

Dream Team Mentor Handbook

Version - February 5, 2023

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.



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Be part of a team that wants to see YOU succeed!

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History

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

Charter Sponsors - YMCA, Bike World, and Des Moines Register / RAGBRAI

Dream Team: In 1973, two Des Moines Register columnists challenged themselves to ride their bicycles across Iowa. This challenge started what would become the largest, longest, and oldest bicycle-touring event in the world. The Des Moines Register has sponsored an annual bicycle ride across Iowa since that year. The event is known as RAGBRAI (Register's Annual Great Bike Ride Across Iowa™). What started as a ride with a group of casual friends has grown to include thousands of people of all ages, from across the country and various parts of the world.

In 1996, a concern for disadvantaged and at-risk youth caused a small group of Des Moines cyclists (Jim Green, Herb Rogers, Frank Owens, and J. D. Hall) to discuss how these youngsters could participate in RAGBRAI. They wanted youth who otherwise would not have the opportunity to experience the sense of fellowship, accomplishment and goal setting that participation in RAGBRAI brings. They also wanted to get them off the streets and away from non-productive activities. Working as a grassroots organization, they successfully obtained equipment, recruited, and trained youth to participate in Dream Team activities in 1997. This group rode along with their adult mentors on RAGBRAI XXV, as the first "Dream Team." The Des Moines Register & RAGBRAI, Bike World and Dream Team mentor John Reese are primarily responsible for securing resources and funding for The Dream Team. The Des Moines Riverfront YMCA has worked hand and hand with the Register and Bike World in providing its resources for Dream Team activities since the beginning. A nonprofit organization, known as PACE (Porter Avenue Center for Education) provides support through some of its staff and several PACE youth have participated in Dream Team activities. In recent years, The Success Program of the Des Moines Public Schools has provided support through staff and youth participants.

2014 – Air Force Cycling Team partnership: On RAGBRAI 2016 a Dream Team rider was in a minor bike accident and hit her head. Air Force Cycling Team (AFCT) came upon the scene, one diverted bike traffic and one triaged the rider. The mentor called 911. The rider was distraught and crying, the AFCT rider held her hand and promised he would stay until the ambulance arrived. He helped her into the ambulance and the medics took over. She had told him she really wanted a waffle and was only 5 miles from the food stand. At the ER, after all checked out well, the rider was unsure if she told the AFCT thank you. She was also sad about not getting the waffle.

After RAGBRAI Dream Team messaged AFCT through Facebook and retold the story and how much she and the team were grateful for their care. The director of the AFCT found the rider who helped the youth and became a team partner after all the stories were told.

Since then, a friendship has been formed. AFCT has done virtual training with the team, sent notes of encouragement. They've joined the Dream Team for meals at camp and encouraged us on the route. One has even driven from Texas to join us at a regular campout so he could get more time with the team.

A pursuit of a waffle and a bump on the head has led to priceless partnership inspiring the team members of AFCT and Dream Team!

2020 - Dream Team became a non-profit. In 2020, under the leadership of Brian O'Leary, Dream Team became an official non-profit and formed a 501c3. A board of directors was elected which allowed Dream Team to further tell its story and plan for the future.

2022 - Dream Team celebrates 25 years

Throughout the 2022 Dream Team season, there were numerous opportunities to celebrate the 25th year of Dream Team. The team had special speaker series to encourage the youth and a scavenger hunt on RAGBRAI that everyone could participate in. In August the Dream Team celebrated 25 years with a huge family reunion at Water Works Park in Des Moines. Over 300 past riders, mentors, and supporters attended this reunion.

Greenie passes away....

<https://www.bikeiowa.com/Feature/1757/one-of-ragbrais-early-and-most-beloved-leaders-jim-green-has-died>

Frank Owens passes away...

<https://www.bikeiowa.com/Feature/1872/rip-frank-owens>

Dream Team Policies & Guidelines

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

KEY TERMS & PHRASES

Age Requirements -the minimum age at which The Dream Team will accept a youth for participation in Dream Team activities. (See Eligibility, page 5.)

Assessment Committee -consists of the members of The Dream Team Leadership Committee. The purpose of the Assessment Committee is to review individual assessments made during training.

Applications - for participation will include a Dream Team Information Form, Dream Team Pledge, and a Liability Release Form.

Mentors — individuals from the chairing committee and members selected by the committee who ride and train with the youth. All mentors will have a Background check. The Dream Team uses TheAdvocates@verifiedvolunteers.com. Create an account, enter name (current legal, not maiden), SSN, address. It's simple and fast!

Cut-off Date - refers to the date applications must be submitted for a youth to participate in Dream Team activities. The cut-off date is currently February 1. Any youth wishing to join the team after this date must submit to an interview to determine whether he or she should be allowed to participate.

Dream Team Leadership Committee - governs the operation of The Dream Team under the direction of the Executive Director; The Committee is responsible for recruitment, training, publicity, and other administrative tasks.

Dream Team Board of Directors – governs the overall direction of the organization. The Board of Directors are responsible for activities which do not fall under the direction of the leadership committee. One of the main functions of the board of directors is to support and encourage the leadership committee and mentors.

E-Bikes – E-Bikes are not allowed to be used as part of Dream Team's organized training rides or on RAGBRAI by mentors or youth.

Individual Assessments - the purpose is to observe the youth throughout training so that we can address deficiencies as they occur. Our goal is to get as many youth participating in training to complete training and RAGBRAI. When we recognize a deficiency, we must point it out to the youth so that it can be addressed.

Targeted Youth - refers to youth participants on the Dream Team. They are focused on due to their environment, financial condition, race and/or juvenile delinquency have been determined to be "at risk youth". These are youth who would normally not have the opportunity to participate in RAGBRAI.

Transportation – each youth is required to get to and from training / activities on their own, allowing enough time to be fully prepared for the start of training – fill water bottle, air up tires, etc. At no time shall a mentor provide youth a ride to or from training or activities.

Training - Training is that which all youth are required to participate. Youth are required to complete a minimum amount of training to participate in RAGBRAI. Parent meetings are held in February, Indoor training begins in March on Mondays and Thursday's evenings. Outdoor training begins in April and concludes the week before RAGBRAI, with training rides on Monday and Thursday evenings and Saturday mornings until the ride is completed. There are also three weekend campouts prior to RAGBRAI.

Training Rides -Training rides are set-up by the Ride Coordinator to prepare participants for RAGBRAI. Rides will begin as soon as weather permits, and bikes are available, usually around late March. Rides are scheduled for three times a week. One training ride will take place on Monday, another on Thursday and another Saturday.

Recruitment - Recruitment will be conducted in geographic areas of the city, which will produce the targeted youths. Committee members will recruit at identified schools as well as approach individual youth who may be interested in becoming a member of The Dream Team.

Riding Etiquette - Involves respect for fellow riders and others on the road. Riding sensibly and not recklessly. The Dream Team adheres to the principles of riding etiquette set forth in the RAGBRAI brochure, "RIDE RIGHT®".

MENTOR GUIDELINES & EXPECTATIONS

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

What is a mentor:

Mentors can become friends and advisors, however; to do so you must first gain the youth's trust. Earning trust takes weeks and sometimes months to achieve. Many of the youth in our program are used to instability and uncertainty in their lives and for that reason we ask that our mentors make a six-month commitment to fully accomplish our goal. Please review the following expectations before making a commitment to the Dream Team.

The success of this program depends on mentors who are committed and appropriate role models. You will truly understand and appreciate this endeavor when you finally dip your tires into the Mississippi River and share with the Dream Team the feeling of having accomplished this worthwhile challenge.

Qualifications – Mentors range in age from 21 – 80+. Some are professionals; others are homemakers, retirees, or students. While some mentors are married, many others are single.

You cannot be a mentor if you have a son or daughter who is a member of the Dream Team.

We also have a thorough screening process that all mentors must complete, including background and reference checks, before being accepted. Mentors are expected to provide consistent support, and the guidance necessary for the youth to gain the confidence and the technical riding skills to successfully complete RAGBRAI.

Mentors need to:

- Be responsive to young adults.
- Communicate effectively.
- Be able to work together in a group to resolve issues.
- Be able to commit the time to help.

Ambassadors – Mentors are expected to know the mission of the Dream Team. Being able to articulate the mission to others we meet during daily life or while riding with the team will help build a consistent image of the Dream Team. Help spread the positive impact Dream Team has on Youth and Mentors by carrying business cards with you and know where individuals can go to donate to the team or sign up to be mentors. As an ambassador for Dream Team, The Dream Team jersey should only be worn when you have an opportunity for a positive Dream Team impact or representation.

Assigning Strikes – Strikes are used for any necessary corrective actions the youth may need. Mentors can issue a first strike. When possible, involve another mentor. Give yourself a little time to think about it before issuing the strike as a knee-jerk reaction. For example, address the issue right away, then involve another mentor and issue the strike back at the launch site before they leave. Additional strikes are reviewed by the leadership group before being issued. If the youth earn three strikes, they are dismissed from the team.

Commitment – The season is divided into two parts – Training, approximately 200 hour time commitment, and RAGBRAI. Both seasons are about helping youth complete the entire season, grow as a young adult, and develop life skills which they will rely on through the rest of their lives. Being a mentor is all about the youth.

- Two hours of Dream Team mentor training is required. These trainings will be held during March and April and allow for growth in working with the Dream Team youth.
- Training season starts in March and ends at the beginning of RAGBRAI
 - Mentors must commit to at least one evening a week
 - Mentors must commit to two Saturdays a month

- Mentors must commit to two campouts
 - If there is a work or personal scheduling conflict that does not allow you to meet the required number of riding days, an exception, on the number of riding days, may be requested through leadership
- RAGBRAI – the week of RAGBRAI is all about the youth, helping them to have fun, and continue to build upon the relationships developed throughout the training season. It is expected that mentors who complete the training season and form bonds with the youth, participate with Dream Team during the week of RAGBRAI.
 - Mentors must complete the training season to participate with Dream Team on RAGBRAI
 - Mentors will be allowed one or two days off to ride with friends.
 - If there is a work or personal scheduling conflict which does not allow for an entire week of RAGBRAI, an exception on the number of riding days may be requested through leadership
 - Mentors, who are riding with Dream Team, must camp with Dream Team and assist with the duties and responsibilities of the camp
- Remember, this entire season is about the youth and the trust you are building with them. The intent of these expectations is to prevent youth from questioning why a mentor does not stay at camp or participate in the Dream Team activities during RAGBRAI.

Campouts – Mentors must participate in at least two overnight campouts. You will be responsible for riding with assigned youth to and from the campsite. You will supervise those same riders while they set up tents (in proper areas – male and female) and when they take them down on the returning day. One mentor will be assigned camp coordinator to set up the campsite, arrange shower schedules, dining schedules and coordinate activities.

