

PROMOTE CYCLING



Organising a bike clinic

This document gives a general outline of what to consider when organising and running a fun and successful bike maintenance clinic.

Introduction

A poorly maintained bicycle can cause an accident that may have been prevented with some simple checks. Good maintenance practice and repair skills help reduce costs for cyclists, maintain safely functioning equipment, increase independence, and build a circular economy where less waste is generated.

Purpose

The purpose of a Bike Clinic is to check the functioning of your bike but it can also serve as an opportunity to demonstrate how participants can keep their bikes in good performance between servicing.

Bike maintenance including puncture repair, chain care and checking the performance of brakes and gears can be demonstrated. You can enlist the help of a local bike shop to repair broken chains, tighten brakes, and fix flat tires.

Bike maintenance classes assist cyclists that would like to learn about small repairs and get confidence in puncture repair, gear tuning, and more.

Considerations

Timing – The time of the year, your organisation’s wider calendar of events, the availability of the Bike Maintenance facilitator or provider, and the time of day that will suit your staff the most.

Scheduling with a local bike shop to facilitate the Bike Clinic – Make sure to decide on your timing and provide plenty of notice of your requirements if you are outsourcing the Bike Clinic from a local bike shop or business.

Location – If possible, hold your Bike Clinic in a widely-used, open space, with frequent foot traffic so that the event is visible and even those not taking part can see it. This way there is further opportunity to engage people. Other activities could be integrated to create an Active Travel Hub.

Resources and materials

Booking slots – Consider the format of your Bike Clinic. Will participants book one slot to attend over the duration of the Clinic? If so, use an easily accessible booking system such as reserving a slot by email at least two days in advance of the clinic. Alternatively, the Clinic could be conducted on a first-come, first-served basis or a communal workshop, where the facilitator instructs first and participants complete the repairs themselves, with guidance from the facilitator. The format of your event can depend on the facilitator’s experience as well as the number of participants.

Communications and ongoing promotions – Use staff notice boards in busy areas and well-walked routes, intranet spaces, email, and social media to get the word out about the details of your Bike Clinic.

Accessibility Considerations – Consider your staff’s needs and whether the entrance to the clinic location and timing cater to the majority of those interested in participating.

Visit [CycleRight](#) for more information and resources on bike maintenance and training.