

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). A facility a distance away or one that cannot be locked or unlocked upon demand is unacceptable.

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)
- Large, level grassy area
- Training locations to include:
 - Stairs: 2-3 for ascents, 6-8 for descents, with 10-12 ft run-out room (pallets 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)

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

Equipment Needs Checklist:

- 200-250 traffic cones for cone courses
- 6-10 sturdy pallets in excellent condition
- 10 sponges, mini-cones, or tennis balls cut in half
- 2-3 25-ft tape measures
- Sidewalk chalk
- 10 floor pumps or 2-3 compressors
- 1 litre bottles filled with sand or 1000cc bags of expired I.V. solutions (for EMS students), 30 lbs per student
- Communications (radios or cell phones) between instructors and host coordinator
- Water, first aid kits, and restroom facilities at all remote training locations (*cone course, off-road course, etc.*)

Other Needs Checklist:

- On-site coordinator (*instructor will provide course outline to coordinator in advance*)
- 2-3 local riders as ride escorts (*usually one per 10 students; may not be students in the class*)
- Personnel to assist with cone course set-up, etc. (*as necessary*)
- Security for bicycles (*as necessary*)
- Transportation to/from hotel to host site (*as necessary*)
- Parking permits for students and instructors (*as necessary*)
- Access to restaurants and/or cafeteria for lunches and night ride dinner – quick, nutritious, and reasonably priced. Students and instructors are on their own for meals. It is helpful to provide a list of nearby options and/or pre-select restaurants and alert the owner that a large 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 materials
- Provide certifications and/or certificates of attendance
- 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 home office
2. Conduct official site inspection with IPMBA staff and/or lead instructor, if requested by IPMBA
3. Assist home office 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 home office for confirmation materials
9. Provide driving directions to hotel and/or training facility to home office for confirmation materials
10. 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 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 syllabus
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 in a timely manner
3. Complete negotiations with and enter into contractual agreements with host site, hotels/motels, caterers, etc.
4. Contract for sleeping room block as necessary
5. Contract for catered meals if absolutely necessary
6. Prepare registration form and marketing materials
7. Process registrations and send confirmation materials (directions to site, list of student needs, bike shipping information, airport transportation options)
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:teacher ratio
3. Provide appropriate number of Police /EMS /Security Cyclist Instructor Manuals for Instructor Course
4. Provide certifications and/or certificates of attendance upon successful completion of course

Host Site Coordinator: _____

Chief or Supervisor: _____

Executive Director, IPMBA _____