



Ride Leader Guidelines

Planning the Ride

1. Establish the start location, destination and route. If possible, check out the route in advance to check for new construction and detours, etc. The ride leader should be familiar with the route and the area.
2. When deciding on the pace of the ride, note that:
 - The pace is the speed that the ride leader expects to ride on a level road without appreciable headwind or tailwind.
 - The pace should be given in a range of 2-3 mph; e.g. 10-12 mph. (If you plan to ride faster than 10-12 mph, besides specifying that range (12-14), **be sure to call out in your email that this will be a faster ride and that riders should be able to ride at the faster pace...for their own enjoyment and for everyone else's.**)
3. Decide on the ride “style”. This includes the frequency of stops, whether it is out and back or a loop, and whether it will be a “no one left behind” (no drop) ride. “No drop” means someone familiar with the route will stay with the slowest riders.
4. Post the ride by sending an email to the SBC Group Email (sbcannouncements@googlegroups.com). The person sending the email announcing the ride is considered the ride leader.
 - Include all pertinent information: Date, meeting time (with 15 min. in advance for sign-in, bike prep, etc.), location, destination, speed, distance, style, terrain, options, etc.

At the Ride Start

1. Sign-in Procedures:
 - Guests are required to sign our waiver and provide In Case of Emergency (ICE) contact info. If any guests refuse to complete the Liability Waiver, they should not participate in the ride
 - Members should make sure the ride leader has their ICE information (this can be provided on the sign-in sheet).
 - The ride leader should have the most recent list of ICE information from the Membership Director.
 - Know how many riders you have on the ride, to be sure you don't lose anyone.
2. Make announcements at the beginning of the ride:

- Describe the ride, including the speed, distance, time, general route, terrain, difficulties and dangers, restrooms/regroup points, and any other pertinent information.
- Announce who the “sweep” will be (that is, someone who watches the back of the line). Be sure that the sweep knows the route and communicate any changes with the sweep during the ride. The “sweep” will be the last rider in the group and is expected to stay with the slowest riders and with any rider encountering difficulty until resolved.
- If the size of the group warrants, consider splitting the ride into smaller groups and appointing section leaders. **Make sure the section leaders know the route and that each section has a designated “sweep”.**
- Ride leaders should be sure they have the phone numbers of the section leaders and sweep(s).
- Ask each rider to be aware of riders behind them, and to make the leader aware of any riders who may be falling behind or out of sight.
- Give some “safe riding” reminders. Remind riders that they are responsible for their own safety.
- Remind riders that if they plan to leave the group early, or take an alternate route, they should advise the ride leader.
- Especially, if this is a ride that is infrequent/not familiar to riders, consider providing Cue Sheets to riders before the ride.

3. Leading the Ride

- Adhere to the advertised speed of the ride (while on flat terrain; obviously going up and down hills will vary from the normal pace)
- Call out for turns, warnings, etc. Use hand signals.
- Make sure all riders have crossed intersections (e.g. at traffic lights) and/or made the route turn before disappearing out-of-sight.
- Keep the sweep in sight.
- Ride Leaders and riders should show respect for motorists and should "share the road" by moving to the right when taking a break or regrouping.
- When "Car back!" (or “Bike back!”) is called, this should be verbally passed forward and riders must move to the right in single-file.

4. Emergency Situations

- If there is a **medical emergency**,
 - Use common sense!
 - If there is a minor fall or accident, see that appropriate first-aid is applied and determine if the rider can continue on the ride; if not, determine how best to assist the rider.

- If a rider has a serious accident and lands on his/her head, neck or shoulders, you should almost never move the person. Moving could cause irreparable damage to the spinal cord.
- If the injured rider is in a roadway, divert or stop traffic rather than move the person.
- Call 911.
- Contact the emergency person listed on the sign-in sheet, or in the injured rider's phone/purse/bike bag.
- Later in the day, advise the club President or Treasurer so an Accident Report can be filed.
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- If there is a **mechanical problem**,
 - Use common sense!
 - Determine if the issue is simple enough that another club member can fix it in a reasonable period of time
 - See if there is a close-by bike shop that can repair the problem; determine if the rider with the mechanical issue can go on her/his own, or if someone (or the group) needs to accompany them
 - If need be, suggest the rider call their emergency contact for a ride, or call a ride service
- If there is an **accident, involving other parties, vehicles**, etc.
 - Call the police and make a police report
 - Get witness and driver information; do not depend on police to get witness info
 - Seek medical attention
 - Preserve evidence and take pictures

After the Ride

Ride leader should make sure that all riders have returned. If there were so many riders that sections were set up, verify all the sections have returned.

Send an email to Club members (sbcannouncements@googlegroups.com) listing riders (first names) and mileage. (Refer to the guidelines for accumulating club miles.) Include a group picture, interesting details, etc.

Note: If someone offers a pre-ride or a post-ride, these same Guidelines apply.

Sources: Elmhurst Bicycle Club and Westchester Bike Club websites, plus current SBC ride leaders.