

Intercity Transit's Walk N Roll Program

Bike Fest Guide



Planning Your Bike Fest



What is a Bike Fest?

A bike fest (also known as a bike rodeo) is an event that provides elementary aged children with the opportunity to learn, practice and demonstrate bike handling skills in a fun, safe and encouraging atmosphere. Participants visit a variety of stations that are run by staff and volunteers. Stations are designed to teach youth real-world skills to prepare them to ride a bike safely. Stations may include:

- Check-in/check-out
- Helmet fitting (if resources are available this station can include a helmet giveaway).
- Bike safety check
- Rules of the road
- Skills course
- Bike and helmet decorating
- Fueling station with snacks and water
- Free ride area
- Mobile Traffic Garden (Weather, space & scheduling dependent, see more information on below)

How can Walk N Roll help?

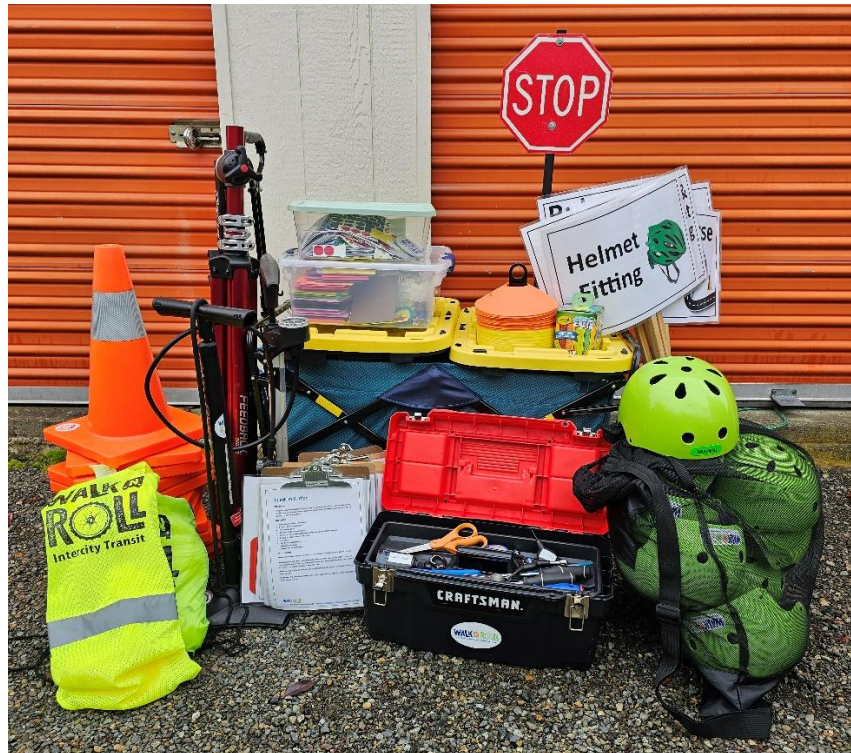
Intercity Transit's Walk N Roll program helps schools and community organizations in Lacey, Olympia, Tumwater and Yelm organize bike fest events by:

- Participating in your planning meetings.
- If scheduling allows, Walk N Roll staff/volunteers can help run a station at your event.
- Providing a bike fest kit and training on how to use it.
- Emailing a PDF of participant passport and bike license for you to print.

The Bike Fest Kit includes:

- Instructions, signage and visuals for each station.
- A small prize for every participant.
- Cones, traffic signs, bean bags and chalk for skills course.
- Bike pump, bike stand and tools for the bike safety check station.
- Stickers for helmet decorating.
- Materials for making bike license plates.
- Loaner helmets for participants who show up without a properly fitting helmet.





Request the Mobile Traffic Garden for your event!

Walk N Roll partners with the Child Care Action Council Safe Kids Thurston County program to bring the Mobile Traffic Garden to schools, events and community organizations in Thurston County. A traffic garden is a miniature street scape where youth can practice bicycle safety in a safe setting free of vehicles. The traffic garden includes real world traffic features like intersections, stop signs and crosswalks. The Mobile Traffic Garden is a fun station to add to your bike fest event. Please note that availability is limited by scheduling, weather, and space. To learn more and to request the Mobile Traffic Garden for your bike fest event, visit <https://ccacwa.org/mobile-traffic-garden/>.

What are you responsible for?

