



IPMBA Instructor Course

— REGISTRATION FORM —

DELAWARE, OHIO ~ OCTOBER 16-20, 2015

Become an instructor for the premier public safety cyclist training organization.

Since 1991, IPMBA Instructors have educated countless public safety personnel in using their bikes safely and effectively on the job. This intense course will *increase* your confidence, *reinforce* your understanding of the basic principles of public safety cycling, *improve* your bike-handling skills, and *prepare* you to communicate your knowledge to others. Teaching methods include in-class presentations, on-bike drills, and peer and self-critiques. You will learn to identify and correct improper technique; how to assist students in overcoming individual difficulties; and how to incorporate various methods of instruction into your courses. When you have completed this course, you will be equipped with the skills you need to teach beginner and intermediate cyclists how to use the bike, not just as transportation, but as an indispensable tool for success on the job. Certification will be issued upon successful completion of the course requirements.

Important Information! Please Read First! In order to be eligible for the IPMBA Instructor Course, you must submit the following items: **1) completed IPMBA Instructor Application/Cycling Experience Questionnaire** (included in this packet); **2) signed Letter of Expectations** (included in this packet); **3) signed letter of departmental support** (included in this packet); **4) Instructor Recommendation Form** (included in this packet; required for non-IPMBA-trained candidates; recommended for IPMBA-trained candidates); **5) this registration form; and 6) all applicable fees.**

Note: Applications are subject to review. If your application is incomplete or you do not meet the pre-requisites described in the application, your course registration fee (\$575) will be returned. We recommend that you wait for approval before purchasing non-refundable travel. The application (\$125), membership (\$55), and basic certification (\$15) fees are non-refundable. All paperwork must be received by September 25, 2015. You will be notified of your acceptance into the course via email within three weeks after your completed application and registration fee are received. All applicable fees **MUST** accompany this registration form. Spaces cannot be reserved without payment or application approval. **No Walk-Ins.**

If you are dismissed from the class for not meeting the standards described in the Letter of Expectations, your course registration fee will not be refunded.

DETAILS: HOST AGENCY: Delaware Police Department/Ohio Wesleyan University Department of Public Safety.
ACCOMMODATIONS: Pacer Inn, 259 South Sandusky Street, Delaware OH 43105. Rate and reservation information are included in the registration packet. **COURSE LOCATION:** Delaware Police Department, 70 North Union Street, Delaware OH 43105.
COURSE LENGTH: 44 hours. **REGISTRATION DEADLINE:** Applications, Instructor Course registration forms, and all fees must be received by IPMBA by September 25, 2015. **No walk-ins!** **COURSE LIMIT:** 16.

IPMBA Instructor Course Registration Form

Name: _____
 Home Address: _____
 City, State, Zip: _____
 Phone: Cell Home _____
 Email*: _____
 Department Name: _____
 Department Address: _____
 City, State, Zip: _____
 Dept. Phone: _____ Dept. Fax: _____

➤ CHECK OFF WHAT APPLIES TO YOU! ✦

1. I am a current IPMBA Member (member # _____).
 renewing IPMBA membership (member # above; \$55 dues enclosed).
 joining IPMBA (my \$55 dues are enclosed).
2. I am an IPMBA-Certified Police, EMS, or Security Cyclist.
 not IPMBA-Certified yet, but my application & \$15 fee are enclosed.
 awaiting my certificate; my application was submitted on _____.
3. I am a former instructor seeking recertification (Instructor #: _____).
 a first time instructor applicant

**Confirmations will be emailed. Logistical information, a list of required equipment, and the PAR-Q are included in this packet.*

Refunds: Cancellations must be in writing and received by September 25. Refunds, less the \$125 application fee and \$50 cancellation fee, will be processed after the course. Certification fee and membership dues are non-refundable. **No refunds after September 25.**

IPMBA/583 Frederick Rd. #5B, Baltimore MD 21228
PH: 410-744-2400/FX: 410-744-5504/E: events@ipmba.org

PAYMENT (US DOLLARS ONLY) ENCLOSED:

- \$750 Course Registration/Application Fee
(includes four lunches and one dinner)
- \$55 Membership Dues *(if not a current member)*
 New Renew
- \$15 Basic (PC/EMSC/SC) Certification
(if not already a certified member; provide information below)
 IPMBA Instructor: _____
 IPMBA Instructor Number: _____
 Course Dates: _____
 Course Location: _____

\$ _____ **Total Enclosed**

- Check MC/Visa

Exp. Date ___/___ Security Code: _____

Signature: _____

Email for Receipt: _____

P.O. Number: _____

Department Contact for P.O.: _____

Contact for P.O. Phone: _____



TO : Prospective IPMBA Instructor
FROM : IPMBA Headquarters
RE : IPMBA Instructor Application

Thank you for your interest in becoming a certified IPMBA Instructor. **Please read through this application thoroughly and ensure that you meet the prerequisites before completing it.** If you have any questions about your eligibility, contact IPMBA at info@ipmba.org or 410-744-2400.

