

RIDE RIGHT COMMITTEE

Meet with RAGBRAI Staff
 West & East
 Week of June 4-11

Chairperson's Role & Responsibilities

Advice from previous committee chairpersons of RAGBRAI overnight towns varies, but the top recommendation from all is to read the chapter pertaining to your committee. Familiarize yourself and your Co-chair (if you have one) with all the duties and responsibilities discussed in the handbook. Then educate your volunteers and co-workers about the content in your chapter. Reading the entire book is also recommended to eliminate duplication of effort among committees. Set up a budget immediately and establish a game plan. Then develop a timeline with specific completion dates for critical steps.

Keep these points in mind when conducting committee meetings:

- Have an agenda
- Keep meetings short, no longer than one hour
- Take minutes at each meeting
- Ask your Co-chair to attend
- Prepare for contingencies "What if?"

These are the overall responsibilities of a committee chairperson. And above all else-

**DON'T LET GREED BE THE MOTIVATOR.
 YOU SHOULD GET ALL AGREEMENTS IN
 WRITING. A COPY OF ALL AGREEMENTS
 SHOULD BE FORWARDED TO THE
 TREASURER.**

As a member of the RIDE RIGHT Committee, you should consider yourself and your fellow committee members the bicycle ambassadors for your town and county. Be sure to recruit other cyclists and a local bike club because there is a lot to do before, during and after RAGBRAI so that your community is a Bicycle Friendly Community.

Your primary areas of responsibility include:

- Promote bicycle safety to adults and children in your town. If you get young people enthusiastic about RAGBRAI, they will get their parents enthusiastic about RAGBRAI as well.

- Notify persons living along the route in your designated counties of the hazards and safety issues for the day. (You don't need to be concerned about residents in the pass-throughs)
- Develop signage to remind riders to RIDE RIGHT.
- Ride the route in your designated counties. You will work with your local and county officials to improve the conditions, if possible.
- Prepare a Road Conditions Report that the RAGBRAI crew marking the route will use for placing caution and warning signs on the route.
- The day after RAGBRAI leaves, go out and take down signs along the route in your designated counties and save them. You should take down both support vehicle and bike route signs.

The RIDE RIGHT Committee will work closely with the Public Safety and Law Enforcement Committees. The Law Enforcement Committee is responsible for selecting the bike and support vehicle routes within the city limits of town. The earlier the routes are determined the better, since many planning decisions are based on the route in town. The final route is submitted to the RAGBRAI Director at the Law Enforcement meeting on June 20 - 22 with no further changes.

See designated route responsibilities below. A list naming your actual counties will also be provided once the actual full route is revealed in March.

Overnight Town	Route Responsibilities
Saturday (Starting)	The route beginning in your county to the county line of Sunday overnight town
Sunday	The route as it enters your county to the county line of Monday overnight town
Monday	The route as it enters your county to the county line of Tuesday overnight town
Tuesday	The route as it enters your county to the county line of Wednesday overnight town
Wednesday	The route as it enters your county to the county line of Thursday overnight town
Thursday	The route as it enters your county to the county line of Friday overnight town
Friday	The route as it enters your county to the county line of Saturday overnight town
Saturday (Ending)	The route as it enters your county to the end/dip site

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The RAGBRAI route markers will mark with colorful arrows the bike (orange) and vehicle support (green) routes through town. The RIDE RIGHT Committee takes these signs down when RAGBRAI leaves. The Public Safety and Law Enforcement Committees will develop a plan and set barricades, cones, etc. in town.

The Signage sub-committee of Publicity is responsible for making any RIDE RIGHT safety message signs while the RIDE RIGHT Committee shall place them and remove them. These are typically Burma shave signs with a variety of safety reminders along the route into town.

Promoting Bicycle Safety to Children & Adults

Your committee will work closely with the Publicity Committee to help educate your community regarding bicycle safety issues. You should plan to promote bicycle safety to adults and children.