School and community organizations are responsible for:

- Taking lead on planning and running the event. This is your bike fest event; Walk N Roll is just here to assist.
- Marketing your event.
- Recruiting staff, volunteers, and community partners to help set-up the event and run stations.
- Securing the event location.
- Providing tables, chairs, and canopies for the event.



- Providing snacks and water for participants.
- Procuring helmets for a giveaway (optional).
- First aid kit.
- Printing participant passports.
- Signing the Walk N Roll Bike Fest Agreement. Once your event date is confirmed, Walk N Roll will email you the agreement to be signed.

Getting started

1.) Assemble your planning team.

- You should begin planning at least six to eight weeks prior to your event.
- Identify your team leader or co-leaders. The lead or co-leads will oversee the preparation and event from start to finish.
- Recruit family volunteers, staff, and community partners to help plan and run the event. Use the “Bike Fest Volunteer List” provided in this manual to organize volunteers. Depending on the number of expected participants and stations, you will need about 10-16 people to run the event.
- If this is a school event, make sure to include your principal, physical education teacher, and Parent Teacher Association in the planning process. It’s important to have support from your school community.

2.) Pick a location and date.

- **Location:** You will need a paved parking lot or playground for your event. If possible, it is helpful to have access to a gym or covered play shed in case of inclement weather. Note: With our partners at the Child Care Action Council, Walk N Roll has helped install several permanent traffic gardens at schools in Thurston County. If you hold your event at one of these locations, you can use the existing traffic garden as one of your stations. Find information on traffic gardens and their locations <https://www.intercitytransit.com/services/walknroll/bike-education>.
- **Date:** Pick a date that works best for your school or organization. Also consider the availability of your volunteers and community partners. You will need one-two hours for your bike fest event. Plan an additional two hours for set-up and clean-up time. **If you want to borrow the bike fest kit and/or have Walk N Roll assist at your event, please make sure we are available before confirming your date.**

3.) Promote your event.

There are lots of ways to promote your event. Here are a few ideas to consider:

- Hang flyers around your school/organization and send flyers home with students.
- Post on social media and your webpage.
- Include information in your newsletter.
- Add to your school/organization’s calendar.



- Make an announcement.

4.) Gather supplies.

You will need to provide supplies in addition to the Walk N Roll Bike Fest Kit. This includes:

- Water and snacks for participants.
- Tables and chairs for each station.
- Tents for protection from rain or sun.
- Printed copies of the passport for each participant.
- First aid kit.

5.) Ride on!

It's time for your bike fest! Follow the "Station Instructions" included in this manual.

Bike Fest Volunteer Sign-up

Set-up

- 1.
- 2.
- 3.

Clean-up

- 1.
- 2.
- 3.

Check-in/Check-out

- 1.
- 2.

Helmet fitting/giveaway

- 1.
- 2.
- 3.

Free ride area

- 1.

Bike safety-check

- 1.
- 2.
- 3.

Rules of the road

- 1.
- 2.

Skills course

- 1.
- 2.

Bike and helmet decorating

- 1.
- 2.

Fueling station with snacks and water

- 1.
- 2.

Check-In/Check-out Station

Objective

Participants start and end at this station. This is where they pick-up their passport and get instructions on how the bike fest works. After they visit all the stations, participants return to this station to turn in their passport and pick-up their prize. You can also use this station for handouts, volunteer check-in and first aid.

Materials

- Table, chairs, and tent (if needed).
- Passport for each participant.
- Prizes.
- Bike license for each participant.
- Bike Maps and other handouts.
- First aid kit.
- Bike Fest Volunteer List.
- Safety vests for volunteers.

Instructions

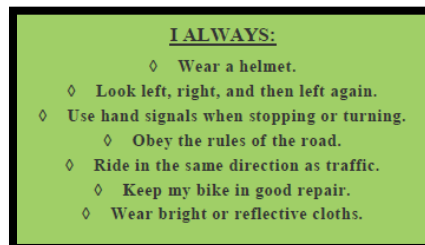
Direct all volunteers and participants to stop at the check-in station first to get instructions.

Participants: Provide each participant with a passport. They need to visit all the stations on their passport and get each one checked off. When their passport is complete, they can return to the check-in station for a bike license and prize.

When handing out the bike license, use the safety tips on the back to review what students have learned.

Volunteers: Provide each volunteer with a safety vest and name tag. Direct each volunteer to their assigned station.