Contact Mentors – Mentors may be assigned as a youth’s contact mentor. This requirement, which runs from March 1 – February 28, is crucial in building relationships with the youth and guardian. Contact with a guardian via a phone call is the preferred method. Youth usually prefer texts. Mentors should communicate with the youth:

- As soon as the assignment is made
- Changes to the normal training schedule
- If the youth are going to be absent, they need to let the contact mentor know
- If they are not at training, check in to see if there is something hindering their attendance
- Campouts, reach out a few days before asking if there are questions about packing or the upcoming camping weekend
- Special activities. Text the youth and let them know you are looking forward to seeing them
- Monthly check in with the youth and the parent
- Contact mentors are encouraged to check in with the youth and guardians on a monthly basis through the off season. Mentor should inquire about school, activities the youth is participating in, and successes the youth is having. This is to maintain a Dream Team personal connection with the youth.
 - It is encouraged that a group text be set up between the contact mentor, the youth , and the parent. This will keep everyone informed of all interactions

Fundraising – This is a necessary resource used to cover ALL expenses throughout the year. Mentors will be asked to assist in fundraising events as they occur.

Private or corporate donations to the Dream Team can be made through our website.

*Mentors are not allowed to spend their own money on an individual youth since this could appear unfair to the others.

Goals - Meeting the challenges while keeping “fun” in the endeavor – Many of the youth involved in our program have never set goals for themselves. You can help them enjoy the process of setting and achieving a goal when you enjoy bike riding and having fun accomplishing goals.

Indoor training - provides an excellent community-building and learning opportunity. Mentors need to participate regularly to begin earning the trust of the youth involved. We must ALWAYS remember that we are there for the youth – it’s all about them and NOT us!

Outdoor Rides – Mentors must participate in at least one ride per week and two Saturdays per month. We always need sufficient mentors for each ride therefore your availability needs to be scheduled in advance. Upon arrival each mentor will again check in with the mentor-in-charge for assignments. Responsibilities include attendance, bike room duty, outside duty, group supervision (responsibility for your group from the time they leave the Register until they return and properly clean and store their bikes).

Sometimes you will be assigned pick-up duty which means staying until the last youth is picked up or asked to phone youth who were absent.

Parent Meetings – Mentors should attend all parent meetings to have the opportunity to meet parents/guardians. We feel this will give mentors insight into the environment of these youth.

RAGBRAI - This week is all about the youth!

Each day there will be mentors who ride and mentors who oversee the campground.

Ride mentors will be assigned riders with the following responsibilities: packing up tents and bags in the morning; money for the day; being present, physically, and emotionally supportive of your assigned riders; scheduling breakfast, lunch and breaks; and making sure tents get set up in a timely and orderly manner at the end of the day.

Campground mentors will mark out the campground area, plan supper and evening activities, confirm shower arrangements and make sure all riders get showers done in a timely manner so the group can eat together as a team. One campground mentor will always remain in the campground to be available for those who choose not to participate in the group activity. It will be the responsibility of all mentors to make sure all youth are in their tents by 9:00 p.m. and stay there for the night.

There will be a mentor meeting each night to discuss the current day’s challenges and accomplishments and review and assign duties for the next day. Mentors must be always on guard to make sure our riders are riding safely and conducting themselves appropriately. If a decision needs to be implemented, it’s the mentor’s responsibility to do it!

Mentors will not smoke, drink, or use illegal drugs while participating with the Dream Team. If you have a day off on RAGBRAI, you are welcome to enjoy the ride as you please but be prepared to return to camp on time to fulfill your next assigned duties without being under the influence. You will not bring any drugs or alcohol into the Dream Team camp.

Married mentors are permitted to share a tent but there will be no sex in the Dream Team camp.

Only approved adults are permitted to camp with the Dream Team during RAGBRAI. We are to provide the youth a safe environment. Having adults, who have not gone through the background check does not promote a safe camp environment

This commitment – if done right – can be challenging, fun and exciting for all of us!!!

RAGBRAI Support Positions – Mentors that are invited to hold a support role for the week of RAGBRAI must complete a minimum of two full seasons with the team, as either a Riding or Support Mentor. They must be fully versed in the various roles of support, be agile and flexible in unknown circumstances, be willing to be “on” for the full week of RAGBRAI (support does not receive any days off), and have built relationships with both the youth and adults on the

team. The DT RAGBRAI Camp Director will offer an invitation to mentors for these roles based on how many people are needed, what roles need filled, and what personalities would work well with the team that

Training – Training starts in February with parent and rider meetings and continues through RAGBRAI. Upon arrival you will check in with the mentor-in-charge and begin fulfilling your pre-assigned responsibilities. Responsibilities include attendance, group assignments, group follow-up and participation.

Social Media – It is encouraged that mentors do not follow the youth while the youth are part of the Dream Team. This is to maintain a mentor / youth relationship and avoid possible misinterpretations of social media posts that could damage the reputation of Dream Team and/or the mentor.

Mentor Responsibilities – Meetings / Training / RAGBRAI

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Communication - Updating communication apps such as text lines / Group Me – is the responsibility of the leader which is assigned for that day's activity. Follow cancellation guidelines, weather guidelines, pick up and launch times, and just general communication

Text message notifications: Riders/Families text Create [GroupMe](#) account



https://groupme.com/join_group/91371391/Ln6ZNapD

JOB DESCRIPTIONS

Ride leader / Assistant Ride leader – In charge of the assigned ride, including campouts. A member of the leadership team will be the ride leader and a volunteer mentor will be assistant ride leader. Make sure everyone knows their responsibilities, tires are being aired up, water bottles filled, and overall communication coordination. Duties:

- Before the ride:
 1. Communicate with support to know where the turnaround spot is located and where support will be stationed.
 2. Decide on turnaround time for M/Th rides and communicate to the group. I usually use about halfway between 5:15pm and dusk (not sunset time)
 3. Decide if the ride is canceled due to weather. Communicate via text message by 2pm on Monday/Thursday or by 5pm on Friday for the Saturday ride.
 4. Optional but handy: send email to mentors with some details (destination and [ridewithgps](#) - GPS app link, turnaround time, April pairings)
 5. Send out email to mentors with ride destination, route, and other information to make the ride a success for the youth
- Day of ride:
 1. Show up early and unlock the warehouse
 2. Place marker board outside the front door and write down destination/miles/turnaround time. Bottom half is for youth to write down needed maintenance. *April only: tape rider pairings to the board
 3. Know who is scheduled for duties for the evening. Make sure they are in place or ask others to fill in as needed.
 4. Launch the ride **on time** with announcements. You or someone on support launch each group, taking note of who is in each group
 5. Send text message via Remind with pickup time (I will make each ride leader an owner of the group, so you have permissions to send Announcements)

Support Mentors – In charge of making sure the team is fully fueled and hydrated. Also, responsible for assisting the night leader with providing directions Duties:

- Make sure water station is set up or place identified to fill up water bottles
- Gather snacks/food for the assigned event
- Assist with launch and check in at the turn around and return location
- During training rides make sure turn around locations are clearly communicated
- Provide encouragement for the youth prior to launch, at the turn around, and upon arriving back at the launch site

RAGBRAI Support Mentors: Mentors that are invited to hold a support role for the week of RAGBRAI must complete a minimum of two full seasons with the team, as either a Riding or Support Mentor. They must be fully versed in the various roles of support, be agile and flexible in unknown circumstances, be willing to be “on” for the full week of RAGBRAI (support does not receive any days off), and have built relationships with both the youth and adults on the team. The DT RAGBRAI Camp Director will offer an invitation to mentors for these roles based on how many people are needed, what roles need filled, and what personalities would work well with the team that is already in place on a season to season basis.

Riding Mentors – responsible for safe and organized ride. Duties

- Make sure all youth have air in tires and water bottles filled with water not energy drinks or cans of drinks
- Organize riding groups. Make sure the youth are riding with different youth and youth with different bicycling abilities. This develops community
- Monitor the time. Know launch time, turnaround time, and all back time. Pace your group accordingly. Just because you could make time because of speed doesn’t mean the entire group can. Know your group
- Regularly contribute to and read the youth forum
- Ride behind the group on the trail observing riding habits, if there are shifting issues, and safety concerns
- Engage youth in conversation. Meet them at a level which is comfortable to the youth
- Be patient, be present during the ride, and be there for the youth
- Enjoy the ride

Indoor Night/Activity Leader / Assistant leader - In charge of the assigned event; resolve and communicate any challenges that occur. Duties:

- Call the hotline by noon and provide an update and pick up time for the evening. Include reminders for upcoming events.
- Arrive at least 30 minutes early
- Know the plans for the night (room where we meet, who is running the spin class, what event are we doing besides spin class and who is in charge of that event, timing of the night)
- Upon arrival, ask the front desk for the Dream Team clipboard and make sure the attendance takers have it.
- Make sure the room is unlocked, lights are on, and ready for the team.
- Make sure Mentors know and understand their assignments.
- Make sure all Riders are wearing proper attire.
- Start the evening by making any announcements and answer any questions.
 - Including:
 - Help riders connect with their contact mentors
 - Remind return riders to get their bikes tuned up
 - Training station rotation for the evening
 - Riders must check out with Watchdog before leaving
- Remind mentors should put their thoughts on the forum of the mentor web site immediately following the training event
- Training Groups must have all their assigned riders with them before going to their training stations.
- If someone comes late, assign them to a Group / Mentor and direct them to their training station.

- After training has begun, check on attendance and make calls to riders/contract mentors of missing youth to see why they did not attend.
- At end of the night, remind check-out to send photos of the attendance sheets to the people in charge of those sheets; ask them to drop the clipboard off at the front desk before they leave
- Help make calls to parents and contact mentors of riders who didn't come
- Post your thoughts on the forum of the mentor website.

Indoor and Outdoor training Youth Attendance - Check-in all youth Riders as they arrive and give them a name tag. Arrive as early as possible because youth do sometimes arrive quite early. Youth must physically come over to you and check-in (don't just watch them enter and check off their name). They need to begin learning the habit of always checking in and out with the clipboard. Duties:

- Arrive 20 minutes early
- Report to the Night Leader
- Get attendance sheet (clipboard at the front desk if Night Leader has not already grabbed it)
- Set up a check-in station at the entrance. Make sure you are easy to see. (This is a great way to learn names.)
- Direct Riders to the room where everyone is meeting
- Report attendance and absences to the Night Leader
- Maintain order at check-in station.
- Help make calls to parents of Riders who didn't come
 - After calls are made, join a training group.

