

TEAM MEMBER HANDBOOK



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Hello TVR,

On behalf of the everyone here at TVR HQ as well as all the event team captains, I want to wish you and yours a happy and healthy 2017! First, I want to thank the members from 2016 back to our original cast for your amazing efforts! Thanks to your amazing efforts, we raised over \$100,000 for the sixth year in a row for the fight against MS and are climbing to our second million dollars! With that said, it's time again to begin working toward our next season including the Cape Cod Getaway (CCG), and all other bikeMS and endurance events our team now participates in. As always, our main focus will remain the CCG and this year's ride will be held on June 24th and 25th. For the past few years, it has been my goal to have the largest team out on the course and while we have done very well, I'm ready to climb back on top of that podium. Our team challenge for 2017: 200+ riders at the starting line for CCG, and \$200,000+ in fundraising! I propose a total team fundraising of \$250,000 with all of our events to find a cure for MS! I also challenge everyone to get to \$1,000 in fundraising, which can be spread across any number of events In order to reach these goals. Also, since you know what an amazing time this event is get out there and recruit more riders. Share this incredible experience with your friends and family; you know this is better when you can share it with those you care about. Start talking up the team and the event with your friends and colleagues now and pass their names and email addresses along to me so I can put them on the team email list. Share with them our new events page on the website (www.veloxrota.org) Remember, the ferry fills up fast, and we want YOU there celebrating your achievements with US!

It's never too early to begin your fundraising for this year so reach out now to your sponsors, both business and individual, from last year; think of new ones that may contribute this year. Catch them early in their budget cycles when they will have more money available for charitable giving. We need to have any business logos ready for our jerseys by no later than **March 15**, **2017**. After you have solicited any business sponsors, you can then focus on your individual ones. You will find more information about fundraising, sample letters and more within the handbook. If you're not sure how to start your fundraising campaign, you can reach out to Rachael to help you get started and surpass your goals.

New this year, in addition to our team uniforms, we will have other items available for purchase. For our cycling clothing, this year we have switched to Verge as the vendor giving us flexibility for ordering and payment. We have the opportunity to do multiple orders, giving those of you doing Ride the Vineyard an opportunity at a new jersey for the first time ever. For the other items, we will have a team site that you can have sweatshirts, sweatpants, and other gear ordered with our logo embroidered.

This handbook should contain everything you need to know regarding registration, fundraising, training and participating in any or all of this years events. With that said, please do not hesitate to contact me or one of the TVR event captains with any questions or concerns about anything and we can be reached using the info listed on the following page under contacts. Just Keep Pedaling!

Cheers,

Michael Founder & President



TEAM CONTACTS

BOARD MEMBERS

Michael Augustine Founder & President 781-962-0122 michael@veloxrota.org

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NMSS Greater New England • 101A First Avenue • Waltham, MA 02451



2017 EVENTS SCHEDULE

DATE	Event
March 4	Climb to the Top — Boston, MA
May 6	Ride the Vineyard — Oak Bluffs, MA
May 13	Corn Hole Tournament — Boston, MA
May 20	MuckFest — Devens, MA
June 3	Cruising for a Cause — Hartford, CT
June 4	Praxair off the Chain — Windsor, CT
TBD	TVR Hooky Ride — Plymouth to Provincetown, MA
June 10/11	Ride the Rhode — Kingston, RI
June 17/18	Chesapeake Challenge — Easton, MD
June 24/25	Cape Cod Getaway — Quincy, MA
July 8/9	Finger Lakes Challenge — Geneva, NY
July 15	Minuteman Ride — Concord, MA
August 5	Green Mountain Getaway — Burlington, VT
August 12/13	Great Maine Getaway — Biddeford, ME
August 26	New Hampshire Seacoast Escape — Stratham, NH
September 13-15	Alabama Challenge Ride — Birmingham, AL
September 16/17	Tour de Beach — Mobile, AL
September 23/24	City to Shore — Cherry Hill, NJ
September	Jet Pull — Warwick, RI
October 22	New York City — Manhattan, NY
December	12 Bars of Christmas — Boston, MA

^{**}If an event is not listed, and you plan to participate, please email Rachael to have her add it to the list and website.



