arrange for another adult to monitor your children during your shift so that you are able to focus on your volunteer responsibilities.

What should I wear when volunteering?

All Pelotonia Volunteers will receive a T-shirt upon arrival at their first shift. In addition to the supplied T-shirt, we suggest dressing for the weather with layers, comfortable shoes, and sunscreen/bug spray. Please keep in

mind that all activities are outdoors, and Volunteers will likely be on their feet for the majority of their selected shift(s).

What should I bring when volunteering?

Volunteers are welcome to bring sunscreen, bug spray, water bottles, and/or a small cooler or snacks, especially if you have any special dietary requirements.

How will I receive further details regarding my volunteer shift(s)?

Your Lead Volunteer will contact you with information prior to Gravel Day. If you haven't heard from them by mid-September or if you have a specific question, please feel free to contact them directly. You will be able to find your Lead Volunteer's contact information in the listing above.

What is required of a Photography Volunteer?

Photography Volunteers should be experienced photographers who are able to provide their own camera and necessary equipment. High-quality cell phone photos are acceptable, from iPhone 10 or later, or a Samsung, LG or Google Pixel released after January 1, 2018. Pelotonia asks all Volunteers to upload photos taken to Pelotonia's Flickr page within 4 days following Ride Weekend.

ADDITIONAL RESOURCES

Gravel Day Event Handbook

Our Gravel Day event handbook is always available on Pelotonia.org and has answers to a lot of the questions you may get asked by Volunteers, Riders, and spectators.

Command Center

During Gravel Day, the command center is always manned. If you need assistance for any reason during the day and cannot find your Lead Volunteer, please call **1-855-889-RIDE (7433)**.