



## Volunteer Handbook

HUMBLE SONS BIKE COMPANY

2022

# Bike Club Volunteer Handbook

Bike Club is a signature program of Humble Sons Bike Company, an Oklahoma non-profit, that promotes youth development by putting kids on bikes.

## Outline of Bike Club Program

- Bike Club is an after-school club that connects kids and adult volunteers on and around bike-riding.
- Elementary school clubs are centered on the 5<sup>th</sup> Grade, although some clubs may include 4<sup>th</sup> grade and 6<sup>th</sup> grade students.
- Middle school clubs may include 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students.
- Bike Club provides participating schools with 1) equipment (bikes, helmets, safety vests, water bottles, etc.); 2) assists with recruiting volunteers; and 3) provides ongoing training and support.
- Schools must 1) provide storage for equipment; 2) identify a faculty sponsor; 3) identify student participants and ensure their parents complete all required health waivers and activity permission documents are completed; and 4) conduct volunteer background checks.
- Bike Club has developed an 8-step guidebook website to teach bike safety and skill development, so students and adult volunteers may take off-campus riding field trip experiences to visit a variety of locations. It can be accessed at [bikeclubtulsa.com/volunteer-hub](http://bikeclubtulsa.com/volunteer-hub).
- Bike Club normally meets once a week right after school. Sessions run from approximately 2:45 pm to 4:15 pm for elementary clubs and 3:45 pm to 5:15 pm for middle school clubs. Weather events or school closings occasionally may cause a site to cancel a session.
- Clubs typically begin meeting the fifth week that school is in session (normally the last week of September). Each club will meet at least 10 times each in the spring and fall semesters; clubs may choose to ride additional sessions if supported by school and volunteers. An End-of-Year Rally will be planned for all Bike Clubs to attend on a field trip basis. At the end of programming in May, a new bike will be provided for each student that completes the program.

## Volunteer Commitment

Student participants, volunteers and staff receive benefits from participating in Bike Club. Volunteers provide important role models and mentors to foster developmental relationships for youth participating in club activities. Many students look to Bike Club to for stable guidance, the opportunity to meet and overcome challenges, and hope. Additionally, they learn important life skills around bike safety, cooperation, teamwork and fitness. Most importantly, everyone has fun!

### Adult Volunteers in Bike Club agree to:

- Submit a Bike Club Volunteer Application at [bikeclubtulsa.com/volunteer](http://bikeclubtulsa.com/volunteer).
- Submit to a Bike Club Volunteer Background Check through AmericanChecked.
- Receive Bike Club training; See [Bike Club Volunteer Training Presentation](#) (PDF) and [9/14/21 Zoom Training Recording](#) (Vimeo).
- Keep safety at top of mind at all times.
- Model cooperation with faculty and other volunteers.
- Exhibit patience with student participants and forward behavior issues to faculty sponsors.
- Demonstrate bike safety practices, including ALWAYS wearing a helmet and safety vest when on a bike.
- Immediately report any suspicion or knowledge of abuse of a student to the faculty sponsor and follow Bike Club procedures.
- Report any accident, injury or troubling incident to faculty sponsor and Program Manager.

Additionally, Bike Club volunteers are encouraged to attend networking and informational events, such as monthly **Volunteer Cookouts** and **Volunteer University** informational sessions.

Volunteers may access a wide array of information - including calendars, forms, the Bike Club lessons – and much more, by clicking the **Volunteer Hub** link on the Bike Club website or by visiting [bikeclubtulsa.com/volunteer-hub](http://bikeclubtulsa.com/volunteer-hub).

## Policies

### **Bike Club a School Program**

Bike Club is a program adopted and authorized at qualifying sites by Tulsa Public Schools. Each club is required to have the authorization of the site principal and a faculty sponsor assigned. Faculty sponsors are paid a stipend for extra duty – which requires participation in

every Bike Club session, logging attendance at each session, and handling any behavioral or medical issues involving children with their parents/guardians. Volunteers typically help lead Bike Club sessions and work collaboratively with each other and the faculty sponsor to deliver engaging programming.

### **Volunteer Application and Background Check Required**

All Bike Club volunteers must complete a Bike Club Volunteer Application and undergo a Background Check performed by AmericanChecked. Background Checks are requested by Bike Club staff upon receiving your Volunteer Application. Persons who have been convicted of a felony offense, or misdemeanor offense involving moral turpitude within the past five years, are not eligible to serve as Bike Club volunteers.

### **GroupMe Mobile App**

The faculty sponsor and adult volunteers at each Bike Club site must organize a contact group using the free GroupMe Mobile App and include Bike Club program managers on the list.

### **Abuse, Reporting Requirements**

Oklahoma law and TPS policy requires every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect to promptly report to the Department of Human Services.

Any suspected abuse of any kind involving a Bike Club student or adult volunteer must be reported immediately. Reports MUST be made to the Department of Human Services Hotline at 1-800-522-3511, the Bike Club faculty representative, and to a Bike Club program manager.