Example of bicycle license: (Walk N Roll will provide you with a printable PDF)



Example of passport: (Walk N Roll will provide you with a printable PDF)

Bike Fest Passport

Get a check-mark on your passport for each station you visit. When you visit all stations, turn-in your passport at the Check-in station.

<input type="checkbox"/> Helmet Fitting 	<input type="checkbox"/> Helmet & Bike Decorating 
<input type="checkbox"/> Rules of the Road 	<input type="checkbox"/> Fueling Station 
<input type="checkbox"/> Skills Course 	<input type="checkbox"/> Bike Safety Check 
Free Ride!	<input type="checkbox"/> Traffic Garden 

Helmet Fitting Station

Objective

Check to ensure that each rider's helmet fits properly and is positioned correctly.

Materials

- Spare helmets that participants can borrow if needed.
- Helmets to give away (optional)

Instructions



Does your helmet fit properly?

Take the Helmet Fit Test

- 

Eyes: Put the helmet on your head. Look up. You should see the bottom rim of the helmet.
- 

Ears: Make sure the straps form a 'V' under your ears when buckled. The straps should be a little tight but comfortable.
- 

Mouth: Open your mouth as wide as you can. Does the helmet hug your head? If not, tighten the straps.

Now you're ready to roll!

Helmet position: The helmet should sit level on the rider's head (not tilted back) with the front edge one inch (two fingers) or less above their eyebrows so that their forehead is protected. Have the rider look up. They should see the bottom rim of the helmet.

Straps: The straps should join right under the ear to form a "V". Adjust the chin strap so it is snug but comfortable. You should be able to fit one finger between the strap and the rider's chin. When the rider opens their mouth wide, the straps should pull down so the helmet hugs their head.

Bike Safety Check Station

Objective

Check the mechanical safety and bike fit of each rider's bike and provide participants with a list of follow-up mechanical needs. This is a great station for experienced volunteers or a local bike shop to staff. Volunteers can review these two videos from Cascade Bicycle Club to learn more: [How to Do the ABC Quick Check on a Kids Bike](#) and [How to use a Quick Release](#)

Materials

- Safety check cards
- Air Pump
- Tool Box
- Bike stand

Instructions

Complete a safety check on each bike and if needed, provide minor repairs. If the bike requires more extensive repairs, list these on the safety check card and send the card home with the participant.

Frame & Fit: Make sure bike frame is in good condition. Check for rust, bent frames or other damage. Check the fit of the bike. *Beginner riders:* Can rider sit on the seat with both feet flat on the ground? *Experienced riders:* Can rider put ball of foot on the pedal at its lowest point? When adjusting seats, make sure to not extend the seat post past the minimum insertion mark.

Air: Make sure the tire is inflated to the right pressure, with a straight valve stem.

Brakes: *Handlebar brakes:* Make sure the brakes activate when squeezed. When squeezed, there should be at least .5 inches (finger width) of clearance between the riders brake levers and handlebars. *Coaster brakes:* Test the brakes by picking up the back wheel and turning the pedals. Once the wheel is spinning, pedal backwards. The back wheel should stop spinning.

Chains & Cranks: Check that the chain is not rusted and runs smoothly. Cranks should be tight and not move laterally. Provide lubricant to the chain if needed.

Dangles: Make sure the rider tucks away shoelaces or baggy clothing so they don't get caught in the moving parts of the bike.

Quick Releases: Make sure quick release levers are tight and secure.

Fueling Station

Objective

Provide riders with water and snacks.

Materials

- Water
- Snacks

Instructions

Volunteers pass out snacks and water to riders. Tell participants that it is important for them to stay hydrated when they ride their bike.

Helmet & Bike Decorating Station

Objective

Participants decorate their helmets with stickers and make a bike license plate.

Materials

- Stickers
- Scissors
- Index cards
- Zip ties
- Markers

Instructions

Helmet Decorating:

Students can use stickers to decorate their helmets.

Bike License Plate: Students can create a bike license plate with the foam cards and stickers provided. Attach bike license plates to seats or handlebars using the pipe cleaners.

Make sure decorations do not obstruct riders' vision or hang into bike wheels.



Rules of the Road Station

Objective:

Teach youth real world skills to prepare them to ride a bike safely.

Materials:

- Hand signals visual
- Traffic signs visual

Instructions:

Teach participants the following safety skills. Adapt the information to be age appropriate.

Traffic Signs: Use the traffic signs visual. Talk to riders about what different traffic signs mean. Emphasize that all riders must obey traffic signs and lights when riding their bike.