Indoor and Outdoor training Mentor attendance - Check-in all volunteers. Give them a name tag. Duties:

- Arrive 20 minutes early
- Report to the Night Leader
- Check schedule for Mentor assignments and job descriptions
- Help set up a check-in station at the YMCA entrance. Make sure you are easy to see. (This is a great way to learn the names.)
- Make sure mentors understand their assignment.
- Report to the Night Leader any Mentors who did not show up.
- After checking in, participate in indoor training
- Post your thoughts on the forum in the mentor website

Indoor GROUP LEADERS - Safely lead assigned Riders and Mentors through training stations. There are typically one or two leaders for each group (number of groups is usually 2, sometimes 3). Duties:

- Arrive 20 minutes early
- Report to the Night Leader and find which training station your Group will start and which training stations to rotate through
- Understand the timing of the evening (when you need to wrap up training and get to the next station)
- Gather the Riders and Mentors in your training group
- Introduce Riders and Mentors
- After Night Leader announcements lead your Group through each training station and back to the meeting room after training stations have been completed.
- Always maintain order as other people will be using the YMCA.
- You are the last one in your Group making sure everyone makes it "station to station"
- Remind the Riders to check out with Watchdog before going home.
- Post your thoughts on the forum in the mentor website.

Indoor/activity all Available Mentors - Assist the Group Leaders. Meet Riders and Mentors. Participate in all activities; you are not just a spectator. Build trust! Duties:

- Arrive 15 minutes early
- Introduce yourself to Riders and Mentors to get to know one another and build trust
- Encourage participation
- Always maintain order before, during, and after training
- In the spin classroom, encourage everyone to use the first couple rows and don't be so spread out. Feel welcome to spin along with them but the workout is focused on them. Sometimes individual attention is needed to encourage them to give their best. Hop off the bike and walk the room checking cadence, gears, RPMs and help motivate them. Make sure they are listening and not distracting those around them.
- Don't allow youth to leave to get their own water; if you want you can offer to fill up their bottle so they can continue training. No restroom breaks unless it's an emergency. They can wait.
- Remind the Riders to check out with Watchdog before going home.
- Post your thoughts on the forum in the mentor website.

Indoor, Activity, and Outdoor CHECK-OUT/WATCHDOG - Ensure all riders are picked up by parent/guardian after the event. They must physically come over to you and checkout (don't just watch them leave and check off their name). They need to begin learning the habit of always checking in and out with the clipboard. Duties:

- Report to the Night Leader
- Get checkout list from Youth Attendance Taker after checking in has been completed
- Set up check-out station at least 10 minutes before ending time
- Maintain order and keep the group together until they leave.
- Check Riders out only when you see them get into a vehicle.
- Stay until the last Rider is picked up
- Keep a list of who got picked up late
- Take a photo of both the youth and volunteer attendance sheets and text them to the mentors in charge of those sheets
- Return clipboard to proper area
- Post the late pickups as well as your other thoughts on the forum of the mentor web site
- Note: All mentors must help with this procedure throughout the year as assigned.

RAGBRAI

Campground Coordinator – In charge of camp

- Campground Coordinator will coordinate campground organization each night with the assigned mentors.
- Campground Coordinator will be responsible for all medications (morning and night)
- Campground Coordinator will be responsible for all finances.
- Campground Coordinator are responsible for morning breakfast selection, morning water and set up of afternoon water/Gatorade and snacks for post ride
- Dietary restrictions need to be discussed prior to RAGBRAI
- As always, all parties are responsible for other duties, as assigned!!

Daily Mentor Responsibilities - Check whiteboard with your assigned specific duties which may include but not limited to:

- Organize assigned rider in the morning to ensure out of bed and on the road by 7 am
- Check camp whiteboard before and after that days ride to make sure you are aware of planned activities and expected return times
- Stay with assigned riders and know their location at ALL times

- Any rider/mentor who is slowed by a repair (bike or emotional) MUST contact sweep and Campground Coordinator by telephone to make them aware of any delays or issues.
- Ensure riders are eating and hydrating properly, make sure allotted money is getting distributed and spent appropriately
- Collect all money bags from assigned riders and return to Campground Coordinator after that days ride
- Make sure assigned riders for that day put up tents immediately upon entrance to camp and prepare for showers
- Report any issues with riders or bikes to mentors assigned campground duty that evening
- After dinner, receive money bags from Campground Coordinator for following day and hold for assigned riders until morning
- Ensure all riders are aware of nightly plans and location of shower facilities - update camp white board as necessary
- Be aware of any riders/mentors and where they are going and when they return
- Correct poor behavior and resolve conflicts in camp
- Make all in camp aware when time for bed and enforce lights out
- Assume overall coordination of the campground for the evening
- Unless entire team is dismissed from camp, these people should have a physical presence in camp at all times

WEATHER and DREAM TEAM CANCELLATION POLICY

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Temperature - If raining but not severe, "feels like" temperature should be more than 50 degrees. For dry conditions, the "feels like" temperature should be greater than 40 degrees. Temps less than either should guide to canceling an outdoor ride. Cancellations are communicated (via text and the hotline) by 2pm on Monday/Thursday or by 5pm on Friday for the Saturday ride. Contact mentors should reach out to their youth as well.

Severe Weather - The following are guidelines, mentors need to be aware of the weather and when there is a question on Safety, error on the side of caution and consult a member of the leadership team.

- In case of lightning: Take immediate shelter at a farmhouse, if available. If no shelter is available, find a clearing away from trees. Lightning strikes the tallest point and travels down the point, sometimes arcing to things - including people - nearby. Never stand near a tree. Once you find a clearing, squat on your toes. Have as little of your body touching the ground as possible.

Staying on your bike is an option for each person to decide upon. It's not the safest place to be, but sometimes it's the safest place at the time. No, the rubber tires won't protect you from lightning. But you're traveling and not high up, so chances are extremely slim of getting hit.

- In case of hail: A bike helmet will protect your head from getting hit. If the hail stays on the ground and you're riding your bike, you could slip and fall. If there is no lightning (generally if there's hail that means a severe storm and that probably means lightning) get under a tree. But ONLY if there is no lightning.
- In case of tornado: A tornado watch means that conditions are favorable for formation of a tornado. That doesn't mean there is one around.

A tornado warning means that rotation has been spotted in the clouds or a funnel has touched down. If there's rotation and there is a warning, take cover immediately.

A tornado will generally come from the southwest moving northeast. Most people are injured or killed by the flying debris. A tornado can force a blade of grass into a fence post, so obviously it can kill a person. Also, tornadic storms can produce more than one funnel: lots of lightning, rain, and hail. Everyone should take immediate action and find shelter.

If there are no homes, caves, etc., lay down on a flat spot that is not subject to flooding.

YOUTH

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

SELECTION OF YOUTHS

- **Who** – The youth participating on Dream Team are selected from referrals made to the Dream Team Committee. The number of Mentors available to participate in supervision of the youth will limit the number of youth allowed. A needs statement will be signed by the parent or guardian evidencing the need for assistance to participate on The Dream Team.
- **ELIGIBILITY** - The Dream Team is limited to individuals who meet eligibility requirements for participation. Eligibility is based upon youth who are at risk and have completed the registration process prior to the RAGBRAI's registration deadline and youth who have successfully completed The Dream Team's training program. Youths, preferably, are to be at least 13 years of age by the date of RAGBRAI. However, we recognize that some youth mature sooner than others both mentally and physically. Therefore, we will accept youth who are younger, provided they have demonstrated that they are mentally and physically capable of handling training requirements. However, The Dream Team will not accept a youth for participation in Dream Team activities if he or she is younger than 12 years of age at the time he or she wishes to sign up for Dream Team activities.
- **Recruiting Information** - The following description of our rider recruitment procedure may help you to know what we do to fill out our rider group. There are also opportunities to present at schools
 - First Leadership decides who is invited back from previous years and how many we can accept in total for the roster.
 - Calls are made to the returnees. They have friends and/or siblings that want to join, in years prior they would be added to the list.
 - Siblings get priority after return riders are contacted. We already know the family and know their story.
 - Each school district is slightly different, but it ranges from titles such as Success Coordinator, Behavior Coach, Guidance Counselor, PACE program director, Family Outreach Support & Gear Up Coordinator through the high schools. These are at mainstream schools in the area to alternative schools.
 - Referrals by agencies/counselors come from other agencies such as the YESS Shelter for graduates of the program, Juvenile Court Officers, then I Have a Dream Foundation, Creative Visions, Mentor Iowa & Employee Family Resources. I would consider these as social service agencies
 - We also have mentors that volunteer with other social agencies, and they might refer a student. I have the conversation with that mentor to make sure the student fits the demo. The mentor typically knows what the mission is all about.
 - When a returning rider had a friend that wanted to join this year, I asked them to have a referral from a social agency or a school counselor. When the counselor referred to me, I told them the demographic of what we were looking for. Explaining to them our story and mission. Telling them disadvantaged can mean many things, from single family home to parent in jail, to foster family etc. Then I ask them without breaking any confidentiality IF this student would fit our demo. I have had counselors say no. At that point, I tell them I am happy to put them on a possibility list IF we can't find enough students to fit the demo.
 - So, then the priority is: 1. Returning Students 2. Siblings of returning students 3. Referrals 4. Higher priority if it comes from a Social Agency or mentor or Student Counselor 5. Then rider friends without a referral - typically this person would not get on the team because it is not hard to find enough students that fit our mission.

- **ATTENDANCE**

- All youth are required to participate in all training and attendance is important. Youth may miss four practices or Dream Team events per month; only one of the four may be a Saturday ride. The fifth absence or second Saturday absence a strike is assigned by the youth coordinator and the contact mentor is required to communicate this with the youth and guardian.
- There will be three Dream Team campouts during the training season. Youth may miss one campout. Missing any part of the weekend campout is considered missing the entire campout.

