



Welcome to the 2017 Police Unity Tour Chapter IV Annual Ride!

### Our Mission and Purpose

The primary purpose of the Police Unity Tour is to raise awareness of Law Enforcement Officers who have died in the line of duty.

The secondary purpose is to raise funds for the National Law Enforcement Officer's Memorial Fund and National Law Enforcement Museum.

Our slogan is **"WE RIDE FOR THOSE WHO DIED"**.



### Application

Chapter IV has transitioned to a new online application process. It is important to note that the online application is a **TWO PART** process. Your participation is not guaranteed, and your application is not complete, until you have finished both steps. Step one requires you to fill out the initial application. Once this application is submitted, and your participation has been approved, you will receive an email with a link to the second phase of the application process. At the end of the second phase you will be asked to electronically submit your **\$100 Non-Refundable Application Fee**. Again, your participation in the Tour is not guaranteed until you have completed the second online phase, and payment of your application fee has been received.

Returning members will be given the first opportunity for openings in the 2017 ride. **Any returning member who completes the application process in full during the month of September 2016 will be approved. New members registering during the month of September will be waitlisted until October 1<sup>st</sup>.** At that time, any additional open slots will be filled from the waitlist in the order that they were received.

When filling out the online application process, please be sure to remember the username and password that you create, as this will be needed throughout your participation in the Police Unity Tour. If you have previously participated in Chapter IV, you still **MUST** create a new username and password for this new registration system. Your old Username and Password will not work!

**Once you are approved, you can sign into your personal fundraising hub through the [NEW Member Login Button](#) on the top left side of the Chapter IV homepage. This will be the ONLY place you will login moving forward.** After you log in, you will find the ride route and access to the new uniform store located here.

*Also please do **not** use a department/agency issued email address as your point of contact, as sensitive firewalls and enhanced security have made using such addresses difficult. We cannot guarantee efficient communication through such email addresses.*

### Route

Much of our route traverses beautiful countryside and postcard-like rolling landscapes. The beauty, however, is not without the beast, which comes in the form of climbing. Each day of our route will involve multiple climbs. The vast majority of our hills are in the 4-5 percent grade and a few will peak around 8 percent.

The first leg, from Richmond to Charlottesville will be 104 miles and includes 3,048 feet of climbing; day two from Charlottesville to Warrenton will be 78 miles and 3,780 feet of climbing; the final day from Warrenton to Washington, DC will be approximately 50 miles, with 1,860 feet of climbing, depending on what route we are directed to ride into D.C.

Our route will be available for download on your personal fundraising hub after you are approved for the ride. **Out of concerns for officer safety, please do NOT post this route on social media or in other public forums.** You may, however, share it with family, friends and any media covering the Tour during the ride.

### Training and Equipment Information

Each rider is responsible for being in proper physical condition to complete the Tour. This is a very hilly route and hill training must be incorporated into your ride preparations. For less experienced riders, it is recommended that you train with an experienced Tour

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rider or cyclist, if possible, and become familiar with riding in a group. **Learning to use your gears properly on hills is a must.**

Base training can be done on a spin bike or trainer, but within 3 months of the Tour, you should be riding on the road at least 2-3 days a week at distances that exceed 20 miles. Within one month of the Tour, you should get several long rides in and ride back-to-back days to increase your endurance for the 3-day ride. Training in the gym can also be highly valuable to increase your conditioning, especially using exercises targeting your shoulders, core and legs.

The average pace of our group will be approximately 12-15 mph (downhill will be faster, uphill will be slower). In some cases, riders unable to stay with the group will be requested to move into a support position. This may be necessary in order to maintain the safe escort of all riders. We will work one-on-one with any rider having difficulty during the Tour.

Chapter IV Fitness Forum emails containing helpful tips and advice will be sent out regularly to all members. Training or equipment questions should be sent to: [training@policeunitytour4.com](mailto:training@policeunitytour4.com)

#### SHIPPING YOUR BICYCLE:

If you need to ship your bike, send it to:  
Doubletree by Hilton  
1021 Koger Center Blvd.  
Richmond, VA 23235  
c/o Police Unity Tour – Chapter IV  
804-379-3800

Please include your name on the box. Bicycle mechanics will be available to assist you with assembly at the hotel on May 9<sup>th</sup>. Bike boxes will be transported to D.C. in trailers and will be unavailable until arrival in D.C.

