

Nashoba Valley Pedalers RIDE LEADER GUIDELINES

Dear _____,

Your ride, _____, has been scheduled for _____ and will be advertised in *The Pedaler*.

Enclosed are informational documents and forms to help you run the ride. Certain forms should be returned to the Activities Chairperson as soon as possible after the ride. This packet should include:

- Guidelines for NVP Ride Leaders (this document)
- Checklist for NVP Ride Leaders (this document—last page)
- A Sign-in sheet (non-member Release & Sign-in sheet on reverse)
- A Release Form & Sign-in sheet for Minors
- A Ride Report Form
- A LAB/American Specialties First Report Form (a.k.a., Incident Report Form)
- Membership Forms to hand out to non-members

Guidelines for NVP Ride Leaders

These guidelines are for use on the day of the ride and should be followed by leaders and/or co-leaders. They do not explain how to lay out a ride and they assume that you have prepared a cue sheet and/or map of your intended route. You should have 20-40 copies of the cue sheet for distribution to riders. The number depends on the expected turnout, which is usually higher in the summer months.

Before the Ride

1. Arrive about 15-30 minutes before the scheduled start time. Greet each person individually and introduce yourself to new or unfamiliar members.
2. Have riders sign the appropriate sign-in and/or release form (member, non-member, minors).
3. Offer non-members a copy of the membership form and encourage them to join at their leisure. **All Non-Members must sign the Release Form.**
4. **HELMETS ARE REQUIRED** on all club rides. Anyone arriving without one should be told politely that they may not participate in that ride.
5. You have the authority to send away:
 - Anyone without a helmet
 - Anyone with an unsafe bike that cannot be fixed on the spot

Pre-Ride Routine

1. Ask all riders to gather around and welcome them. Introduce yourself, your co-leaders and sweep. Explain what you and your colleagues will be doing and don't forget that you are the ambassador for the Club on this occasion, so be friendly and smile! Remember, you are the leader, not "the boss."

2. Explain that individuals are responsible for their own actions and safety, and if applicable, those of their children. Riders are also responsible for solving their own mechanical problems.
3. Explain that on Club rides we expect riders to adhere to good riding standards and group riding etiquette. Some of the new or non-members may not have ridden with NVP before. Therefore, it is well worth reviewing the following rules and etiquette.
 - Ride in a straight line and predictably; don't make sudden stops.
 - When overtaking other riders, say "On your left." Do not pass on the right.
 - Point to or call out road hazards (puddles, glass, holes, sand) to those behind you.
 - Call out "Car Back", "Car Up", etc., when vehicles are approaching. Please move to the right (single file) when you hear "Car Back."
 - When turning left across traffic, check behind you and move to the left side of the travel lane to make the turn.
 - Keep a comfortable distance between you and the rider in front of you. Don't overlap wheels.
 - Move to the side of the road at intersections. Don't block cars from making a right turn.
 - Ride at your own pace. This is not a race.
4. Remind riders that a bicycle is a recognized vehicle in Massachusetts, and is subject to the same rights and responsibilities as a motor vehicle. All laws that apply to cars apply to bicycles, including:
 - Riding on the right, single file.
 - Stopping at traffic lights, stop signs, etc.
 - Yielding to traffic at road junctions.
 - Signaling.

Some motorists have an understandably jaundiced view of cyclists caused by bad road manners. NVP endeavors to set a good example by riding within the law.
5. Hand out the cue sheets and/or maps. This is a good time to point out regrouping locations or lunch stops. Also, highlight any missing street signs, road construction or detours encountered on your preview of the route. Mention any difficult intersections or special events occurring on the route that may affect traffic volume (church fair, carnival, etc.).
6. Ask if anyone is not planning to ride the entire route. If you are offering multiple routes, take a count of those planning to ride each one. This will help you account for everyone at the end of the ride. Make sure other leaders/co-leaders know how many riders are planning to ride their route.

During the Ride

1. If this is a ride on which a Sweep is required, the leader is expected to sweep unless a separate Sweep has been designated.
2. Riders who ride off in front of the pack are responsible for their own route finding. In general, riders should be encouraged to ride at their own pace. On a ride with large attendance, riders should be encouraged to spread out into smaller groups. This makes it easier and safer for cars to pass cyclists.

3. Except at planned rest or food stops, it is not necessary for the leader to keep the group together. If this is a leisurely, "scenic" ride and you plan to make frequent stops to admire the view or sightsee, you should advise the participants at the beginning of the ride that they may proceed along by themselves if they desire.
4. The Sweep should be the last person on the ride, and is responsible for accompanying the slowest rider and obtaining help when an unforeseen incident occurs. The Sweep need not be the one who provides the help (mechanical or medical assistance).
5. If there is an accident, please complete an "Incident Report Form" (LAB/American Specialties First Report Form).

At the End of the Ride

1. Make sure everyone is accounted for. Keep in mind those that may have ridden directly home or left the route early.
2. Say goodbye and thank the riders for joining you today. Mention that you hope to see them on a future ride with the club. You might even slip in a plug for the monthly club meeting or dining club.
3. Make a mental note of anyone who might be a potential ride leader and mention their name to the Activities Chairperson.
4. Fill in the Ride Report Form and return it, along with the Sign-in sheets and Release forms, to the Activities Chairperson. Don't forget to include two sets of cue sheets and/or maps for the club's ride collection.

Nashoba Valley Pedalers RIDE LEADER CHECKLIST

Before the Ride

- _____ Send Ride Description form to Activities Chairperson for publishing in The Pedaler.
- _____ Once published, check newsletter write-up for any discrepancies from your original description.
- _____ Check route and starting point, preferably in the week prior to your ride. Note any detours, road construction, etc. to mention during the pre-ride talk.
- _____ Prepare cuesheet and, if possible, a map of the route.

At the Ride

- _____ Show up at the start 15-30 minutes before the start time.
- _____ Welcome all riders and have them sign-in on the appropriate sheet (members, non-members, minors)
- _____ Introduce leaders, co-leaders and/or sweeps.
- _____ Hand out cuesheets/maps.
- _____ Announce regrouping spots or food/water sources en route.
- _____ Review rules of the road, or trail etiquette, as appropriate.
- _____ Discuss equipment safety; explain that each rider is responsible for the safe operation of his/her bicycle and equipment.
- _____ Take a head count.
- _____ Ask if anyone plans to take a short cut or ride home directly from the route. Ask these riders to please call you to let you know they arrived home safely.

After the Ride

- _____ Be sure everyone is accounted for.
- _____ Check with co-leaders/sweep for any problems encountered during the ride.
- _____ Return completed Ride Report Form, Sign-in/Release Forms and two copies of the cuesheet(s) to the Activities Chairperson.