REGISTRATION

Visit the **EVENTS tab** on the team website (www.veloxrota.org). Here you can find drop down menus to see what events we are doing and join the event specific team right from here. Click the **Join TVR** button associated with each event and it will bring you directly to the registration page. You should register for the Cape Cod Getaway as soon as possible to secure your spot. Use the code "Team20" to receive a \$20 discount on registration. If you need assistance contact one of the Board Members.

TRAINING

Specificity. It is a silly sounding word but a powerful idea. To get better at a thing you MUST DO THAT THING! For cycling training nothing prepares you for riding a bike like actually riding a bike. For the winter, get into some spin classes to keep your cardiovascular endurance and muscles in shape, or pop your bike onto a stationary trainer and pedal away. When spring arrives and the weather is better, OUTSIDE WE GO! I highly recommend regular training rides and both the Quad Cycle weekend loops are fantastic option if you don't have local group rides to get into like the North Shore Cyclists, etc. These rides will get you outside and riding with people of your ability level. In addition, the Quad rides have a solid "No one get's dropped" doctrine - a social tenant of the legendary Bobby Mac. If you are looking for riding partners in your area, please feel free to use our team Facebook page; it's the best way to reach out to the team.

We will have our team-training calendar updated based on the basic plan created by Sara Bresnick from Pedal Power Training. If you'd like to take your cycling to the next level check out Pedal Power at http://www.pedalpowercoaching.com/index.html and contact them at contact@pedalpowertraining.com. In the meantime, keep working on your cardio base throughout the winter with SPIN classes but also cross train with running, swimming, or kick it up a notch and get to CrossFit.



SUGGESTED FUELING

BEFORE THE RIDE

Dinner the night before is the most important meal. This is the fuel your body will be running on in the morning. Yes, breakfast is very important as well, but what you eat 8 hours prior will be stored as muscle glycogen – a key fuel source. Please try to drink 3-4 (20-24 ounce) bottles of a sports drink per day on Thursday and Friday. This will set you up for great success on Friday.

DURING THE RIDE

Caloric Intake: The amount of food and hydration necessary during a 6.5 hour ride can vary from person to person. Considering a more endurance-type pace, I would recommend between 100 and 150 calories per hour per rider. This is fairly easy to get. A serving of Gatorade has 50 calories (8-ounces). Since the average water bottle holds between 20-24 ounces, 1-bottle per hour usually gets you pretty close. In addition, I recommend consuming one 150-200 calorie sports bar every 2 hours. I usually break the bar in half before I place it in my pocket so it is easier to deal with on the road. Also, there will be rest stops approximately every 12 miles at each bikeMS event, so you can refuel with snacks and water as needed although it's probably not necessary to stop every time. There will also be a lunch stop on both days of the ride with sandwiches and other food available. Water and Hydration: Drinking 1 (20-24 ounce) bottle per hour is strongly recommended. Please do not drink JUST water. Water (minus the electrolytes) is not the best for hydration. It is the electrolytes found in sports drinks that are the transport 6 mechanism for O2 into the body's cells. Water alone may not be absorbed efficiently and cause dehydration even when consumed in large amounts.

CAUTION

Be careful when introducing new foods and drinks the day of a big ride. Fueling properly is "learned". You may need to experiment with different options (DAYS before) until you find what works for you. Use your training rides as practice!

AFTER THE RIDE

Please be sure to eat something substantial (the equivalent of a meal) within 30-45 minutes after the ride. During this timeframe the body is more readily able to restore hydration, fuel and nutrients to your muscles. I'd hate to see your evening plans ruined because you fell asleep on your plate. Also, you'll want to have plenty of energy available for the Velox Rota dance party on the ferry ride home! **Suggestion: a few bites of complex carbohydrates before you begin consuming alcohol!