The focus of the school-age safety program is typically how to ride right including bike rodeos, helmet fitting and often helmet give-aways. The focus of the adult programs often deals with safety issues when RAGBRAI is in town. Things like leashing pets and not opening car doors without looking first for a cyclist. Check with the Speakers Bureau division of the Publicity Committee to see if they could incorporate your safety message in their community presentations.



Many RIDE RIGHT Committees enlist the help of the local police department's safety officers, the sheriff's department and the district Iowa State Patrol Safety Education Officer (SEO) for conducting safety seminars. RAGBRAI will furnish free RIDE RIGHT helmet stickers and coloring books to use in your campaign upon request.

The Iowa State Patrol Safety Education Public Resource Officers (PROs) are the troopers who

are assigned to direct traffic at the county and state highway intersections during RAGBRAI.

We'll be glad to give you the name of the Iowa State Patrol PRO for your area.

To help with your safety program, RAGBRAI has safety materials that are available to download at ragbrai.com under "The Ride/Safety" section.

Safety Ideas

1. Many towns recruit businesses to help pay for extra helmets to give away in bicycle safety rodeos for children. RAGBRAI will keep you posted if special offers for bicycle helmets are available. If you give away helmets, you should properly fit the children with the appropriate sized helmets.
2. You could also conduct bicycle inspection seminars using a bicycle shop representative or someone familiar with bicycles and either make the repairs or recommend what should be done to make them safe.
3. At the end of this section is a copy of the Safety Pledge. You may incorporate these safety ideas in developing a pledge for school seminars.

Specific Safety Issues for Residents Along the Route

Make sure all of the homes along the route in your designated counties are notified through the mail or handed information. You don't need to notify those residents in the pass-through towns as the pass-through town committee will do this.

Past RIDE RIGHT committees found these addresses using county plat maps or working with the county auditors.

It is suggested to accomplish this a few weeks before RAGBRAI so people can plan for changes. In addition to the safety issues mentioned in the section for residents in town, please add the following precautions. A sample letter for area residents is at the end of this section.

- Cyclists will be passing throughout the day. You will have a hard time crossing the road or getting out of your driveway. Plan accordingly.
- Should you invite any cyclists on your property, be aware you are liable if anyone gets hurt.
- For the safety of your pets and the riders, keep pets and animals penned or leashed.
- Please keep children away from the road and pathway of RAGBRAI.
- If you plan to sell refreshments to the cyclists, be sure to contact your County Inspection office

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and/or the State Department of Inspections and Appeals for state food and beverage laws.

- Keep all water stands, etc., on the right side of the road. The road will not be closed that day and you do not want cyclists to have to cross oncoming traffic to get to you.
- They should also make sure there is plenty of room for the riders to pull their bikes off the highway to the right.
- Cyclists will not stop on a downhill or at the bottom of a hill for refreshments.

Safety Issues for Residents

RAGBRAI has some very specific safety concerns that you need to communicate to residents for the day RAGBRAI is in town. If people follow these recommendations, accidents should be held to a minimum.

- Discourage young people in your town from joining in as the riders come into town and as they are leaving town in the morning. Most are inexperienced in riding with large groups, and many accidents involving young people happen every year.
- Discourage residents from giving the riders "high-fives." Accidents can be caused when a rider reaches out to touch a hand, plus it's dangerous to have anyone that close to the bicycle route.
- Don't spray riders with water unless you ask them. Many don't want water on their supplies they carry on their bike or on their expensive equipment. This can distract riders and cause accidents when they try to dodge the water.
- Caution residents not to hand flyers or anything else to the riders as they come into town. Riders can't carry anything on their bicycles. Reaching for something is distracting and could cause them to have an accident.
- Handouts/maps should be distributed in the campgrounds or downtown after the riders are off their bikes.
- Caution residents about opening car doors with the increased bicycle traffic. Residents should look in all directions before opening car doors that could injure cyclists or force them to swerve.

Signage (You can't have too much!)

Consider posting safety signs around town months before RAGBRAI so that bicycle safety becomes a habit for bicycle riders and for vehicle drivers. You will want to work with the Signage division of your Publicity Committee to develop theme signs.