- **BEHAVIOR EXPECTATIONS** - Participants must obey all laws. This means no smoking or drinking if the youth is underage. Drugs will not be allowed. Any unauthorized use of drugs will result in the immediate dismissal from the Dream Team. All medications are to be administered through Mentors certified to administer medication. Youth will adhere to all curfews and group check in times.
- **DISMISSAL OF YOUTH FROM PROGRAM** - A youth's behavior alone will not disqualify him or her from participation in Dream Team activities. Since our targeted youth are troubled youth and many have disciplinary problems, we would not be doing them any good if we allowed them to use their behavior to escape a little hard work. Behavior problems will be dealt with, but in a way, which demonstrates that obedience is better served. The Committee maintains the right to dismiss a youth from the Team in the event the youth has acted in any way deemed to be intolerable, offensive to other youth or considered to be detrimental to The Dream Team. Dismissal from The Dream Team is a last resort after all other attempts to conform the youth's activities have failed. A youth may only be dismissed following a full discussion by the Committee of the behavior, and then only after alternative measures have been employed and proven futile. In considering whether a youth should be dismissed, the nature of the conduct and the seriousness of the behavior must be addressed. All reasonable efforts must be taken to correct the behavior by the Committee before the youth is dismissed from the program. Prior to dismissal, it must be determined that the youth has a problem not just with an individual. His or her behavior must be such that it defeats the objectives of the program. In the event law enforcement becomes involved, under the appropriate circumstances, the youth will be summarily dismissed from the Team.
- **COMMUNITY INVOLVEMENT** - The Dream Team welcomes support from community groups and as support systems or youth referrals. The Dream Team welcomes the opportunity to become involved in community efforts and will be presented in an honorable and respectable manner.
- **CAMPING TRIPS** - Youth are expected to attend all camping functions unless they are excused in advance from the outing. Youth must attend at least two campout to ride on RAGBRAI. Youth must learn how to set up and dismantle a tent properly and clean up the campsite. Male and female youth will occupy separate tents. There is no dating during a camping trip or on RAGBRAI. Youth will observe curfews and meet expectations established by Mentors for lights out, sleeping arrangements, proper sleeping attire and tent checks. Youth must notify a Mentor when leaving the campsite or leaving the camping area. All youth must be accompanied by at least one other youth or Mentor when leaving the campsite. Youth are discouraged from horseplay of any type. All youth will eat with the Dream Team during meals unless express permission is given to the contrary.
- **PARENTAL INVOLVEMENT** - Parents are encouraged to support youths in their participation and be involved in social activities sponsored to recruit youth. Parents shall advise a Mentor before removing a child from the training site to ensure that the child's whereabouts are known. If possible, parents shall provide transportation for youths to and from Dream Team activities. Parents may not act as Mentors for The Dream Team. Youth are to be independent of parents during rides and RAGBRAI

- o The primary rule is no parent can be a mentor while their youth is participating in Dream Team. There may be an exception to this rule if guidelines are met and the parent is approved by leadership:
 - The parent must be a mentor for one year to understand the mission of Dream Team and interactions between youth and mentors
 - At no time may the parent and youth ride together during training rides
 - Discipline of the youth will not occur by the parent.
 - Parents of youth will be locked out of mentor forums
 - Youth issues will be responsibility of mentors and leadership. If the issues are surrounding the parent mentor and youth, the parent will be required to leave the team.

- **HEALTH AND MEDICAL CONCERNS** - The Dream Team reserves the right to deny a youth's participation based upon health and medical concerns. Each youth will be accepted to the team on an individual basis and all medical and health concerns will be considered at that time. Each youth's parent or guardian shall notify The Dream Team of any health or medical issues prior to participation and sign a waiver upon being accepted into the program. Each youth shall be reviewed to determine if there are any health or medical concerns that should be addressed. Participants and their parent(s) or guardian(s) assume all risk before, during and after any Dream Team event.

- **MEALS AND SNACKS** - Snacks may be provided to youth on some training rides. Dream Team will provide meals on RAGBRAI and campouts

Nutrition and Safety

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

NUTRITION, NUTRITION, NUTRITION – it will make the ride more enjoyable. When riding and looking for something to talk about - Help the youth to understand:

- **What to Eat**
 - Fresh Veggies
 - Fresh Fruits
 - Whole Wheat/Whole Grains
 - Proteins
 - Avoid processed foods – high calorie/low nutrition foods

- **How Often Should I Eat?**
 - 5 times per day
 - 3 meals (breakfast, lunch, dinner) and 2 snacks (mid-morning, midafternoon)
 - Don't skip meals or snacks

- **How Much Should I Eat?**
 - 1 serving of a lean protein and healthy carb
 - Eat to satisfy hunger or for energy
 - Rule of thumb – meat (protein) = palm of hand, carb (grains) = 1 hand cupped, veggie = 2 hands cupped
 - Eat until you are “almost full”
 - It's easy to “overeat” – 60% of US population is overweight

- **Water is crucial**
 - Water is a part of every cell, tissue, organ, and body process
 - Hydration = more effective and intense exercise = more and faster results
 - Drink 80 to 100 oz. per day – 16 oz. first thing when you wake up

- **Signs of dehydration**
 - Decreased energy/lethargic/fatigue
 - Headaches/body aches
 - Dizziness
 - Dry lips/skin
 - Muscle cramping
 - Dark colored urine
 - Infrequent urinating Increased body temp
 - Flushed skin
 - Water retention
 - Dehydration triggers artificial hunger

Always bring water when exercising and keep yourself hydrated throughout the workout – avoid drinks high in calories and energy drinks

Safety – help the youth learn how to ride safely. They are your responsibility during the season. Bring them to the Mississippi safely!

- Ride Safely – number one goal
- Helmet always - properly adjusted so it can protect you

- Ride in a straight line – dependable
- Learn to look behind without swerving - quick and then focus on riding straight
- Call out to inform others - upcoming danger, slowing, stopping, turning
- Repeat / Amplify others call-out messages
- Only pass when it is safe from behind and ahead
- Call out "on your left" or "on your right". When you hear "on your left", "on your right", or "hold your line" - that means go straight and be dependable
- Yellow lights to bikes generally mean slow down safely and stop while calling out your intentions. Cars depend on us following traffic laws. In a car/bike incident, the bike/biker always loses - avoid these incidents by practicing careful habits
- Glasses keep debris and rain out of your eyes - sunglasses reduce damage from the sun - real damage
- Grabbing and replacing the water bottle can cause you to swerve until you learn to do so safely
- Remind the youth that we are all learning about becoming a Biker. Talking points
 - Through the year you will become stronger and a happier biker
 - Your experience of using good riding habits will make you a valuable team member
 - We will not ask you to do something you can't do.
 - You may be uncomfortable at times, but you will learn that you can get past those uncomfortable times and come out of it with better confidence in facing uncomfortable situations
 - We will build up training rides to be longer and include more downhills - you will get better
 - You will learn that you don't worry about how far we are going to ride - you know that you can finish with pride
 - Watch efficient riders - some mentors have been riding for decades and have developed good riding habits that allow them to ride any distance with confidence

Ride Right Principles

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

Ride Safe – Ride Smart – RIDE RIGHT!

The following information is taken from Ride Right guidance from the RAGBRAI web site:

This list of rules for safety and etiquette has been developed as part of an overall RIDE RIGHT bicycle safety campaign.

When combined with the legal rules of the road and when adhered to by riders, these rules make this event safer and more enjoyable for everyone. This section outlines these rules and gives some suggestions for physical preparation.

- 1. The RIGHT stuff** - Keep your bicycle in good repair. Have it readied for RAGBRAI, and then keep it safe to operate? It is especially important to make sure your brakes work well.
- 2. The RIGHT gear** - Wear a protective helmet. It is estimated that 85 % of bicycling accidents result in injury to the face or head. Wear bright clothing to be noticed. At night, wear light-colored clothing and have a bright headlight and taillight. Better yet, don't ride at night on RAGBRAI.
- 3. The RIGHT communications** - Signal turns and stops. The law says you must, but this point can't be emphasized enough. Most accidents on RAGBRAI involve two or more bicycles and most are the result of riders not letting others know of their intentions. Sound off when passing. Use phrases such as "on your left," "on your right," or "coming through the middle."
- 4. The RIGHT riding** - When stopping along the RAGBRAI routes, let those behind know of your plans. Make sure no bicycles or motor vehicles are immediately behind you when you stop. Stop at the right edge of the roadway and immediately move to the shoulder. Stay clear of the roadway, and park completely off the roadway to make repairs, rest, visit, etc. Stopping is especially dangerous at the crest of a hill or on a curve, so be careful. Don't weave. Ride in a straight line to make it easier for those riding behind you. Don't draft. Drafting (like a pace-line) in a crowd is dangerous to yourself and others around you. Ride to the right. Leave room for others to pass on your left. There have been many close calls and at least one serious accident because a passing rider was forced into the opposite lane. When turning, turn left from the center of the roadway, turn right from along the curb or shoulder, and stay to the right
- 5. The legal RIGHT** - Obey traffic laws. In Iowa, bicyclists enjoy the same rights as motorists. In accepting those rights, bicyclists also assume the responsibilities for riding in a safe and legal manner by:
stopping completely at stop signs obeying yield signs not crossing yellow lines in your lane riding to the right. Signaling for turns, do not cut corners, riding in a respectable manner
- 6. The RIGHT frame of mind** - Stay alert and use your brain when you ride. You must be constantly thinking and aware of what's going on around you. Pace yourself. RAGBRAI is not a race. It is a touring bicycle ride across the state of Iowa. Not all riders travel at the same speed, so don't try to keep up with someone who rides too fast for you. Riding too fast or in too high a gear is tough on your knees, heart, and lungs.
- 7. The RIGHT abilities** - Do NOT drink alcohol and ride.
- 8. The RIGHT attitude** - Be considerate. The bicycling skills of those participating in RAGBRAI cover the full range of the spectrum. Each rider must look out for someone else, as well as for himself.
Be a predictable rider. Don't keep other bicyclists and motorists guessing about what your next move will be. A predictable rider is a safe rider. Be courteous to passing vehicles and other bicyclists. Instead of riding several abreast, go single file and let those behind you pass. Cooperate with RAGBRAI officials. State troopers and other law enforcement personnel will be present at busy intersections. Obey their signals. Please stay on the marked route. The RAGBRAI route

has been selected for your safety. Services are not available to you if you are off the route.

9. The RIGHT attention – Keep your head up and your ears open. Do not wear radio headphones while riding! Give the right-of-way to emergency vehicles. Pull to the right and stop if you hear a siren.

Beware of loose gravel and watch for debris on the pavement. Trucks carrying sand, gravel and rock often spill some at intersections. It is sometimes necessary for RAGBRAI to take unpaved stretches of road to avoid busy highways. Take extra care on unpaved roads, watching for loose gravel, rocks, soft spots, holes, and ruts. Avoid wide cracks in the pavement. Narrow bicycle tires can easily get caught in wide cracks. Be especially careful on roadways paved with concrete. Center cracks on concrete roads are dangerous. Look out for railroad tracks and cross them at right angles. There are fewer tracks these days, but there are still rough tracks and some at bad angles. Raise yourself off your seat and stand on your pedals to absorb the shock and lower the center of gravity. Unclip from your pedals as you prepare to cross railroad tracks. Watch out for other riders and let those behind know of your intentions. Angled tracks and low shoulders are major causes of accidents.

10. The RIGHT condition - Get yourself in good physical shape. You should be in good shape and capable of riding those distances before you come on the ride. A good way to get ready is to join a local bicycling club. A sports health clinic can also provide you with suggestions for a good conditioning program. Eat and drink frequently. Rather than loading up once in the middle of the day, stop frequently for fluids and food. Carry water with you.

