

RIDE LEADER CHECKLIST: Suggestions for leading a ride

Planning the ride

- Decide when and where to start your ride. Consider the pace, length and terrain. Use a cue sheet from the online library, or create your own. If you use a library cue sheet, check for accuracy and updates. It's a good idea to add your name and cell phone number to the cue sheet and plan to carry your cell phone. You can take along a GPS or map of the area as well.
- Write a description and requirements for the ride, and include a link to the cue sheet and post your ride announcement.
- Decide time and location of rest stops and make sure the places will be open w/ bathroom available.
- If you are not going to have a cue sheet, state that in your ride announcement and make a plan to stay together, or otherwise ensure riders know the route.
- **Know the route.** If you are not familiar with the roads, or unsure of road conditions, drive the course a few days ahead of time. Make sure street signs are visible.
- Print out cue sheets, SMART Pre-Ride Briefing, accident reports, minor release, and release form (sign up sheets).
- Check the weather. If you feel conditions are unsafe you may elect to cancel the ride, but follow posted guidelines.

At the start

- Introduce yourself to all riders and hand out cue sheets.
- Make sure all riders sign and complete the release form, even if their names are already printed.
- Survey riders to find out if anyone is new to club riding and/or new to the ride level.
- Helmets are required. You may also want to check supplies such as tubes and water bottles.
- Appoint a sweep, especially if the group is large.
- **Talk about safety** and your expectations for the ride.
- If you have listed a target pace, suggest that faster riders may go ahead on their own. If you do not plan on regrouping, let slower riders know they may be dropped.
- Take a head-count.
- Leave within 10 minutes of published start time.

On the road

- Lead by example, obeying traffic laws and riding safely.
- If you have listed a target pace, lead at that pace.
- If you have planned on regrouping, make suggestions for where to wait, and then wait for the sweep, or last rider, before continuing.
- If somebody cannot keep up with the group, speak to that person and give directions for return to the start, joining with another group, or calling for a pick up.
- **Give guidance** about safety, technique and group riding skills as needed.
- Take a head count occasionally. The rest stop is a good time to check in make sure everyone is OK and has what they need to continue.

In case of emergency

- If rider has a serious injury, **call 911**.
- Give comfort and reassurance, but do not move rider.
- Signal traffic so that injured rider is protected from oncoming cars.
- Call rider's emergency contact. If rider is to be transported to hospital, inform emergency contact of the location.
- After the ride, follow up to find out condition of rider and offer assistance.
- Fill out an accident report and send to the treasurer.