#### EQUIPMENT INSPECTION PRIOR TO THE TOUR

At a minimum, you should have the following checked prior to the start of the Tour:

- Bicycle serviced – within 6 months, or at least two weeks prior to the Tour.
- Tires and tubes removed and inspected
- Helmet inspected (maximum age 5 years, or replace it)
- Bicycle shoes and cleats (if used) inspected
- Bicycle fit – ensure bike is adjusted professionally to rider



A professional bicycle fitting and planned maintenance is highly recommended. Complimentary fittings for Tour members are provided by **Trails End Cycling in Purcellville, VA**. Contact the owner, **John Carter**, at [john@trailsendcycling.com](mailto:john@trailsendcycling.com) or by phone at **540-338-2773**. Chapter IV will provide routine bicycle repair parts during the Tour; we will have plenty of tubes and tires.

#### Fundraising

Each member (rider and support) is required to raise **\$1,800** by April 30<sup>th</sup> in order to participate in the Tour. Members must raise **\$500 by January 31st** in order to remain on the active roster.

The Police Unity Tour is a not-for-profit organization under section 501 (c) 3 of the Internal Revenue Code, and while fundraising for participation in the Tour, members must comply with all federal, state and local laws governing such fundraising.

Donations are tax deductible and the tax identification number is: **80-0642457**.

#### PERSONAL FUNDRAISING HUB

Upon completion of the online application process, an online fundraising page is automatically generated for each participant. We strongly encourage you to use this page in your fundraising efforts. **Chapter IV set up a standard template for this page, but it can be personalized with your own message and pictures/video.** In fact, we encourage you to personalize your page! You can send a link of your personal page to potential donors or they can make online donations by going to the Chapter IV website, click on the *Donate Today* button on the left side of the homepage, and search for your name or team name. This online fundraising page will keep track of **ALL** of your donations, to include those that are made online, as well as those that are mailed into the P.O. Box. You will be able to see the online donations as soon as they are made; however, donations mailed in will not show up until they are picked up from the Post Office and manually entered into the system.

#### CREATING A FUNDRAISING TEAM

The new registration system allows members to form their own fundraising teams. **Only one person can create a team and serve as the team captain, so coordination in creating fundraising teams is important.** Once a team is formed, members can simply elect to join the team. Once a team is formed, donors can search the database to donate directly to that team. **The Join or Create a Team function is available on your personal fundraising hub once you log in.**

#### ONLINE AND MAIL-IN DONATIONS

Members are encouraged to ask sponsors to submit donations online directly through your personal fundraising page or through the Police Unity Tour – Chapter IV website (this will connect with our new system). Be sure they specify the member's name or team name in the drop down box so your fundraising account can be properly credited.

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Donations can also be mailed to our P.O. Box. Please do not send cash in the mail. A completed sponsor form must be submitted with each mailed donation to accurately credit you and your sponsors. Please include your name and department affiliation. Without identifying information, it will be impossible to provide members with an accurate record of contributions. **An updated sponsor form has been created and can be downloaded directly from your personal fundraising hub or from our website.**

Sponsors who donate \$1,000 or more will receive a commemorative plaque after the ride, and will have their name displayed on our website as well as the support trailer accompanying the riders. Clearly print the sponsor's name on the form as they would like it on the plaque and trailer.

### USE OF POLICE UNITY TOUR LOGOS

The Police Unity Tour has obtained numerous trademark registrations over the years to promote its cause. These trademark registrations include, but are not limited to, its name, slogan, patches and logos. Anyone creating any clothing, merchandise, flyers, vehicle or trailer markings or paraphernalia that includes any mention of the Police Unity Tour or uses any of its logos, slogans, patches or likenesses, must first obtain permission from Chapter IV, who will seek approval from the National Executive Board.

### Itinerary

**May 9<sup>th</sup>** — Mandatory meeting at 7:00 pm at the Doubletree by Hilton Hotel in Richmond, VA

**May 10<sup>th</sup>** — Depart Richmond, VA to Charlottesville, VA (Approximately 104 miles)

**May 11<sup>th</sup>** — Depart Charlottesville, VA to Warrenton, VA (Approximately 78 miles)

**May 12<sup>th</sup>** — Depart Warrenton, VA to Washington, DC (Approximately 50 miles)

**\*\*\* Police Unity Tour Arrival Ceremony at NLEOM\*\*\*  
2:30 pm**

**May 13<sup>th</sup>** — Candlelight Vigil in Washington, D.C.

### Hotel Logistics

**All members must arrive in Richmond, VA by May 9<sup>th</sup>. There will be a mandatory meeting at the hotel at 7:00 pm on May 9<sup>th</sup> for all members.**

The Police Unity Tour, Chapter IV provides hotel rooms on May 9<sup>th</sup> in Richmond, VA, May 10<sup>th</sup> in Charlottesville, VA, and May 11<sup>th</sup> in Warrenton, VA. For members located outside of the Metropolitan-Washington, D.C. area, hotels are provided on May 12<sup>th</sup> and 13<sup>th</sup> in the Washington, D.C. area.

