

ROLLING WITH BIKE ED

Host Guidelines

Learn to Ride - Kids

Host's Responsibilities

❑ **SPACE** An open, flat, paved space, such as a large parking lot or basketball courts, is required. The class space must be clear of other recreational users or event attendees.

❑ **EXACT LOCATION** A specific class location and Google map link must be provided to Bike New York at the time of class coordination.

❑ **PERMIT** If a special events permit is required, the host organization must acquire a permit and provide it to class instructors on the day of the class.

❑ **STORAGE** A mailing address where a box of class supplies can be received a week prior to the class date is necessary. The supplies (including tools, a first aid kit, banner, and paperwork) must be made available to instructors at the class location an hour before the class is scheduled to begin.

❑ **MATERIALS** A table is required. A tent and standing bicycle tire pump should be provided, if possible.

❑ **PROMOTION** Hosts are expected to post promotional fliers (provided by Bike New York) or announce the class through all possible channels.

❑ **VOLUNTEERS** Additional volunteers are always appreciated and frequently necessary.



Bike New York's Responsibilities

Bike New York will help with class promotion, and will pre-register and communicate with participants in advance. On class day, Bike New York will provide a class captain and volunteer instructors as well as all necessary materials, including tools, waiver forms, sign-in sheets, handouts, and more.

Apply

Complete an online host application at: http://www.bikenewyork.org/education/classes/host_form.php4.

Feedback

"Thanks so much for offering this program. Our 9-year-old daughter has been trying to ride her bike since she was 5, with no success. Yesterday at Carroll Park was just what she needed. She's zooming all over the neighborhood today."

By the Numbers

- Class length: 2-3 hours
- Class size limit: none
- Fee to host: Free
- Application due: at least 30 days in advance
- 2009: 1,430 children taught



Bike New York is a non-profit organization that promotes bicycling and bicycle safety and is best known as producer of the nation's largest recreational cycling event, the TD Bank Five Boro Bike Tour. Its Bicycle Education Program offers free classes for adults and youth and provides training, curricula, and technical support for organizations in the tri-state area with their own cycling education programs.

