

## Before the day of the ride

Meet up with Allison to get:

- keys to bike shack and any lock combos needed.
- List of kids riding / List of volunteers helping (**there should be at least 1 adult for every 3 kids**)
- List of kids who need to take medication the day of the ride and instructions for administering.
- List of kids who are asthmatic (they should've already been reminded to bring their inhalers)
- Any kid's consent forms that may not be in the Bike Shack binder already
- Any volunteer consent forms that may not be in the Bike Shack binder already
- Check for shuttle driver

Call kids the day before for final head count.

- Confirm they are still coming
- Remind them to eat breakfast
- Remind them to wear appropriate clothing
- Give contact cell number and also describe how to get to Bike Shack

## Morning before the ride

Volunteers arrive an hour prior to the van departure

Have volunteers put their names on a sticker and fix to a spot on their helmet where it's visible

Have the volunteers check the bikes by taking them for a quick spin.

- Tire pressure okay (35-40 lbs)
- Shifts properly
- Front and rear brakes work and adequate pads
- Crank and headset are tight
- Quick release is locked for wheels
- Seat isn't moving around

Check that walkie talkies work

Ride lead gives volunteers info about the day's ride

- General description of the group that day (from where, age, what their bike skill levels may be)
- If TFK has taken that group before, then "things to watch out for"
- Description of route (length, any climbs, any parts of the trail to watch out for)
- Discuss who will ride in the front, who will ride in the rear, and who will sweep
- Give the front and sweep a backpack (see below)
- Mention that there will be several stops along the way to regroup
  - 1st stop - After 1/4 mile to do an initial check (bike seat height okay, all kids are okay to continue, etc.)
  - Mandatory stop at first descent to demonstrate and test descending skills
  - Stops before any fork/intersection where the path is not obvious
- Pass out sheet of emergency contact info and rules (TFK number, directions to hospital, etc.). Review together.
- Ask that the volunteers help after the ride also (clean bikes, eat lunch with kids, etc.)
- Give directions to any volunteers that will drive to trail head (encourage them to ride in van if possible)

Kids show up half an hour before van departure

Collect consent forms from kids, if any.

Keep kids outside of the shack. One kid at a time comes into the shack.

Inside the shack

- Fit kid for bike.
- Give kid a sticker to put on helmet with their name and bike number
- Also note in log, the bike number that kid got and size helmet (so no fitting needed next time)
- Make sure shoes and clothes are okay for ride
- Ask if kids have anything they would like to leave locked up in shack (backpacks, cameras, MP3 players, etc.)
- Kids fill their water bottles
- Kids fill their seat packs with ride snacks

Outside the shack

- Volunteers show kids bike skills (shifting, brake with both hands, etc.). Figure out if all the kids can ride together or if a beginner/intermediate group is needed.
- After bike skills test, have kids load their bikes and helmets into the van.
- Take kids through stretches

Items to load into van

- Bikes w/filled water bottles in cages
- Helmets in a box
- 2 floor tire pumps
- Cooler with lunch stuff (if lunch is somewhere en route)
- 2 backpacks with the following:
  - first aid kit and latex gloves
  - cell phone
  - sunscreen
  - hand held tire pump
  - tubes for all size wheels
  - bike tools
  - extra ride snacks
  - walkie talkies
  - All important forms - volunteer's contact info, kid's contact info and consent forms

## During the shuttle ride

Check quick releases on bikes

Introduction - Describe the plan/ride

Have kids and volunteers introduce themselves - and say when they rode a bike last and what they hope to get out of the day

Go through the list of things to remember

- Don't ride ahead of the leader in front
- Keep 3 bike lengths between you and the bike in front of you
- No wheelies/skidding
- Shift only while pedaling
- Trail etiquette - say on your left, don't pass on a curve, yield to horses and hikers
- Don't litter
- Don't ride off the trail
- Discuss poison oak
- No MP3, headphones
- If lost, stay put
- Speed is 15 mph
- No eating nor chewing gum while riding (choking hazard)
- Single file and right side of the road
- Don't leave the path/group
- If you need to use the bathroom, let a volunteer know
- Ride at your own pace, stop to rest as often as needed
- Don't forget to drink water

### At trailhead

Let kids use the trailhead bathroom, if needed, before starting the ride

Check quick releases on bikes as they may have come loose during shuttle load/unload

### During the ride

Stop at all STOP signs

If a kid cannot complete the ride and needs to return to the start:

- Remember, no kid can be alone with an adult
- The kid should walk/not ride unless he/she is with the lead volunteer
- Need to check with Allison if the shuttle will come pick kids up on different parts of trail**

Stop and regroup at forks/intersections where the path may not be clear

Downhill test

- This takes place at the first descent that is not too difficult
- Ride leader to review technique
  - Lower seat
  - Put weight back
  - Brake evenly
  - Feet in horizontal position
  - Look where you want bike to go
- Leader descends to demonstrate
- Each kid descends one at a time
- Any kid who isn't able to descend needs to walk remaining descents

Encourage kids to spin and pace up climbs

Encourage kids to rest as much as needed and to go at their own pace

Remind kids to hydrate

### Post Ride Wrap Up / Lunch

Collect all gear given to kids (take name stickers off helmets)

Have some kids help set up lunch

Clean dirt off bikes with rags and hose. Dry bikes. Store bikes back in shack.

Rinse water bottles with simple green and store to dry.

Have kids gather around in circle

- Walk them through a few stretches
- Have each kid say one thing they learned and what was their favorite moment

### After kids leave

Fill out injury report for any injury that needed attention on trail (no matter how minor)

Perform an inventory and supply check.

Fill out bike maintenance form noting if any bikes had issues

Fill out ride log - who attended, duration, location, etc.

Leave injury report, inventory check, bike maintenance sheet and ride log in designated spot

Meet up with Allison to give:

- Give her receipts for anything you may have purchased
- Bike Shack keys