

Guide to Planning a Cycling Activity

Timeline for planning

6-8 weeks prior

- Decide on your rough plan (dates, venue etc)
- Advertise event!

5-6 weeks prior

- Finalise routes (see below for info on selecting a route)
- Commence risk assessment (see the templates)
- Develop your event plan

3-4 weeks prior

- Finalise event plan and risk assessment
- Run a bike ed/bike check activity on section night (see sample programs)
- Confirm leadership team for the ride

Two weeks prior

- Confirm participation and transport
- Follow up in mechanical/safety issues with bikes raised during Bike Ed activity
- Note: Anyone with an unsafe bike or helmet will not be able to participate in the ride.

Section night prior:

- Review and update risk assessment
- Final briefing, including:
 - Meeting times
 - Expected weather and appropriate clothing
 - Gear list
 - Route

On the day:

- Have about 20 minutes allocated to pre-ride briefing, gear and safety checks.
- **Anyone with an unsafe bike or helmet will not be able to participate in the ride.**
- If you have large groups, it can be helpful to break them into smaller groups/patrols
- **Encourage Patrols to manage themselves on the ride**
- Pause the ride regularly to prevent the groups getting to spread out and if required call in at check points.
- Check everyone makes it back at the end of the ride!
- Review and think of ways to make the next ride even better.
- Hand out your Jamboree on Pedals badges to everyone



Bike Ed night at hall

Held 3-4 weeks before the planned ride, a cycling or bike ed night on a section night can enable you to assess riding ability, determine issues with any bikes and give participants a chance to prepare for the main event. See our sample programs for more ideas.

Suggested topics:

- Bike and equipment safety checks.
- Repairing punctures
- Gear briefing
- Safety briefing - road crossing, staying as a group
- Slow riding games

It is not your responsibility to be able to repair or resolve issues with youth members bikes, but identifying unsuitable bikes (for example too small, too big, BMX style for long ride, mechanical issues) give youth and families time to resolve them before the event. It also is a key risk mitigation and means you can be firm on only taking participants with suitable equipment.

Selecting a Route

Pick a route based on your group's ability.

Distance will vary depending on terrain, so look more at riding time.

Suggested riding times (vary based on your group):

- Joeys: about an hour
- Cubs: 1.5-3 hours
- Scouts: 3-5 hours
- Venturers: All day or overnight
- Rovers: an hour to a week

If you are uncertain of a group's ability, choosing an out-and-back route can be safer than going from point to point. You can set a time marker and turn back, even if you have not made it the full distance originally intended.

Plan 'muster points' along the trail where groups should pause to regroup, check welfare etc. Just before major road crossings are good location.