Other items to consider:

- **Personal Equipment**

- Helmet – ALWAYS wear one that is properly fitted
- Gloves- provides safety in case of an accident and comfort / warmth
- Shoes – no open toed shoes. No sandals unless properly designed biking sandals. Wear tennis shoes with the strings tucked in to avoid the shoestrings from getting tangled in you pedals while riding
- Bright Clothing – so you can be seen
- Don't tie clothing around your waist. It could unexpectedly come loose and wrap around your wheel, throwing you head-first into the ground or road
- Headphones – are not allowed – this will earn you a strike as you can't hear what is happening around you.
- Eye Protection – protects your eyes from bright sunlight and road debris

- **Communication -**

- When passing other bikers or people on the street, always pass to their left side, and call out "On your left!" so they know that you are coming.
- Call out alerts - bike up, car up, runner up, walker up, hole, sand, glass, gravel, tracks, cracks, red light, yellow light, slowing
- When riding side by side, decide who will move ahead when you need to get into single file
- Use hand signals when turning or stopping or there is a hazard in the road

- **Awareness**

- Look left, right, back, and ahead before turning
- Know what is behind you before making a move
- Know that most of the risk is in front of you, especially from traffic turning and crossing across your path
- Watch for cars on your right that are turning right

- **Dependable Riding**
 - Always ride with your hands on the handlebars
 - Always stop and check for traffic in both directions
 - Cross at intersections
 - Ride on the right-hand side of the street, so you travel in the same direction as cars do.
 - Never ride against traffic
 - Use bike lanes or designated bike routes wherever you can
 - Don't ride too close to parked cars. Doors can open suddenly
 - Stop at all stop signs and obey traffic (red) lights just as cars do
 - Ride single file on the street with friends

- **Road Conditions** – always be aware of Moisture, Cracks, Sand, gravel rocks, Railroad Tracks, Holes, Storm Grates, Curbs, Slow moving or reacting creatures

- **HAVE FUN!! But Be SAFE!!!**

EQUIPMENT / CLOTHING / BIKE MAINTENANCE

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

EQUIPMENT AND CLOTHING:

- Clothing - Participants shall wear appropriate clothing during all training and events. Attire deemed appropriate shall include biking shorts, biking tights, biking shirts, T-shirts, and athletic shoes. Loose fitting clothing is not appropriate, and youth will not be allowed to participate after being warned that their clothing is not acceptable for training.

At no time will any youth be allowed to train or ride without a shirt. Jerseys shall remain zipped to a level which represents a safe and professional appearance of the Dream Team and youth

- Equipment - Participants shall always wear helmets during all rides.

An eligible youth will receive the use of necessary equipment and attire to complete the season. Equipment, attire, and food are purchased with donations received from individuals, bike teams and businesses. Some equipment and attire is also donated by various businesses. As a reward for successful completion of RAGBRAI, all youth, excluding previous Dream Team Members and youth who are not considered to be at risk, will receive a bike. All members, at the completion of RAGBRAI, will be allowed to keep their helmet, biking gloves, team bike jersey and bike shorts. Youth are encouraged to maintain their equipment and attire in an acceptable condition. Youth will be properly instructed on bicycle safety and equipment care and needs.
- E- Bike – Youth or Mentors will not be permitted to use a E - bike
- Flags - During the week of RAGBRAI, the youth's bikes shall have a Dream Team flag affixed. Also, only Dream Team flag (s) will be displayed on the bike.
- Rain - Dream Team has a supply of simple flappy rain gear we can loan as needed

BIKE HINTS and HELP

At all times – Helmets required, both hands on handlebars except when taking a drink, and no horseplay (games of tags, jumping bike, weaving, etc.)

Fitting bikes - have the rider sit on the bike while it is being held steady by someone. Have the rider place their heels on the pedals and pedal backwards. Placing the heel on the bike eliminates the tendency of pointing the toes down. At the bottom of the stroke, the leg should be nearly straight - not completely straight. It takes a 5 mm hex wrench to change the bike height. We can always adjust the height on rides if needed.

Fitting helmets - show them how to secure them to the bikes after a ride. The helmet should be two finger widths above the eyebrows. Adjust the straps so that the straps are comfortable under the jaw but not so loose that the helmet can be pushed up and even over the forehead. If they land on the forehead, they want the helmet between their skull and the pavement. The back of the helmet should be adjusted to grip the knob at the back of the skull.

Comfort while riding – Vary your hand positions this will change your grip and posture. Wear gloves for hand safety in case of accident and gloves provides cushion for your hand while gripping the handlebars.

Vary your cadence – pedaling speed. This will help you get stronger and provide your body with rest during slow pedal speeds. It will also help keep your mind from wandering on longer rides.

Shoes – NO sandals. Wear bike shoes or tennis shoes with strings tucked into the shoe so they don't get tangled in the chain, gear ring, or pedals

Check air pressure - show them how to attach the host end to the stem and pump up to proper psi.

Presta and Schrader valves - Presta valves are easier to pump than Schrader because they have no valve spring to overcome. In narrow rims, clincher tires also leave insufficient space between tire beads for larger Schrader valves. In contrast Schrader valves are more robust, universally used, and have an easily removable core



How to Fix a Flat Tire

Here's a good, illustrated article from REI on how to fix a flat tire:

<https://www.rei.com/learn/expert-advice/flat-tire.html>.

Demonstrate shifting techniques - talk about how smaller numbers are easier and larger ones are higher/harder. Explain that 1 on the left (granny) is only used on steep hills. Some rides they will not need to use it. See information at the end of this section.

Bike Maintenance - Unusual noises indicate a need to adjust or replace something.

- Noise Categories:
 - Intermittent Brake Rubbing Noise
 - Probably loose spoke - wheel needs straightened
 - Constant Brake Noise
 - Two general reasons
 1. brake arm not retracting after compression
 - A. pivots may need lubricating
 - B. spring mechanism needs connected or adjusted
 2. wheel not centered
 - A. recenter wheel
 - Front Derailleur Noise
 - Rubbing chain on derailleur cage
 - adjust derailleur cable adjustment
 - Cage rubbing on chain ring
 - derailleur probably needs raised on seat tube
 - Cage rubbing on chain ring guard
 - derailleur probably needs raised and limit screw adjusted
 - Rear Derailleur Noise
 - Jockey pulley squeak
 - lubricate jockey pulleys - may need to review
 - Chain wanting to change between cogs
 - work with cable adjuster
 - Cage rubbing on spokes
 - arm may have been bent in towards spokes
 - limit screw may need adjusted to keep the arm from reaching spokes
 - Chain running off of inside cog into spoke guard or spokes
 - limit screw may need adjusted to keep the arm from reaching spokes
 - Bottom Bracket Noise
 - Bottom bracket tightness
 - Crank bolt tightness
 - Pedal tightness
 - Water Bottle Cage
 - Check bolt tension
 - Lubrication
 - Oil vs Grease
 - grease when bearings are involved otherwise general lubricant
 - Chain
 - clean and apply lube to pivot points
 - spin chain quickly to work lubricant into pivots
 - clean off excess lubricant
 - Brake Pivots - lubricate pivot points
 - Derailleur Pivots - lubricate pivot points
 - Brake Lever Pivot - lubricate pivot points
 - Shifter Pivots - lubricate pivot points
 - Cables and Cable Housing
 - check for smoother operation
 - only use a dry lube if needed

- Cleaning
 - Frame - light solvent
 - Derailleurs - light solvent - lube pivot points and clean off excess lubricant
 - Brakes - light solvent - lube pivot points and clean off excess lubricant
 - Chain - light solvent - lube pivot points and clean off excess lubricant
- Brakes
 - Alignment - make sure wheel is centered
 - Clearance - should be able to replace filled tire when in relaxed state
 - Lever Travel:
 - levers should not reach handlebars - adjust cable/cable bolt on brakes
 - alternately adjust barrel adjuster - better to set barrel adjuster to basic state and adjust cable/cable bolt at brakes.

Brake Repair - There are a couple of items to examine on brake tuning.

- Brake Pad Wear - The pads have "ditches" in them to let water and debris escape. When the pad is worn far enough to almost eliminate the ditch, it probably needs to be replaced.
- Lever travel - If you can pull the lever to get close to the handlebar then the cable needs to be adjusted or pads replaced.
 - There are two ways to adjust the cable. The quick way is to turn the adjuster knob where the cable meets the brake lever. You can turn this out to effectively tighten the cable. This can even be accomplished while riding by a capable rider. When the adjuster has been turned out a ways, spin the black lock nut to come up to the brake lever assembly. This keeps the adjuster from moving from your desired position. If you have adjusted this a long way, you should consider spinning it back into start position and adjusting the cable at the brakes.
 - Hint - adjust the cable at the brakes is to hold the brakes into the tire and loosen the cable holding bolt. Pull the cable to a tight position and then back it off so that the pads will clear the rims. Tighten the cable holding bolt.
 - Check to see if the pads rub the rim. If they do then you may have to reposition the wheel, straighten the wheel, or loosen the cable a little bit.

Pad Position - When the levers are pulled tight, the pads should be fully on the rim, not touching the tire or partially below the rim. If they are out of position, loosen the holder bolt and pull the levers to place the pads in the correct position and tighten the bolt. This may take some tries because turning the bolt may turn the pad. I snug the bolt and then hold the pad in position while tightening the bolt to the final version.

Squeaking Brakes - Squeaking usually happens when the back edge of the brake pad contacts the rim before the front end. The front part of the pad should contact the rim before the back. One way to correct this is to put a thin spacer between the back edge of the pad and the rim and pull the brake lever to hold it in place. Loosen the holder bolt and adjust the position to have the front end of the pad touching the rim. Tighten the bolt. This may take a few tries to get right.

- On arm does not back away from the rim when releasing the lever
- There can be several reasons for this condition.
- The tire is not centered - loosen the tire and reposition it.
- A brake pad may have been too low and has part of the pad below the rim, forming a ridge that can stop the pad from releasing easily. Reposition the pad as described above in "Pad Position".
- At the bottom of each brake assembly is a small screw that can affect the "pull" of the spring. Turning this screw in will make the spring on that lever a little stronger than the other side. If adjusting this screw on each side and

not correcting the problem, you can try the "brute" approach. The brute approach is to release the spring wire and put a little extra power in it by slightly bending it.

- Unhook the brake release and see if the lever moves smoothly. If it does not, you may need to lube the lever at the pivot point.

Derailleur tuning - On the back derailleur the limit screws have one mission. The L one stops the chain from going into the spokes or spoke protector. The H one keeps the chain from going off the derailleur and up against the dropouts. The easy way to see if they are set right is to:

1. Shift into the little sprocket in the back so that there is little pull on the cable.
2. identify the cable along the down tube that goes to the real derailleur
3. pull on the cable while the rear tire is in the air and the pedals are turning
 - make sure you can't move it off the large cog into the spokes/spoke protector - if it doesn't screw in the "L" screw so that it does not allow the chain to leave the large cog.
 - do the same with the small cog.
4. You are basically done with the limit screws.

Shifting - If you are not shifting dependably or cannot reach all the cogs the cable needs adjusted.

There are two ways.

