Ride Leader Training

APRIL 12, 2023
Introduction – So You Want to Be a Ride Leader

**Training goals:**

- Share Spokane Bicycle Club’s (SBC) Ride Leader standards
- Support Ride Leaders in organizing and running safe, enjoyable rides
- Increase Ride Leader confidence and proficiency in leading successful group rides
- Provide refresher training for current Ride Leaders
Training Outline

- Ride leader responsibilities
- Planning a ride
  - Practice 1 – Creating a Ride Description
- Leading a ride
  - Practice 2 – Giving a pre-ride briefing
- After the ride
- “What if” situations
- Resources on Safe Riding
Ride Leader Responsibilities

- Selecting or planning a suitable route and preparing a ride description in the SBC format
- Creating a welcoming and friendly atmosphere for participants
- **Leading** the group in a safe and enjoyable manner
- Ensuring liability waiver forms are completed and submitted for all riders
- Acting as representatives of SBC to both participants and the community

Successful Group Ride
Basic Steps for Leading a Ride

1. Determine type of ride you want to lead, select a route and pace, select date and time.

2. Complete and submit a ride description to the Ride Organizer.

3. Work with Ride Organizer to list the ride on SBC's meetup.com site.

4. Register for the ride on meetup.com.
5. Show up at least 15 minutes before the ride start time
6. Get the waiver form signed by all riders
7. Give a pre-ride briefing
8. Lead the ride, start ride on time
9. Submit the waiver form within 1 week of ride completion
Planning a Ride – Considerations

- Objective of Ride
- Weather, Daylight Conditions, Time of Riding Season
- Starting Point Parking
- Amenities at Starting and Regroup Points
- Community Events
Planning a Ride – Route Selection / Existing

- Maps are available for common routes on the club website
- You may also check with a Ride Organizer or an experienced Ride Leader for suggestions on existing routes
- A list of current Ride Organizers and Ride Leaders with contact information is provided on the club website
Planning a Ride – Route Selection / New

- Tools like [ridewithgps.com](http://ridewithgps.com) can be used to create a new route. Basic accounts are free.

- Youtube.com video tutorials demonstrate how to create routes.

- Routes should include bicycle-friendly roads / trails and avoid difficult riding surfaces. In addition to direct observation, there are a number of tools to help identify bicycle-friendly roads / trails:
  - [Spokane Regional Bike Map](http://spokaneRegionalBikeMap)
  - Google Maps “Biking” layer
  - Garmin Connect “Popularity Heatmap”
Planning a Ride – Route Map / Cue Sheet

Ideally, all riders should be provided with a cue sheet with turn-by-turn directions, including distances between turns.

Options for creating / distributing a cue sheet:

- Online tools
  - Provide the route URL to Ride Organizer to include in meetup.com notice
  - Alternatively, print .pdf file for sharing online or by paper

- Create a paper map or manual cue sheet with turn-by-turn directions, including distances between turns
Planning a Ride – Route Recon

Road conditions change frequently.

Ride Leaders should ride or drive the ride pre-ride to note:

• Road conditions
• Hazards
• Terrain features such as steep or long climbs, unpaved sections, railroad crossings, etc.
### Planning a Ride – Ride Description Elements

