

RIDE LEADERS' GUIDE



I) Choosing the starting location

- A. Plenty of free parking
- B. Restrooms nearby
- C. Easy to locate for participants
- D. Nearby food &/or beverage options

II) Planning the ride

- A. Decide on the distance and route
- B. Choose a safe route
- C. Ride the route; check the distance
- D. Adjust route as needed
- E. Finalize the route
- F. Create a route map if desired - many leaders use the Sign Post method instead

1. Resources

- a. www.DBTC.org - Route Map Library
- b. Other Ride Coordinators
- c. www.Mapmyride.com

2. Map should show

- a. Start/stop point
- b. Clearly defined route
- c. Mileage
- d. Ride Leader's phone number
- e. Directional arrows
- f. Rest stops, if any
- g. Restroom locations, if any
- h. Places of interest

3. Make copies of your map

6. Create the ride description

1. Seek help from your Ride Coordinator
2. Use the ride rating system
 - a. Pace type
 - b. Difficulty
 - c. Mileage
 - d. Quadrant
 - e. Starting time
3. Your name and phone number (phone number is recommended, but not required)
4. Create a theme or name, if desired
5. Give a brief ride description
6. Make the ride description interesting

III) At the start of the ride

- A. Bring signup sheet, maps, clipboard and pen
- B. Fill out the top of the signup sheet
- C. Greet people as they arrive, introduce yourself
- D. Every ride participant must **FULLY COMPLETE** the DBTC Ride Sign-in Sheet.
Please have all participants answer all questions with legible printing.
- E. Gather everyone around you
- F. Introduce and tell a little about yourself
- G. Go over the route and explain the expected pace
- H. Give each rider a map, if desired
- I. Recruit someone to ride last or "sweep"
- J. Explain that you expect riders to stay between you & the sweep when possible
- K. Explain hand signals & have a "sign post" for significant turns that you'll be using
 1. The person riding directly behind you is the sign post
 2. At a turn ask them to stay there to make sure everyone in the group makes the turn
 3. When the sweep has made the turn, the signpost rejoins the group
- L. If a rider gets lost they should follow the map back to the start point or call the ride leader to report in
- M. Tell the riders that if they expect to leave the group before the end of the ride to let you know
- N. Count the number of riders
- O. Talk about where the group will meet after the ride
- P. Have riders introduce themselves by first name
- Q. Take the signup sheet with you
- R. Announce your cell phone number

IV) During the ride

- A. Lead the ride, use hand signals
- B. Pay attention to new riders and make them feel welcome
- C. Make a stop to collect riders about every 5-10 miles
- D. Take a group photo during the ride.
- E. Finish the ride and take a head count.

V) After the ride

- A. Make sure everyone is accounted for
- B. Thank everyone for coming on the ride
- C. Invite everyone to post-ride gathering
- D. Remind guests that our insurance requires them to be club members if they would like to join DBTC on another ride
- E. Encourage new riders to join the club
- F. Email a copy of the Ride Sign-in Sheet to guestrelations@DBTC.org. If you don't have the facilities to email a copy then email the complete information on every guest that was on the ride. Be sure to identify the ride.

H. VOLUNTEER TO LEAD ANOTHER RIDE!

VI) What to do if:

- A. Flat tire or breakdown - You are not expected to fix flats or repair bikes. Make sure someone from the group stays with that person to assist with repairs. They can rejoin the group later.
- B. Accident - See Accident Reporting by Ride Leaders.
- C. Lost rider - Make sure you follow the ride route and end in the designated location. Make sure you are available at the phone number you listed on the ride sheet. It is each rider's responsibility to follow the ride guidelines and utilize the given resources.

Accident Reporting by Ride Leaders

- **Serious injury or accidents requiring medical attention.** Attend to the rider. Call for medical assistance as needed. On the Ride Sign-in Sheet, write a brief description of the incident, injuries, and actions taken. Call Patty Gaspar at 303-618-5069 as soon as possible. Also call your Area Ride Coordinator.
- **An injury requiring first aid, but the rider continues the ride.** Attend to the rider. Write a brief description of the incident and injuries on the Ride Sign-in Sheet and return it to your Area Ride Coordinator as soon as possible. Tell the rider to contact the Ride Coordinator if any expenses are incurred.
- **An accident with no injury.** Write a brief description of the incident on the Ride Sign-in Sheet and return it to your Area Ride Coordinator as soon as possible. Tell the rider to contact the Ride Coordinator if any expenses are incurred.