TEAM GEAR

New for 2017 we are switching our vendor to Verge! The design will not be changing drastically from 2016. It is not a team requirement that you buy this kit – **it is optional**. However, if you can swing the cost, you will enjoy wearing the team gear and it'll be great to have colorful TVR representation during all of the rides during 2017.

TVR VERGE CUSTOM STORE

shop.vergesport.com (Active link is on Team Gear page on TVR Website)

Store Password: TVR17 (case sensitive)

No Sleeve Jersey
Short Sleeve Jersey
Shorts
Vest
Arm Warmers
Summer Gloves

Tri Top
Long Sleeve Jersey
Bibs
Jacket
Cycling Cap
Socks

TEAM ACTIVE WEAR

We will also have a team store for purchase of "Active Wear" with our sponsor Custom Design Group. The store will be available for group purchase 4 times a year to ensure the best price possible. If you are interested in ordering at a different time or there is something specific you are looking for, please contact Michael or Rachael.



The images are just an example of what everything will look like. These will be the staple/permanent items on the store site. Everything will be in either black or a dark grey. **This store site is for embroidery items only**



CAPE COD GETAWAY EVENT TIMELINE

(This is also a general itinerary for TVR for a two-day ride)

SATURDAY, JUNE 24TH

Ride Start: Blue Cross/Blue Shield of Massachusetts, 1 Enterprise Drive, Quincy Please arrive by 6:00 a.m. ~ Every year we run out of time to accomplish all of our team stuff. If you've missed the team photo in the past, plan on leaving 15 minutes earlier this year! Jared Wayne will email details for directions, parking, rider drop-off, final check-in and all other specifics as they become available. **Make sure your notifications are not turned off on your account.**

6:00 am Arrive at Blue Cross/Blue Shield

6:00 – 6:45 am Unload bike & double-check gear

Final check in with NMSS

Drop-off overnight bag to MS truck for transfer to MMA

Coffee, bagels, water, sports bars are available **TEAM PHOTO** please do NOT miss this!

6:45 am Line up for Opening Ceremonies in TVR coral

7:00 am Team Velox Rota rides out as a team

Route: On Saturday you will have the option of doing either a 75 or 100-mile route (a century). We will have team members doing both so it's your decision entirely. If you have never done such an event before, I strongly recommend the 75-mile route for your first time. The total mileage for the two days is either 150 or 175 miles depending on your Saturday choice.

1:00 pm – 4:00 pm Riders arrive at Mass Maritime Academy

(to cheering crowds!)

Store bike on provided racks; check in and receive overnight accommodation package, info for the next day; and event t-shirt Head to the team tent or directly to your accommodation for the

night to shower and change

BBQ lunch is served under the main tent

4:00 am – 9:00 pm Music, dinner, beer, complimentary massages

General festivities at the Velox Rota team tent
**Don't forget to take some of the free give-aways

Accommodations: Like in previous years, accommodations are available at the Mass Maritime Academy in Buzzards Bay on Saturday evening. If you choose this option, be sure to indicate your affiliation with TVR so we can all stay on the same floor. Additional options include a cot in the gym and camping on the grounds of the MMA. As another option you can book a hotel room at a local inn or B&B, I recommend you do it ASAP as those book up very quickly.



SUNDAY, JUNE 25TH

4:15 – 6:30 am Breakfast; Gear up for the day; Drop off Overnight Bag

5:00 – 7:00 am Ride out (you **must** cross the Bourne Bridge by 7:30)

11:00 am – 2:30 pm Riders finish 150 miles and arrive in Provincetown

Load bike onto transfer truck for return to Quincy Shower, change, check bag onto transfer truck

**Register for next year's ride!

Meet up with teammates for food, beverages, fun

Return Travel: As for getting home from Provincetown, I highly recommend opting for a spot on the ferry/party boat home. It will be a chance to celebrate and bond with your teammates. I plan on having the team show up the dance party this year wearing our newly designed t-shirts (you will receive this at the MMA team tent) If boats are not your thing, the MS Society also provides buses back to Quincy and you are always welcome to provide your own transportation back as well.