1. loosen the cable holder bolt and snug the cable then tighten the cable holder bolt. (Before you do this, you should take most of the adjustment out of the spinning adjuster at the point where the last cable housing meets the derailleur. Leave it out a little in case you have pulled the cable too tight and need to add more slack.
2. turning the adjuster spinner in or out.
3. From a standing start after the above start shifting. If it does not shift to a larger cog when you want it too, adjust the spinner out until it shifts.
4. If it shifts slowly when going to a smaller cog, screw the adjuster in.

That is the basics, and you can adapt to suit your style.

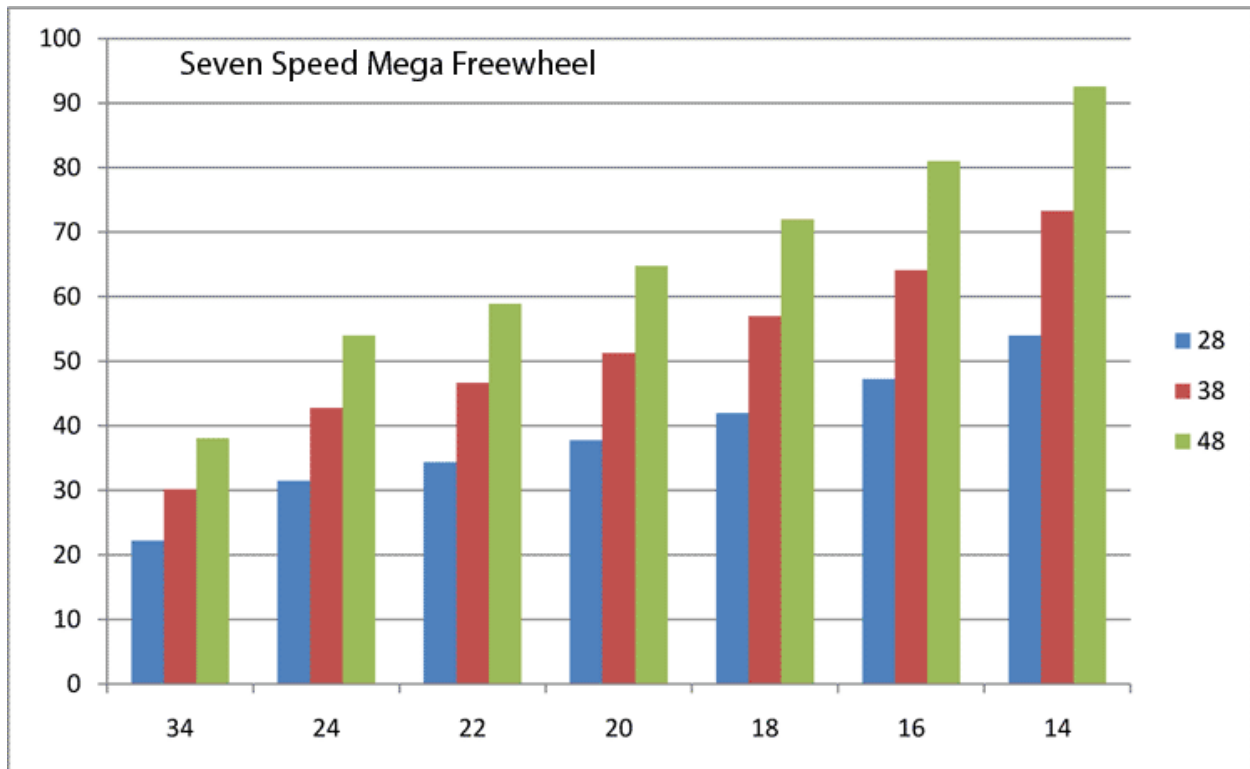
Gearing and Shifting Strategies - One of our tasks is to take novice bikers and turn them into efficient bikers. The lessons between the two states include safety, fitness, and experience.

For many, it will be the first time controlling a bike with multiple gears. Without guidance, this can be confusing and counterproductive. I see riders use the granny gear on level roads. Those riders could benefit from a better understanding of the gears.

The overall goal of learning shifting should be to learn how to choose a gear that will let you be efficient so that you can pedal long distances without exhaustion.

One way to reach this goal is to trust your legs. When they are getting hot or tired, shift to an easier gear.

For some, knowing how to get to the next lowest gear is a mystery. Following is a graph of relative ease of gears so that you can visually see how shifting patterns can be established.



When to use Granny or gear (1 on the left shifter).

needed on steep hills when the easiest gear in the back combined with the middle chainring in the front is not low enough.

Granny is in blue and the middle chainring is in a near-red color in the chart above. Notice that the middle chainring and the easiest gear in the back is about the same height as granny and the second easiest gear in the back. They are close enough to call them the same effort.

A conclusion from this is that if you try granny on a hill and do not get to 1-1, you do not need to use granny. The middle chain ring would offer you all the gears you needed. You could avoid shifting between the small and middle chainring, which can be a source of dropping the chain if not done correctly.

If the rider needs to go into the lowest gear going up the hill, have them shift into granny before pedaling hard, typically at the bottom of the hill on a flatter surface where shifting into granny is easy.

Other things to notice - going from 2-2 to 2-1 is a big jump to a much easier gear. The difference between 1 and 2 in the back is a ten-tooth jump. Sometimes this is called a bailout gear because of the big jump.

General shifting strategies

Front Chainring Usage

The middle chainring can be used with any cog in the back. The large chainring should only be used with 3 through 7 on the back to limit the chain angle and wear.

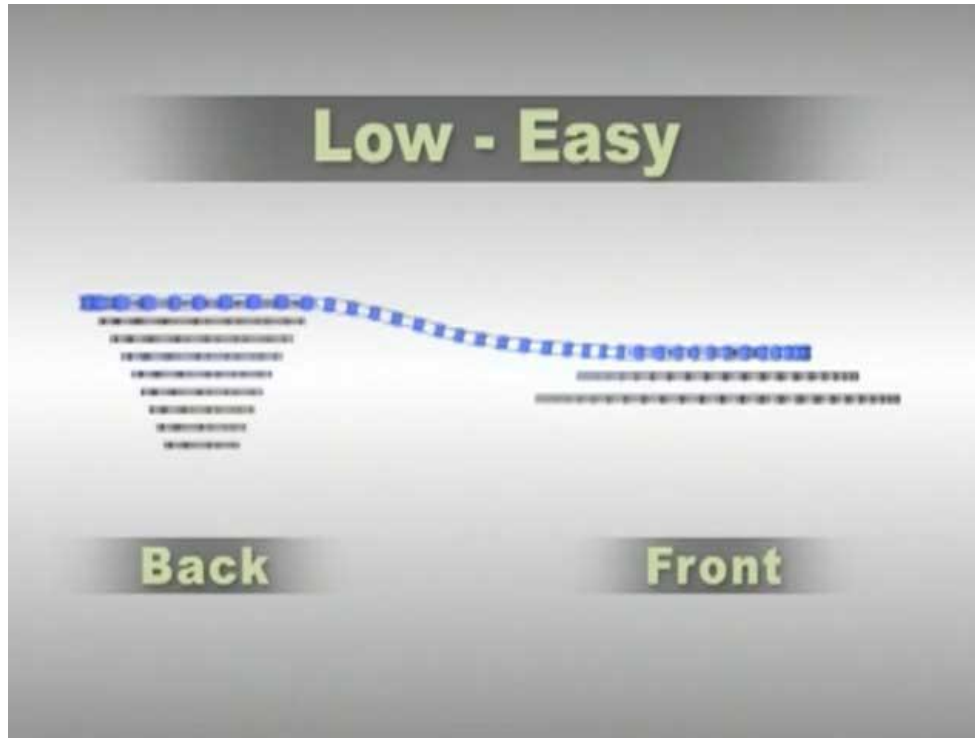
The gearing strategy outside of using granny is based on the crossover technique. That technique usually implies that after the rider shifts between the large and middle chainring in front, they then just use the right shifter to change gears in the back and not use frequent shifts between the front chainrings.

If the rider likes to use the big chainring, then they should use it and shift to the middle chainring before going to 1 or 2 in the back.

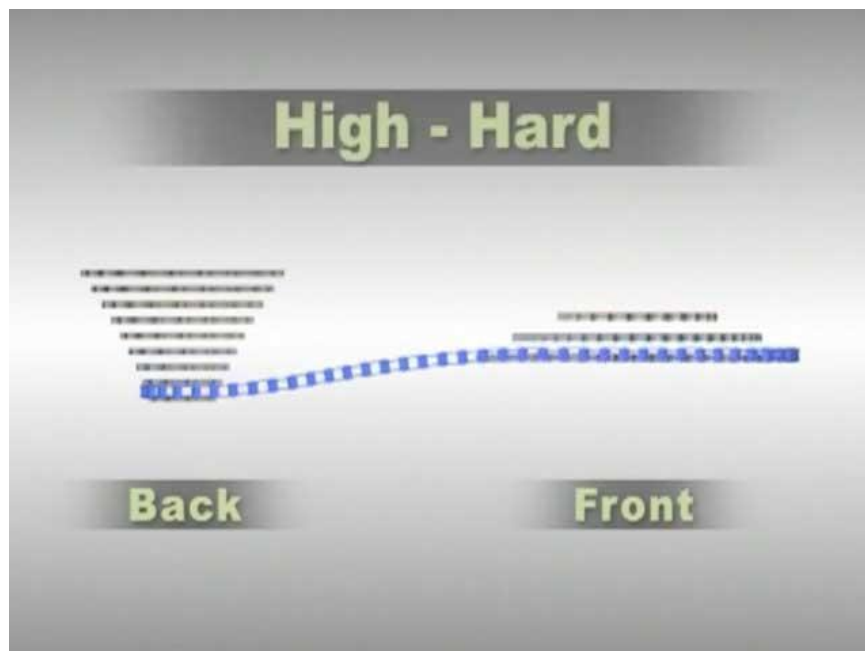
Gearing Images

Below are some images of gears on a typical triple chainring which is like the hybrids used by our riders. One difference is that the hybrid bikes that our riders use only have seven cogs in the back.