Look Left, Right, Left: When pulling out of a driveway, crossing a street, or when at a stop sign we always need to stop and look for cars. Look left, then right, then left a second time. Once we know it is safe, we can ride on.

Hand Signals: Teach participants hand signals by demonstrating and/or using the hand signal visual. Hand signals make us predictable by telling drivers what we are doing.

Make Eye Contact: When crossing the street make eye contact with drivers to make sure they see you.

Scanning: Before turning left, moving lanes or moving in your lane, look behind you to make sure it is safe.

Ride with Traffic: When we ride our bike, we should always ride in the same direction as traffic.

Walk in Crosswalks: When using a crosswalk, you should always dismount and walk your bike.

Be Visible: Wear bright or reflective clothing when you ride your bike.

Stay Alert: Don't use cellphones or headphones when riding your bike. Don't eat or hold things in your hands while you ride.

Review by asking participants these questions:

- **What traffic signs must cyclists obey?** All of them.
- **What must you remember when riding out of a driveway?** To stop and look left, right, left before entering the street.
- **What should you do before turning or stopping to communicate with drivers?** Use hand signals and make eye contact.
- **Before turning, moving lanes or moving in your lane, what must you do?** Look behind you and signal.
- **What direction should you ride in traffic?** The same direction as traffic.
- **Should you ride or walk your bike across a crosswalk?** Walk your bike in crosswalks.
- **What should you wear when riding a bike?** Bright or reflective clothing.
- **Is it ok to use headphones when you are riding your bike?** No, stay alert.

Skills Course Station

Objective:

Participants practice bike safety and handling skills.

Materials:

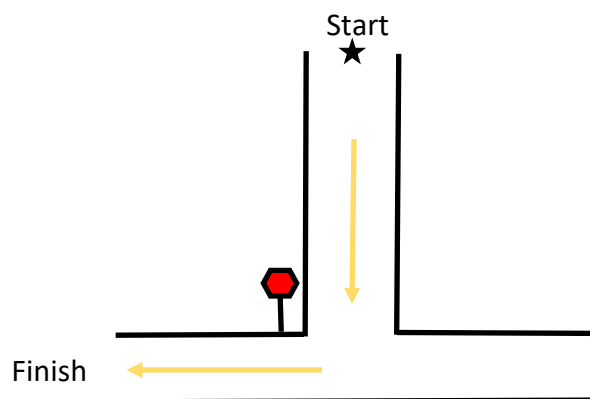
- Traffic cones
- Small dome cones
- Stop sign
- Chalk
- Bean bags
- Crosswalk sign

Instructions:

Prior to the event, set-up each skills course. During the event, volunteers will spread out around the course to provide instructions to participants. Set-up each skill as a separate station or combine them into an obstacle course. The skills course teaches youth bicycle handling skills to help them become more confident riders and prepare them for riding on the road.

Intersection: Participants practice riding in a straight line, signaling, stopping, looking left-right-left, and turning. Use chalk or cones to create a "T" intersection with a stop sign (see diagram below).

- 1.) Ride as straight as possible to the stop sign.
- 2.) Signal your stop.
- 3.) Stop at the stop sign.
- 4.) Signal a right turn.
- 5.) Look left, right, left.
- 6.) Turn right and continue to the next skills course.



14

Slalom: Participants practice weaving around cones. Use cones to create a slalom (see diagram below.)



Balance & Beanbag toss: Participants practice riding in a straight line and removing one hand from the handlebars. Use chalk to draw a straight line (or use a line that already exists on the pavement). Draw a tossing line and two circles. Have participants ride in a straight line to the toss line. Participants can either stop to toss the beanbag or more advanced riders can toss while moving.



Scanning: Students practice scanning over their shoulder, while trying to continue riding in a straight line. Use chalk to create a lane (see diagram below.)

- 1.) Participants ride in a straight line.
- 2.) When the rider gets to the large cone marker, they look back over their left shoulder to see the volunteer. Encourage participants to continue riding forward, in a straight line as they look back.
- 3.) The volunteer holds both of their arms up or down.
- 4.) The rider yells out, up or down, while proceeding to ride in a straight line.



Free Ride Area

Objective:

When you give a kid a bike, they need the opportunity to ride! The free ride area gives youth a place to ride freely without instruction.

Instructions:

Pick a large open area free of hazards. Instruct participants to ride in a circle in the same direction. If the space is tight, limit the number of participants riding at a time.