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Date of ride</td>
</tr>
<tr>
<td>Ride Name:</td>
<td>Create a name for the ride</td>
</tr>
<tr>
<td>Start Time:</td>
<td>Start time of ride</td>
</tr>
<tr>
<td>Estimated Duration of the Ride:</td>
<td>Distance in miles plus what time the ride is expected to end</td>
</tr>
<tr>
<td>Meeting Location / Address:</td>
<td>Meet up place, including address and major cross streets</td>
</tr>
<tr>
<td>Pace:</td>
<td>Range of speeds on level ground without breaks</td>
</tr>
<tr>
<td>Terrain:</td>
<td>Route elevation change frequency / severity and general topography</td>
</tr>
<tr>
<td>Regroup Locations:</td>
<td>How many times and where a regroup of riders will occur</td>
</tr>
<tr>
<td>Eat:</td>
<td>Where there will be stops to eat (if any) and whether it will be for rider-</td>
</tr>
<tr>
<td></td>
<td>sourced snacks or a purchase</td>
</tr>
<tr>
<td>Map / Cue Sheet:</td>
<td>Whether a paper or online map / cue sheet will be provided</td>
</tr>
<tr>
<td>Weather Cancellation:</td>
<td>Policy on ride cancellation</td>
</tr>
<tr>
<td>Ride Leader:</td>
<td>Ride Leader’s name</td>
</tr>
<tr>
<td>Ride Leader Phone Number:</td>
<td>Ride Leader’s phone number (cell phone highly preferred)</td>
</tr>
</tbody>
</table>
Planning a Ride – Pace

Pace classification – range of speeds on level ground without breaks. Downhill may be faster, uphill slower. Standard ride pace classifications:

• **Easy**: Under 10 mph
• **Leisurely**: 10-12 mph
• **Steady**: 12-14 mph
• **Moderate**: 14-16 mph
• **Brisk**: 16-18 mph
• **Strenuous**: 19+ mph
Planning a Ride – Terrain

Terrain describe the ride in terms of route conditions. Descriptions should be considered in the context of the pace and length of the ride.

Standard terrain classifications:

- **Flat:** mostly flat trails and / or roads with a possible gentle grade
- **Rolling:** climbs are short and easy, not too numerous
- **Some hills:** a few short, steep hills, and some moderate grades and / or longer gentle climbs
- **Hilly:** multiple true hills but none outrageous (10%+ grade)
- **Extremely hilly:** steep and long climbs with grades up to 9% and / or mountain passes
- **Unlimited:** for those sure of their ability to handle any grade, any distance at advertised pace
- **Off road / gravel:** significant unpaved sections
Practice 1 – Ride Description
Planning a Ride – Working with a Ride Organizer

Ride Descriptions should be submitted to a Ride Organizer. Ride Organizers are listed on the club website and meetup.com.

Ride Organizers facilitate:

- Reviewing routes / descriptions submitted by Ride Leaders
- Getting the ride and description set up on SBC’s meetup.com for sign up
- Securing Ride Leaders to lead regularly scheduled SBC rides
Leading a Ride – Pre-Ride

- Show up at least 15 minutes BEFORE the scheduled START time of the ride
- Introduce yourself as the Ride Leader
- Have riders introduce themselves, note new riders
- Provide your cell phone number
- Check that all riders have helmets – don’t let anyone ride without a helmet
- Get a rider count
- Have all ride participants sign the Waiver Form or Parental Consent Agreement
- Tell rider that rides are “no drop” and ask for Sweep volunteers
- **START the ride on time**
Leading a Ride – Waiver Form

It is important that Ride Leaders ensure

- All riders have signed the form
- Use additional ride sheets as necessary to ensure all riders have signed the “front” of the form
- Information on the waiver form is legible
- Riders have provided a phone number (preferably cell) for contact during or after the ride if necessary
Leading a Ride – Pre-Ride Briefing

Ride Overview

Mileage, pace, regroup points, food and rest stops, known hazards

Safety

- Each person is responsible for his or her own safety
- All riders must wear a helmet on the ride
- No ear buds or cell phone use is allowed on club rides while riding
- SMART* talk

*Safety

*Courtesy of Cascade Bicycle Club
Leading a Ride – SMART★ Talk

**STAY ALERT** for cyclists, pedestrians and hazards (e.g., curbs, potholes, railroad tracks, glass, debris)

**MAINTAIN SPACE**
- Leave enough room in front of you to avoid other riders, vehicles and hazards
- Move off the road or trail when stopped

**ACT SAFELY AND PREDICTABLY**
- Ride in a straight line
- Stay right, pass left

**RESPECT THE RULES OF THE ROAD**
- Obey all traffic laws
- Bicycles are allowed to treat stop signs as yields if no other vehicles or pedestrians are present

