



Team Leader's Information

**Thank-you for organizing your workplace to participate in Bike to Work Week 2009!
Your role in encouraging and supporting your team will be a big part of the event's success.**

Materials to help you promote BTWW at your workplace will be available at the Launch at City Hall and at the Bike to Work Victoria Office, 2610 Douglas St Suite 202, any time after that.

Available in the Office:

- BTWW Week poster
- BTWW rack cards
- Cycling Course Rack Car
- Greater Victoria Cycling Map

Available for download on-line:

- Team Leader's Information
- Team participation Sheets
- Making BTWW a Success in your Workplace
- Celebration Stations Map

Bike to Work Week provides the incentive for people to try cycle commuting during a fun event and shows them the benefits of a healthy, active lifestyle.

What you need to do:

- Encourage your team! Check out the list of ways to make BTWW a success in your workplace.
- Choose a fun name for your company team.
- Register your team online at www.bikeotwork.ca/victoria .Only registered teams are eligible for the BTWW draw prizes.
- Before and during the event, act as an information hub and support person for your colleagues.
- Have participants check off the days that they ride on the Team Participation Sheet. Remember to keep track of the total number of employees in your company (or department, whichever applies) at work each day.
- After the event, report your team participation results on-line before Friday, May 22, 2009.
- Celebrate your success!



Ministry of Health 2007



Royal Roads University 2007

Team Size- it's the size of your workplace that counts!

The **size** of your **workplace team** is based on the **number of employees** in your department or organization, **not the number of cyclists** on your BTWW team. We use the size of your workplace to calculate your team's participation rate. The more cyclists in your workplace, the higher your participation rate!

There are four size categories for workplace teams:

Mini:	<i>fewer than 10 employees at worksite</i>
Small:	<i>10-20 employees at worksite</i>
Medium:	<i>21-50 employees at worksite</i>
Large:	<i>51 or more employees at worksite</i>

Note: If your workplace employs more than 100 staff, you should divide into smaller teams as it will make your job easier and boost participation in BTWW.

NEW BTWW T-shirts – designed for visibility****

Our T-shirts are our walking billboards... the more people we have wearing them, the better!

- As a team captain, you are given one free T-Shirt.
- Some Captains do not keep the T-shirt for themselves; rather they use it as a Workplace prize.
- BTWW T-shirts can be purchased from the BTWW office. We often sell out, so buy them early!

T-Shirt Prices (each Shirt)

1-4 @ \$26

5-9 @ \$24

10+ @ \$22

**** The shirt is a long-sleeved bamboo/cotton blend that was so popular in 2007.

Cash or cheques only (made payable to Greater Victoria Bike to Work Society)



Mid-week BBQ Selkirk Trestle 2007

Cycling Skills Courses

Are some of your colleagues reluctant to bike to work because of a lack of traffic skills? Tell them about our free one-day Bike to Work Skills course. It will change the way they ride and think about cycling.

Visit our Courses page on our website <http://biketowork.ca/victoria/workshops/skills> for more information. For questions about the course, contact marsha@biketowork.ca

Team Leader Workshops

These **free**, one hour workshops will provide you with ideas to motivate and inspire your colleagues. It will also introduce you to some of the theory behind BTWW. Check out our website for dates and locations. <http://biketowork.ca/victoria/workshops/leaders>

BTWW Trailside Breakfast

Monday morning. We provide snacks, hot coffee, fruit and juice, smiles and good cheer! It's a great way to start your week. Ride with or arrange to meet some of your colleagues at the breakfast! Alternatively, if your route precludes a stop at the official breakfast, why not organize your own? A number of teams do so each year find it a fun start to the week.

BTWW Celebration Stations

En route celebration stations are planned for each morning and afternoon of Bike to Work Week. The stations provide: (Free)

- snacks and beverages
- cycling tips and advice
- entry forms for draw prizes
- passport stamps
- visibility for the event
- encouragement to all cyclists
- mechanical support
- socializing with other cyclists

The Celebration Stations are a fun, integral part of BTWW. You may also want to host your own station at the office, with a basket of fruit & goodies for participants.

Celebration Station Passports

Get a passport at a station. For each station visited, receive one stamp. Those cyclists with six or more stamps at the end of the week are entered in a draw for even more prizes!

Trail Etiquette

Remind your team mates to be aware of other trail users. Reduce speed, especially around corners and use your voice or bell to pass. Even if someone appears to have seen you, still alert them when you come up from behind.

Contact us:

Stephanie Johnson
Executive Director
stephanie@biketowork.ca

Marsha Petty-Johnson
Coordinator
marsha@biketowork.ca

Chrissie Southern
Coordinator
chrissie@biketowork.ca

Office Phone: 250- 920-5775
Office Fax: 250- 920-5773



Office Location: 202-2610 Douglas St (across from the TC) Hours: Mon-Fri 9am-6pm

Mailing Address – Box 8837, Victoria, BC V8W 3S3

Website www.biketowork.ca/Victoria Bookmark this page to find out the latest in prizes, sponsors, and events.