



Bike MS: Bike to the Bay
October 7, 2023

TEAM VILLAGE GUIDE



TEAM VILLAGE OVERVIEW

WHAT IS THE TEAM VILLAGE?

The Team Village is a gathering place for teams and team members at the finish line of Bike to the Bay in Delaware Seashore State Park. Each team that chooses to participate will bring their own 10x10 pop-up tent to the Village for teammates, family members, co-workers, and friends to enjoy.

HOW IT WORKS

Located at the hub of Saturday's finish line, the Team Village is an opportunity for team members to gather, share stories from the day, and celebrate successes. Teams can decorate their team tent, put out snacks & other food items for teammates, provide coolers of beverages, and more. **Keep reading for more details on how you can reserve your tent, how to set-up your tent, day-of expectations, and information on how to maximize your experience.**

ADVANTAGES

- Be centrally located: the Team Village will be the centerpiece of the Bike MS event this year, so your team will have easy access to all the amenities.
- Generate excitement around your team, your supporters, or your company and the ride.
- Provide a leadership role to a team volunteer as the "Tent Captain" who can organize the team & volunteers to choose your tent's theme and decor, plan special perks like great snacks & drinks, provide comfy chairs, and much more!
- Involve families of team members and co-workers by having them volunteer to set-up and host the tent.
- Allow team sponsors to be present in the tent to hand out their products, coupons, or flyers for their business.
- Show your team spirit and personality by decorating your tent.

RESERVATION FORM & DEADLINE

- There are limited spaces in the Team Village, and we want to make sure everyone has a comfortable and fun experience.
- Tent spaces are limited and will be provided on a first come, first serve basis.
- To reserve your space for Saturday, October 7th, complete & return the **Team Village Commitment Form** located on page 7 of this guide to Michael Franken at michael.franken@nmss.org by **Friday, September 29th**.
- Please note the ability to set up tents is weather dependent.

POLICIES AND PROCEDURES

POLICIES

The National MS Society and Seashore State Park offer no leniency on these policies. Teams will be granted no exceptions. NMSS has the right to dismiss and revoke teams not in accordance with these policies at any time. Any team that does not adhere to these policies will not be permitted a tent in Team Village in subsequent years.

- **All tents must be secured.** Sandbags or cinder blocks are required. You may NOT use stakes.
- **High winds, lightning, or other hazardous weather conditions may impact our ability to host Team Village.** In the event the weather is not cooperating, tents will not be allowed.
- The use of spray paint, or any other substance to mark your tent space, is strictly prohibited
- Roping off space around your tent is also not permitted
- Open fires (i.e., bonfires), flames and explosives are **NOT** allowed
- If your tent has a grill, it **MUST** have a fire extinguisher.
- Keep trash and other items out of the main walkways and thoroughfares.
- You are responsible for cleaning up your own trash. A dumpster is provided.
- Do not damage the grounds... we want to be allowed back next year!
- Abide by all policies regarding the distribution of alcohol (see below).

ALCOHOL POLICY

Team Captains are responsible for the activities in and around their respective team sites.

Delaware Seashore State Park allows alcohol on premises during the Bike to the Bay event. All Delaware state laws regarding sale, distribution and consumption of alcohol are to be strictly adhered to during this event. This would include, but not limited to the sale of any alcoholic beverage, distribution of alcohol in return for a cash donation, or consumption by minors.

Delaware Seashore State Park Officers will be on the premises and will take any enforcement action they deem necessary.

Please note: any teams' actions that are in direct contradiction of this policy will jeopardize the ability of Bike MS to host the Saturday finish line at the Delaware Seashore State Park in the future. This would leave Bike to the Bay without a finish line and possibly without a Ride. Please ensure the future of the Ride for all!

SET UP/CLEAN UP INSTRUCTIONS

- Teams are responsible for transporting their own items within the designated times.
- All teams must unload and set up between **9:00am – 10:00am** Saturday morning. It is recommended you solicit help from family & friends to set-up the team tent.
- After unloading, all vehicles need to return to the event parking area by **10:30am**.
- Parking area is across the street at Big Chill Beach Club.
- The Team Village closes at **7pm SHARP**.
- At the conclusion of the event, please clean-up your tent area, leaving it exactly as it was prior to the event.

SPACE

- Each team is provided a 10x10 approximate space.
- Space will be assigned prior to each team and location will be provided when volunteers arrive to set up
- Continue reading for more information on making the most out of your space!

