



Bike Patrol Manual

PBAA Bike Patrol Manual

Perimeter Bicycling Bike Patrol Program Description

The mission of Perimeter Bicycling's Bike Patrol program is to promote safety, provide assistance, encouragement, and support for the participants of Perimeter events. Patrollers offer mechanical assistance, first aid as needed and encouragement to successfully finish the ride.

Perimeter Bike Patrol is a group of over 300 certified cyclists who bring enthusiasm for cycling and a deep wealth of experience to ensure the success of thousands of riders in Perimeter events every year.

The Patrol is comprised of volunteer cyclists who have completed appropriate training and are able to encourage, assist, and support fellow cyclists during events. Patrollers are encouraged to obtain additional training in First Aid and mechanics and invite new members to join Bike Patrol.

Patrollers promote safe and responsible cycling, encouraging all cyclists to obey traffic laws, and show environmental consciousness by taking punctured tubes, food wrappers and other trash to an appropriate disposal location.

While Bike Patrol does serve as event officials on the course, and are expected to know event rules, enforcement is NOT a function of Bike Patrol.

Successful Bike Patrol is the eyes and ears of event officials.

Perimeter Bicycling Association of America is a 501(c)3 non-profit tax-exempt organization "cycling in pursuit of a cause"

PBAA Bike Patrol Manual

Perimeter Bicycling acknowledges the International Mountain Bicycling Association (IMBA) in the design and content of this Bike Patrol manual.

Disclaimer

The guidelines outlined in these materials are the generally accepted standards and procedures for Perimeter Bicycling bike patrol. They are intended for use as suggestions and helpful guides, working within the event rules as ride-day officials. Each patroller should feel free to adapt these guidelines to their specific abilities.

PBAA Bike Patrol Manual

Duties of Bike Patrol

Bike Patrol helps out during all Perimeter Bicycling events

- Promote safety by reminding riders of the cycling laws and event rules.
- Offer encouragement to riders
- Provide **mechanical help** (most often flats or chain coming off)
- Provide **1st Aid help** – only to the level at which you are comfortable and qualified
- Observe and follow the pre-arranged and agreed upon patrolling schedule. Be where you are supposed to be when you are to be there.
- **Wear and maintain the Bike Patrol jersey or t-shirt and event number bib**
- Keep a positive, helpful attitude and represent Perimeter Bicycling and Bike Patrol in a professional way.
- Be alert and report road hazards and debris; remove debris **IF** such action **does not** place you in danger
- Stay with injured or ill persons until qualified emergency crew arrive
- Accurately complete appropriate incident record sheet and turn them in to Bike Patrol Director at the Bike Patrol booth at finish area
- Call your reports in to Bike Patrol Hotline
- Watch for and encourage people to obey the **event rules**. Report rider numbers of individuals who display unsportsmanlike behavior. Avoid confrontations-just walk away, however, please record their rider number and call the Bike Patrol Hotline
- Follow the International Mountain Bike Association (IMBA) admonition to “leave no trace.” Be an example and pick up punctured tubes and other trash.

PBAA Bike Patrol Manual

Qualifications

Satisfy all established training requirements established by Perimeter Bicycling including, but not limited to:

- Attend Bike Patrol Certification classes (schedule is on the Perimeter website Bike Patrol Page – www.perimeterbicycling.com)
- first aid/emergency care – minimum basic first aid: offer bandaids or call 911 in emergency
- interpersonal skills –please be polite and friendly
- emergency bike repair – mostly flat tire repair and dropped chains
- Know and follow all event rules and procedures.
- Know your limitations and ability to provide services
- Have sufficient cycling experience to ride the selected distance of the event you will patrol
- Maintain your personal bike to prevent any failures on the road

Personal Risk Management

Stay within your physical limits when operating within the scope of the patroller responsibilities.

- Train adequately for the event distance you're supporting
- Dress appropriately for the weather conditions and be prepared for the unexpected (do not become a patient).
- Always wear a helmet
- If possible, carry extra water, energy food and/or electrolyte powder.
- Always carry a fully charged cell phone; a power stick is recommended
- New Patrollers may wish to patrol with more experienced Patrollers for the first event (not required)
- Seek out and obtain advanced training in first aid or mechanics if you feel comfortable in so doing

PBAA Bike Patrol Manual

- Remember, enforcement is not a function of Bike Patrol but reporting is your responsibility

Procedures for Perimeter Bicycling Events

Traffic and crowd control prior to start of Events:

- Bike Patrol members should help to direct participants to their proper starting area (VIP, Platinum, Gold, Silver, Bronze)
- One or more Patrollers may be assigned to collect VIP and Platinum Passes on ride morning
- Riders may come and go from the start area, but they should leave their bikes in the start area
- Bike Patrol members will be assigned to a specific location at the starting area or, where you can be most helpful
- Bike Patrol will be needed at the start of all distances include Fun Rides
- Discourage riders from placing bikes over the ped rail. If they persist, write down their rider number and report to Bike Patrol Director
- All participants must have a number (jersey, helmet or frame) in order to line up. If they have no number they will not be allowed to line up.
- All participants must have an approved helmet.