Becoming a certified IPMBA Instructor is basically a three step process: 1) complete an IPMBA Police, EMS, or Security Cyclist Course and obtain IPMBA certification; 2) complete this IPMBA Instructor Application packet, making sure that you include all required materials, and submit it to IPMBA headquarters; and 3) successfully complete an IPMBA Instructor certification course.

Upon satisfactory completion of the IPMBA Instructor Course, you will be issued an official IPMBA Instructor Certificate. Licensed law enforcement officers are certified as Police Cyclist Instructors and are authorized to teach the Police and Security Cyclist Courses; EMS providers are certified as EMS Cyclist Instructors and are authorized to teach the EMS Cyclist Course; and security officers are certified as Security Cyclist Instructors and are authorized to teach the Security Cyclist Course.

Certified instructors are expected to maintain the high standards of instruction and safety demonstrated in the IPMBA Instructor Course. Instructors may retain their active status by 1) maintaining membership in IPMBA, and 2) teaching a minimum of one Police, EMS or Security Cyclist Course every 24 months and submitting all required coursework to IPMBA in a timely manner.

IPMBA Instructors are also expected to actively promote IPMBA membership to students during their classes. A video presentation will be provided for this purpose.

In addition to offering Police, EMS and Security Cyclist Courses, certified IPMBA instructors are eligible to teach courses and present workshops at IPMBA's Annual Conference. They may also apply for additional ratings and IPMBA Instructor Trainer certification as opportunities become available and eligibility requirements are met.

Please fill out this application in its entirety and submit it, accompanied by all required documentation and fees, to:

IPMBA Instructor Application
583 Frederick Road, Suite 5B
Baltimore, Maryland 21228
Email: events@ipmba.org / Fax: 410-744-5504

Your application will be reviewed by to determine your eligibility for the IPMBA Instructor Course. You will be notified of your acceptance into the Instructor Course by email.

Please call 410-744-2400 or email info@ipmba.org if you have any questions about the application process or the eligibility requirements. **Please note that the IPMBA Instructor Application, membership, and basic certification fees are nonrefundable.**



IPMBA Instructor Course Pre-Requisites

In order to apply for certification as an IPMBA Instructor, you must:

- Complete the IPMBA Police, EMS or Security Cyclist Certification Course taught by an active, certified IPMBA Police, EMS, or Security Cyclist Instructor.*
- Score at least a 90% on the written portion of the Police/EMS/Security Cyclist Course examination and demonstrate superior bike-handling skills.
- Be an IPMBA-certified Police, EMS, or Security Cyclist and a current member of IPMBA.
- Be an active public safety cyclist on a full- or part-time basis.**
- Possess a minimum of twelve months full-time or 24 months part-time experience on bike duty.**
- Be able to provide proof of licensure or employment as a (state P.O.S.T.-certified or equivalent) law enforcement officer, EMS provider, or security officer.**
- Be able to demonstrate extensive knowledge of the information contained in the most recent edition of *The Complete Guide to Public Safety Cycling*.
- Obtain the endorsement and support of your department.**

**If you have taken a non-IPMBA public safety cycling course, please visit http://ipmba.org/training/become_an_IPMBA_instructor or contact IPMBA at events@ipmba.org or 410-744-2400 for additional information.*

*** Any individual who has retired or separated from their department in good standing must provide official documentation of having been an active public safety cyclist for five years part-time, or three years full-time, and must apply for the Instructor Course within 24 months after separation. (Official documentation consists of a letter from the chief, HR, or designee who can attest to time on, departure in good standing, and departmental support.)*

IPMBA Instructor Application Checklist

Please include the following items in your application packet:

- Your completed IPMBA *Instructor Application and Cycling Experience Questionnaire*, printed legibly or typed.
- Letter of Expectations* (included in this packet), signed by you and your supervisor.
- Letter of Departmental Support* (included in this packet), signed by your supervisor.
- The IPMBA *Instructor Application Instructor Recommendation Form* (included in this packet), completed by the IPMBA Instructor who administers the written and practical tests (required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates)***.
- Your IPMBA membership dues and certification fee, if applicable.
- Your completed IPMBA *Instructor Course Registration Form*, printed legibly or typed.
- Your \$700 application fee and course tuition (acceptable forms of payment: check, money order, purchase order, Mastercard or Visa).
- Other documentation (letters, certifications, etc.) that you feel would support your application (optional).

