

## **Williamsburg Area Bicyclists Ride Leader Procedure**

Thank you for volunteering to be a ride leader for the Williamsburg Area Bicyclists. Your efforts and dedication to safe cycling are the core reasons we have a vibrant bicycle club. To enhance the enjoyment and safety of our members, the following procedure will be utilized when leading rides. Please acquaint yourself and become familiar with this procedure. Thank you in advance for your willingness to lead rides!

### **Ride Leader Qualifications:**

- The ride leader must be a member of the Williamsburg Area Bicyclists.
- The ride leader must complete at least one ride with the ride coordinator wherein the ride coordinator has observed and evaluated the new leader's readiness to be a ride leader.
- The ride leader shall follow all safety and posting requirements as designated in this procedure.
- The ride leader is encouraged to take Safe Cycling training offered by a LAB Certified instructor.

### **Ride Leader Requirements:**

- Submit new rides using the “1, 2, 3” process listed on the website.
- Be at designated starting point 20 minutes prior to published start time. As riders show up introduce yourself and encourage the riders to get acquainted with each other.
- Have EVERYONE sign in using the rider sign-in form. The form is located on the website or you can get copies from the ride coordinator.
- Once everyone has signed in, provide a brief announcement about the route, approximate pace, rest stops and meet up points along the route. Make a special note of new riders and make sure an experienced rider from the group or perhaps yourself stays with the rider until you are comfortable knowing their riding ability. If you know your riders well and they are familiar with the route, you may give leeway to staying close together on the ride. Advise riders to notify you prior to splitting off. Start at the posted ride start time!
- If there is a slower rider in the group, it may be necessary to ask for someone to be a “sweep” and stay at the end of the group to make sure no one gets lost.

### **Creating a Route:**

- Safety is the number one priority when deciding on a route.
- Pre-ride your route checking for debris, obstructions, visibility and potential rest stops.

- Choose a starting point that has adequate parking, is easy to find and has restrooms.
- Develop a cue sheet or use a cue sheet from the cue sheet library on the website. (May not be necessary for short rides) If you will be using a cue sheet, it is helpful to include your cell phone number on the cue sheet.
- Choose your stops according to your distance, planning the route around rest areas where riders can refill water bottles, use facilities and stretch before continuing on.
- Consider having a theme to your route, e.g. 'chili' ride, ice cream social. Your route can include a lunch stop or food break in that category.

### **Before the Ride**

- Advise riders that they should have a spare tube and pump on their bike.
- You may want to carry a minimal first aid kit.
- Make sure riders are wearing helmets, as helmets are required for ALL riders on a WAB ride.
- Make sure ALL riders have signed the rider sign-in form.
- Advise riders of your cell phone number and suggest they add the number to their phone.
- Advise the riders where re-group locations will be along the route.

### **Leading the Ride:**

- Do your best at maintaining the pace that you advertised.
- Keep track of all riders in your group, get to know them and make them feel welcome and comfortable throughout the ride.
- Be courteous to other cyclists, pedestrians and drivers.
- Know and obey traffic laws.
- Communicate verbally and by hand signals.
- Announce hazards...such as hole right, debris left, etc...and point to the hazard.
- Announce car back and get into single file as soon as safely possible.
- Announce car up, especially on 2 lane roads that may or may not have painted lines.
- Announce car left/right at intersections and driveways if they intersect with your path.
- Advise riders not to call out "clear" when they approach an intersection and that each rider is responsible for their own personal safety.
- Signal turns using both hand signals and verbally.
- Signal slowing and stopping using both hand signals and verbally before you actually slow or stop.
- Don't overlap wheels in a pace line.
- Stay off aero bars and don't use aero bars in group rides and pace lines.

**After the Ride**

- Make sure everyone has returned safely.
- Thank them for joining the ride.
- Invite all to lunch. (if that's the plan)
- Submit the rider sign-sheet to the ride coordinator via email by scanning it or hand deliver the form to the ride coordinator when convenient. The sign-in form must be kept for 3 years.

**Accidents:**

In the unfortunate event a rider has been injured stay calm. Depending on the severity of the accident, you can call upon other riders who may be skilled at First-Aid (you, as a leader do not need to be an expert) to lend a hand or call 911. Always be aware of your location on the route. Stay with the injured rider; if necessary divert all other traffic. Place a high priority on getting the injured rider back to the start point without further incident. Be sure to notify the ride coordinator and complete the accident report form that is on the website.

**Ride Leader Recognition:**

Ride leaders who have led at least 3 rides that were posted on the ride calendar and who have submitted the rider sign-in sheet are eligible for ride leader awards if offered and approved by the WAB Board of Directors.

**Have Fun!**

**Signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Date:** \_\_\_\_\_