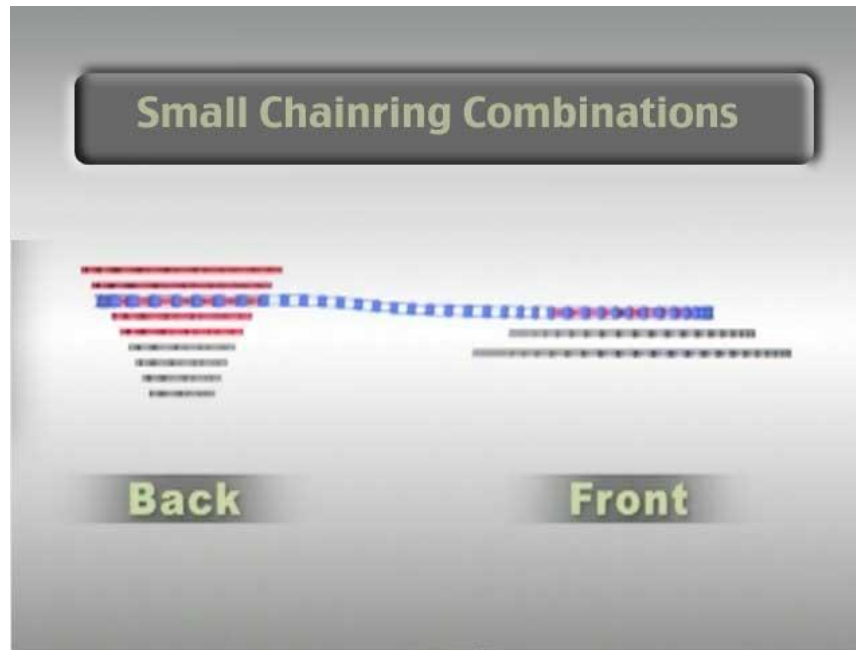
Easier Gears Are Near The Inside



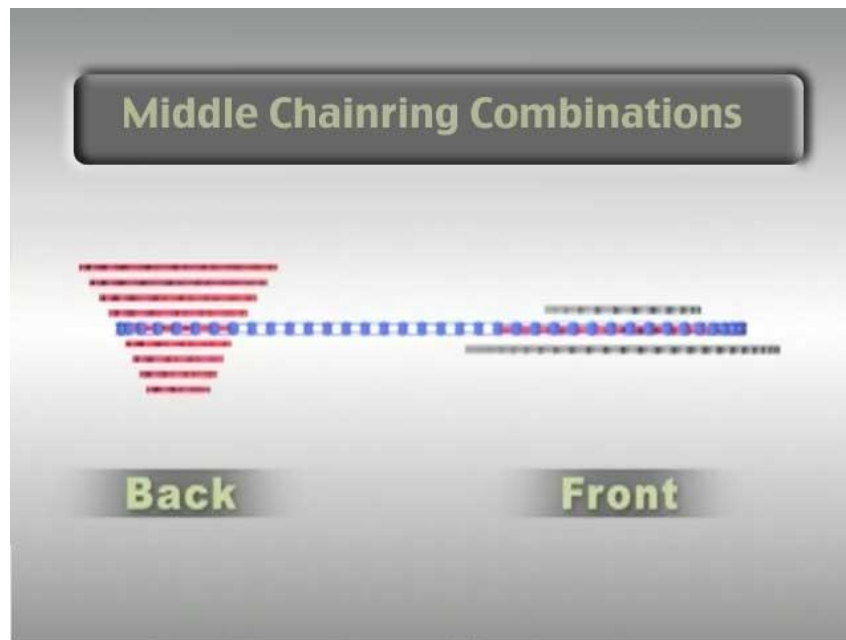
Harder Gears Are Away From The Bike



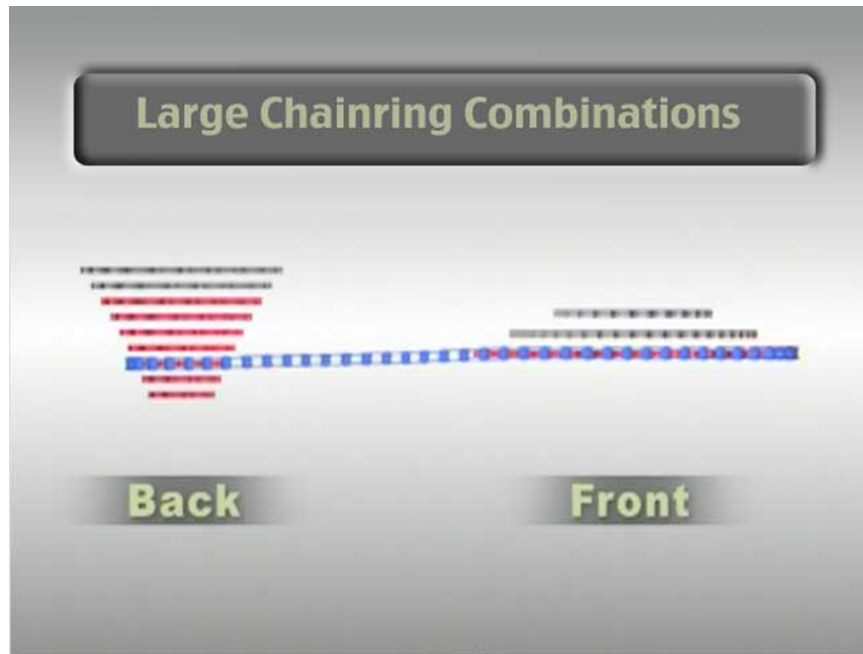
Small Chaining Suggested Combinations



Middle Chaining Can Use All Cogs



Large Chainring Suggested Combinations



**BYLAWS
OF
DREAM TEAM DES MOINES**

ARTICLE I

NAME AND PURPOSES

Section 1.01. Name. The name of the organization is **DREAM TEAM DES MOINES** (hereinafter referred to as "Corporation").

Section 1.02. Purpose. The Corporation is exclusively organized and operated for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Within the parameters of the foregoing sentence the Corporation is organized for the purpose of improving the lives of central Iowa youth by using the challenges of cycling to assist them in developing a positive approach to life's challenges.

**ARTICLE II
OFFICES**

Section 2.01. Principal Office. The principal office of the Corporation in the state of Iowa shall be located at 2846 Merced Drive, Des Moines, IA 50310. The Corporation may have other offices, either within or outside the state of Iowa, as the Board of Directors may determine or as the affairs of the Corporation may require.

Section 2.02. Registered Office. The Corporation shall have and continuously maintain in the state of Iowa a registered office, and a registered agent whose office is identical with the registered office, as required by the Revised Iowa Nonprofit Corporation Act, Iowa Code section 504.501. The registered office may be, but need not be, the same as the Corporation's principal office in the state of Iowa, and the address of the registered office or the registered agent at the registered office, or both, may be changed from time to time by a majority vote of the Board of Directors then in office.

**ARTICLE III
BOARD OF DIRECTORS**

Section 3.01. General Powers. The affairs of the Corporation shall be managed by its Board of Directors.

Section 3.02. Number, Tenure, and Qualifications. The number of directors shall be seven (7). This consists of the four (4) officers of the board and three (3) at large members. Each director shall hold office for a three-year term until the next annual meeting of the Board of Directors and until the director's successor has been elected and qualified. Board members shall serve no more than two consecutive full terms in the same position or three consecutive full terms in any position. The officers of the Board of Directors shall consist of President, Vice President, Secretary, and Treasurer.

Section 3.03. Election. After initial board establishment beginning in 2020, the Secretary and 1 at large director shall serve a one-year term, the Vice President and 1 at large director shall serve a two-year term, and the President and Treasurer as well as 1 at large director shall serve a three-year term. A nominating committee composed of three members, of whom no more than two are current Board members, shall be appointed by the President with the approval of the Board of Directors. The President will not serve on this committee. The

nominating committee will manage nominees by actively recruiting within the community as well as accepting unsolicited nominations. Nominees will be informed of when the election will take place, all voting parties will be notified of the election information and process two weeks prior to the vote closing date, and voting will be open for one week. The election of a director will take place in August prior to the Annual Meeting with prior season mentors and current board members as voters. Each open position will be voted on individually and the candidate with the highest vote total will be elected. The board has the ability to decide how voting will take place each year.

Section 3.04. Removal. A director may be removed for cause by the affirmative vote of 5 members of the Board of Directors then in office. A vote for the removal of a director may occur at any special meeting of the Board of Directors called for that purpose, provided that at least seven days' written notice of the proposed action has been given to the entire Board of Directors then in office. Such notice shall state that a purpose of the meeting is to vote upon the removal of one or more directors named in the notice. Only the named director or directors may be removed at the meeting.

Section 3.05. Resignation. Any director, member of a committee, or officer may resign at any time by filing a written resignation with the President or Secretary. Resignation is effective at the time specified in the resignation, or if no time is specified, when it is received by the President or Secretary. Acceptance of a resignation is not necessary to make it effective. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board of Directors provides that the successor does not take office until the effective date.

Section 3.06. Vacancies. Any vacancy occurring in the Board of Directors due to the death, resignation, or removal of an elected director shall be filled by the affirmative vote of a majority of the directors then in office, even if less than a quorum of the Board of Directors. A director elected to fill a vacancy shall be elected only until the next election of directors at the annual meeting.

Section 3.07. Compensation. Directors shall not receive any stated salaries or compensation for their services. Directors may be reimbursed for actual expenses associated with the attendance of any regular or special meeting of the Board of Directors upon a resolution by the Board of Directors approving such reimbursement. Nothing in these bylaws shall be construed to preclude any director from serving the Corporation in any other capacity and receiving compensation for such services.

ARTICLE IV MEETINGS OF THE BOARD OF DIRECTORS

Section 4.01. Annual Meeting. An annual meeting of the Board of Directors shall be held during the last four (4) months of each year at a location set by the Board of Directors and announced to all active mentors at least two (2) weeks prior to the meeting. At the annual meeting, the board will elect directors and officers for the Corporation and examine the financial records of the organization.

Section 4.02. General Meetings. At least three additional meetings of the Board of Directors must be held at regular intervals throughout the year at such a place and time as the Board of Directors shall fix by Resolution. No further notice shall be required for any regular meeting of the Board of Directors. The regular business of the board of directors shall be addressed at General Meetings.

Section 4.03. Special Meetings. Special meetings of the Board of Directors may be called by the President or a majority of directors then in office. The person or persons authorized to call special meetings of the Board of

Directors may fix any place, within the state of Iowa, as the place for holding any special meeting of the Board of Directors called by them. Notice for special meetings will be provided in accordance with Section 4.04.

Section 4.04. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days prior to such meeting by written notice delivered personally or sent by mail or email or text message to each director at the director's address, email address, or phone number as shown by the records of the Corporation. If notice is given by mail, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage prepaid. If notice is given by email or text message, such notice shall be deemed to be delivered when successfully transmitted to the recipient. Any director may waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except when a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

Section 4.05. Quorum. A majority of the Board of Directors then in office shall constitute a quorum for the transaction of business; but if less than a majority of directors are present at the meeting, a majority of the directors present may adjourn the meeting without any further notice.

Section 4.06. Manner of Acting. The act of the majority of the directors then in office and present at a lawful meeting of the Board of Directors at which a quorum is present at the time the vote is taken shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

Section 4.07. Informal Action by Directors. Any action required by law or these bylaws to be taken at a meeting of the Board of Directors, or any action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if all of the directors sign a consent in writing, setting forth the action taken. Such consent may be transmitted electronically. A director's consent may be withdrawn by a revocation signed by the director and delivered to the Corporation so long as such revocation is received prior to the delivery to the Corporation of unrevoked written consents signed by all of the directors.