The Signage sub-committee of Publicity makes the signs, but the RIDE RIGHT Committee posts them and takes them down.

RAGBRAI will post signs for the Bicycle Route and the Support Vehicle Route. In addition to these signs, distinctive and highly visible signs should also be placed to direct people to the Information Center and the Support Vehicle Parking area. Not looking for signs while biking or driving creates a safer environment for all.

Here are some fun sayings created for signs by one RIDE RIGHT Committee:

Wearing a helmet is really smart!
Buckle yours on before you start!

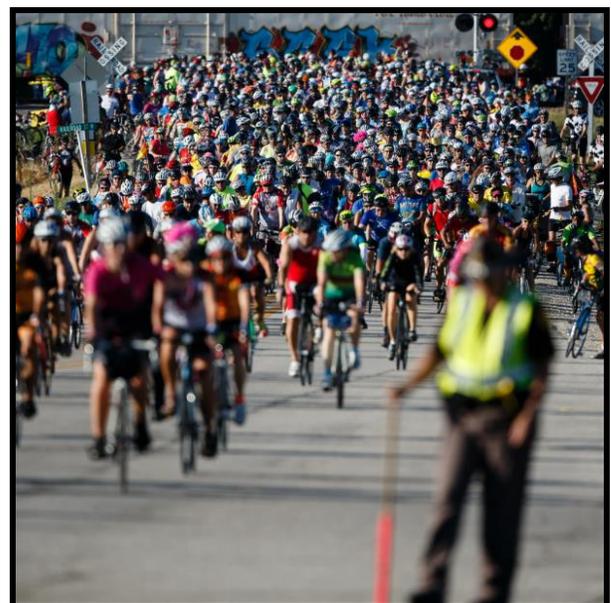
Keep your helmet on your head.
Don't end up in a hospital bed.

Tires are low? Bike is slow?
Check your equipment before you go!

Please don't start before the sun!
Riding in the dark will not be fun!

Visuals are great ways to get your message across. By creating a safety visual you can leave a lasting safety impression on many riders. One town stacked up 50 old bikes on top of each other to make that point: "See what happens when you don't stop!" Safety messages should be stressed in and out of town.

For the Starting Town only, the RIDE RIGHT Committee is usually responsible for marking the bicycle route to and from the dip site at the river. Please refer to the Starting/Ending Town chapter.



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Ride the Route

Plan to ride the route in your designated counties. You should plan to make an initial ride of the route by May 1st. Check the mileage and make note of all hazards including cracks, rough shoulders or anything that might be dangerous to the riders. After noting the conditions, please get in contact with all county engineers or DOT and inquire about the possibilities to upgrade these conditions. Be sure to communicate to the engineers that we would like their help to ensure a safe, well-planned route.

Please work with the pass-through towns to draw their attention to conditions on the route through their towns that might cause accidents. Be sure to follow through to check the status of possible road repairs and safety concerns are addressed.

We suggest riding the route for a second time with RAGBRAI Officials the week of June 2-8. See the schedule for the day and date that the RAGBRAI officials will be in town to meet and to ride the route. This second riding of the route will check for what hazards still exist and what conditions should be included in the Road Conditions Report to RAGBRAI.

Meet with RAGBRAI & RIDE RIGHT Officials

The RAGBRAI staff will meet with all RIDE RIGHT Committees during the week of June 4 – June 11. They will be in contact with all RIDE RIGHT Committee chairs to set up a meeting to discuss RIDE RIGHT issues. The discussions will address the following issues:

- RIDE RIGHT Committee responsibilities
- Route conditions in town
- Riding the actual route
- Road condition reports

- Following up with local officials

In addition to the meeting, your town's RIDE RIGHT Committee will be invited to ride bicycles with the RAGBRAI Route Inspection Pre-Ride Team. The ride will occur on the same day of the week that RAGBRAI participants will ride that portion of the route. For example, on Sunday, June 2, the route for Day 1 - July 21, from the starting town to the Sunday Overnight host town, will be ridden.

