



PRE-RIDE CHECKLIST

Pre-Ride Checklist Call Representatives:

Pedal Kids:

Presenting Partner:

Time & Date:

The Pedal Kids USA team will call you on Tuesday two weeks prior to your residency week to review the logistics of the week. They will follow up on the following Tuesday, one week before your camp date and additional information can be relayed at that time. Descriptions for each topic can be found on the following page.

☐ **MEETING TIME AND LOCATION:**

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☐ **ACCESS TO BATHROOMS/SHELTER:**

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☐ **WEATHER POLICY/SHELTER :**

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☐ **WHO WILL LOCK & UNLOCK THESE SPACES: SNACK SPACE:**

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☐ **CONFLICTS:**

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☐ **CONFIRMING CAMP DATE & TIME:**

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☐ **HOW WILL INDIVIDUAL PARTICIPANT REGISTRATION BE HANDLED:**

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☐ **MERCHANDISE POLICY:**

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☐ **HOUSING:**

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☐ **HOUSING ADDRESS:**

PRE-RIDE CHECKLIST

DESCRIPTIONS

☐ MEETING TIME AND LOCATION

Where and when you will meet the Coaches on the Sunday before Camp starts to show them the space they will be using. A minimum of 60'x60' flattish space is needed to activate a successful playground. Typically you will do a walkthrough at this time. Coaches will review the space.

☐ ACCESS TO BATHROOMS

Kids are Kids, they will need to use a bathroom, please ensure that bathrooms are nearby the playground location and there is a team member present to unlock (if needed). The Pedal Kids USA Team cannot be responsible for locking and unlocking.

☐ WEATHER POLICY

Review Weather Policies and what to do in an Emergency Weather Situation. Please provide access to a sheltered area (inside is best) in case of heat/cold/rain. Please also provide a map of a safe space inside your location in case of extreme weather. If it's a remote shelter space, again the Pedal Kids USA team cannot be responsible for locking and unlocking.

☐ SNACK SPACE

The location where the Campers will eat their snack, with access to trash cans.

☐ CONFLICTS

Please indicate if there is a need to alter the Camp times or move to a different location during the week.

☐ CONFIRMING CAMP DATE & TIMES

All Ditch The Training Wheel Camps are 2 hours long with a snack break in the middle and water breaks as needed. **Camps are usually better run in the afternoon after school has finished but can be adapted for the younger kiddos camps.**

☐ PARTICIPANT REGISTRATION

Pedal Kids can be in charge of registration. **If the presenter is handling registration, please provide the registration URL:**

☐ MERCHANDISE POLICY

Pedal Kids USA will have merchandise for sale during the week. This also helps if prants need to purchase something for the camp (water bottle etc.). If your organization has a policy on commission or limitations on when they can sell these items, please inform them in advance of the week.

☐ HOUSING

If your team is staying in a private home, please provide a telephone number so they may make arrangements for their arrival. If the team is staying at a hotel please provide the reservation information.

☐ HOUSING ADDRESS

Most of our tour teams use GPS systems to get from point A to B. Providing them with a specific address is helpful.