Section 4.08. Meeting by Conference Telephone. Members of the Board of Directors may participate in a meeting of the Board of Directors by conference telephone, video conference, or other electronic methods of communication. All persons participating in the meeting must be able to hear and be heard by the board of directors in real time. Participation in a meeting pursuant to this provision shall constitute presence in person at the meeting.

Section 4.09. Presumption of Assent. A director of the Corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent is entered in the minutes of the meeting or unless he or she files a written dissent to the action with the person acting as the Secretary of the meeting before the adjournment of the meeting or forwards a dissent by registered mail to the Secretary of the Corporation promptly after the adjournment of the meeting. A director who voted in favor of an action may not dissent from the action.

ARTICLE V OFFICERS AND LEADERSHIP COMMITTEE

Section 5.01. Officers. The officers of the Board shall be a President, a Vice President, a Secretary, a Treasurer, and such other officers as may be elected in accordance with the provisions of this Article. Directors are eligible to hold one position at a time.

Section 5.02. Term of Office. Each officer shall hold office for three (3) years or until a successor is elected and has qualified, or until his or her death, resignation, or removal.

Section 5.03. Resignation and Removal. Any officer, agent, or employee elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgment the best interests of the Corporation would be served by the director's removal. Election or appointment of an officer or agent does not of itself create contract rights. Further, an officer may resign at any time by delivering notice to the Corporation. An affirmative vote for removal by 5 members of the Board is required for removal of an officer.

Section 5.04. Delegation of Authority. To the full extent allowed by law, the Board of Directors may delegate to any officer any powers possessed by the Board of Directors.

Section 5.05. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 5.06. President. The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. The President shall preside at all meetings of the Board of Directors if present at the meeting. The President may sign and execute alone in the name of the Corporation any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, either generally or specifically, except in cases where the signing and execution has been expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the Corporation. The President shall perform all duties incident to the office of the President and any other duties that the Board of Directors prescribes.

Section 5.07. Vice-President. The following duties shall apply to the Vice-President. In the absence of the President or in event of the President's inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to any restrictions upon the President. The Vice-President shall perform all duties incident to the office of the Vice-President and any other duties that the President or the Board of Directors assigns.

Section 5.08. Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of the Treasurer's duties in the sum and with the surety that the Board of Directors determines. The Treasurer shall render to the President and the Board of Directors at the regular meetings of the Board of Directors, or whenever they request, an account of all transactions completed by the Treasurer and of the financial condition of the Corporation. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; keep full and accurate account of receipts and disbursements in books belonging to the Corporation; disburse the funds of the Corporation as may be ordered by the Board of Directors or the President, taking proper vouchers for the disbursements; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever; and deposit or cause to be deposited all such moneys in the name of the Corporation in the banks, trust companies or other depositories as are selected in accordance with the provisions of Article VII of these bylaws. The Treasurer shall perform all duties incident to the office of Treasurer and any other duties that the President or the Board of Directors assigns.

Section 5.09. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose. The Secretary shall ensure that all notices are given in accordance with the provisions of these bylaws or as required by law. If the Secretary is absent or refuses or neglects to give such notice, any notice may be given by any person who is directed to give notice by the President, or by the directors upon whose requisition the meeting is called as provided in these bylaws. The Secretary shall be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is authorized in

accordance with the provisions of these bylaws. The Secretary shall perform all duties incident to the office of Secretary and any other duties that the President or the Board of Directors assigns.

Section 5.10. Leadership Committee. The Leadership Committee will consist of 7 to 11 members tasked with the management of the Dream Team's youth program. This committee shall be responsible for execution of the standard day-to-day management of the program including but not limited to training and events, youth and mentor discipline, and typical decision making throughout a standard season. Committee members will serve three-year terms and are limited to serving two consecutive full terms in the same role or three consecutive full terms in any position. The Committee will meet monthly (August is optional) to review and plan. Election of Leadership Committee positions will take place in August, concurrent with Board Elections (section 3.03) and current mentors as well as board members will vote. At least one Leadership Committee member must serve as a ride leader for each indoor and outdoor training, campouts, and events due to insurance liability. Leadership Committee members are expected to play an active role with the team and set expectations for mentors and youth.

Section 5.11. Executive Director. The Executive Director shall be the chairman of the Leadership Committee and shall in general supervise and control the day-to-day management of the program. The Executive Director shall preside at all meetings of the Leadership Committee if present at the meeting. The Executive Director may sign and execute alone in the name of the Corporation any deeds, mortgages, bonds, contracts, or other instruments which the Leadership Committee or the Board of Directors has authorized to be executed, either generally or specifically, except in cases where the signing and execution has been expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the Corporation. The Executive Director shall report to the Board of Directors as a non-voting participant and perform all duties that the Board of Directors prescribes.

ARTICLE VI COMMITTEES

Section 6.01. Committees of Directors. In addition to the Leadership Committee, the Board of Directors, by resolution, may designate from among its officers and directors an Executive Committee and one or more other committees and each committee shall include as members two or more directors who serve at the pleasure of the Board of Directors. A committee, to the extent provided in such resolution, shall have and may exercise part or all the authority of the Board of Directors, *provided, however*, that no such committee shall have the authority of the Board of Directors in reference to:

1. amending the articles of incorporation;
2. adopting a plan of merger or consolidation;
3. recommending the sale, lease, exchange or other disposition of all or substantially all the property and assets of the Corporation;
4. recommending a voluntary dissolution of the Corporation or a revocation thereof;
5. amending, altering, or repealing the bylaws of the Corporation;
6. electing, appointing, or removing any director or officer of the Corporation;
7. amending, altering, or repealing any resolution of the Board of Directors, unless by its terms the resolution may be amended, altered, or repealed by the committee; or
8. authorizing or approving any financial transaction, mortgage, security interest or other obligation that involves the Corporation or its property; or authorizing or approving any activity inconsistent with the purpose of the Corporation as defined in Section 1.02.

The designation of any such committee and the delegation of authority to the committee shall not operate to relieve the Board of Directors, or any director, of any responsibility imposed by law.

Section 6.02. Other Committees. Other committees not having and exercising the authority of the Board of Directors may be designated by a resolution adopted by the members of the Board of Directors then in office. Except as otherwise provided in the resolution, the President of the Corporation shall appoint the members of the committees. Any member may be removed by the persons authorized to appoint the member whenever in their judgment the best interests of the Corporation would be served by removing the member. The Board of Directors may terminate any committee so designated as the Board of Directors deems appropriate.

Section 6.03. Term of Office. Unless otherwise provided in the resolution of the Board of Directors designating a committee or by the President in appointing a committee member, each member of a committee shall continue as a member until the next annual meeting of the Board of Directors and until the committee member's successor is appointed, unless the committee is terminated sooner, the member is removed from the committee, or the member ceases to qualify as a member of the committee.

Section 6.04. Chair. One member of each committee may be appointed chair by the person or persons authorized to appoint the members of the committee.

Section 6.05. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as in the case of the original appointments.

Section 6.06. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee or by the President in appointing a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee. A committee may also act by unanimous consent in writing without a meeting. Subject to action by the Board of Directors, the committee may determine by a majority vote of its members the time and place of meetings and the notice required for meetings.

Section 6.07. Rules. Each committee may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Board of Directors.

Section 6.08. Meetings by Conference Telephone. Members of a committee may participate in a meeting of the committee by conference telephone, Skype, or similar communications methods. All persons participating in the meeting must be able to hear each other. Participation in a meeting pursuant to this provision shall constitute presence in person at the meeting.

ARTICLE VII CONTRACTS, LOANS, CHECKS, DEPOSITS AND INVESTMENTS

Section 7.01. Contracts. The Board of Directors may authorize any officers or agents of the Corporation, in addition to the officers authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Any contract requiring the sale of substantially all of the Corporation's assets, the purchase, sale, or lease of real property, or any obligation of the Corporation in excess of \$3,000.00 shall require further resolution of the Board of Directors.

Section 7.02. Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 7.03. Checks, Drafts, etc. All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Corporation, shall be signed by such officers or agents of the Corporation and in such manner as may be determined by resolution of the Board of Directors then in office. In the absence of a determination by the Board of Directors, the instruments shall be signed by the Treasurer of the Corporation.

Section 7.04. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in the banks, trust companies, or other depositories as the Board of Directors may select, and items for deposit shall be presented for deposit as soon as convenient, but not more than 5 business days after receipt.

Section 7.05. Investments. The funds of the Corporation may be retained in whole or in part in cash or may be invested and reinvested from time to time in such property, real, personal, or otherwise, including stocks, bonds or other securities, as the Board of Directors may deem desirable.

Section 7.06. Gifts. The Board of Directors or the President may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

Section 7.07. Loans to Directors and Officers Prohibited. No loans shall be made by the Corporation to any director or officer of the Corporation. Any director or officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of the loan until it is repaid.

ARTICLE VIII BOOKS AND RECORDS

Section 8.01. Books and Records Maintained. The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. The following records are to be kept at the principal office: articles, bylaws, resolutions, minutes, lists of names and addresses of current directors and officers, the most recent annual report delivered to the Secretary of State, and appropriate accounting records.

Section 8.02. Inspection of Records by Directors. Any director of the Corporation is entitled upon reasonable notice to inspect and copy the books, records, and documents of the Corporation to the extent reasonably related to the performance of the director's duties as a director, including any duties as a member of a committee, but not for any other purpose or in any manner that would violate any duty to the Corporation.

ARTICLE IX FISCAL YEAR

The fiscal year of the Corporation shall end at the close of business on the last day of December of each year.

ARTICLE X WAIVER OF NOTICE

Whenever any notice is required to be given to any director of the Corporation or to any member of a committee of the Corporation under the provisions of the Revised Iowa Nonprofit Corporation Act or under the provisions of the articles of incorporation or bylaws of the Corporation, a waiver of notice in writing signed by the person

or persons entitled to notice, whether before or after the time stated in the notice, shall be equivalent to the giving of notice.

**ARTICLE XI
AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority vote of the directors present at any regular meeting when a quorum exists, or at any special meeting, if at least 10-days written notice is given of intention to alter, amend, or repeal or to adopt new bylaws at the meeting. Such notice must contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment.

The undersigned certify that these Bylaws have been adopted at the corporate organizational meeting on the 3rd day of September 2020, by a unanimous affirmative vote or written consent of the Board of Directors.

DREAM TEAM DES MOINES

How to Use Navigation Menu

Mission: The Dream Team uses the power of a bicycle to assist youth in developing a positive approach to life's challenges.

This section will offer brief guidance on aspects of the site and how to take advantage of this resource.

<http://www.dreamteamdesmoines.com/>

Brief guidance is given on this page for most of the site and a more detailed coverage of the Handbook.

How to use this site: