GETTING STARTED

Before the program.
Sponsoring organization.
  Time
  Place
  Publicity
  Registration
  Parental permission
  Rain date or location

Recruiting Adults [one adult per five children].
Training Adults.
  Slide show
  Program orientation.

Literature Packet.
  Equipment Checklist
  Bicycle Safety: What Every Parent Should Know
  Bicycle Helmet Brochure

Bicycles
Helmets
Equipment and materials

1. WORK THROUGH EXISTING ORGANIZATION
   Working through school, parks and recreation, scouting, or other existing activity programs can save countless hours and
   may give you access to a captive audience in the target group. Get the support of the leadership of these organizations.

2. PROGRAM LOCATION
   One of the most valuable kinds of assistance you can get from your sponsoring organization is a location for conducting the
   program. Look for a location with adequate adjacent space for the indoor and outdoor activities. In good weather the
   program can be outdoors, but you may need shade and water. Rain is also a possibility. Develop a contingency plan
   possibly with a rain-date or rain-location.

3. FINANCING
   How you program is organized will determine your financial needs. Approaches to handling financing:
   A. In-house sponsorship.
   B. Sponsorship assistance by businesses in the community.
   C. Registration fee.

4. PUBLICITY
   If you can target your audience well enough their is no substitute for direct mail. Use the publicity channels of your sponsors
   and see if you can plug into publicity opportunities of other sympathetic organizations. Don't be frustrated if the mass media
   does not seem cooperative in your efforts to get the word out. They follow trends and bicycle accident and injury reduction
   is not trendy.

5. REGISTRATION & PERMISSION FORMS
   On programs for children devise a letter to the parents that explains your purpose, goals, and other pertinent information.
   Along with this letter you should attach a permission form that gives the necessary information about the program. The
   following items may be included on this form:
   o name of the program
o date, time, and location
o circumstances and amount of time student will riding their bike
o special permission to take student to a hospital in case of injury or sickness while in the program
o family insurance company
o name, address, and phone number of student
o parent's signature.

There are various ideas about permission forms, but negligence on part of the sponsors, if proven, in NOT covered by a permission form. It is helpful to have the best trained instructors possible. An example of a permission form is:

All participants must sign the following form. Parent/guardian of children under 18 must sign.

I/we assume all risks and hazards incidental to such participation including transportation to and from the activity and do hereby waive, release, absolve, indemnify and agree to hold harmless the Department of Parks and Recreation, Park superintendent, instructor and persons transportation myself and/or my child for any claim arising out of any injury to myself or my child.

Signature_______________________  Date____________

6. INSTRUCTOR TRAINING
In addition to the head instructor you should recruit one adult for every five children in the program. Ideally, these will be parents of the children in the program so that they will have better information for future supervision of their children. The goal is to have all of the instructors component to pass the written and riding test of the Effective Cycling Program. This should be possible with a one session, six hour course that is split between classroom and on road instruction. Once the instructors are "certified". Hold one session when you do a dry run of the safety programs. Make it clear what the objectives and the sequence of activities will be.

7. INSTRUCTOR ATTITUDE
In your instructors are not used to being around large groups of children you should talk with them about attitudes which can make your program a more meaningful learning experience. Instructors need to be enthusiastic and firm in directions and control. Children get bored when they are just standing around so your program needs to move smoothly. Asking children questions about what they do know makes learning more fun than listening to an adult do a lot of talking. Be flexible and have fun while teaching.

8. POLICIES: BICYCLES & HELMETS
State a policy on which children can participate if their bicycle does not fit or the equipment is unsafe and they don't have a helmet. There are two schools of thought: Against participation is the argument that this would compromise the many point of the course which is total safe behavior. Opposing this is the argument that the person will probably be riding that equipment any way so they should at least get the information and practice on doing it in the safest possible manner.

9. GATHERING MATERIALS AND EQUIPMENT
Films, videos, slides
Projectors, VTR, screen
Literature and brochures
Quizzes, pencils
Blackboards and chalk, or easel pad and marker
Clip boards
Safety course scorecard and performance evaluation
Certificates of completion
Local bike maps
Traffic cones, chalk, ribbon, rope, tape, sponges, milk cartons
Stop signs
Vehicle cutouts or substitute
Fence and bush props
Pump and tools
Name tags
Refreshments for volunteers
Six different colored or numbered cards.