Please avoid bunching up with other Bike Patrol members and do not ride in groups larger than 4 Bike Patrol

Where available, some Patrollers will be covering the route in sector assignments. This helps cover the route and increases Bike Patrol effectiveness.

Communications

- All Bike Patrol are asked to call the Bike Patrol Hot Line to report (number will be supplied at packet pick up). It may seem trivial, but calling in is very important.
- You will be asked: YOUR rider number, location, rider number of the person you help, and a description of the incident
- Email is an option for reporting **repairs**. eltourBP@gmail.com for non-emergency reports
 - Email will be checked during the event. Do not email any message requiring immediate reply or attention.

PBAA Bike Patrol Manual

- When emailing a report remember: WHO are you, WHO are you helping, WHAT time is it, WHAT are you doing, and WHERE are you?

Emergency Roadside Bike Repair

A rider who experiences a mechanical issue will be frustrated that he or she cannot continue or complete the event. Your skills can make the difference between a big disappointment associated with not finishing, or a mere inconvenience. Patrollers must be able to perform basic roadside bike repairs, for their own sake and for that of other riders who may need mechanical assistance. Note the locations of bike shops along the route, if applicable.

Bike Patrol Bike Repair Guidelines:

Patrollers should be comfortable with basic bike repair tools and able to perform the following standard field repairs:

- Flat repair*
- Chain repair* (usually a dropped chain)
- Brake adjustment* (often a dragging brake)
- Derailleur adjustment
- Seat adjustment
- Head set adjustment
- Basic spoke and wheel repair

*..indicates the most frequent repairs needed on the route. Flat tire is #1 repair issue. If you are not comfortable with all of these repairs, do not be concerned, another member of Bike Patrol may be able to assist. You will can gain additional mechanical skills over time and experience.

Training

One way patrollers can learn or brush up on their bike repair skills is through a local bike shop that offers classes.

There are a number of excellent books about bike repair available.

Practice often and share experiences about creative solutions to field mechanical failures.

PBAA Bike Patrol Manual

Tool/Spare Parts Kit Contents

It is *suggested* that patrollers carry and be familiar with the following tools:

- tire levers
- tire patch kit
- 26" and or 700mm tube(s)
- Multitool
- Philips and blade screwdrivers
- adjustable wrench (6" is smaller and works for most needs)
- chain tool *
- spoke wrench *
- tire boot material +
- rag/cloth to wipe with
- fiber strapping and/or duct tape + ("tape-cicle")
- chain lubricant
- tire pump that works with both presta & schrader
- Swiss army knife
- Pen or Pencil

* Starred items are optional tools for more advanced mechanics.

+ Items with plus sign are usually available at the Bike Patrol booth at Expo

If you see someone stopped on the side of the road, *Slow down and ask*, "**Do you need help?**"

Bike Patrol members **MUST** stop to give mechanical assistance to any participant requiring help.

SAG vehicles on route may be contacted by calling the Bike Patrol Hotline.

Hotline number will be provided at packet pick up at Expo.

Text in the rider number of the person you help or stop to assist, **even if you don't provide assistance.**

PBAA Bike Patrol Manual

First-Aid Assistance to Participants

- Bike Patrol members should **ONLY** give first-aid assistance that they are trained and qualified for (which is generally basic).
- In the event of a crash, **STAY CALM**
- If the crash is minor offer basic First Aid then report incident to BP Hotline.
- **SERIOUS CRASH CALL 911 FIRST**, then call the BP Hotline once the situation is stabilized.
- **It is very important to get the rider's event number so we can identify him/her.** Get the name if you can.
- **If you come upon the aftermath of an accident and there is no other Bike Patroller around but there are first responders there, please STOP and offer assistance** – especially to help coordinate the transport of any bicycles that may be on the scene. Call the hotline to coordinate SAG for the bikes.
- Bike Patrol members should carry a simple First-Aid Kit which might include the following:
 - 4x4 gauze pads
 - Adhesive tape
 - Safety pins
 - Antiseptic wipes
 - Antibiotic ointment
 - Band-Aids
 - Non-latex gloves

Rider Status Forms (for recording important crash scene data) are available at Expo

**Turn in Rider Status Forms at the Bike Patrol Booth at the finish fiesta.
Reports can be scanned/photoed and emailed to:
bikepatrol@perimeterbicycling.com**

Call the Bike Patrol Hotline every time you help a rider needing medical assistance. You are our eyes and ears on the course.

First Aid Training

First aid and CPR classes are offered in most communities. Check with local Red Cross or other agencies if first aid/CPR certification is desired.

