

# Rider handbook

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## introduction

The 30th Annual Habitat 500 Bike Ride is offers both virtual (Bike @ Home) and hybrid options, with a three-day Ride held in Fergus Falls, Minnesota. Participants raise funds for the construction and repair of Habitat for Humanity homes and build awareness and support for the mission of Habitat for Humanity.

This handbook will provide you a description of what to expect during the Ride. Additional information is available on the event website: [habitat500.org](https://habitat500.org) - and will be sent to you via e-newsletter.

## 2022 route

- July 14: Build Day, Optional In-Town Ride
- July 15: Loop east of Fergus Falls
- July 16: Four loop options, including a Century Loop route, through lakes country
- July 17: Prairie loop west of Fergus Falls

## participation requirements

### fundraising:

Each three-day hybrid cyclist must raise a minimum of \$500. No one will be permitted to participate in the Habitat 500 without raising the required amount.

- Virtual riders are encouraged to raise at least \$500 and one-day riders at least \$100.

Offline (check) donations, along with the Offline Donations Paid sheet, should be sent to Habitat Minnesota as you collect them. The required funds are due by July 15, 2022. A personal check for any shortage can be turned in at registration check in.

### safety rules:

Riders must agree to observe Habitat 500 safety rules and regulations included in this handbook. All cyclists are **required to wear a Consumer Product Safety Commission “CPSC”-approved bicycle helmet at all times** while they are riding. **Headphones may not be worn by Riders at any time** while riding on Ride.

Riders are required to read through the safety protocols prior to beginning their Ride. The information can be found on the Habitat 500 website and will also be included in email communications.

**NEW:** Riders are required to have a red safety light on the back of their bicycles. They are strongly encouraged to have a light on the front as well.

### registration:

Riders must register online through OneCause to participate in the Habitat 500. If you need to change any responses to your registration questions, please notify Habitat 500 staff no later than June 1, 2022.

## on the road support

### gear

Government-issued ID cards and health insurance cards are to be kept in the Rider's possession at all times, not stored in the luggage or left at the overnight location. Daily route maps and “trip tics” for the following day will be available from First Contact or near the whiteboard when you check in each afternoon. These maps describe the route, distances, rest stop locations and points of interest.

### rest stops

We locate rest stops at intervals of about every 15-20 miles during the day. There are usually three rest stops each day. The rest stops are designed to provide you a sheltered spot to rest and “refuel.” The rest stops are also designed to provide us with a way to safely track each Rider. In this regard, **every Rider must check in at Rest Stop #2 every day.** We strive to provide snacks in these three important food groups: salt, sugar, and fruit. Each rest stop has hours of operation that will be shown on the daily route map/trip tics. If you arrive at a rest stop outside of its hours of operation you are likely to find limited or no services.

### end of the day check-in & community information

Riders are expected to have completed their daily ride by 6:00 p.m. As **cyclists finish riding each day, they must check in with First Contact.** A map of the community in which we are staying will also be posted for Riders. This map will locate key services such as a drug store, post office, laundromat, restaurants, etc.

### overnight accommodations

A local high school provides our overnight camping location in 2022. Both indoor and outdoor camping space will be available. Shower and restroom facilities are provided at every location. Sleeping areas and camping sites must be quiet after 9:30 p.m.

**Severe Weather Policy for Base Camp:** In the case of severe inclement weather, the Safety Team may decide that all outdoor campers need to move inside. Their decision is final; no exceptions will be made.

### telephones

**Bring your cell phone if you have one.** We should have coverage along most of the route, and your phone will come in handy if you need to call for mechanical, medical, or other support.

### mechanical service

A mechanic will be available on the route to assist with mechanical needs including a well-stocked store of bicycle products available for purchase.

### Safety Team service (fka SAG)

Safety Team vehicles drive the route from 7 a.m. to 6 p.m. to watch for and pick up Riders who need mechanical, medical, or other support. They

are a supportive service. To obtain assistance, Riders call the Habitat 500 Emergency Hot Line. This phone number will be on the daily maps/trip tics as well as shown on the Rider Number attached to each Rider's bicycle. The Rider Number must be displayed on each Rider's bike so it is clearly readable to Safety vehicles passing to the left side of the Rider. Safety Team support off-route will only be provided for the safety of the Rider.

### meals

Riders will be provided with breakfast and dinner each day. Breakfast will be served from 6-7 a.m. Dinner will be served from 6:30-7:30 p.m., and we want all cyclists and volunteers to be ready to sit down to eat together. This is the only time in each day we will be gathered as a group, and it is an important time for sharing, visiting, making announcements, and staying focused on our purpose. Volunteers from local Habitat affiliates will join us during some evening meals.