Overnight Town	Meeting	Ride Route
Saturday (Starting)	Sat 6/1	Sun 6/2
Sunday	Sun 6/2	Mon 6/3
Monday	Mon 6/3	Tues 6/4
Tuesday	Tues 6/4	Wed 6/5
Wednesday	Wed 6/5	Thurs 6/6
Thursday	Thurs 6/6	Fri 6/7
Friday	Fri 6/7	Sat 6/8
Saturday * (Ending)	Fri 6/7	Sat 6/8

* Ride into your Town

Route Conditions in Town

The RIDE RIGHT Committee should concentrate on a number of route safety concerns in your town before RAGBRAI arrives.



You will meet with the Public Safety Committee and Law Enforcement Committee as they select the bike route through town and advise them about unsafe conditions existing on the route. These conditions will include: railroad tracks, holes in streets, sewer grates and loose gravel. You will coordinate your efforts with local officials to make railroad crossings and rumble strips as safe as possible. Other safety hazards that should be addressed and corrected include holes in the street and sewer grates. Also, it would be advisable to develop a contingency plan in case of rain to warn riders with additional signage, as street conditions will become very slippery.

Please DO NOT cover railroad tracks with carpet or other objects!

Road Conditions Report to RAGBRAI

Prepare a Road Conditions Report that the RAGBRAI Crew who mark the route will use for placing caution and warning signs on the route.

This report is due by June 30 to RAGBRAI.

Divide the Road Conditions Report into three sections:

- **Location/GPS Coordinates/Landmark.** The location, GPS coordinates or some kind of landmark to pinpoint the location of the unsafe condition.
- **Road Situation.** What is concern?
- **Wording for a sign.** Wording for a sign to point out the specific hazard.



At the end of this section, you will find an example of a detailed Road Condition Report provided by a RIDE RIGHT Committee. The RAGBRAI officials will also provide the necessary forms to document the route during the ride. At the right of the table, you will see a list of possible route marking signs used by RAGBRAI route markers.

RAGBRAI will also provide an electronic GPS/Google Maps Road Condition Report following the RAGBRAI Route Inspection Pre-Ride in June.

After the Ride

The day RAGBRAI leaves your community, please make sure someone drives the bike route and the support vehicle route to take down arrows and any other signs along the route in your designated counties. This can be done the following day.

The county engineers and DOT are good enough to let us use their equipment to post our signs on, so we must cooperate with them and take down all signs as soon as possible.



Bicycle Friendly Community

We encourage members of the RIDE RIGHT local committees to become more active in cycling issues throughout the year, rather than just when RAGBRAI rolls into town.

Some thoughts and suggestions include:

- Encouraging local governments to make a continuing commitment to developing and maintaining safe on- and off-street bicycling facilities.
- Requiring communication between local governments and the bicycling community on cycling-related issues.
- Promoting bicycling events and bicycle safety.
- Work with local governing body to establish a written policy designed to develop and maintain "Bicycle Safe" streets and pathways.
- Encourage local governing body to include in its budget bicycle facilities and activities.
- Pass an annual proclamation recognizing May as National Bicycle Month and encouraging citizens to observe Bike-to-Work Day.
- Governing body recognizes a citizens' Bicycle Advisory Committee (BAC) and designates bicycle-issues contact person on government staff.
- Have the community provide bicycle-safety instruction in schools, stressing bicycle handling skills and the wearing of helmets.
- Community publishes bicycling information, identifying suggested routes and stressing safety.
- Community provides public and encourages private bicycling parking facilities.

RIDE RIGHT COMMITTEE TIMELINE & CHECKLIST

This is a schedule that worked for a town last year. Set a timeline that is reasonable for your community.