1:00 - 4:00 pm Busses leave Provincetown for Quincy

4:00 pm Ferry departs Provincetown

Team Velox Rota dance contest

7:00 pm Ferry arrives back in Boston

7:15 pm Busses shuttle you back to BCBS

Pick up bike, bag and head home!!

Packing List: This is a suggested list that has evolved over time based on who has forgotten what over the years. This will be the 13th year that I've had to pack, and I'm sure I still forget something every year!



PACKING LIST

Bike Stuff

REQUIRED: Bicycle (tuned)

REQUIRED: Helmet □ **REQUIRED**: Rider Number & Wristband (Included in your Registration Packet) **REQUIRED**: 2 x water bottles: (electrolyte drink and water) Recommended: mini hand pump □ Seat saddle bag □ Extra Tube Tire Levers □ Mini Tools □ CO2 – if you prefer CHARGED/WORKING computer Charger to RECHARGE Bike Shoes (if using clip-less) Sneakers (if using flats pedals) Bike Gloves (thank me later) Plastic grocery bag to cover bike seat on Saturday night for condensation (or rain) Clothing Jersey (Wash out & re-wear; bring a second jersey, purchase 2 team jersey's, raise over \$1,500 for a special CCG VIP jersey!) ☐ Bike Shorts (I suggest 2 pair - But you can wash & re-wear) □ 2 x Riding Socks □ Pajamas for Saturday night □ 2 x set of comfortable clothes Saturday shirt/shorts Sunday shirt/shorts Comfortable shoes for Sat/Sun **REQUIRED**: Unmentionables, Long sleeve, windbreaker, sweatshirt (it gets cool outside at

night at the MMA/Ferry while on the water)

Overnight

	Pillow
	Sheet for mattress
	Towel (light, quick-dry camping ones work best)
	Shower Shoes (flip flops)
	Shower kit - shampoo, conditioner, soap,
	toothbrush, toothpaste, lotions, deodorant - and
	all other toiletries)
	Travel alarm clock
	"Sore muscle" cream
	Miscellaneous
	Cell Phone AND CHARGERS
	SUNSCREEN (Sweat proof "sport" variety)
	Chamois Butt'r (or any brand of cream to avoid
	chafing from riding for 2 days!)
	Sunglasses and glasses (don't forget your cases)
	Lip balm
	Rain Jacket/Poncho
	Plastic bag for dirty/wet clothes (Bags that your
	new kit come in work really well)
	MEDICATIONS
	□ Prescriptions
	□ Allergy
	□ Advil; Aleve; Aspirin; Motrin
	□ Vodka Redbull □
	ID for bars/boat ride
	MONEY **highly recommended
	☐ Cash ONLY for tip for Massage therapist
	under team tent
	☐ Cash ONLY on Ferry for drinks
	☐ Cash ONLY for Casino Night
	Backpack/ bag for Ferry (sneaking on
	beers/nips!)
П	Camera (if you still roll that way to take lots of

pictures Saturday night and on the Ferry!)



This is why we do what we do and at the end of the day it's all about raising money to benefit the National Multiple Sclerosis Society. This, in turn, aids so many of our friends, family and neighbors who are fighting on the front lines against this horrible disease. The NMSS is the largest private donor of research monies for the study and treatment of MS in the United States. MS is a chronic disease of the central nervous system which is not curable. It typically strikes people between the ages of 20 and 40. And can result in lifelong physical and emotional problems, ranging in severity from numbness to paralysis and blindness. Our team has brought over \$1 million dollars to the battle and with your help, we'll continue to bring in more every year! With that in mind, we set individual challenge goals as well as an overall team total for all of us to work towards. Everyone does his or her best to raise the minimum for each ride set by the MS Society. We will work to help you meet your goal. It is more important that you ride with us. Our team goal in 2017 is \$200,000, and I have every confidence we can do it with a little hard work.

