

Leading a Ride

The following guidelines have been adapted from the CTC recommended practice for Ride Leaders.

The Role of the Ride Leader

The ride leader has a duty of care towards the riders and must ensure as reasonably practicable that the safety and enjoyment of all participants and the public has been taken into account in the organisation of the ride.

Ride leaders have CTC public liability insurance. However for the insurance to be valid there must not be more than 5 non-members on any one ride, nor should a non-member participate in a ride more than 5 times.

During the current pandemic ride leaders should familiarise themselves with the Cycling UK document "Coronavirus Guidance for Volunteers, Staff and Participants".

Leading a ride

Planning your ride

- Plan a safe route considering any potential hazards, descents, main or busy roads, poor road surfaces. Use cycle tracks where possible and quiet lanes. If possible become familiar with the route beforehand to avoid too many stops to check the map. Highlighting the route on the map is useful.
- Choose a safe meeting place and not in the way of pedestrians
- Consider the ability of the riders you're aiming the ride at
- Work out the mileage and approximate timing of the ride.
- Consider the time of start. Can people make this time if coming by train
- Consider whether hi vis jackets will be needed and lights particularly in Autumn/winter months.
- Consider the type of ride, on road and off road and the type of bike needed for the terrain
- If you plan refreshment stops, check in advance whether the venues will be open and can accommodate the likely number of people on your ride, particularly noting the requirement for social distancing. Take down the phone numbers of the venues in case you need to ring them if the group is larger than expected.
- Consider the impact a change in the weather may have on your ride and be prepared to change your plans or cancel if unsafe weather conditions, eg thick fog or ice
- Plan a date for your ride and check that the route will not clash with any other club event
- Agree details of ride with Steve (stephenwintonyoung@hotmail.com) and then send to Dale to put on the website. (07713297691 or Dale@1066cycleclub.org.uk)
Eg, date, start time, meeting place, brief outline of route and distance, grade of ride (1-4), refreshment stops if planned, whether packed lunch to be taken, type of bike needed (mountain, road bike, any).

Risk Assessments

During the current pandemic the Cycling UK "Coronavirus Risk Assessment Checklist" must be completed for every ride by the Ride Leader. This should include an assessment of whether there are any other hazards specific to your ride to be managed. Steve Young is our Coronavirus Officer and can advise on any areas that you are unsure of. The Risk Assessment Checklist and details of each person participating in the ride must be kept by the Ride Leader for 21 days and then destroyed.

General risk assessments are not normally required for general road rides. For night rides, mountain bike rides or any other event, a club risk assessment form must be filled in and sent to Sue or Steve. This can be printed from the website or contact Sue or Steve for a copy.

Things to take on the ride

- Coronavirus risk assessment checklist
- A basic first aid kit.
- Mobile Phone
- Map, pen
- Tool Kit including pump, spare tube to fit your bike, puncture outfit, a multitool or allen keys, adjustable spanner, small screwdriver
- Money for emergencies, refreshments
- Water

Please note the Coronavirus Guidance on not sharing tools and equipment at the present time.

Cancellation of a Ride

If the ride is cancelled for any reason, contact those who have told you they will be joining the ride.

At the Start

- Welcome riders and introduce yourself to new riders
- Complete the Coronavirus Risk Assessment Checklist ensuring all necessary measures are in place to manage risks and that riders are aware of these.
- Collect the contact details of all who are present
- Establish who's not a member for insurance purposes
- Ensure all riders are carrying emergency details
- Hand out membership forms to new riders. Alternatively, they can call the membership secretary, or print one off from the website
- Tell the group about the ride, stops, pace.
- Allocate a buddy to a new rider to ensure they are socially welcomed and included and to help them ride safely in the group if they are not used to group riding.
- Allocate an experienced "backmarker" to ensure no-one gets left behind on the ride

During the Ride

- Lead from the front and pass clear instructions down the group eg, warning of hazards, eg car up/down, pothole, horserider etc.
- If riding two abreast, keep an eye on traffic conditions and prepare to ask the group to "single out" by passing a message back through the group
- Check you are riding at a pace suitable for the group and prepare to slow down or stop if necessary riders for catch up, particularly at top of hills and after descents.
- Check the backmarker is present at junctions and turnings. If not ask someone from the main group to wait at the junction and stop the group after the junction in a safe place.
- If you allow riders to pass you on descents, hills, give them an instruction of where to stop so that the group can catch up.
- If a rider wishes to leave the ride or expresses a wish for the ride to carry on without them, check that the rider is not separating because they feel the pace is too fast for them the group or they feel unwelcome: suggest slowing the pace, appoint an experienced rider to accompany the rider, have frequent stops etc. Or if the rider still wishes to leave the group, ensure they have adequate knowledge and resources to get home.

At the end of the ride

- Try and arrive back together (sometimes people can get impatient and race on ahead)
- Get some feedback eg, the route, refreshment stops, pace.
- Any accidents or incidents need to be reported by the leader to Steve (Ride Co-ordinator). Details of people present, location, etc will be required.

Main Contacts : If you need any extra help/advice please contact :

Steve Young: 01424 844870 or 07789 546833 stephenwintonyoung@hotmail.com

Sue Burton 01424 775592