



# Standard Operating Procedure - Biking

## 1. Purpose

Coordinating and leading the biking program

## 2. Scope

This SOP covers equipment transportation, setup, coordination and management of biking activities at ASPNC venues and is applicable to all program staff, leaders, and volunteers.

## 3. Prerequisites

A qualified leader has been identified and on site.

## 4. Responsibilities

This SOP describes the procedures for acting as a Biking Activity Leader.

## 5. Training Required

- Activity Leader - Venue Book
- Calendar
- CPR/First Aid
- Trailer backing
- Littleton Bike Shop basic bicycle mechanics
- Intro to adaptive biking

## 6. Procedures

### Medical

- If it is an emergency, call 911!
- Refer to Injury / Accident SOP

### Minimum Staffing Protocol

In order to maintain a safe and successful environment for participants and volunteers, the Program Director and Volunteer Leader will consider several factors to determine the minimum staffing to proceed with an activity, or to reschedule, or cancel:



**SOP #** VL001  
**Revision #** 1  
**Implementation Date**  
**Last Reviewed/Update Date** 07/11/2018  
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- Venue difficulty
- Complexity of participant(s) diagnosis (**Refer also to Critical Care/Life Support SOP.**) In certain circumstances, it may require that the participant bring with them an appropriate care provider to participate in the activity.
- Complexity of equipment used
- Experience and training level of available volunteers (inexperienced volunteers should be paired with volunteers or staff skilled in the activity and familiar with the participant, particularly if the participant is new to our program.)

Alterations to acceptable minimum safe staffing levels will be documented to explain the reason (i.e. unforeseen absence) and steps taken to mitigate the risk, up to and including cancellation of an activity. The ultimate decision responsibility rests with the Program Director or Executive Director.

## Cancellation Protocol

The Program Director and Volunteer Leader will jointly consult approximately 90 minutes prior to an activity to evaluate projected weather, venue conditions, and minimum safe staffing levels in order to make a go/no-go decision for an activity. Notifications (individual or broadcast) to participants, service organizations and volunteers should be made by the Program Director or Office Staff with adequate lead time to prevent unnecessary trips and with respect for the value of volunteers' time. An activity may be cancelled in full or in part (in the case of multiple sessions or individual's needs). Factors to be considered in this decision are:

- Predicted inclement weather significant or severe enough to impact participant/volunteer safety or enjoyment of a successful activity (**Refer to Lightning SOP.**)
- Projected timing or duration of inclement weather
- Adverse conditions or traffic or construction in the area of trails, paths which could impact safe conduct of the activity
- Driving distance of the farthest participant/service organization and/or the farthest scheduled volunteer

The Volunteer Leader may also need to independently make immediate on-site cancellations based on changing circumstances and observations. The VL should utilize contact information contained in the venue book to make appropriate notifications or request assistance from office staff. (**Refer also to Communication SOP** to accommodate areas of poor cellular coverage.)

## General

- Coordinate the transportation and setup of needed equipment to and from the venue.
- Confirm with Program Director that all permissions for access to venue(s) are in place.
- Pick up, or arrange for pick up, of the Daily Venue Book.
- Completion of Daily Venue Sheet's verification of location and attendees of activity.
- Address items in Notes From the Office.
- Ensure volunteers have their participant assignment(s), have reviewed the participant paperwork, and have what they need for safe, fun, and successful provision of the activities.
- Ensure volunteers properly complete required paperwork such as Participant Goals, Progress Notes, Incident Reports, and Equipment Maintenance Requests.



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- Coordinate the Dry Run training and additional training as needed.
- Participate in maintaining accurate inventory for the activity.
- The Volunteer Leader should be the first one to arrive and the last one to leave at an activity, unless other arrangements have been made.
- Volunteer Leader to monitor arrivals and greet participants and volunteers. Ensure sessions start and end timely. Coordinate with the office regarding late comers/no shows. Volunteers to stand by for approximately 20 minutes if participant is late or absent, then may be reassigned to assist on another lesson or be released.
- Work with Program Director to ensure the activity is a safe, fun, and learning experience for all by pairing volunteers, participants, and equipment
- VL or designee to drive trailer to venue. **Refer to Vehicle Operations SOP.**
- Setup: easy up tents, tarps, tables, traffic cones, flags, Mr. Slow Turtle, water, coolers, padding, tools, accessories, helmets. Remove bikes from trailer and truck, participant packet books and venue book.
- Role of the Safety Rider: Stay on the "danger side" (downhill/traffic/intersection/hazard). Dismount for pushing up hills or crossings. Assist with motivation and encouragement. Observe participant for discomfort, or medical issues or anything else that seems out of the ordinary.

## Equipment

- Check tires inflated, inspect for loose hardware, worn straps, etc. Check contents of tool/first aid kits.
- Provide instruction to volunteers regarding proper fit, adjustment and/or modifications necessary to the various types of cycles.
- Provide guidance to volunteers regarding the best equipment to match the participants' abilities and needs.
- Monitor participants, active CI's, and volunteers to ensure use of helmets and proper footwear.
- Note any damaged or out-of-service items for the Equipment Coordinator. **Refer to Equipment SOP.**

## 7. Definitions

- Sun HD (solo and tandem connection)
- Rover (large and small)
- Anura
- Pino
- Trailers (including Larry's trailer)
- Tag-alongs
- Big Wheel
- Handcycle with various grip adapters
- Upright Tandem
- Upright Single
- New Blue
- Sun Ecotad e-bike
- Pedal options: blocks, platforms, calf supports
- Derailleur (external) - shift while pedaling, one click at a time
- Internal shifting hub - on Rovers and new uprights, shift while bike is in motion but not pedaling, one click at a time



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- Quick release spindle – Spindle with lever, nut, collar and spacers if needed. Used on axles, recumbent seat adjustment, Sun tandem attachment)
- Pedal wrench – 15mm. Left side is reverse thread. Pedal extenders require different size thin wrench. Do not overtighten.
- Site supplies: Scheduling whiteboard, ASPNC flags and signage, traffic cones, two-way radios, EZ-up tents, tarps, folding tables, bench, seating, water cooler, bottled water for participants, padding, bungee cord, wraps, tape

## 8. References and Resources

- ASPNC Administrative policies & procedures
- Venue Book
- Equipment SOP
- Vehicle operations SOP
- Injury / Accident SOP
- Trailer loading diagram
- Locations: <https://www.alltrails.com/explore/trail/us/new-hampshire/ammonoosuc-rail-trail>
- Traffic Laws: <https://www.nh.gov/dot/programs/bikeped/traffic.htm>
- Municipal codes/ordinances: <http://www.littletonpd.org/uploads/Town%20Ordinances/Chapter%202%20-%20Bicycle%20&%20People%20Powered%20Vehicle.pdf>