

Guidance for ride leaders

Planning before the ride

1. Plan your route carefully and avoid busy or hazardous roads and junctions where possible. You may feel you need to check out parts of the route unfamiliar to you.
2. Make a list of participants and ensure you have their In Case of Emergency (ICE) details. These are covered by the data protection legislation so are only given to ride leaders when needed and not used for any other purpose.
3. Prepare a basic cycle tool kit and first aid kit for use on the ride if necessary.
4. Organise group leaders if numbers require and a back marker to ensure nobody is left behind.
5. Prepare any navigation equipment needed and check the weather forecast close to the departure day.

Prior to departure

1. Organise and brief your assistants on their responsibilities during the ride.
2. Make sure all riders expected are present at the start and have a quick check their bicycles are suitable. Generally this is unnecessary with regular members but more applicable to new riders and guests.
3. Guest riders are allowed three free rides with us but they need to fill in a form for the day to ensure insurance cover and you need their ICE details.
4. Give the riders a short briefing. This should include group composition, helpers and their functions and any potential hazards you anticipate. These should include major or busy roads you cross or use.
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On the ride

1. Try to keep an eye on the whole group but use your helpers to assist in this. If there is a major problem find a safe place to stop clear of the road whilst you sort it out.
2. When approaching a known hazard, i.e. major road section, brief the riders before reaching it and inform them of your plan. If you are turning right off a busy road stop in a refuge on the left of the road if one is available.
3. Keep an eye on navigation but don't worry about minor errors. Often a small route adjustment is easier and safer than turning around just to complete the whole ride as planned.
4. If there is an accident, medical emergency or mechanical failure ensure everyone is clear of danger and secure the area if necessary. Use people from the group as appropriate to help with the problem and keep all participants safe and informed. Send a group onwards if you think it sensible to do so.
5. During planned stops keep abreast of time, don't stay unnecessarily long and run into problems later.

General

If you want any assistance or information prior to the ride ask any committee member, they will point you in the right direction. We are there to help but not intrude, don't be afraid to ask. Our group has a good number of experienced ride leaders, you will probably have some on your ride. If you want help or advice from them just ask, we are all keen to encourage more ride leaders.