MARCH 2022

- Determine how many volunteers you will need
- Recruit local cyclists or clubs to help
- Budgets due to Budget/Fundraising Committee
- Talk to school students about volunteering
- Attend town meeting
- Meet with Public Safety Committee

APRIL 2022

- Develop a plan and schedule for promoting bicycle safety for adults and children and to disseminate RIDE RIGHT information in all schools
- Work with Publicity's Marketing/Media sub-committee to develop a print media, radio, television and fliers plans
- Meet with Law Enforcement and Public Safety Committees regarding routes
- Contact local officials about safety issues of town's bike route
- Hold bike rodeo to promote bike safety in all schools
- Meet with Publicity's Signage sub-committee and Public Safety regarding signage plan for the town route

MAY 2022

- Ride the route in your designated counties on bicycles
- Contact county engineers and/or DOT about the possibilities of repairing safety hazards
- Meet with Web & Social Media Committee
- Submit initial road conditions report to RAGBRAI (before the Route Inspection Ride)

JUNE 2022

- Meet with RIDE RIGHT & RAGBRAI Officials, meet during the evening and ride route the next morning
- Send engineers the electronic/GPS road conditions report from Route Inspection Ride
- Check back with local officials about correcting any safety hazards on road
- Letters to people living along the bike route in your designated counties
- Check bike and vehicle route for final time
- Submit final road conditions report to RAGBRAI

JULY 2022

- Volunteer orientation and training meeting
- Community clean-up
- Clean up gravel and make rail crossings safer

AFTER RAGBRAI

- Take bike route and vehicle route signage down in your designated counties
- Send out thank you notes
- Complete surveys
- Final meeting with RAGBRAI Staff

**RAGBRAI® RIDE RIGHT BUDGET
TIPTON, IOWA (JULY 25, 2008)**

REVENUE

RIDE RIGHT Income	Budgeted	In-Kind	Actual
Sponsorship	0.00	0.00	1,222.50
<hr/>			
TOTAL REVENUE	\$0.00	\$0.00	\$1,222.50

EXPENSES

RIDE RIGHT Expenditures	Budgeted	In-Kind	Actual
Ride Right Visual Displays	0.00	0.00	0.00
Dairy Queen Certificates	500.00	0.00	300.00
Plat Books (2 @ \$17)	34.00	0.00	36.00
Printing	0.00	0.00	0.00
Helmets for Kids	1,500.00	0.00	1,347.50
Postage	100.00	0.00	0.00
Mileage (500 @ \$0.41)	205.00	0.00	195.16
Mayor's Bike	0.00	250.00	0.00
Food	200.00	0.00	54.23
Miscellaneous	100.00	0.00	0.00
<hr/>			
TOTAL EXPENSES	\$2,639.00	\$250.00	\$1,932.89

	Budgeted	In-Kind	Actual
Total Revenue	\$0.00	\$0.00	\$1,222.50
Total Expenses	\$2,639.00	\$250.00	\$1,932.89
TOTAL PROFIT/LOSS	-\$2,639.00	-\$250.00	-\$710.39

Safety Pledge (sample)



RIDE RIGHT Safety Pledge

Please initial each of these safety statements that you will abide by during RAGBRAI.

- I understand that riding several abreast interferes with people and cars that wish to pass me. I will be courteous and make room for bicyclists to pass without forcing them to ride left of the center line
- I will pass cyclists only on the left and only after calling out my intention, "on your left" in a pleasant and kindly manner.
- I will not ride after dark, and I will ride only on the marked bicycle route where ambulance and SAG crews can assist me.
- I will wear a properly filled ANSI or SNELL -approved helmet at all times when on my bicycle.
- I will read the section of the Participant's Guide that explains what to do in case of severe weather.
- I will keep my head up and watch for obstacles in my path.
- I will completely pull off the road if I need to stop and get off my bicycle.
- I will stay hydrated and drink before I am thirsty, eat before I am hungry, and rest before I am tired.
- I will signal for a SAG wagon if my bicycle or I become unable to continue. I will signal with a thumbs down sign and turn my bicycle wheels up.

Letter to Area Residents (sample)



Here we come!

Dear Route Neighbor,

RAGBRAI is coming your way Saturday, July 22nd and Sunday July 23rd! We want to help you be ready for this great event. We also want you to know what to expect on that day as the 20,000-plus bike riders and support crew pass by on their way from Orange City to Spencer.

