

## VBC RIDE LEADER PROCEDURES

1. Legibly fill out the top portion of the Waiver & Ride Sign-up sheet, including description of the ride and weather.
2. Print and sign your name and phone numbers on the top line of the sign-up Sheet. You are a ride participant, and this serves as an example of how it should be done.
3. Arrive 15-30 minutes early to give riders enough time to fill out information on the Waiver & Ride Sign-up sheet. This includes listing an emergency contact phone number AND a cell or home number, and your reminding them why we may need the numbers--accident, rider missing, etc.
4. If you cannot read someone's printed name or emergency numbers, ask them what it is and record it legibly.
5. If a rider looks younger than 18, make sure the appropriate column is checked and they have a parent or other responsible adult sign for and accompany them on the ride.
6. Hand out maps or cue sheets unless the ride is a group ride. If you carry a cell phone, consider including your cell-phone number on the map/cue. Make sure all riders are wearing helmets.
7. Introduce yourself as the Ride Leader. If you have new riders, make sure their riding experience and their bicycle is suitable for the ride. Make them feel comfortable, and encourage the group to acknowledge and welcome them as new riders. Be sure you start off the process of going around the group with self-introductions.
8. Explain the advertised pace is speed on the flats. Some may wish to go faster, but you'll be riding at or close to the advertised pace. Go over the route highlights, obstacles, and your re-grouping intentions. If there is no assigned "sweep", the ride leader should ensure no one gets left behind, lost or alone with a mechanical problem.
9. Remind riders our prime concern is safety, and we need to promote a positive image of cycling. This includes obeying all applicable vehicle traffic laws, including passing on the right only where it is legal. We need to be courteous to each other and to other road users, including yielding the right of way to pedestrians on trails and crosswalks.
10. Remind riders about signaling their intentions including turning, slowing, and stopping. We should not pass fellow cyclists on the right, and we should issue an audible warning when passing on the left. Riders should shout out "car back" when a car is approaching from behind. Riders in the back of a group should be the first ones to call out "car back." Others should pass along this warning until it reaches the riders at the front of the group. When someone calls out "car back," riders should fall into a single line and not obstruct the passing car.
11. After the ride, indicate if there were any accidents or mishaps on the ride. If so, fill out an incident report sheet. Put an '\*' by the rider's name on the ride waiver sheet and write the word "accident" at the top of the page.
12. Carry the ride sheet with you on the ride, so you'll have the emergency contact phone numbers.
13. Mail or otherwise deliver the Waiver & Ride Sign-up sheet (plus Incident Report if necessary) to the Assistant Road Captain **within 14 days**. Include a copy of the map and/or cue sheet, if it is not already on file. If the ride was canceled due to weather or safety concerns, note this on the sign-up sheet, send it in (**within 14 days**), and you'll receive credit for leading the ride.

### Mail

Joe Cote  
12004 NE Salmon Creek Ave  
Vancouver WA 98686

E-mail [asstroadcptn@vbc-usa.com](mailto:asstroadcptn@vbc-usa.com)

**Drop off** at River Maiden Coffee (the 602 N Devine location) into club box

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