****IPMBA highly recommends asking a current IPMBA Instructor to administer the written and practical tests and complete the recommendation form in order to gauge your level of preparedness for the course. This will help identify your strengths and weaknesses and enable you to focus your skill practice and study prior to the course.*



International Police Mountain Bike Association Instructor Application

Please complete this application fully and accurately. You may attach additional pages as necessary. In order for your application to be processed, your application packet must contain each of the items specified on the IPMBA Instructor Application Checklist. **Applications lacking any of the required items will be subject to processing delays.**

Name: _____

Home Address: _____

City, State, ZIP: _____

Country: _____

Personal Phone: _____ Home Cell

Email: _____

Department Name: _____

Department Address: _____

City, State, ZIP: _____

Dept. Phone: _____

Check off what applies to you!

- 1. I am a current IPMBA Member (member # _____)
 - joining IPMBA (my dues are enclosed)
 - renewing IPMBA (my dues are enclosed)
- 2. I am an IPMBA-Certified Police, EMS, or Security Cyclist
 - not IPMBA-Certified yet, but my Police/EMS/Security Cyclist certification application and fee are enclosed.
 - awaiting my certificate. I submitted my Membership and Certification Application on ___/___.
- 3. I am a former instructor seeking recertification (Instructor #: _____)
 - a first-time applicant
- 3. I am a member of a police bike unit (eligible for PCI status)
 - a member of an EMS bike unit (eligible for EMSCI status)
 - a member of an Security bike unit (eligible for SCI status)

Have you included ...

- This page of the application
- Your *Cycling Experience Questionnaire*
- Your *Instructor Recommendation* form (required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates.)
- The *Letter of Expectations* signed by you and your supervisor
- The *Letter of Departmental Support* signed by your supervisor
- Your \$55 membership dues* (if you are not a member or if your membership has expired)
- Your \$15 basic certification fee* (if you are not already a certified member)
- Your completed course registration form
- Your \$700 application fee and course tuition*
- Additional documentation to support your application (optional)

* Membership (\$55), certification (\$15), and application (\$125) fees are non-refundable.

I have answered all of the questions on the attached questionnaire as accurately as possible. I have read and am able to demonstrate extensive knowledge of **The Complete Guide to Public Safety Cycling**. I scored at least a 90% on my PC/EMSC/SC written test. I am a P.O.S.T. (or equivalent) licensed law enforcement officer, or an active firefighter, EMT or paramedic, or am employed as a security officer by a proprietary or contract security provider.

Signature _____ Date: _____

Please send to:
IPMBA Instructor Application ~ 583 Frederick Rd., Suite 5B ~ Baltimore MD 21228
Phone: 410-744-2400/Fax 410-744-5504/E-mail events@ipmba.org



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IPMBA Instructor Application Cycling Experience Questionnaire

About You

I have been a Police Officer/EMS Provider/Security Officer for:

- 0-12 months 12-24 months 3-5 years more than 5 years (how many? ___)

I have been on bicycle duty for:

- ___ years, ___ months full time
___ years, ___ months part time

You may include on-bike experience with a previous department and/or prior to completing the IPMBA course.

Comments: _____

I am presently involved in cycling. Yes No

My involvement with recreational cycling includes: _____

My involvement with public safety cycling includes: _____

The following statement best describes my experience maintaining and repairing bicycles:

- Someone else adjusts and maintains my bike for me.
 I perform minor repairs and routine maintenance on my bike, but I have never overhauled it.
 I have overhauled my bike (also possibly those of others), but not as a paid mechanic.
 I have been a paid bike mechanic, either in a bike shop or elsewhere.
 I have attended: the IPMBA Maintenance Officer Course Barnett's UBI Other: _____

Why are you seeking certification as an IPMBA Instructor?

Describe: _____



About Your Training

Please select the most appropriate description of your public safety bike training.

- I have successfully completed an IPMBA Police/EMS/Security Cyclist Course taught by an active IPMBA Instructor. Minimum passing grade is 76%. Minimum required for Instructor eligibility is 90%.

Course Date: _____
Location: _____
Lead Instructor: _____
Score on written test: _____

- I did not score a 90% on my initial test but have taken a retest (score must be reported in writing, by the testing instructor, via email, memo, or Instructor Recommendation Form).

Test Date: _____
Location: _____
Instructor: _____
Score on written test: _____

- I have never attended an IPMBA Police, EMS or Security Course. My public safety bike training was conducted by: _____

Course Date: _____
Location: _____
Lead Instructor: _____

- I have taken the IPMBA Police, EMS, or Security Cyclist Course Written Test as required of candidates who have not attended the IPMBA Course (score must be reported by the testing instructor on the Instructor Recommendation Form).

Test Date: _____
Location: _____
Instructor: _____
Score on written test: _____

- Please list any other public safety or civilian bicycle training classes you have completed.

About Your IPMBA Membership

I am an active, IPMBA-certified Police, EMS, or Security Cyclist (you must join IPMBA to become certified. If you have never joined IPMBA, you are not yet certified.)

- Yes. Membership Number: _____
No, but I am joining or renewing now.
No, but I sent my application to IPMBA headquarters on ___/___/___.