Note: Lunches are the responsibility of each Rider so be sure to bring cash with you each day if you want to stop along the route. However, our rest stops provide a wide variety of food.

## equipment/supplies to bring

### your bicycle and helmet

If you don't do your own maintenance, take your bike in for a "tune up." A professional mechanic can make sure your bike is ready for the Ride. Remember that approved helmets are **always** required during the Ride. Remember your **required red safety light** for the back of your bicycle.

## clothing

As all experienced cyclists know, comfortable clothing is important for a good ride. Be sure to bring all types of clothes for the week (rain gear, hat, warm clothes, etc.). We ride regardless of the weather and so it is critical that Riders have good quality rain and cold weather gear.

## bedding / camping equipment

- tent, stakes, rope, poles as required
- ground cloth and pad
- sleeping bag, air mattress, blankets, pillow
- flashlight
- towel and washcloth
- personal toiletries such as soap, toothbrush, toothpaste, razor, shampoo, toilet paper, etc.
- sunscreen lotion, lip balm, insect repellent, first aid cream and bandaids
- aspirin and/or needed medications

## miscellaneous

Cell phone, camera, wallet, ID, cash, checkbook\*, credit cards, water bottle, ear plugs, eye mask, prescription glasses, sunglasses, watch, alarm clock, addresses for family and friends, medical insurance cards

\*Habitat 500 merchandise will be available for purchase by cash or check only.\*

## ride safety & traffic control

Most of the Habitat 500 route will be shared with motor vehicles. Roads with shoulders and low traffic volume have been selected for route safety, but in some cases conditions are not ideal. Ride with care, obey all traffic laws, and be courteous to cyclists and motorists.

- Always stop completely at stop signs and traffic signals
- Always ride in the same direction as the flow of traffic
- Obey yield signs
- Signal all turns and stops
- Look behind you before making a sudden stop
- When making a stop, be sure you are off the road surface
- In high traffic areas and on narrow roads, ride single file
- When safe, Riders may ride not more than two abreast (even when passing) and must stay in the appropriate lane.
- When passing other cyclist, call “On your left” and pass when safe.

## lost & found

Found items should be turned in to ride officials. Cyclists who have lost items should check with ride leadership as well as the lost and found bin near the whiteboard to see if it has been turned in.

## Rider behavior guidelines

The Habitat 500 brings together a large community of people who will move from town to town as the Ride progresses. We want the people with whom we visit along the way to be impressed with the quality of Ride participants' behavior. Poor behavior reflects upon Habitat for Humanity and the Habitat 500, as well as on the individual.

Many towns along the route, our overnight host location, and the local Habitat affiliate have invested time and energy into preparing for our stay. Please express your appreciation to them for their efforts. Bring any criticism you may have to Habitat 500 ride leadership, not to townspeople or volunteers.

Quiet time is from 9:30 p.m.-5:30 a.m. Riders need a peaceful night's sleep. Respect them. Be aware some cyclists will turn in earlier than 9:30 p.m.

## alcohol consumption

Consumption of alcoholic beverages while you are on route is not permitted. Overnight lodging is typically at local schools. Minnesota state law prohibits alcohol and tobacco products on school property. This year's overnight location is allowing us to stay at their facilities at very low cost -- saving us thousands of dollars. Please be respectful of the law and school rules and do not bring any alcohol or tobacco products on school grounds.

## ride at your own risk

Each cyclist rides in the Habitat 500 at his or her own risk. Habitat for Humanity, our volunteers, and the many supporters and sponsors do not assume any responsibility for the cyclist's welfare, safety, bicycle, or gear.

## communications & whiteboard

**Pre-Ride:** Nearly all important Habitat 500 communications will be sent out via email, from [habitat500@hfhmn.org](mailto:habitat500@hfhmn.org) or [kaitlyn@hfhmn.org](mailto:kaitlyn@hfhmn.org), or via MailChimp. Please add these to your safe senders list.

**In-Person Event:** Information pertaining to the Ride will be posted on a whiteboard near the entrance to the school. Also near the whiteboard will be community information, a first aid kit, the lost and found, and phone charging station.

The Ride has the Habitat 500 Emergency Hot Line, a phone number that can be used for messages in any emergency or urgent matter. The Hot Line is answered by support staff between 7 a.m. and 6 p.m.

