



# **PERIMETER BICYCLING ASSOCIATION of AMERICA INC.**

*A 501(c)(3) non-profit, tax-exempt organization "cycling in pursuit of a cause"  
Become a member!*

## **Bike Patrol Team Technical Guide**

### **Perimeter Bicycling Bike Patrol Team Mission**

The mission of Perimeter Bicycling's Bike Patrol Team is to promote safety and provide assistance, encouragement, and support for the participants of Perimeter events.

### **Team Description**

The Perimeter Bike Patrol Team is a group of dedicated 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 Bike Patrol Team is composed of cyclists who have completed appropriate training and are willing and able to encourage, assist, and support fellow cyclists during events. Bike Patrol Team members are encouraged to obtain additional training in First Aid and basic bike mechanics to further aid riders during Perimeter Events.

During Perimeter Events, the Bike Patrol Team members will promote safe and responsible cycling, encouraging all cyclists to obey traffic laws, and demonstrate environmental consciousness by taking punctured tubes, food wrappers, and other trash to an appropriate disposal location.

The Bike Patrol Team members also 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.

## Responsibilities of the Bike Patrol Team

**The Bike Patrol Team will help out during all Perimeter Bicycling events to**

- Promote safety by reminding riders of the cycling laws and event rules.
- Offer encouragement to riders
- Provide **mechanical help** (most often flats or chains coming off)
- Provide **First 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 into the Bike Patrol Team Director at the Bike Patrol booth at finish area
- Call your reports into 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.

## Qualifications

You must attend one of the Bike Patrol Certification Classes prior to the start of the Event you are supporting.

The schedule is on the Perimeter website Bike Patrol Page – <https://eltourdetucson.org/el-tour-de-tucson/bike-patrol/>)

- ❖ Certifications must be renewed every two years.

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

- 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

- 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 Team 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 Team members and do not ride in groups larger than 3 Bike Patrol*
- *Where available, some Patrollers will be covering the route in sector assignments. This helps cover the route and increases Bike Patrol Team effectiveness.*

## Communications

- All Bike Patrol Team Members are asked to call the Bike Patrol Team 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](mailto:eltourBP@gmail.com) for non-emergency reports
  - Email will be checked during the event. Do not email any message requiring immediate reply or attention.

- 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
- Handlebar 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.

## **Mechanical 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.

## What to Bring During The Event?

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

- tire levers
- tire patch kit
- 700x25mm tube(s) (60mm valve would be the most versatile)
- 26" tube
- Multitool - hex key set of 2mm-8mm
- Pliers
- Philips and blade screwdrivers
- adjustable wrench (6" is smaller and works for most needs)
- rag/cloth to wipe with
- chain lubricant
- tire pump that works with both presta & schrader
- Swiss army knife
- Pen or Pencil
- tire boot material +
- fiber strapping and/or duct tape ("tape-cicle") +
- chain tool \*
- spoke wrench \*

\* Starred items are optional tools for more advanced mechanics.

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

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

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

## **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**
- Call the hotline if the crash is minor, and offer basic First Aid.
- **SERIOUS CRASH CALL 911 FIRST**, then call the 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.
- Rider Status Form - (for recording important crash scene data) are available at the Expo
- 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

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](mailto: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.

## 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 the 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 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.

Bike Patrol should note any **hazards** (potholes, 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.



## **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](mailto:bikepatroleltour@gmail.com)

## **Bike Patrol Team Kit**

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. A jersey can be purchased from Perimeter Bicycling for \$55. Please email [bikepatroleltour@gmail.com](mailto:bikepatroleltour@gmail.com) to order. A limited supply will be available close to the event start date and there are no guarantees we will have inventory that will fit. We recommend pre-ordering your jersey 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, 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.

## **Finish Procedure for Bike Patrol**

What to do when you have completed your assignments:

- Go to the finish and pick up your Bike Patrol medallion in the medallion area at the finish fiesta. In the case of El Tour de Tucson, it's in the Armory Park Senior Center to the east of the Fiesta.
  - Medallions can also be picked up at the Perimeter Office after the event. Call the office or write [bikepatroleltour@gmail.com](mailto:bikepatroleltour@gmail.com) for details. 520-745-2033
- 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.
- Call/Text/Email the Bike Patrol hotline to report you have completed your duties

## **Other Bike Patrol Activities**

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

Other Event Activities:

- Staffing Bike Patrol Hotline phones, recording calls and activities during the events
- Staffing the Bike Patrol booth at Expo
- Presenting at the event Safety/Orientation meetings

Non-Perimeter Events; such as Ride of Silence, Cyclovia, Loop the Loop, etc.

Please let us know if you'd like to attend any of these events by emailing [bikepatroleltour@gmail.com](mailto:bikepatroleltour@gmail.com)

## **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.

## **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.

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

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

**Revised 10/07/2022**