

International Bicycle Fund

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A non-governmental, nonprofit organization promoting bicycle transport, economic development and international understanding worldwide.

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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 your 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 there 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, is 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.