TVR BUSINESS SPONSORSHIPS

Business sponsors not only benefit the NMSS, but is also allows for extra visibility for the businesses as good 'corporate citizens'. We now have an active sponsorship page on our website under the **Sponsors Tab: How To Become A Sponsor**. There you can find a structured chart listing all sponsorship levels by the amount donated. In order for a company to have their logo on our riding jersey, there is a minimum of \$500. You can either connect your company sponsor directly with Rachael or myself, or they can fill out the form right on our website. We need to identify our sponsors and collect their vector logo art by no later than March 21st, 2017 in order to finalize our design and order our jerseys. It's a good idea to solicit your potential sponsors early in the year before they commit to other causes. Also let me know who you are thinking of contacting so we can be sure that we don't have multiple team members soliciting the same sponsor. Please have all checks made payable to: **Team Velox Rota:** 519 Somerville Ave #247 • Somerville, MA 02143. **Personal business sponsors - All money should go directly to the National MS Society as part of your individual fundraising. At this time, personal sponsors will not be on the team jersey due but will be represented on the team website.

INDIVIDUAL DONORS

It's time to contact your colleagues, friends and family for individual donations. If you send a letter/email, consider enclosing a self-addressed, stamped envelope with your solicitation letter. Ask everyone – the worst they can do is say "No." A no is not personal, it means they are not capable right now. Encourage people to donate online, this is secure, easy and environmentally friendly! Include your personal pledge page link (this you will find in you participation center) in all your solicitation. On page 14 there is a sample solicitation letter to individual donors. Remind people to ask their employers for a tax deductible matching donation. There are many options for fundraising, be creative! As a team, we are putting on a Corn Hole Tournament and Cruising for a Cause. If you chose to hold your own event, and want it added to the website fundraising page, please email Rachael with details. Remember, keep track of all your donations, so that you can write thank you notes which is an extremely important part of the fundraising process. There is a sample tracking form for you to use.

Download the Word document for company and individual letters.



TEAM VELOX ROTA

DATE

Dear [Name of Potential Sponsor] or To Whom It May Concern:

Since our inaugural year in 2005, Team Velox Rota, Inc. (TVR), now a 501(c)(3) organization, has been fundraising, cycling and competing in endurance sports in support of the important mission of the National Multiple Sclerosis Society (NMSS). With help from individuals, and companies like yours, we have raised over \$1 million dollars.

Multiple Sclerosis (MS) is an unpredictable, often disabling disease of the central nervous system that disrupts the flow of information within the brain, and between the brain and body. Symptoms are variable and range from numbness and tingling to blindness and paralysis. No two people have exactly the same symptoms. MS typically strikes those between the ages of 20 and 40.

We are seeking sponsors and in kind donors for Team Velox Rota for 2017. We have pledged as a team to raise \$200,000 to help support the NMSS, through our participation of cycling and endurance sports around Greater New England, the Tri-State area, Maryland, Alabama, Florida, and Hawaii. Sponsorship levels vary from in-kind to Platinum level, giving your company a range of positive coverage with the team. A minimum donation of \$500 will allow your logo on our team riding jersey. All sponsorship monies are appreciated.

With your support, our fundraising efforts will go to support: **Research Scholarship.** Our vision is a World Free of MS. The NMSS is a driving force of MS research and treatment to stop disease progression, restore function, and end MS forever. **Programs.** The NMSS offers an extensive variety of programs, services, resources and connection opportunities for people living with and affected by MS, including family members, caregivers and other members of their support system

If you are interested in sponsoring the team, and for more information I can put you in contact with our team Development Director, or you can return the attached form and contribution check to me as soon as possible. Submission of logo for the team jersey is March 21, 2017. All logos, with permission will be included on our team website as well. Thank you so much for your support with Team Velox Rota and the National Multiple Sclerosis Society.

Sincerely,

XXXXXXX



TEAM VELOX ROTA COMPANY SPONSORSHIP FORM

First Name	Last Name					
Company Name						
Address						
City State _	Zip					
Phone Number						
Email Address						
Sponsorship Level						
Email Vector ready logo to Michael@veloz	xrota.org					
Please mail form and check payable to Team Velox Rota, Inc 519 Somerville Ave, #247 Somerville, MA 02143 Team Velox Rota, Inc. is a 501(c)(3) organization.						

