

## CHECKLIST FOR CFC RIDE COORDINATORS / Leaders

### Supplies & Equipment (Coordinator &/or Sweep)

- Cell Phone
- Rudimentary first-aid kit
- Copies of the Sign-in / Liability Waiver Form (16 lines per page, plan accordingly)
- Copies of the Incident Form
- Pen/pencil

### Items to Check at Ride Start

- Does everyone have a helmet & identification
- How many riders do you have? ("No one left behind")
- Special equipment required (lights?)

### Pre-Ride Announcement

- Introductions & Welcome new riders
- Signatures on the liability waiver
- Explain that CFC medical insurance covers Club members and 1<sup>st</sup> time guests
- Announce your cell phone number
- Identify leader & sweep
- Identify riders who have first-aid kit, cellular phone, & bike tools
- Maps, cue sheets
- Determine two Pace group leaders ("Need-for-Speed" and "Fun-in-the-Sun")
- Planned rest points
- Obey traffic regulations, be courteous & alert
- Ride single-file in traffic, allow spaces for motorists to pass 4-6 riders at a time
- Use hand and voice signals ("Car back", "Slowing", "Stopping" etc.)
- Questions?

### Post Ride

- Make sure everyone has returned (if you can't stay until the last rider is back, ask the "Sweep" rider to do that)
- Forward completed Liability Waiver Forms to the CFC Secretary within 2 weeks
- Forward completed Incident Form(s) to the CFC President **immediately**

Revised March 2013