

# Bicycle Rodeo Tool Kit

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## Planning/Scheduling

### Schedule

Give yourself at least a month so that you have time to reserve an event location, inform potential participants (3 weeks notice at a minimum), invite partners, and schedule an instructor and/or other volunteers. Planning and scheduling usually takes at least 1 month.

For the actual event, you will need to schedule the location for at least 2 hours before your event will start and 2 hours after – for set up and break down. Plan at least 90 to 120 minutes for the actual event for a total of 5.5 hours to 6 hours. There are advantages to conducting the rodeo during school hours as well as after. If you conduct the event during school hours you have a captive audience. After school hours you can benefit children from more than just the one school.

### Location

Pick a location that allows you plenty of space for the actual event, accessible by bicyclists, and plenty of parking for those participants that are arriving by vehicle. Potential sites include a large playground, parking lot (if all traffic can be restricted) even a school gym (no reason to cancel a rodeo due to bad weather). The area needs to have at least two 100 by 50 foot open spaces and a holding area big enough for 20 – 30 bicycles.

### Partnerships

Your event will be more successful if key community leaders and organizations also participate. Not only will you have higher participation and/or potential sponsors you are also engaging/educating these individuals in the importance of safe bicycle mobility. The following is a suggested list of invitees and partners:

- Elected officials
- School principals, teachers, PE instructors
- City/County/Highway District Staff (planning, parks/recreation, and/or public works departments)
- Police department
- Local advocacy groups
  - The Idaho Walk Bike Alliance is a statewide organization that may have members in your area and/or know of a local organization – <http://idahowalkbike.org/>
  - The Statewide Bicycle and Pedestrian Coordinator may also be able to identify local organizations – [ITDbikeped@itd.idaho.org](mailto:ITDbikeped@itd.idaho.org)
- Certified Instructors are available from the League of American Bicyclists -- <http://leageofamericanbicyclists.org>
- Local bicycle retailers.
- Safe Routes to School Program Coordinators -- [http://itd.idaho.gov/bike\\_ped/resources.htm](http://itd.idaho.gov/bike_ped/resources.htm)

# Bicycle Rodeo Tool Kit

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- Service organizations
  - Kiwanis - <http://www.kiwanis.org>
  - Lions Club. <http://www.lionsclubs.org>
  - Rotary - <http://www.rotary.org>

## Instructor/Volunteers

The purpose of this rodeo is to teach safe and legal riding skills to kids ranging in age from 5 to 12. Having instructors who are knowledgeable about the state laws, how to educate children is a key to hosting a successful rodeo. Contact the League of American Bicyclists or the Statewide Bicycle and Pedestrian Coordinator for a list of individuals in your area that have gone through the instructor training (see contact information on the previous page). In addition to a lead instructor you will also need anywhere from 9 – 15 volunteers to help man the various stations and manage all the participants.

Suggestion: Set aside 30 minutes before the rodeo begins to go through a trail run. This will help identify any forgotten materials as well as teach volunteers can be shown exactly what they will do at each station.

## Stations

The following station descriptions include a list of recommended materials, number of volunteers needed and the desired level of expertise of volunteers. This number of volunteers is based on conducting an “open house” style rodeo which does not have a specific start time; rather participants are encouraged to show up at any time during the rodeo.

Suggestion: Depending on the local community, additional stations may be warranted. If there is a special concern regarding bicycling around crosswalks, an additional Skills station could be set up to demonstrate proper road crossing techniques. Pedestrian stations could be included and/or stations to demonstrate basic mountain biking skills (going through a small stream, biking over rocks, hills, etc.). If you add stations, don't forget to add time to the overall schedule and to add the appropriate volunteers.

## Welcome

Staffing: 1 – 2 volunteers

Approximate Area Needed: 10 x 10 foot space

Materials: station sign, table or clipboards, sign-in sheet

The welcome station is the first stop for any participant so that instructions can be provided on how to move through the rodeo in the correct order. A sign-in sheet is needed to document number of participants. Parents are a great choice to man this station since they will often know many of the participants.

# Bicycle Rodeo Tool Kit

---

Suggestion: Provide most “take home” materials at the end station (see below) so that rodeo participants don’t have to carry a lot of materials around with them and so that they get “prizes” once they have completed the rodeo.

## **Bicycle Check**

Staffing: 2 – 3 volunteers with bicycle mechanical skills

Approximate Area Needed: 10 x 15 feet

Materials: station sign, tire pumps, basic bicycle tool set, bicycle stand (optional)

At this station, each participants bicycle is checked for tire pressure, braking ability, and chain wear. Additionally bicycles should have an overview inspection of the quick release, derailleurs. Children/parents should be encouraged to participate in checking the bicycle. Volunteers will need basic bicycle mechanic knowledge.

Additional Suggestion: If you have a local bicycle shop, ask them to volunteer one of their mechanics to lead this station.

## **Helmet Fitting**

Staffing: 2 – 5 volunteers

Approximate Area Needed: 10 x 15 foot space

Materials: station sign, free helmets, 2 – 5 chairs

At this station, each cyclist is fitted with a helmet. Even children with their own helmets should be checked for proper fitting. Volunteers will need to be briefed on how to assess helmet fit and how to manipulate the straps for proper fitting.

## **Rules of the Road**

Staffing: 1 – 2 instructors that have read and/or participated in the instructor’s course.

Approximate Area Needed: 10 x 15 feet

Materials: station sign, bicycle rodeo script, 5 – 15 chairs, instructional placards

Children are taught key “rules of the road” at this station including safe riding techniques, hand signals, and key laws related to safety. This station is set up classroom style and should start at scheduled intervals. The class is 15 minutes, so 20 minute intervals may be appropriate.

# Bicycle Rodeo Tool Kit

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## **Starting, Signaling, Stopping, Turning (Skills 101)**

Staffing: 2 - 3 volunteers with some bicycle riding expertise

Approximate Area Needed: 20 x 100 feet

Materials: station sign, material to draw white line on the ground (chalk, tape, etc.), instructional placards (car/no car sign, left/right arrow sign/ stop signs, stopwatch, whistle)

This station provides on bicycle instruction for starting, signaling, stopping, and turning. Instructors have to be able to assess and teach starting techniques, proper hand signaling, and ability to turn safely.

## **Straight Line Riding and Scanning (Skills 102)**

Staffing: 2 - 3 volunteers with some bicycle riding expertise

Approximate Area Needed: 20 x 100 feet

Materials: station sign, material to draw white line on the ground (chalk, tape, etc.), instructional placards (car/no car sign, stop signs, stopwatch, whistle)

This station provides on bicycle instruction for straight line riding and scanning. Instructors have to be able to assess starting and appropriate shifting techniques and bicycle rider cadence. In addition, the instructor needs to be able to teach a cyclist how to maintain a straight line while looking over their shoulder.

## **Healthy Treats and Parents (Graduation)**

Staffing: 1 - 2 volunteers

Approximate Area Needed: 10 x 10 foot space

Materials: station sign, Certificate of Achievement for the kids, bicycle safety related trinkets, healthy treats; Bicycle Helmet Fit brochure for parents/guardians, Idaho Street Smarts publication, Idaho Bicycle Commuter Guide publication (if interested).

This is the final station where children are provided with a Certificate of Achievement to take home. If you are conducting a rodeo with a specific start time and each of the children go through at the same time, the Welcome station could be converted into this station with the same volunteers. If the rodeo is "open house" style, you can still use the Welcome station, just use the area behind the station and add 1 - 2 volunteers.