You will see cyclists forever! You may have a hard time entering and/or crossing the road. Please try and keep the right side of the road and shoulder clear of objects and debris. Please limit automobile use on the marked bicycle routes. If you park on the route, please be careful when opening car doors!

Cyclists are a fun group of people, but we want them to respect your property. Should you invite any cyclists on your property, please be aware of these cautions:

- You may be held liable if someone gets hurt.
- Keep all food/drink stands, etc., on the right side of the road for safety. The road will not be closed that day. And you do not want to be responsible for cyclists having to cross in front of oncoming traffic to get to you.
- If you are planning to sell refreshments of any kind, be sure to contact your County Health Department, Extension Office and/or State Department of Inspections and Appeals to be sure you comply with the food and beverage laws.
- If you are setting up a stand, please be aware that cyclists will not stop at the bottom of a hill for refreshments.
- Young cyclists may want to follow along, but will only make the ride more dangerous. Please keep children away from the road and pathway of RAGBRAI.
- For the safety of your pets and the riders, please keep pets (or other animals) penned or leashed.
- Don't spray riders with water! Many ride with expensive electronic equipment that can be damaged by water. Water can also ruin supplies that some riders carry.
- Don't try and hand anything to riders. No high-fives!

Many towns along the route are planning special events that Saturday. If you would like to join in the fun of RAGBRAI, consider going to a route town to participate.

On behalf of the organizers and volunteers, we want to make this a fun and safe event. Please join us in showing our RAGBRAI guests the pride of Iowa. If you have any questions please contact us, and thanks for cooperation.
Sincerely,

Ken Kopetsky and Matt Weg
Orange City RIDE RIGHT Committee Chair
ken@kopetskysace.com and matt.weg.d3xm@statefarm.com

Safety posters to be distributed in town before RAGBRAI (sample)

University of Iowa Head Basketball Coach Fran McCaffery and his wife, Margaret, help promote helmet use and riding right to area kids.



got helmet?

RIDE RIGHT

Coralville 2011

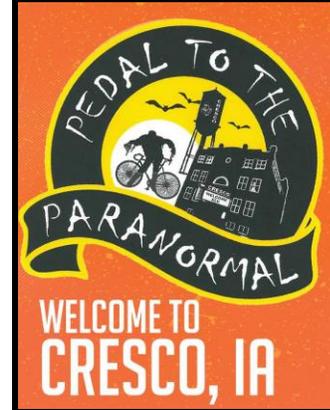
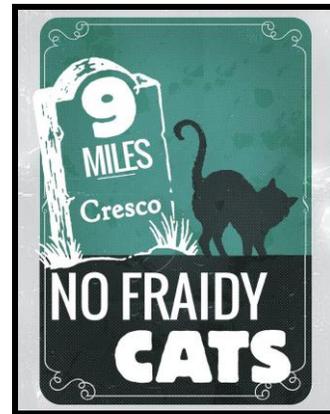
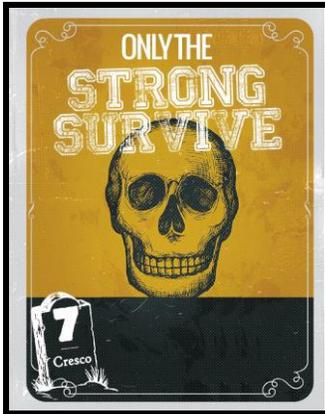
July 29 - 30



Tipton's RIDE RIGHT Committee and Law Enforcement Committee host a Bike Ride for the local children. Hundreds of children participated in the ride around the city.



RIDE RIGHT Signage from Cresco



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Road Conditions Report (sample)

**Road Conditions Report: RAGBRAI XLIV - 2016
Union and Ringgold Counties**

Location/Landmark	Road Situation	County
H24/Hwy 25 Intersection	Rumble Strips	Union
H24	Shoulder drops both sides	Union
P27/J23 Intersection	Rumble Strips	Ringgold
P27 South of Diagonal to Hwy 2	Areas with potholes..... (County Engineer still plans to address)	Ringgold
Bridge between P64 and 300 th Ave on Hwy 2	Rough approach and road surface	Ringgold

