

## IPMBA Instructor Course Checklists

### *Meeting Space Checklist:*

- Small registration area (optional; can do in classroom)
- One large classroom (capacity: 20-25 seated at the smaller, schoolroom-style tables) – must be roughly square, no pillars or other obstacles, suitable acoustics, lighting, ventilation, and temperature control. Must have flexible seating in order to set the room in various configurations (schoolroom, hollow square, theatre, etc.)
- One to two breakout rooms (capacity: 10-15 schoolroom) – same as above.
- Secure bicycle storage area easily accessible to classrooms (such as an adjacent classroom).

### *AV Needs Checklist: (for main classroom AND each breakout room)*

- Large projection screen, preferably mounted on wall at front of classroom
- Flip chart with easel, pads, & markers
- Whiteboard with markers OR chalkboard with chalk
- Computer projection equipment for PowerPoint® presentations and DVDs
- Access to photocopier, at least for instructors

### *On-Bike Training Area Checklist:*

- Parking lot or other open space area with limited automobile access for cone course (min.100 yds x 100 yds). A covered location (such as a parking ramp) is recommended for protection from the elements, including sun, wind, and precipitation. At minimum, an inclement weather back-up location should be identified and secured.
- Large, level grassy area
- Stairs: 2-3 for ascents, 6-8 for descents, with 10-12 ft run-out room (sturdy pallets/built steps can be used if necessary)
- Curbs of varying heights
- Parking blocks and other urban obstacles
- 10-12 mile road ride route with varied obstacles, hazards, road facilities, traffic situations
- 8-10 mile night ride route with varied obstacles, grades, terrain, surfaces, lighting, traffic situations
- Rain location for on-bike training, such as a parking ramp (strongly recommended, but not required)

### *Equipment Needs Checklist:*

- 200-250 traffic cones for cone courses
- 6-10 sturdy pallets in excellent condition or pre-assembled wooden steps if suitable stairs are not readily available
- 10 sponges, mini-cones, or tennis balls cut in half
- 2 25-ft tape measures
- One 100-foot tape measure
- Sidewalk chalk
- 5 floor pumps or 1-2 compressors
- Basic tool kit, rags, rubber gloves
- 5 Plumb-bobs
- 1000cc expired IV bags (10 per student) or other weights (e.g., one-litre bottles filled with sand - not sandbags) to equal 30 lbs per student
- Caution tape/training signs (*as necessary*)

*Other Needs Checklist:*

- On-site coordinator (*must not be a student in the class; instructor will provide course schedule*)
- 1-2 local riders as ride escorts (*usually one per 10 students; preferably not students in the class*)
- Communications (radios and/or cell phones) between instructor(s) and host coordinator
- Security for bicycles (*as necessary*)
- Transportation to/from host site/training locations (*as necessary*)
- Water, first aid kits, and restroom facilities at all remote training locations (*e.g., cone course, off-road locations, etc.*)
- Access/parking permits for students and instructors (*as necessary*)
- Copies of local vehicle code applicable to bicycles (for students and instructors)
- Bike shop to serve as shipping/receiving location and to handle emergency repairs
- Restaurants/cafeteria for lunches/night ride dinner. Participants are on their own for meals. Recommend providing a list of nearby options and/or pre-select venues and alert owners when a group requiring quick service will be arriving.

*IPMBA Checklist:*

- Prepare registration and marketing materials
- Process registrations and prepare and mail confirmations
- Provide host coordinator with course outline/schedule template in advance to facilitate course planning and administration
- Provide one complimentary course registration and application fee to host agency
- Provide instructor-trainers and book accommodations
- Provide course manuals and other instructional materials
- Provide certifications and teaching materials to graduates
- In the event of cancellation, notify registered attendees and refund course registration fee

## **Agreement between Host Agency and IPMBA Instructor Course**

### **I. Host Agency Responsibilities**

#### **A. Pre-Event**

1. Conduct preliminary site inspection of meeting space, lodging options, and on-bike training areas and submit recommendation, including proposed dates, to IPMBA.
2. Conduct official site inspection with IPMBA staff and/or lead instructor, if requested.
3. Assist IPMBA as requested in securing meeting space and sleeping rooms.
4. Assist in the marketing campaign coordinated by the home office by disseminating official promotional materials and information through local networks (other departments in the region, list serves, etc.).
5. Obtain any permits/permission needed for using on-bike training areas.
6. Plan on- and off-road rides as requested by lead instructor.
7. Make arrangements for mechanical support and bike shipping.
8. Supply bike shop contact information and negotiated rates to IPMBA.
9. Submit completed application and registration form for complimentary slot as early as possible.

#### **B. During Event**

1. Provide on-site coordinator and support personnel for duration of event.
2. Provide airport transportation and transportation from hotel to training facility as necessary
3. Provide access and parking permits for students & instructors as necessary.
4. Provide secure bicycle storage adjacent to classrooms.
5. Provide security for classrooms during on-bike sections of the class.
6. Provide AV equipment according to the *AV Checklist*.
7. Provide equipment according to the *Equipment Needs Checklist*.
8. Provide 2-3 ride guides (not students in the class) for each on-bike section.
9. Provide instructors with maps/directions to on-bike training areas, as necessary.
10. Transport cones to on-bike training location as indicated on the schedule.
11. Provide communications between on-site coordinator and instructors.
12. Establish & communicate protocol for summoning EMS in the event of a serious accident.
13. Provide list of nearby eating establishments and/or pre-select restaurants, alerting the owner of the need to service a large group quickly.

**Note: Host agency is not authorized to enter into contractual agreements or make financial commitments on behalf of IPMBA. Any commitments made without prior written authorization from the Executive Director will be the responsibility of the host agency.**

## **IPMBA Responsibilities**

### **A. Pre-Event**

1. Conduct official site inspection with host coordinator and lead instructor or designee as necessary.
2. Confirm site selection.
3. Complete negotiations with and enter into contractual agreements with host site, hotels/motels, caterers, etc.
4. Contract for sleeping rooms.
5. Contract for catered meals if absolutely necessary.
6. Prepare registration form and marketing materials.
7. Process registrations and send confirmation materials.
8. Set “drop dead” date to determine if cancellation is necessary and notify host coordinator immediately if the event is cancelled.
9. Provide course outline to host coordinator for planning purposes.

### **B. During Event**

1. Provide host agency with one complimentary course registration and instructor application fee (candidate must meet all requirements and submit application in a timely manner to ensure a slot in the class; candidate must be a current, certified member.)
2. Provide the appropriate number of instructors-trainers to maintain an appropriate student to instructor ratio.
3. Provide appropriate number of IPMBA Instructor Course Manuals and other instructional materials.
4. Provide certifications and teaching materials upon successful completion of course.

Host Site Coordinator: \_\_\_\_\_

Chief or Supervisor: \_\_\_\_\_

Executive Director, IPMBA \_\_\_\_\_