**THINK AHEAD AND TALK** — Scan ahead and anticipate what others will do. Tell others what you are going to do.

*Courtesy of Cascade Bicycle Club*
Practice 2 – Pre-Ride Briefing
Leading a Ride – During the Ride

- Carry the completed waiver form and first report of accident form on the ride in case of an emergency
- Set a pace that is consistent with the ride description
- NEVER LEAVE A RIDER STRANDED
- Set an example of safe and lawful riding
- Alert riders in advance when a left turn from a multi-lane road is to be made so riders can position themselves properly
- Clearly signal when to “take the lane” when the lane is too narrow to safely ride on the right, or to “single up” or ride single file if road traffic or conditions make it appropriate
- Account for all riders at regroup points and the end of ride
- Observe any unsafe riding, and tactfully explain that it endangers the rider and the group
- Be sensitive to riders who may find the ride more challenging than expected and encourage them
After the Ride

- Thank the riders for their participation
- Check with riders to see how their experience was and if they have any questions, concerns, or suggestions about the ride
- Mail paper or email the completed waiver form (.pdf format only) to the Ride Director at the address on the bottom of the form
  - .pdf can be created with a scanner or free Adobe Scan app for iOS / Android
“What If” Situations

- **Ride needs to be cancelled** – Contact the Ride Organizer at least 1 day in advance of the ride to cancel the ride.

- **Rider isn’t physically up to the ride** – Ask for a volunteer to accompany the rider back to the start. If the rider insists upon continuing, ask a volunteer to accompany the rider at a slower pace.

- **Rider gets separated from the group** – Ask for two volunteers to leave the ride to look for the lost rider. After finding the lost rider, accompany the rider back to the start or back to the group. Ask the volunteer to report back to the Ride Leader by cell phone.

- **Mechanical breakdown**
  - Ride leaders may assist but are not expected to fix other riders’ mechanical problems. Check with other riders to see if anyone has the parts and the expertise to make the repair.
  - Consider taking the group on a detour to a nearby shop. If the repair cannot be made, ensure rider has access to transportation.
“What If” Situations

- **Minor shows up for the ride** – Riders under the age of 18 may participate in club rides. All such riders must complete a Parental Consent Agreement (current form available on the SBC website) before being allowed to ride.

- **Larger than expected number of riders** – Divide the riders into two or more groups. Ask a volunteer to lead any additional group(s).

- **Dangerous riding or rider obnoxious / belligerent toward other riders** – Speak to the rider about concerns. If the behavior continues, ask that rider to leave the group. If necessary, stop the group and wait until the rider leaves before you continue.

- **Aggressive drivers** – Get riders off the road and wait until the driver continues on their way. Ask riders not to antagonize the driver in any way. If possible, discreetly take a photo of the vehicle license number and driver. Contact the police.
“What If” Situations

- Medical emergency
  - Call 911 for assistance
  - Out of cell phone range:
    1. Flag down a car and ask them to call 911 when in range
    2. Or, if no car
    2. Send two fast riders back to get into range and call 911
  - Protect the afflicted rider by keeping them warm and rendering aid as best as possible
“What If” Situations

- **Accident**
  - If the crash involves a motor vehicle, call 911 for the police and medical aid. Get contact information for any witnesses.
  - If the crash doesn't involve a motor vehicle, protect the rider by managing traffic around the rider.
  - If the rider's injuries permit, move to the side of the road and call 911 for medical aid. If the injuries are obviously minor, call a friend to pick up the affected rider and their bike.
  - If a friend isn't available, send two riders back to the start to get a motor vehicle and pick up the rider and bike and take them home or to a medical clinic.
  - Fill out the First Report of Accident form (available on the SBC website) at once and submit to Ride Director.

![First Report of Accident form](image)
Resources on Safe Riding Practices

- The League of American Bicyclists library of Ride Smart video content on [youtube.com](https://www.youtube.com) (under Bike League)
- Recommend to new riders
Traffic and Safety Tips for Bicyclists
Thank you!