### HOTELS FOR 2017 ARE AS FOLLOWS:

- Doubletree by Hilton, 1021 Koger Center Blvd., Richmond, VA 23235
- Doubletree by Hilton, 990 Hilton Heights Rd, Charlottesville, VA 22901
- Hampton Inn, 501 Blackwell Rd., Warrenton, VA 20186

- Holiday Inn, 410 Holiday Ct., Warrenton, VA 20186
- Courtyard Rosslyn, 1533 Clarendon Blvd., Arlington, VA 22209



Members may request a specific roommate during the online application process or you will be assigned a roommate if one is not specified on the application form. Single rooms are not available and the Chapter cannot obtain family rooms for your stay in D.C. Members wishing to book rooms for family in D.C. must do so independently.

Luggage must be labeled with each member's name. Bags will be delivered to your hotel each day. Members are required to place their luggage on the appropriate truck at the designated time each morning.

Easels will be in each hotel lobby with meal, luggage and departure information. If you are bringing a garment bag that you will not need until arrival in D.C., be sure to tag the bag accordingly and notify the support team member assisting you with loading the luggage on the trucks. That piece will not be taken off the truck until we arrive in D.C.

**NOTE: Weapons are NOT to be transported in your luggage! We are not responsible for weapons left in luggage. We will have secure storage areas for weapons in a support vehicle or trailer for those who are transporting weapons.**

### Meals

#### MEALS PROVIDED BY THE TOUR ARE AS FOLLOWS:

- Day 1—Breakfast, Lunch, Dinner
- Day 2—Breakfast, Lunch, Dinner
- Day 3—Breakfast, Lunch

No meals will be provided by the Tour upon arrival in D.C. You are also responsible for your meals in Richmond on May 9<sup>th</sup>.

Maintaining proper nutrition and hydration are critical during the Tour. Although the Tour provides plenty of water and electrolyte drinks during the ride, please ensure you pack any special energy powders or snack foods that you may need. It is important to try out new snacks and energy fuels in advance to ensure they do not upset your stomach.

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## Transportation

Each member is also responsible for their own transportation home from D.C. as well as in and around D.C. during their stay. We will, however, get you and your luggage to your hotel after the arrival ceremony is over. For members who live locally in the Metropolitan D.C. area, we will have a trailer/truck to transport bikes and luggage from the Memorial back to our departure location in Fairfax County.

For members local to Northern Virginia, or out of town members who choose to drive to Northern Virginia, park their vehicles, and ride down to Richmond with local members, Chapter IV will provide a bus and trucks to transport you and your equipment down to Richmond on May 9th. The bus will leave from PSTOC in Fairfax County around 1:00 pm. This is a police facility and you will be able to safely leave your vehicle parked there during the Tour. **If you are interested in riding the bus down to Richmond, you must reserve a seat on the bus during the application process.** You can also elect to make your own arrangements to get to Richmond on the 9th.

### AIRPORT – FLYING TO RICHMOND

The closest airport (for members flying into Richmond) is the Richmond International Airport, which is approximately 9.7 miles from the Doubletree by Hilton Hotel.

**If you are flying into Richmond and need a ride from the airport to the hotel on May 9<sup>th</sup>, please contact us at [info@policeunitytourchapter4.com](mailto:info@policeunitytourchapter4.com).** Prior to the ride, we will need your flight information and cell phone number to coordinate pickups.

## Safety

Ride marshals will be assigned to assist and monitor the riders. They will be wearing radios to communicate with our motor escort and support trailer and are available if you have any questions during the Tour. Ride marshals are official representatives of the Police Unity Tour. They have the authority to enforce rules set forth by the Executive Board.

Tour officials take extensive measures to plan a safe Tour. The following safety points must be followed:

Helmets less than 5 years old and eye protection are required at all times.