For more information please email our Development Director, Rachael Bubbs at Rachael@veloxrota.org.

Deadline for submission of logo is March 21, 2017 for team jersey. All donations are appreciated throughout the year, and all logos will go on the team website throughout the year.



TEAM VELOX ROTA

DATE

Dear Friends, Family and Colleagues,

On June 24th I am pedaling out with my team in the Cape Cod Getaway (CCG), a two-day, 150 mile bicycle ride from Quincy to Provincetown MA to benefit the National Multiple Sclerosis Society (NMSS). Last year, Team Velox Rota (TVR) raised over \$100,000, adding into our 12 year total of \$1.1 million dollars. This year, we've set a goal of \$200,000.

Multiple Sclerosis (MS) is an unpredictable, often disabling disease of the central nervous system that disrupts the flow of information within the brain, and between the brain and body. Symptoms are variable and range from numbness and tingling to blindness and paralysis. No two people have exactly the same symptoms. MS typically strikes those between the ages of 20 and 40.

As you may know, I can speak to the serious effects of MS. [Insert your connection here]. I am devoting this summer to raising money for the NMSS to find a cure for this crippling disease. I've pledged not only to ride 150 miles at the CCG, but I've pledge to raise [Insert your personal fundraising goal]. I also plan on participating in XXX events with TVR throughout the summer to continue my support and efforts in the fight against MS.

Your support, without saying, would be greatly appreciated. I promise to put into the endurance effort on behalf of every dollar raised. You can mail a check payable to the "National MS Society" or "NMSS" at NMSS Greater New England • 101A First Avenue • Waltham, MA 02451. If you'd prefer to make a donation online you can visit the following link: www.nationalmssociety.org/Donate and select "Support an Event Participant". You can then type in my name and [state]. All of my events are listed below, but i request you chose the Cape Cod Getaway 2017 for your donation. [if you set up your direct short link - use that instead]

Thank you for your generosity, and supporting my efforts with the NMSS. #CoveringGroundToEndMS!

Sincerely,

XXX



SPONSOR DONATION TRACKING SHEET

Particinant's Name				Event Phone ptain					
Team	Team Velox I	Rota	Capta	in				-	
Sponsor		Address		City, ST, Zip	\$100	\$50	\$30	\$20	other
				Totals					
				Grand Total					

• MAKE CHECKS PAYABLE TO THE NATIONAL MS SOCIETY NMSS Greater New England • 101A First Avenue • Waltham, MA 02451.



ADDITIONAL INFORMATION

BIKE MS PRIZES

The more you raise, the better your prize

The National MS Society offers great prizes to reward our top Bike MS fundraisers for their efforts. The more you raise, the better the prize you can earn! Reach for the stars and earn great prizes including commemorative clothing, fitness equipment, electronics and more.

Choose "Mission First" for your prize

You earned your prize, but prizes do cost money that you may prefer go to helping the cause. The Mission First Club directs those funds back to our mission instead. To join, simply choose Mission First as your prize selection, and instead of receiving a prize, you'll receive the satisfaction of knowing those dollars are advancing the mission of the National MS Society.

In addition to the prizes listed here, every cyclist that reaches the VIP level receives a Bike MS VIP jersey the day of the ride.

Prize Levels for Bike MS: Cape Cod Getaway 2017:

Prize level: \$1,000VIP level: \$1,500

SEASON PASS

Planning to ride more than one Bike MS ride in Greater New England? The GNE Chapter has many great rides to choose from. Take advantage of the Season Pass to simplify your fundraising when riding multiple rides.

BIKE MS PASSPORT

Cyclists who have raised at least \$5,000 at Bike MS are eligible to become a member of the elite National Bike MS Passport Program, a special club for top fundraisers across the country. Passport Program members have the opportunity to ride in any other Bike MS ride without needing to meet the fundraising requirement. You also receive a special Passport Program Jersey.