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IPMBA Instructor Course Application Letter of Expectations

The International Police Mountain Bike Association (IPMBA) has been providing world-class training to public safety cyclists since 1991. IPMBA prides itself on the quality of its training programs and holds its instructors to the highest standards of excellence.

Before you graduate and become certified as an IPMBA Instructor, you must meet the criteria set forth below. Your Instructor Trainer must confidently give an affirmative answer to these questions to ensure that the integrity of the IPMBA Instructor cadre is kept at the highest standard. Completion of this course does not guarantee certification; meeting these standards of excellence does.

1. Do you know the material contained in the *Complete Guide to Public Safety Cycling*? The material in the *Complete Guide* is a compilation of knowledge and experience and represents thousands of hours of public safety cycling experience. As IPMBA Instructors, you will teach the practical skills and knowledge contained within this book. The very lives of your students and the public they serve may depend on your grasp of that knowledge. *To test your knowledge, a written basic knowledge test will be administered on the first day of the Instructor Course. You must score at least a 90% in order to advance in the course.* **Note:** if you are not permitted to advance, your course registration fee will **not** be refunded.

2. Can you present the material? To be an effective instructor, you must not only know the material, you must be able to present it in a clear and concise manner. You will learn techniques for presenting the material in both the classroom and in the field. You will be evaluated on those techniques at several stages throughout the course. *You will be required to complete two prepared presentations of 10 and 15 minutes.*

3. Do you possess instructor-quality riding skills? Students will gain confidence in their own skills only if they learn from an instructor who demonstrates exceptional cycling skills. Balance, stamina and smooth, flawless techniques are essential qualities that will win their confidence and motivate them to ascend to higher levels. *You will be expected to demonstrate the following on the first day of the class: the four-foot Lock-to-Lock, four-foot Offset Serpentine, the nine-foot Slow Box (in both directions), and curb/stair loft ascents and curb/stair descents. You must execute these moves successfully and look comfortable and confident as you perform them in order to advance in the course.* **Note:** if you are not permitted to advance, your course registration fee will **not** be refunded.

4. Do you possess good interpersonal skills? Do you communicate well with students and others? An instructor's demeanor is one of patience, understanding and support. Some students will not comprehend the material or learn the techniques as readily as others. You will need strong interpersonal skills and the ability to deliver constructive criticism as well as positive feedback.

5. Can you perform as a solo instructor? You must be able to deliver all the material, not just the parts of it that you like or in which you excel. Your students will look to you for a comprehensive course of instruction that will give them all the skills and knowledge they need to perform their duties as a public safety cyclist. You will be responsible for that instruction as you sign each roster that certifies that your course has been conducted in accordance with the requirements and procedures established by the International Police Mountain Bike Association.

6. Can you use multiple types of visual aids? As an instructor, you have to be flexible in your teaching style. You may be confronted with settings that will require you to vary your usual teaching methods. To ensure that you – not your props – are the foundation of your course, you will be required to use at least two different types of visual aids during mock teaching sessions. Your options include, but are not limited to, flipcharts, projected computer based media, various items of equipment/gear related to the topic, etc. We suggest you give thought to which two you will use prior to arriving at the training site. This way you can obtain the materials of your choice in advance. Purchasing materials on-site may be costly and logistically difficult, considering the time constraints of attending the course during the day.

As a candidate for this course, you have demonstrated the excellence, the desire and the will to become part of an elite group of individuals: IPMBA Instructors. It is the desire of this organization to provide you with the most comprehensive, up-to-date and quality-controlled instruction available; and to enable you to serve as a positive role model and representative of your department and IPMBA.

This will not be an easy course. You will be required to pass rigorous practical and written tests, so re-familiarize yourself with the material in the *Complete Guide to Public Safety Cycling* (available from Jones & Bartlett, www.jblearning.com or 800-832-0034), and practice every skill and technique. Train yourself to think about identifying and correcting improper technique. Above all, make sure that you feel confident that by the end of the course, you will be able to answer "yes" to each of the above questions. If you have any questions, please email info@ipmba.org or call 410-744-2400. We look forward to welcoming you to our instructor cadre.

Candidate: I have read this letter and understand the expectations for the course and ongoing certification requirements.

Printed Name: _____ **Signature:** _____

Supervisor: I have read this letter and understand the expectations for the course and ongoing certification requirements.

Printed Name: _____ **Signature:** _____



IPMBA Instructor Course Application Letter of Departmental Support

I hereby attest to the accuracy of the information contained within this application.

The candidate has completed the applicable IPMBA Cyclist Course and has scored at least a 90% on the written test or completed an approved equivalent and been tested/evaluated by a current IPMBA Instructor.

The candidate has served at least one year full-time or two years part-time on bike duty.

I support the candidate's efforts to improve his/her skills and our bike unit/operations by attending the IPMBA Instructor Course.

I understand that the course is a rigorous one, but I am confident that he/she possesses the necessary skills and knowledge to succeed.

I also understand that, as an IPMBA instructor, he/she will be required to maintain IPMBA's high standards and meet minimum requirements to maintain his certification (currently, teaching at least one approved class every twenty-four months and maintaining current IPMBA membership).

This department will support his/her professional development by enabling him/her to participate in future IPMBA training sessions.

It is our belief that, by serving as instructor, the candidate will help us maintain our bike unit as a way to foster good relations with citizens through positive interaction and innovative law enforcement/emergency medical/security service delivery.

Candidate Name: _____

Supervisor's Signature: _____

Printed Name: _____

Date: _____



IPMBA Instructor Course Application Instructor Recommendation Form

(To be completed by an active IPMBA Instructor. Required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates.)

Applicant's Name: _____

Department: _____

The above-named applicant is applying for acceptance into the *IPMBA Instructor Course*. Your recommendation is an important part of this application. Please answer the following questions accurately, honestly and objectively. You may attach additional sheets as necessary. Please do not take your recommendation lightly; if you are not comfortable providing a recommendation for the student, please indicate the rationale for your decision in the "Additional Comments" portion of the form.

Where a rating scale is provided, please consider five (5) to be the highest score.

Written Test Score: _____ (minimum 90%)

1. Please rate the applicant on his/her enthusiasm for bikes, bicycle duty, and the IPMBA Course.

1 2 3 4 5

Comments: _____

2. Please rate the applicant's on-bike skills.

1 2 3 4 5

Comments: _____

3. Please rate the applicant's traffic cycling skills.

1 2 3 4 5

Comments: _____

4. Please comment on the applicant's skill or aptitude for bike repairs, if known.

Comments: _____



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5. Please comment on the applicant's aptitude for the material, based upon written and verbal testing and performance.

Comments: _____

6. In your opinion, what strengths does the applicant possess that would qualify him/her to be certified as an *IPMBA Instructor*?

Comments: _____

7. In your opinion, in which area(s) does the applicant need improvement?

Comments: _____

8. What is your overall impression of the applicant's suitability as an IPMBA Instructor?

Comments: _____

Please use the space below for additional comments, if desired.

Signature: _____

Printed Name: _____

Instructor Number: _____

Email Address: _____

Telephone Number: _____

Please return this form to the applicant for inclusion in his/her application packet.

If you prefer, you may mail/fax/email it to:

IPMBA

583 Frederick Road, Suite 5B/Baltimore MD 21228/

Phone 410-744-2400/Fax 410-744-5504/events@ipmba.org

welcome to the instructor course



Greetings from IPMBA, the Delaware Police Department, and the Ohio Wesleyan University Department of Public Safety! We look forward to welcoming you to the IPMBA Instructor Course in Delaware, Ohio. **Please read this information carefully** and call 410-744-2400 or email info@ipmba.org with questions.

IMPORTANT CONTACTS

Course-related questions:

Dwight Edwards,
de502@yahoo.com, 302-634-1738.

Registration status: Maureen Becker, events@ipmba.org or 410-744-2400.

Local information: Bob Hatcher, rhatcher@delawareohio.net, 614-832-0969.



Note: Your application approval and course confirmation will be sent via email. If you do not receive this correspondence, do not assume that you are registered. Contact the IPMBA office at 410-744-2400 or Maureen@ipmba.org to check on the status of your paperwork.

The registration deadline for this class is September 25, 2015.

TRAINING LOCATION

The course will be held at the Delaware Police Department, 70 North Union Street, Delaware OH 43015.

AIRPORT TRANSPORTATION

The Columbus International Airport is 30 miles from Delaware. Shuttle service is not available through Delaware Police Department. It will be necessary to rent a car or arrange a taxi or shuttle. See www.flycolumbus.com for information.

BIKE SHIPPING

Bicycles can be shipped to Breakaway Cycling. Advance arrangements are required. Contact Breakaway at 740-363-3232 to arrange service and payment (pricing to be determined based on type of bike and desired level of service).

IPMBA members report high-quality, affordable bike shipping services via www.bikeflights.com.

Address the shipment as follows:

Your Name
IPMBA Instructor Course
c/o Breakaway Cycling
17 W. William St.
Delaware, OH 43015

Include your arrival date on the package. The bikes will be delivered to OWU prior to the class and picked up for return shipping.

Important! Printing a return label when scheduling your shipment via UPS or FEDEX or arranging shipping via Bike Flights is highly recommended to facilitate return shipping.

Breakaway Cycling is located 1.2 miles from the course location. Hours of operation are Monday-Tuesday-Wednesday-Friday 10am-8pm; Thursday 10am-6pm; Saturday 10am-5pm; closed on Sunday. Phone 740-363-3232.

If you are staying at the Pacer Inn and wish to assemble and repack your own bike, you may ship it to yourself to arrive no more than three days prior to your arrival.

Address the shipment as follows:

Delaware Police Department
Attn: Ptl. Robert Hatcher
70 North Union Street
Delaware OH 43015

Hold for: YOUR NAME/IPMBA Instructor Course
Arrival Date: YOUR ARRIVAL

You will need to arrange return shipping at the conclusion of the course.

A UPS Store is located adjacent to the Ohio Wesleyan University campus at 175 South



need to know

Sandusky Street (.5 mile, 740-363-7653); FEDEX shipping is available at OfficeMax, 1000 Sunbury Road (1.6 miles; 740-363-8198).

BICYCLE STORAGE

Bicycles can be secured at the Pacer Inn overnight and in the meeting space during class hours, but bring your lock for use during the rides.

CHECK IN

The first day of class is Friday, October 16, 2015. Arrive at the Delaware Police Department by 0745 hours. Wear your full duty uniform, bring your fully assembled bike, and be ready to ride.

CLASS ATTIRE & EQUIPMENT

Bicycles must be fully equipped public safety bicycles. Helmets are required for **all** on-bike activities. The following equipment is mandatory:

Duty Bike

- Reputable manufacturer public safety bike in good working order, properly fitted
- Street/combination tires (26-29 x 1.5-26-29 x 2.1; no knobbies)
- Pedal retention devices (BMX-style platform pedals are not acceptable)
- At least one water bottle & holder
- On-body hydration system (recommended)
- Headlight (42 lumens measured at 10 ft.)
- L.E.D. steady or flashing rear bike light
- Rear mount kickstand
- Rear rack/rack bag
- Panniers (EMS students only)

Tools

- Basic tool kit (4/5/6/8 mm allen wrenches; 8/10 mm wrenches)
- Tire levers
- Patch kit & two spare tubes
- Compact air pump or CO2

Safety Equipment

- Bike helmet, approved by CPSC or equivalent
- Padded cycling gloves
- Shatter resistant eyewear for day and night
- Body armor (if worn on duty)

Attire

- Full duty uniform
- Chamois cycling shorts/riding clothes
- Foul weather gear

Full Duty Belt

- Firearm (optional; this class does not include live fire exercises)
- Magazine
- Keepers
- Baton
- Handcuffs/Cuff key
- Flashlight

Other

- Pen/Pencil/Notebook
- Sunscreen
- *Complete Guide to Public Safety Cycling* (purchase from Jones & Bartlett, www.jblearning.com or 800-832-0034; the book will not be available for sale during the class.)
- Instructional materials for in-class presentations (see below)*
- Flash drive, min. 1 GB (highly recommended)
- Laptop computer (highly recommended)
- The enclosed PAR-Q (required) and medical clearance sheet (if indicated by the PAR-Q)
- IPMBA waiver (to be signed on-site)

Instructor Materials: Two presentations (mock teaching sessions, 10 and 15 minutes) are required during the class. If you are comfortable using certain teaching or visual aids (flipcharts, PPT, etc.), please bring them or come prepared to purchase them. You will be required to use two or more different visual aids during your presentations, and PowerPoint can only be used in one of them. Projection equipment and flipcharts will be available for in-classroom use only, not for practice or preparation outside of the classroom.



need to know

CLASS SCHEDULE

The full training schedule will be distributed with the student materials on the first day of the course. The course hours are 0800-1800 Friday, Saturday, Monday, Tuesday; 1300-2200 Sunday. *Note: schedule may be changed at the discretion of the instructors.*

HOUSING

Pacer Inn: 259 South Sandusky Street, Delaware OH 43015. Rate: \$50 single/\$60 double + tax per night. Includes parking, WiFi, and continental breakfast. Reservations must be made by calling the Pacer Inn at 740-362-0050 and mentioning the IPMBA Instructor Course. **This rate is not available online.**

Visit www.pacerinnandsuitesmotel.com for more information about the hotel.

DIRECTIONS

To the Training Location:

GPS Address: 70 North Union Street, Delaware OH 43015

From I-71: Follow RT36/37 west to Delaware. At the fork, bear left and follow RT 36/E. William St. Turn right onto N. Henry St. and then left onto E. Winter St. Turn right into the second drive and park in the lot by the Police Department.

From RT 23 South: Exit at William St. and turn left. Turn right onto N. Henry St. (next light) and follow the above directions.

From RT 23 North: Exit at Central Ave and turn right. Turn left onto N. Union St. (next light) and left into the first drive.

From the West: Take RT 36/William St. to N. Union St., turn right into the Police Department lot just north of E. Winter St.

MEALS

Four lunches and one dinner are included in the course fee. All other meals are on your own. Information on local dining options will be available on-site.

PARKING

The Pacer Inn offers free guest parking. Free parking is also available at the Delaware Police Department.

PAR-Q

Please complete and return the Physical Activity Readiness Questionnaire (and medical clearance form if you answered "yes" to any of the questions) at your earliest opportunity.

RECREATION

Mountain and road riding opportunities are available. Alum Creek State Park (10 miles from downtown) features three purpose-built, well-maintained mountain bike trails. Visit <http://parks.ohiodnr.gov/alumcreek> for details and a trail map.

WEATHER

Daytime high temperatures averages are 60 degrees and nighttime lows average 42 degrees. Monthly rainfall is 1".

Check the forecast and come prepared for all kinds of weather. Remember: "Climate is what you expect. Weather is what you get." (Mark Twain)



Thanks to our host agencies:

Delaware Police Department

Ohio Wesleyan Department of Public Safety

PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity recommended by a doctor?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you feel pain in your chest when you do physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	3. In the past month, have you had chest pain when you were not doing physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you lose your balance because of dizziness or do you ever lose consciousness?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you know of <u>any other reason</u> why you should not do physical activity?

If
you
answered

YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

PLEASE NOTE: If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME _____

SIGNATURE _____

DATE _____

SIGNATURE OF PARENT _____

WITNESS _____

or GUARDIAN (for participants under the age of majority)

Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.



PAR-Q & YOU

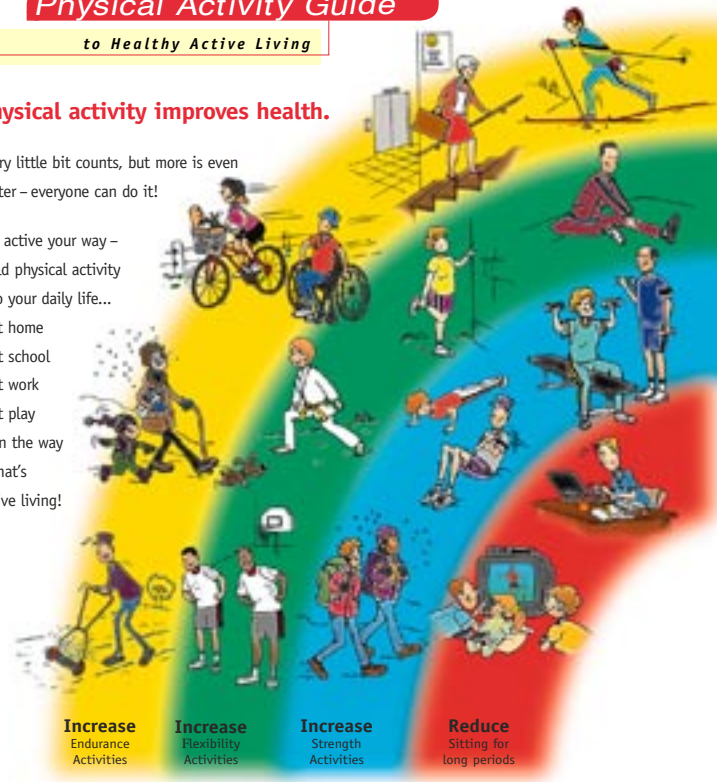
CANADA'S
Physical Activity Guide
to Healthy Active Living

Physical activity improves health.

Every little bit counts, but more is even better – everyone can do it!

Get active your way – build physical activity into your daily life...

- at home
 - at school
 - at work
 - at play
 - on the way
- ...that's active living!



Choose a variety of activities from these three groups:

Endurance
4-7 days a week
Continuous activities for your heart, lungs and circulatory system.

Flexibility
4-7 days a week
Gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile.

Strength
2-4 days a week
Activities against resistance to strengthen muscles and bones and improve posture.

Starting slowly is very safe for most people. Not sure? Consult your health professional.

For a copy of the *Guide Handbook* and more information: **1-888-334-9769**, or www.paguide.com

Eating well is also important. Follow *Canada's Food Guide to Healthy Eating* to make wise food choices.

Get Active Your Way, Every Day – For Life!

Scientists say accumulate 60 minutes of physical activity every day to stay healthy or improve your health. As you progress to moderate activities you can cut down to 30 minutes, 4 days a week. Add-up your activities in periods of at least 10 minutes each. Start slowly... and build up.

Time needed depends on effort				
Very Light Effort	Light Effort	Moderate Effort	Vigorous Effort	Maximum Effort
• Strolling • Dusting	60 minutes • Light walking • Volleyball • Easy gardening • Stretching	30-60 minutes • Brisk walking • Biking • Raking leaves • Swimming • Dancing • Water aerobics	20-30 minutes • Aerobics • Jogging • Hockey • Basketball • Fast swimming • Fast dancing	• Sprinting • Racing
Range needed to stay healthy				

You Can Do It – Getting started is easier than you think

Physical activity doesn't have to be very hard. Build physical activities into your daily routine.

- Walk whenever you can – get off the bus early, use the stairs instead of the elevator.
- Reduce inactivity for long periods, like watching TV.
- Get up from the couch and stretch and bend for a few minutes every hour.
- Play actively with your kids.
- Choose to walk, wheel or cycle for short trips.
- Start with a 10 minute walk – gradually increase the time.
- Find out about walking and cycling paths nearby and use them.
- Observe a physical activity class to see if you want to try it.
- Try one class to start – you don't have to make a long-term commitment.
- Do the activities you are doing now, more often.

Benefits of regular activity: Health risks of inactivity:

- | | |
|--|--|
| <ul style="list-style-type: none"> • better health • improved fitness • better posture and balance • better self-esteem • weight control • stronger muscles and bones • feeling more energetic • relaxation and reduced stress • continued independent living in later life | <ul style="list-style-type: none"> • premature death • heart disease • obesity • high blood pressure • adult-onset diabetes • osteoporosis • stroke • depression • colon cancer |
|--|--|

Source: Canada's Physical Activity Guide to Healthy Active Living, Health Canada, 1998 <http://www.hc-sc.gc.ca/hppb/paguide/pdf/guideEng.pdf>

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FITNESS AND HEALTH PROFESSIONALS MAY BE INTERESTED IN THE INFORMATION BELOW:

The following companion forms are available for doctors' use by contacting the Canadian Society for Exercise Physiology (address below):

The **Physical Activity Readiness Medical Examination (PARmed-X)** – to be used by doctors with people who answer YES to one or more questions on the PAR-Q.

The **Physical Activity Readiness Medical Examination for Pregnancy (PARmed-X for Pregnancy)** – to be used by doctors with pregnant patients who wish to become more active.

References:

- Arraix, G.A., Wigle, D.T., Mao, Y. (1992). Risk Assessment of Physical Activity and Physical Fitness in the Canada Health Survey Follow-Up Study. **J. Clin. Epidemiol.** 45:4 419-428.
- Mottola, M., Wolfe, L.A. (1994). Active Living and Pregnancy. In: A. Quinney, L. Gauvin, T. Wall (eds.), **Toward Active Living: Proceedings of the International Conference on Physical Activity, Fitness and Health**. Champaign, IL: Human Kinetics.
- PAR-Q Validation Report, British Columbia Ministry of Health, 1978.
- Thomas, S., Reading, J., Shephard, R.J. (1992). Revision of the Physical Activity Readiness Questionnaire (PAR-Q). **Can. J. Spt. Sci.** 17:4 338-345.

For more information, please contact the:

Canadian Society for Exercise Physiology
202-185 Somerset Street West
Ottawa, ON K2P 0J2
Tel. 1-877-651-3755 • FAX (613) 234-3565
Online: www.csep.ca

The original PAR-Q was developed by the British Columbia Ministry of Health. It has been revised by an Expert Advisory Committee of the Canadian Society for Exercise Physiology chaired by Dr. N. Gledhill (2002).

Disponible en français sous le titre «Questionnaire sur l'aptitude à l'activité physique - Q-AAP (révisé 2002)».



IPMBA
International Police Mountain
Bike Association

INTERNATIONAL POLICE MOUNTAIN BIKE ASSOCIATION MEDICAL CLEARANCE FORM

If you answered “Yes” to any of the questions on the PAR-Q, you must have this form completed prior to enrolling in the IPMBA Conference. If you answered “No” to all of the questions on the PAR-Q, it is not necessary to return this form.

Course Date: IPMBA Instructor Course, October 16-20, 2015, Delaware OH

Dear Medical Professional:

The person you are now seeing would like to participate in on-bike training activities developed by the International Police Mountain Bike Association (IPMBA) and taught by a certified IPMBA Instructor.

Because this person answered “yes” to one or more questions on the Physical Activity Readiness Questionnaire (PAR-Q), medical clearance is required to participate in the training. Please be aware that IPMBA Courses are physically demanding, requiring an extensive amount of on-bike exercises, in the form of rides (both on- and off-road) and various bike-handling drills. The courses range in duration from three to five days.

Based on this individual's medical history and current medical status, please conduct an appropriate medical screening and indicate below whether in your opinion, he/she is approved to attend this training:

Patient's Name: _____

Yes, this person has been screened and **is** approved attend the training course.

No, this person has been screened and **is not** approved to attend this training course.

Signature: _____ Date: _____

Name, Printed: _____

Address: _____

Telephone: _____

Please fill out and return immediately to:

IPMBA

Attention: IPMBA Instructor Course

Address: 583 Frederick Road, Suite 5B, Baltimore MD 21228

Phone: 410-744-2400 ~ FAX: 410-744-5504 ~ Email: events@ipmba.org

Please send a copy of this completed form to the individual screened. Any questions should be addressed to the above-listed contact person. Thank you for your assistance.