## youth Riders

An adult must accompany cyclists ages 13-17. For youth groups participating and riding together, one adult must ride with each group of five youth cyclists. Cyclists ages 13-15 may not participate in the Ride unless they are accompanied by a parent or adult guardian at all times and only if they are judged to have a proven record of long distance biking experience.

Each youth cyclist must carry with them at all times a signed medical release form that gives the accompanying adult permission to authorize medical treatment. Emergency medical treatment for an injured youth cyclist may be delayed if the medical release form is not available.

## first aid

First aid supplies for minor problems will be available during the week. Cyclists requiring doctor, hospital, ambulance transport, and/or private medical services will be responsible for the cost of the services.

If there is an incident and a Rider's helmet is broken, the Rider will be taken to the ER for evaluation. **After any ER visit by a Rider, the Rider will not be allowed to ride the following day.** If a Rider is transported as a result of a "911" call, any cost will be paid by the Rider. An incident involving a cracked helmet for any reason will result in removal from the Ride for a day for the participant's safety.

Bring your medical insurance card and carry it with you during the Ride. Please thoroughly complete all medical information on RaceSafe. If you need medical attention, we provide this information to medical specialists.

## COVID-19 Requirements

Our Ride will comply with all local and CDC guidelines. Our COVID plans require **vaccination requirements for all participants staying overnight on site** (indoors or outdoors) (unless medically or religiously exempt) and may include masking indoors, extra hand sanitizing, testing, and social distancing. We plan to gather in person in July, but it is possible that the in-person event will have to be altered or canceled. Because of the changing nature of the pandemic, our Safety Team and leadership will continue to reevaluate our requirements leading up to July and keep participants informed.

The Habitat 500 has always highly valued and prioritized safety. Please know that we will do our best to keep that high standard in 2022.

## donation forms

We suggest you send in funds regularly between now and the Ride, if you are fundraising offline. It is important to keep an accurate record of gifts and donations you turn in.

Your Rider packet includes forms for recording donations supporting your ride. Please use the forms per these instructions:

1. Offline Donation Instructions: Please enter your check/cash donations as offline donations in OneCause before mailing in your check/cash donations along with the Offline Donations Paid form.

\*Do not send in cash. Rather, follow OneCause instructions.

2. Use the sheet titled Offline Donations Paid **to record funds you are sending to Habitat Minnesota.** There is a place for you to total the amount of funds being sent with the sheet. Use a new sheet every time you send in funds.

## recognition & tax receipts

The donors who give to the Habitat 500 deserve recognition. Please thank all of your donors.

All donations are tax deductible; the receipt form (found on our website: <https://habitat500.org/wp-content/uploads/2018/12/2018GiftReceipt.pdf>) serves as a receipt for amounts up to \$99. Habitat Minnesota will provide a receipt for anything over \$99. If you collect cash and write your own check to cover it, **please tell us how much cash is from each donor.**

## team rides

**Only the Minnesota Housing Team will ride in the relay-team fashion.** Other riders are invited to form “teams” to fundraise together, especially for the same Habitat office.

## Bike @ Home option

The Habitat 500: Bike @ Home celebrates the 30-year history of the Habitat 500 while participants bike in their own communities. Riders cycle any time between registering and September, for as many miles as they wish. Each rider pays a registration fee and also raises funds from family, friends, businesses, and faith groups and designates the Habitat for Humanity affiliate(s) they wish to support (both locally and nationally).

Online events will begin in the spring and coincide with evening programs July 14 - 17, 2022.

## 1-day rides

A one-day ride is the perfect option for riders ready to take on the challenge of a long bicycle ride or support Habitat for Humanity. The Ride offers a 1-day bike ride option on Saturday, July 16, with four different route lengths to choose from. The suggested fundraising minimum for 1-day Riders is \$100.

## SAG ticket

Next to the whiteboard, you will find the pink “SAG ticket” sheet. The purpose of this sheet is to request a SAG ride for the following day. It could also be used to note any unique situations for the following day. Examples of notes/requests may include: “Going to be off route for lunch with grandma.” or “Left knee is cranky so want to be sagged from start to RS 2.” All SAG requests should be submitted by breakfast time. Your request will be noted by the Safety Team, and a ride will be provided from your requested starting location to your requested destination.

## questions?

Contact Kaitlyn Meyers at 612-331-4439, ext. 7 or [kaitlyn@hfhm.org](mailto:kaitlyn@hfhm.org). During the in-person Ride, Kaitlyn can be reached at 612-500-4341.

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*In memory of Susan Thompson*  
from Randy and Kathy Oppelt

