

## Ride Leader Guidelines

*please take this sheet with you to the ride*

*Rev. 3-15-06*

### **Before the Ride**

1. Verify the route to make sure no course alterations are needed or special instructions to be given at the start of the ride.
2. Your name, phone number, email address, and ride description will be on the ride schedule. Our weekend rides may also be listed in the local newspapers. As new riders call you, answer their questions as best as possible, and encourage them to join the ride. Briefly explain the cue sheets, sweeping, availability of long and short options, and the type of terrain. Let them know that, although it is not a requirement to be a member to participate in a club ride, you encourage them to join if they find their experience enjoyable.
3. Our rides are advertised to go rain or shine. No matter what the weather conditions are where you live and when you look out the window, please go to the ride location prepared to host the ride. Arrive at least 15 minutes prior to the start time of your ride to allow time to hand out cue sheets and register riders. It is then that you can decide whether or not conditions make it safe to start the ride. If you decide to cancel the ride, please wait 15 minutes to notify any latecomers of your decision.
4. If you are unable to host a ride for which you are scheduled, you are requested to find a substitute and notify the Ride Chair.

### **At the Ride**

1. Welcome the group to the ride. Introduce yourself as the ride leader. Introduce the sweep, if other than yourself. **Always assume that there are new riders who have never been on a club ride before!** Make sure you give special attention to any new riders and answer any questions they may have.
2. Give the ride name and destination for each option. Describe any detours or road hazards. Describe the cue sheet in general and point out anything unusual in nature; unmarked roads or roads that change names from one county to the next. Mention restrooms, water spots, points of interest, and food stops that will be available.
3. Give out advice on safe riding. Advise that while it is legal to ride two abreast on rural roads, ride single file whenever traffic is encountered. Explain the "car up" and "car back" signals.
4. Ask riders to sign the ride sheet (separate sheet for members and guests) for the route they are taking to allow groups to ride together.
5. After your announcements decide whether or not you want the fast riders to take off first and the rest of the group to follow.
6. Leave any extra cue sheets behind for any really late arrivals.

### **On the Ride**

1. Sweep the ride; stay with the slowest of riders until they get to the turnoff point of the route they are taking. If a rider is struggling, encourage him/her to take one of the shorter options. Inexperienced riders may need your assistance to complete the route.
2. Complete the *medium* option, unless you have a sweep. Carry a spare tube and some basic tools in case anyone is in need. Share extra water on hot days for those who run out and need more and a few extra cue sheets for those who have lost theirs.
3. Do your best to assist riders with any problems they may be having. In the event of an accident, do whatever you can to help, and make sure that the rider has adequate help. Complete an accident report for all accidents and turn it in to the Ride Chair as soon as possible. If a rider is stopped on the side of the road, always stop to check with him/her to make sure everything is OK.
4. Try to meet new riders on the ride and make sure they are enjoying themselves. Think back to the first club rides that you were on and try to remember that new riders could be new to the area or may not know any other cyclists here. Encourage them to continue riding with the club and let them know of the benefits of becoming a member. **Your positive communication with new riders is vital to increasing new membership for the Club!**
5. And above all, have fun!

**Following The Ride - Return the sign in sheet to the address listed on the form.**

Thanks,

The Ride Chair