**Bike interviews:**

*Responsibility: Trip leader(s)*

This should happen prior to departing for your trip with enough time to make adjustments on any of the bikes. All bikes will have been prepped by TWV’s Shop Tech, Luke. We encourage you, however, to take an additional look over the bikes and ensure that you are comfortable with them.

The most important consideration for fixing bicycles is *safety.* When in doubt ask yourself “is it safe?” and you will have your answer. Please be sure to *always do the ABC Check per bike and take it for a ride!*

Wheels:

* Tires inflated to appropriate pressure
* Tires are not damaged or worn to the point of being unsafe (Very thin rubber, large cracks in sidewall)
* Tire is properly seated in the rim
* Wheels are reasonably true - they should spin freely and not rub
* All spokes are present and not severely bent or broken
* Quick release levers or axle nuts are tight (wheel will not fall out of dropouts)
* Hub cones are appropriately tightened (wheel spins freely but cannot move laterally)
* Rims are not cracked or worn thin

Brakes:

* Check age and condition of brake pads (replace if wear lines are gone, or pads are too thin >¼ in)
* Pads are properly aligned and do not rub the tire
* Brake lever doesn't travel too far (should be able to fit at least your thumb between lever and handlebar when brakes are squeezed all the way)
* Brakes are centered and each side contact the rim at the same time
* All bolts are tight. Brake arms won't slide, Pads will not twist, cable does not slip
* Brake cable is not frayed, brake housing is not cracked or kinked.
* Brake arms should recoil promptly after the brake lever is released.

Drive Train:

* Chain is free of rust and gunk
* Chain is lubricated and has no stiff links
* Chain does not slip when under pressure (chain/cogs may be worn)
* Gears shift smoothly and does not shift by itself
* Shifters move smoothly enough that youth can shift without much effort (cable & housing)
* Derailleur limits are properly set and the chain will not fall off from shifting
* Shift cable anchor bolts are tight and the cable will not slip
* Rear derailleur is not bent
* Freewheel/Cassette is tightened properly
* Teeth of cogs and chain rings do not show signs of severe wearing
* Cogs/Chain rings are not bent
* Cranks arms and bottom bracket are not loose. They do not wobble or clunk.
* Pedals are installed tightly and correctly (left and right)

Frame/Other:

* Handlebar and stem are tight and straight
* Headset is tight, fork does not wobble or clunk
* Frame has no cracks, bends, bulges or large dents
* Seat post can be adjusted, and the seat is firmly attached
* Bike has a bell and rear red reflector (ideally)

**Participant Interviews**

*Responsibility: Trip leader(s)*

The pre-trip interview with participants is key for trip leaders to get to know their trip participants before the trip. We recommend that you budget anywhere from 20 minutes to an hour per participant. As trip leaders you can divide and conquer the list – be sure to co-share the information with your other trip leaders too.

You can start these calls as early as your trip fills and you have trip details. As much as this is an opportunity for you, as a trip leader, to get to know your participants this provides the parents a chance to ask their questions as well.

Be prepared to answer a variety of questions about the trip. This is also a good time to remind parents of the pick-up plan.

Mandatory questions:

1. What will your child miss while on the trip? (ex. Texting girlfriend, never been away from home, miss their pet etc.)
2. Is there anything that has changed since the application (allergies, medications, dietary restraints etc.) Also opportunity to follow-up specify about information disclosed on forms (ex. I notice jimmy has asthma, how’s that when he rides bikes? Etc.)
	1. If allergies have been listed: what does an allergic reaction look like?
3. Has your child been away from home before? What was their reaction/experience? (If no, it might be a good time to encourage that the parents prep and speak with their child about)
4. Is there anything else we should be aware of that you haven’t communicated to us?
5. Do you have any questions for me?

Optional questions:

1. What are they most excited for?
2. Discuss what the child will be bringing (in regard to gear/clothing etc.)
3. Confirm what gear they’ll need (ex. Some youth like to bring their own sleeping bag but you will need to confirm it will fit in their pannier bags)