



**Welcome to the 2020 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 an 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. Step II must be completed within 30 days of your Step I approval** or your roster spot will be released to someone on the waiting list.

Returning members from the previous year will be given the first opportunity for openings in the 2018 ride. **Any returning member who completes the application process in full during the month of September will be approved. New members registering during the month of September will be waitlisted until October 1<sup>st</sup>.** Additional openings will then be filled from the waitlist in the order that they registered.

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!**

*\*\*\* 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 travels over 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 approximately 100 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 52 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 when you register for the ride. **Out of concerns for officer safety, please do NOT post our route on social media or in other public forums.** You may, however, share it with family, friends and any media covering the PUT 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 rider or cyclist, if possible, and become familiar with riding in a group. **Learning to use your gears properly on hills in advance is a must.**

Chapter IV's website contains helpful tips and advice that will be posted in our Members Only area. Training or equipment

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questions should be sent to: [training@putiv.org](mailto:training@putiv.org)

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 1 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 exercises targeting your shoulders, core and legs.

The average pace of our group will be approximately 12-15 mph. 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 to give you the best chance of success.

Maintaining proper nutrition and hydration are critical during the Tour. Please ensure you pack any special energy powders or snack foods that you may need. You may also want to use a Camelbak hydration system to ensure ease of hydration while riding. If not, ensure you have more than one water bottle with you.

### 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, and at least two weeks prior to the Tour.
- Tires and tubes removed and inspected
- Helmet inspected (maximum age 3 years recommended)
- 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 **BEFORE YOU ARRIVE IN RICHMOND**. Our mechanics will not have the time to fit members and perform routine maintenance prior to departure. They will assist in putting bikes together that are shipped, and with any unexpected problems that arise. Routine bicycle repair parts, such as tubes and tires, will be provided by Chapter IV during the Tour.

## 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 the first \$900 by the end of February** in order to remain on the active roster.

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.** 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. This online fundraising page will keep track of **ALL** of your donations to include those that are made online, and those that are mailed into the P.O. Box. You will be able to see the online donations as soon as they are made; but donations mailed in will not show up until they are manually entered into the system (this can take 1-2 weeks).

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.**

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 fundraising system). Be sure they specify the member's name in the drop down box so your fundraising account can be properly credited.

Donations can also be mailed to our Post Office 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. **A sponsor form has been created and can be downloaded directly from your fundraising page 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.

### TEAM FUNDRAISING !!!

If you elect to fundraise as a team, you must have one person (designated as a team captain), set up your team on their personal fundraising page by clicking on **Create A Team**. Once that is done, you must communicate this team name with

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your fellow teammates and have them click on **Join A Team** on their personal fundraising page. This will ensure all team members are registered to fundraise together in our system.

**Why is this important?** When you register as a team and donations come in specifically for the team, the totals are listed under the team name, and not under the individual. If you do not list yourself as part of a team, and all money being sent in is to be split among team members, you will show zero in your fundraising totals.

Team members who elect to be part of a team and not fundraise individually agree that **the team** must reach the total donation needed for each to participate. For example, if there are 3 members on a team, the total funds needed for the team is \$5,400 (\$1,800 x 3). Team members will have to hold each member accountable for their contributions and work any issues out themselves.

**The Chapter IV staff will NOT create teams or add team members, nor will we split funds among people who are not designated in established teams. This is your responsibility!**

#### 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 100 miles)

**May 11<sup>th</sup>** — Depart Charlottesville, VA to Warrenton, VA (Approximately 80 miles)

**May 12<sup>th</sup>** — Depart Warrenton, VA to Washington, DC (Approximately 52 miles)

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

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

#### Hotel Logistics

All members must arrive in Richmond, VA by May 9<sup>th</sup>. There will be a **mandatory meeting** that evening at the hotel at **7:00 pm** 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 2019 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. We strongly encourage you, however, to leave weapons locked in your vehicles or at home. There will be many armed LEOs working in support during the ride to ensure your safety.**

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## 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 9th.



## 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, assist in getting 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 1:30 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.

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 9th, please contact us at [info@putiv.org](mailto:info@putiv.org)** 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, including removing someone from the ride.

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, ear buds, 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@putiv.org](mailto:training@putiv.org)

**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.

**Do not overlap your front wheel with the rider's back tire ahead of you.**

**Stay to the right if you are climbing or pedaling slower than those around you.**

**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.

**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.

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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.

## 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.

Logistical information packets and cell phone lists for support and motors will be distributed by your team leader.

## Uniforms

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

## 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 cost. Support members are responsible for placing this order through our online uniform store.** 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 (not new to Chapter IV) will receive one jersey at a nominal cost. **Riders are responsible for placing this order through our online uniform store.** 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.

## Riders and Support

**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.

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Riders **should** pack rain gear with them each year, as weather is often unpredictable and we do not have rain gear available for sale once you arrive. Rain gear does not need to be color coordinated with the Police Unity Tour uniform.

Questions should be directed to:

[uniforms@putiv.org](mailto:uniforms@putiv.org)

## Rest Stops

There will be breaks approximately every 20 miles. Water, Gatorade, fruit, and various snacks will be available. **To assist the Chapter with expenses, members are asked to bring a case of electrolyte drinks such as Gatorade/Powerade with them to the ride.** These will be placed on the truck and shared with all members. Chapter IV will provide all the water needed.

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 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 rest stop buildings.

## Fallen Officer Bracelets

Each member will have the opportunity to purchase 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. **Starting this year for the 2020 ride, you will need to go to our online uniform store to order your bracelet(s). If you do not go to the store to purchase a bracelet, one will not be provided to you.**



Cost for your first bracelet will be only \$5. Second or subsequent bracelets can be ordered for only \$10, which is what we pay for them as a chapter. We highly encourage all members to honor our fallen during the ride by wearing a fallen officer bracelet.

At the end of the calendar year when the NLEOM publishes the list of fallen officers for 2019, we will send out an email with the names on that list to assist you in making a selection. You can still choose to have the chapter assign a 2019 fallen officer to you when you purchase your bracelet.

A link will be available on your fundraising page after your application is approved to access the online uniform store.

**Deadline for ordering additional Memorial Bracelets is the last day of February 2020.**

Any questions should be directed to: [bracelets@putiv.org](mailto:bracelets@putiv.org)

## Survivor Escorts

The Police Unity Tour has the unique honor of escorting survivors at 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 attending the Candlelight Vigil and not escorting survivors are requested to wear their Police Unity Tour jersey, polo, jacket, or other clothing item that identifies them as a part of our organization.

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