



Lancaster Bicycle Club *Ride Leader Guide*

Introduction

Welcome to the Lancaster Bicycle Club's *Ride Leader Guide*. One of the great things about leading a ride is that you get to choose the route, the pace, and the rest stops. You get to show people your favorite routes, your favorite hills, your favorite vistas and points of interest. By leading a ride, you have the opportunity to share safe bicycling habits and to foster cycling in our community. By leading a safe and fun ride, you become an ambassador for the great sport of cycling. LBC rides are enjoyable, in part, because we encourage all ride leaders to abide by the *Ride Leader Guide*.

Planning Your Ride

- Consult LBC's *Rules of the Road* for specific information on leading a safe ride.
- Consult *the Pedaler* or lancasterbikeclub.net for guidelines on the ride categories.
- Submit the information for your ride to the Ride Coordinator for inclusion in the following month's *Pedaler* Ride Schedule. You may choose from the list of rides published by the Ride Coordinator, from any ride listed in the online club database, or design your own ride.
- Information needed for the Ride Schedule includes: name of ride, date and time, distance and pace, your name and preferred phone (home or cell) number.
- Additionally, add the information for your scheduled ride and a link for the cue (as well as any later updates to the ride) by posting and officially "Announcing" the ride in Meetup.
- Cues and a ride liability waiver will be mailed to you if the ride is listed in *the Pedaler*.
- 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.

Scheduling Rides On Meetup

- Club members may also schedule impromptu rides on Meetup without restriction by any rides scheduled in *the Pedaler*. An impromptu ride is any ride not scheduled in *the Pedaler*.
- When scheduling an impromptu ride, use the word "Impromptu" in the heading so that club members can easily distinguish between impromptu and scheduled rides.
- Never "Delete" a ride—"Cancel" it instead.
- Only the leader may cancel a ride; the ride must be officially cancelled by clicking on the "Announce" button.
- No one may change the details (i.e. start time/location) of a ride without the ride creator's permission.
- Any changes to the details of a ride should be done at least 48 hours prior to the start of the ride.
- Rides may be cancelled at any time for weather or personal emergency issues. Remember to officially "Announce" the change/cancellation so RSVP'd riders receive the update.

Before the 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.
- Announce any (optional) post-ride social gathering.

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.
- Ride leaders should ride the ability of the group and not head out fast and expect hills to drop the average speed. Leaders should maintain the advertised pace until they are sure the group can handle it. They should consider average speed to be the typical cruising speed on flat ground - not average speed during or at the end of the ride (except by coincidence).
- Encourage faster riders to go ahead if they prefer. Those who go well ahead of the group (out of earshot, for example) must understand that they are no longer part of the ride.
- 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. Unsafe riders pose a danger to themselves and others. As the ride leader, if you are uncomfortable and the situation does not improve, you may ask the rider to leave the group.
- Aim for a safe and enjoyable ride for all.

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 ride liability waiver to the address on the form.*** In addition to providing liability protection, the form is also used to establish leader and sweep awards.