**IPods or other entertainment devices that use earplugs, earbuds, or headphones are prohibited (except for ride marshals selected to wear a radio ear microphone to assist in the pace and escort of the group).**

**Tandem and recumbent bikes are prohibited. Due to the hilly route Chapter IV rides, mountain bikes are strongly discouraged and will only be allowed with specific approval (please see our Bicycle Selection Guide on our webpage).**

If you have any questions regarding this, or are seeking approval, please contact [training@policeunitytour4.com](mailto:training@policeunitytour4.com)

**Ride two by two!** (unless otherwise instructed)



**Do not pass motorcycles on the left!**

**No rider may hold onto any moving vehicle!**

**Do not pass the lead vehicle or lead bike,** or request that the pace of the ride be changed. Tour officials set the pace to ensure rider safety and accommodate cyclists of various skill levels while maintaining unity within the group.

**Call out road hazards** and notify fellow riders of slowing or stopping to ensure everyone's safety.

**If you encounter a mechanical or medical problem, pull onto the right shoulder of the road and indicate by putting up your hand.** A ride marshal will communicate with you and let the mechanic trailer or medic unit know you need assistance. The repair trailer will pick you up and drop you back off with the group after repairs are completed. Each year, Trail's End Cycling provides Chapter IV with the very best mechanics. In addition to our repair trailer, we have a full-service ambulance and outstanding medical personnel. Together with our highly skilled multi-agency motor officers, riders are provided the very best protection every mile of the way.

**Do not stop to pick up a dropped water bottle or any other item!** This creates a serious safety issue. The mechanics trailer will pick up the item once the riders have all passed.

Any rider who falls behind the repair trailer will be asked to ride the support van until the next rest stop. This request **MUST** be honored for the safety of all participants.

If there are any unexpected stops, all bicycles should be moved off the road or to the right side of the roadway.

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## Support

Prior to the start of the Tour, support members will be notified of their assignment. Each support member is invaluable to the safety and success of the Tour. Support team members will be rotated through various assignments such as hotel and luggage team, food truck, rest stop team, and driver. The Support Team leader will be meeting separately with all support team members on May 9<sup>th</sup> after the general membership meeting to discuss logistics and assignments.



Motorcycle escorts block intersections, ramps, driveways and lights. They ride alongside the bicycles monitoring the safety of the riders. Their primary purpose is our safety! Motorcycles require room to safely pass riders, so be aware of their presence.

Radios for motorcycle escorts and support personnel will be available. All radios must be turned in to the team leader or designated radio coordinator at the end of each day.

Route booklets and cell phone lists for support and motorcycles will be distributed by your team leader.

## Uniforms

### SUPPORT

Support members will wear the blue Police Unity Tour polo shirt and black pants or shorts. Department patches may be sewn on the left sleeve of the polo shirt.

**Support members new to the Police Unity Tour will receive two support polo shirts at a nominal fee of \$5 each (any additional uniforms will be at the regular listed price). A PROMO CODE is provided in the instructions at the beginning of the Online Uniform Store. Support members are responsible for placing this order through our online uniform store, posted in your personal fundraising hub.** Uniforms purchased or provided by Chapter IV will not be distributed until the meeting in Richmond on May 9<sup>th</sup>.

### RIDERS

Riders must wear the Police Unity Tour jersey and black shorts. The anniversary jerseys from past years may be worn during the Tour, except on the last day into D.C.

**Riders new to the Police Unity Tour will receive one jersey at a nominal fee of \$5 (any additional uniforms will be at the regular listed price). A PROMO CODE is provided in the instructions at the beginning of the Online Uniform Store. Riders are responsible for placing this order through our online uniform store, posted in your personal fundraising hub.** Uniforms purchased or provided by Chapter IV will not be distributed until the meeting in Richmond on May 9<sup>th</sup>.

Department patches may only be sewn on the **center back pocket** of the jersey. They may not be sewn at all on the Anniversary jersey.

### ALL MEMBERS

**The new online uniform store is for MEMBERS ONLY.** The link should **NOT** be shared with anyone who is not a member. Orders that come in from non-members will not be processed.

**Under NO circumstances shall any advertisements be affixed to any Police Unity Tour uniforms, jackets, or support shirts.**

Do not cut or alter the jerseys or support shirts. This applies to riders, motors and support personnel. Jerseys and jackets are to be worn by Tour members only. They are NOT to be sold or given to non-members.

**There is no rank on the Tour.** Your rank should **not** appear on your nametag.

The blue and white jacket **can be ordered directly by riders or support members** through **Bikeland II** using the order form available on the website. **Nametags for these jackets are available for purchase through Chapter IV's online store.** Department patches may be sewn on the left sleeve of the blue and white jacket.

All uniforms (other than the blue and white jacket), can be purchased by clicking on the link for uniform and bracelet orders that will be posted on your personal fundraising hub after your application is approved. Orders will not be processed until payment is received.



Riders should pack rain gear with them for the Tour, as weather is often unpredictable. Rain gear does not need to be color coordinated with the Police Unity Tour uniform. Questions should be directed to: [uniforms@policeunitytourchapter4.com](mailto:uniforms@policeunitytourchapter4.com)

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## Rest Stops

There will be breaks approximately every 20 miles. Water, Gatorade, fruit, and various snacks will be available.

All riders are asked to assist our support team with policing the rest areas of trash prior to departure. This will not only be a sign of good faith to those who graciously allow us to use their facilities, it will also allow for a timely and smooth departure. **We must always remember we are guests at each rest location.**

A whistle or siren will be used to signal when there are 5 minutes left in the break. Riders should begin to line up when they hear the signal. When departing a rest stop, line up in an orderly manner.

Use the portable restrooms provided at the breaks, unless we have been given permission to use inside facilities at a particular stop. It is unacceptable to urinate in the woods or on the side of the road or behind buildings.



## Bracelets



Each member will be provided a memorial bracelet with the name of an officer who died in the line of duty in the calendar year preceding the Tour. You may select a specific officer or request to have one assigned to you. **You will select this free bracelet during the online application process.**

Additional bracelets beyond the one provided by the Chapter may be ordered at the member's cost. **They can be ordered through the uniform/bracelet ordering link in your personal fundraising hub after your application is approved.**

**Deadline for ordering additional Memorial Bracelets is February 17, 2017.**

Any questions should be directed to:  
[bracelets@policeunitytourchapter4.com](mailto:bracelets@policeunitytourchapter4.com)

## Survivor Escorts

The Police Unity Tour has the unique honor of escorting survivors to the Candlelight Vigil on May 13<sup>th</sup>. An email will be sent out to members prior to the ride in April asking for interested volunteers.

Class A uniforms **must** be worn to participate in the Survivor Escorts. All members who are not wearing their Class A uniform to the Vigil are requested to wear their Police Unity Tour polo shirt or jacket.

***We look forward to the opportunity of riding with you in honor of our fallen brothers and sisters!***

## Contact Information

**WEBSITE:** [www.policeunitytourchapteriv.com](http://www.policeunitytourchapteriv.com)

If you are unable to find answers to any questions you may have on the website or in this information packet, the following list of email addresses can be used to request specific information:

- General questions, additional information or requests to post events on the website calendar:  
[info@policeunitytour4.com](mailto:info@policeunitytour4.com)
- Uniform, clothing and merchandise questions:  
[uniforms@policeunitytour4.com](mailto:uniforms@policeunitytour4.com)
- Hotel questions or rooming assignments:  
[hotels@policeunitytour4.com](mailto:hotels@policeunitytour4.com)
- Transportation questions and requests:  
[info@policeunitytour4.com](mailto:info@policeunitytour4.com)
- Training questions or equipment checklists:  
[training@policeunitytour4.com](mailto:training@policeunitytour4.com)
- Bracelet questions should be directed to:  
[bracelets@policeunitytourchapter4.com](mailto:bracelets@policeunitytourchapter4.com)

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## Suggested Equipment Checklist

### FOR RIDING:

- Bike Helmet
- Sunglasses (eye protection), cleaning cloth
- Riding Gloves
- Bike Socks
- Riding Shoes
- Bicycle
- Spare tire/tube (optional)
- Water Bottles (2)
- PUT Jersey/Jacket
- Bike Shorts
- Bandana, hat, or something to cover up your helmet head
- Favorite or unique snacks/energy gels
- Preferred drink powder
- Chamois Cream
- Anti-Inflammatory (Ibuprofen or Advil)
- Band-Aids/Moleskin

### PERSONAL STUFF:

- Travel Alarm Clock
- Flip Flops (set your feet free after the day's ride)
- Sunscreen/lip balm
- Prescription Meds
- Comfortable Shirts (dress is completely casual on the Tour)
- Comfortable Sweats or Shorts (loose)
- Camera
- Driver's License (photo ID) and Medical Card
- Cell phone & Charger/Calling Card
- Cash, ATM Card, Credit Card
- Department Credentials for Sworn Members
- Luggage Tag
- Patches or Pins to Swap
- Trash/Ziploc bags (for wet/dirty clothes)
- Case of Gatorade/Sports Drink to share
- Other preferred adult beverages to share

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