TPS policy offers the following definitions give guidance on what constitutes child abuse or neglect:

“Abuse” – harm or threatened harm to a child’s health, safety or welfare by a person responsible for the child’s health, safety or welfare including sexual abuse and sexual exploitation;

“Harm or threatened harm to a child’s health or safety” includes, but is not limited to:

- a. nonaccidental physical or mental injury,
- b. sexual abuse,
- c. sexual exploitation,

- d. neglect,
- e. failure or omission to provide protection from harm or threatened harm, or
- f. abandonment;

“Neglect” means failure or omission to provide:

- a. adequate food, clothing, shelter, medical care, and supervision,
- b. special care made necessary by the physical or mental condition of the child, or
- c. abandonment;

### **Weather**

Safety is of paramount importance in Bike Club. The weather must be considered and monitored for dangerous conditions, including extreme temperatures, high winds, precipitation and wet/slick riding surfaces, and lightening. When these and other weather conditions affecting the safety of Bike Club participants occur, Bike Club should be held indoors or the session suspended. Temperature unfit for Bike Club is indicated by heat index below 40 degrees Fahrenheit or above 90 degrees Fahrenheit.

Bike Club sites are encouraged to hold sessions indoors during inclement weather. Bikes drills and games can be performed inside the school gymnasium, if available. Some activities can happen in a classroom, like watching a video. A list of supplemental activities be found in the Related Resources section of each Volunteer Hub lesson.

### **Medical – Accident, Injury, First Aid**

Bike Club volunteers are prohibited from dispensing medication. This is the responsibility of school personnel.

A first aid kit has been issued to each club. This will include a roster and emergency contact list for all participants at the Bike Club site. This should always be available, especially during off campus trips.

In the case of an injury or medical incident involving a student, the faculty sponsor will determine the appropriate action to take, including whether to notify a parent or guardian, summon an ambulance or other assistance.

### **Incident Reporting**

Any incident involving violence, or threats of violence, or theft, vandalism or other illegal behavior must be reported to a Bike Club program manager.

## **Attendance Reporting**

The attendance of every participating student, faculty member and adult volunteer must be recorded at each Bike Club session and reported to Bike Club.

## **Training**

Faculty Sponsors and Lead Volunteers must attend mandatory Bike Club training sessions. Other adult volunteers are encouraged to attend training sessions and familiarize themselves with the materials on the Volunteer Hub located on Bike Club website. See [Bike Club Volunteer Training Presentation](#) (PDF) and [9/14/21 Zoom Training Recording](#) (Vimeo).

## **Behavior, Role Modeling**

Bike Club volunteers are expected to model appropriate behavior including, among other things, proper riding safety (you must ALWAYS wear a helmet and safety vest when on a bike) and cooperative interactions among adults.

## **Social Emotional Development**

Bike Club is about riding bikes. But Bike Club also supports the social and emotional development of youth. Many of the children served by Bike Club have experienced trauma, at various levels, and this may affect their interactions with others. The relationships formed by consistent exposure to caring adults is critical for many youth to have someone or something they believe in. This is the cornerstone of hope.

Bike Club offers training opportunities and materials that can help volunteers better understand how developmental relationships work and some of the issues facing many youth attending the schools where Bike Club is offered.

Some terms Bike Club volunteers will hear around schools include:

**SEL – Social Emotional Learning** is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**ACEs – Adverse Childhood Experiences** is the term used to describe all types of abuse, neglect, and other potentially traumatic experiences that occur to people under the age of 18. According to the Centers for Disease Control, ACEs have been linked to risky health behaviors, chronic health conditions, low life potential, and early death.

## Communication

### **Staying Connected**

- Bike Club Newsletter Sign-Up: [bikeclubtulsa.com/newsletter](http://bikeclubtulsa.com/newsletter)
- Closed Group Facebook Page: [facebook.com/groups/bikeclubtulsa](https://facebook.com/groups/bikeclubtulsa)
- Instagram: [instagram.com/bikeclubtulsa](https://instagram.com/bikeclubtulsa)
- GroupMe Mobile App: [groupme.com](http://groupme.com)

## Additional Programming

Bike Club has arranged additional programming and enrichment that can be “pushed-in” to sessions or be used when weather forces a session indoors.

**Circuit Partners** provide a short (20-30 minutes) on-site informative program for children. Because of the number of clubs, not every Circuit Partner will visit every club. Bike Club will schedule these visits with the Faculty Sponsor and Lead Volunteer.

- Tulsa Health Department – Bike Blender/Nutrition Education
- Tulsa Police Department – Bike Squad/Traffic Safety
- Youth Services of Tulsa – Safe Place
- Metropolitan Environmental Trust – Residential Recycling

**USA BMX STEM Kits** have been provided for many of the elementary Bike Club sites. These kits include a curriculum guide and the parts for 5 BMX bikes. Some Bike Clubs have assembled and disassembled bikes as an indoor activity, giving students experience with tools and the components of the bike.

**Major Taylor** was the world’s fastest man at the dawn of the 20<sup>th</sup> Century. In conjunction with the Major Taylor Association and WPX Energy, each student participating in the Bike Club will receive the illustrated children’s book “Major Taylor, Champion Cyclist.” Distribution of the books will happen in late fall and will provide discussion points for volunteers about grit, determination and sportsmanship.

**Tulsa City-County Library** offers library visits as a Bike Club field trip. During these visits, students will receive a library card, be oriented to the library and how to access materials, and other activities.

### Humble Sons Bike Company Contacts

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