

LBC Ride Leader Checklist

Before the Ride

- Review LBC's complete *Ride Leader Guide* and *Rules of the Road* (LBC homepage under *Rides*) for leading a safe ride.
- Preview the route prior to the day of your ride for road conditions, hazards, and detours. Route notes should be posted in the ride listing on Meetup and can also be posted on the LBC Google Group.
- Optional:** Select a post-ride social gathering (i.e. coffee, lunch). Call ahead for reservations if necessary. Be sure to announce the post-ride plans at the start of ride.
- Arrive at least 15 minutes prior to ride start time.**
- Carry a cell phone and have an odometer on your bike.
- Distribute cue sheets and gather signatures on the waiver form.
- Record on the waiver form any riders under the age of 16; they are required to have a parent, guardian, or responsible adult accompany them on the ride.
- Designate a sweep for C and D rides, who will be responsible for seeing that all riders are accounted for and will offer assistance as needed.
- Note number of riders and alert the sweep to that number.
- Introduce yourself, the sweep, and any new riders. Encourage any non-members to join LBC.
- Announce any special safety precautions or detours on the route.
- Review and demonstrate hand signals and verbal warnings as needed, especially for newer riders.
- Ask that any riders who choose to leave the ride notify either the leader or sweep of their intention.

Leading the Ride

- Lead by example—ride safely.** As the leader, this is your greatest means of encouraging other riders to do the same. Observe all traffic laws and safety signals.
- Ride the advertised pace.** As ride leader, it is not a requirement that you be at the head of the group at all times.
- Encourage faster riders to go ahead if they prefer.
- Encourage small groups of riders for safety; gaps allow drivers to pass in stages.
- Regroup at appropriate spots to encourage and guide slower or newer riders.
- Speak to unsafe riders quietly and privately. If you are uncomfortable and the situation does not improve, you may ask the rider to leave the group.

After the Ride

- Confirm that all riders have returned safely.
- Call any rider who had a mishap during the ride. This updates you on his/her situation and shows that as an LBC ride leader you care about his/her experience with the club.
- Complete and send the completed ride liability waiver to the address on the form.** In addition to providing liability protection, the form is also used to establish the leader and sweep awards.