PBAA Bike Patrol Manual

Event Rules

Please refer to the Official Rules on the Perimeter Bicycling website for the complete listing of the rules or the Event Manual available at Expo/Package Pickup. The rules listed below are the most important. Bike Patrol members should first warn any participants who are breaking the rules, if possible. Report rider numbers of individuals who display unsportsmanlike behavior along with the behavior. Avoid confrontations- just walk away, however, please record their rider number and call the Bike Patrol Hotline

Use your head and your good judgment. We use your information to contact the rider and in some cases disqualify them. It's not something the public sees but this is done after each event. The following is against the rules and/or laws:

- Starting somewhere besides the official start area - all cyclists must line up in "official" start line area
- Cutting in line or climbing over barricades at the start lineup
- No Helmet (they are mandatory)
- Crossing a solid or double yellow line (no-passing zone)
- Un-sportsmanlike conduct of any kind
- Disobeying Police, Bike Patrol or other Event Officials
- Public urination
- Riding with, or receiving support from, unregistered cyclists (bandits)
- Drafting or holding onto motorized vehicles, or receiving support from a moving vehicle
- Aero bars are prohibited unless a waiver has been granted
- Cyclists must obey all traffic laws and traffic control personnel
- No more than two cyclists side-by-side, in locations where the road is not closed or controlled
- No hand-off's at aid-stations or anywhere on the Route
- Only one earbud/both ears may not be blocked.
- Please report any Bike Patrol cyclists who don't stop to assist riders in need

Bike Patrol should note any **hazards** (trash, dogs, cars, etc.) **on the route** and report it to the Bike Patrol Hotline. Remove hazards **only** if you feel it is safe and prudent to do so.

PBAA Bike Patrol Manual

Encourage & Motivate cyclists!

A little encouragement goes a long way. Not everyone is going to have an easy time completing the ride. Any encouragement to those riders could be valuable in helping them finish and achieve their goal. A simple “good job” or “doing great” can go a long way toward boosting someone’s spirit. This is especially important during the last portion of the ride. Encourage riders to stop at the last aid station for water.

Personal Items

Your comfort and ability to ride are just as important as helping other cyclists. Remember to bring sunscreen, chapstick, food, electrolytes, money, etc. to take care of yourself! Do not become a patient.

As much as Perimeter Bicycling wants to supply you with everything you need, it’s not always possible. We have found that many cyclists have favorite bike shops that are receptive to asking for help/support of individual Bike Patrollers and will often donate tubes, lube, tools, electrolytes, etc. to help. You can help by asking your bike shop.

Questions? Email bikepatroleltour@gmail.com

Bike Patrol Jersey

We all know a cycling jersey can be much more comfortable than a t-shirt. With your registration, you receive Bike Patrol t-shirt as well as an event t-shirt. If you have a Bike Patrol Jersey, you will not receive a Bike patrol t-shirt. A jersey can be purchased from Perimeter Bicycling for \$50. Please email bikepatroleltour@gmail.com to order. A limited supply will be available in time for an event but there are no guarantees we will have inventory that will fit. Pre-orders must be submitted 3 months prior to an event.

Packet Pick Up for Bike Patrol

All Bike Patrol members should pick-up their packet at the Expo. Please refer to the Perimeter Website for locations and times. At that time you will be issued your Bike Patrol T-shirt (if applicable), event t-shirt, rider numbers, first-aid kit and other materials. If you signed up to do a sector, maps and details will be provided at the expo.

PBAA Bike Patrol Manual

Finish Procedure for Bike Patrol

- At the end of your ride call or email bike patrol hotline to report you are done with your patrol
- Pick up your Bike Patrol medallion in the medallion area at the finish fiesta if you cross the finish line. In the case of El Tour de Tucson, it's in the Armory Park Senior Center to the east of the Fiesta.
- Crossing the finish line is not required of Bike Patrol. Some assignments and circumstances make for a very long day on the bike. If you will be unable to finish before event close time, you may ride to the finish area in the SAG truck. Call Bike Patrol Hot Line to let us know. Be prepared in the case of a late finish by bringing lights for your bike as sunset occurs around 5:15 pm.
- Medallions can also be picked up at the Perimeter Office after the event. Call the office or write bikepatroeltour@gmail.com for details. 520-745-2033

Other Bike Patrol Activities

On occasion assistance is needed from Bike Patrol with other activities related to an event or to perform Bike Patrol duties for other, non-Perimeter Bicycling events.

Other Event Activities

- + staffing the Bike Patrol Hotline phones, recording calls and activities
- + staffing the Bike Patrol booth at Expo
- + being a presenter at the event Safety/Orientation meetings

Non-Perimeter Events

such as Ride of Silence, Cyclovia, Loop the Loop, etc.
Let us know if you'd like to Bike Patrol another event.

Outstanding Bike Patrol Award

For every Perimeter Bicycling event a selection is made for Outstanding Bike Patrol. It is awarded to an individual who has performed exceptionally in the event or in several events. If you see a Patroller giving exceptional service, please let us know via email or by contacting the PBAA office.