SUPPLIES: WHAT TO BRING

- Teams are responsible for providing their own tent, tables, and chairs. See below for additional suggestions.
- **Decorations.** What about a theme? Remember that people of all ages will be at the ride, so decorate in good taste. Plus, set your sites on the coveted Team Tent Award.
- **Give-a-ways,** disposable cameras and/or video cameras, noisemakers to welcome your teammates as they arrive from the ride!
- **Fun activities** like Frisbee, bocce ball, decks of cards, or other games!
- Arrange for company representatives to attend, or provide **company flyers/items** to hand out to team members or other riders (i.e., key chains, stickers, beads, etc.)
- **Food!!** What's a party without food? Although there is plenty of food to indulge in at the finish line, pack some food for your team to enjoy while you are hanging out in your tent. ***For your team's health please make sure that hot food stays hot and cold food stays cold!***

BUILD YOUR TEAM VILLAGE CREW

Ensure a successful Team Village tent and get some help! As your team's captain, you are already busy recruiting riders, training, and fundraising. Enlist co-workers, friends or family that don't ride to help with these important volunteer activities.

- **Tent Captain:** Coordinates all the activities in and around your tent and leads other volunteers. This person should be organized, enthusiastic, and creative! This person will help recruit and instruct the following volunteers. The best team tent captains are not cyclists, but those who support your team and will be available the day of the ride.
- **Food & Beverage Coordinator** – Works with your budget to coordinate food and beverages in the tent. Whether it's family members bringing their grill from home or a full-on catered affair, this volunteer is the go-to person for all things edible!
- **Festivities Coordinator** – The most creative job in the bunch! Decides on a theme, organizes decorations, and communicates the theme to all others involved. This person will also coordinate the entertainment, such as coordinated games, music, etc. Let the theme guide the ideas!
- **Detail Team** – In addition to transporting all your own decorations, food, tent, and supplies, your Team Village tent needs to be set up! From setting up tables, blowing up balloons, re-stocking snacks and drinks, pulling trash, and hanging banners, this group will be busy from start to finish. Don't underestimate the importance of this crew!
- **Photo/Videographer** – Make the memories last! Capture the festivities in motion, and then create a souvenir video or photo slideshow for team members and use to recruit more folks to the team next year!
- **Cheering Section** – Never underestimate the power of hearty congratulations or a big smile and round of applause, greeting a rider as they cross the finish line and join their team in the village! Bring the bubbles, noisemakers, and lots of energy for this fun and festive job!

TEAM TENT CONTEST

Your team has worked really hard fundraising, recruiting team members, and, oh yeah...RIDING YOUR BIKES! But the fun isn't over once you reach the finish line! Celebrate in style. Make your team tent the best it can be and you'll have a shot at winning the **Most Festive Team Tent contest!** A top-secret panel of judges will be making the rounds to determine which tent is truly the Best. Show them what you've got! Winner will be announced in January.

SAMPLE TEAM TENT BUDGET

To help you plan for your tent this year, here is a sample budget/expense sheet for your use. Your team may have all these items or just a few—use it as a planning guide.

ITEM	PRICE PER	QUANTITY	TOTAL \$
Tent	_____	_____	_____
Banner	_____	_____	_____
Decorations	_____	_____	_____
Tables	_____	_____	_____
Chairs	_____	_____	_____
Snacks	_____	_____	_____
Beverages	_____	_____	_____
Ice	_____	_____	_____
Dinner	_____	_____	_____
Serving ware (utensils, cups, plates)	_____	_____	_____
Trash bags/cans	_____	_____	_____
Generator	_____	_____	_____
Massage therapist(s)	_____	_____	_____
Port-a-potties	_____	_____	_____
Volunteer t-shirts	_____	_____	_____
Entertainment	_____	_____	_____
Chotskis for team members	_____	_____	_____
TOTAL	_____	_____	_____

TEAM VILLAGE COMMITMENT FORM

To reserve your 10x10 Team Village tent space at the Saturday finish line on October 7th, complete & submit this form to michael.franken@nmss.org by **Friday, September 29th**.

TEAM NAME: _____

CAPTAIN NAME: _____

Cell Phone #: _____ Email: _____

WEEKEND TEAM TENT CONTACT: _____

Cell Phone #: _____ Email: _____

- I have read and agree to all **Policies & Procedures** included in the Bike MS: Bike to the Bay Team Village Guide.
- I have read and will follow the terms of the **Alcohol Policy** outlined in the Bike MS: Bike to the Bay Team Village guide.
- As team captain, I will ensure all teammates, volunteers, & supporters adhere to the Policies & Procedures outlined in the Bike MS: Bike to the Bay Team Village Guide.
- I understand that there are no exceptions to what is outlined, and anyone not in accordance with these policies will have their team tent privileges revoked.
- I agree to erect a tent no larger than 10x10 and will commit to attaching my team tent to weights provided by me and/or my team. I will not use stakes to secure my tent.
- I commit to bringing a fire extinguisher if my tent set-up includes a grill.

Team Captain Signature

Date