

# Rider Leader Guidelines



## Ride Preparation

- Arrive at least 20 minutes before the ride; ride should start promptly at published time.
- Be familiar with the route. Pre-drive if necessary. Check ahead of time for detours and closures.
- Ride Leaders should wear an OUTspokin' jersey for easy identification.
- Ride leaders should carry pen/pencil, cell phone, and liability waiver.
- Know how to fix a flat.
- Carry extra provisions if possible (especially for Green rides) in case new riders are not prepared.
  - Patch kit / extra tubes; repair tools; pump or CO2; extra snack bars; water; basic meds such as band aides and Tylenol / ibuprofen.
- Cancelling a ride due to the weather.
  - Conditions: Temperature  $\leq 40$  degrees; Pavement is icy, wet, or slick.
  - Use your best judgement for the safety of the riders.
  - To cancel a ride, post the cancellation on the OUTspokin' Facebook page no less than an hour prior. Notify the ride coordinators so that the OUTspokin' calendar and Meetup can be updated.

## Pre-ride Announcements and Activities

- Ride Leader(s) are always in charge of the ride and should provide guidance and safety to all riders.
- Obtain liability waiver signatures & phone number from any new riders.
  - Waiver is available on the OUTspokin' website.
  - Ride Leaders should carry the liability waiver with rider's cell phones in case you get split up.
  - Any new riders can ride with the club one time before becoming a member. Memberships can be purchased on the OUTspokin' website.
- Give ride introduction/safety briefing.
  - Introduce yourself and any other ride leaders.
  - Describe the route(s) including mileage estimates, potential hazards, hills, etc. Identify rendezvous points.
  - Verbalize the type of ride.
    - Green - No Drop Ride; Explain what this means; Leader in front and rear (sweep leader) if possible.
    - Blue – Riders may break out into groups of similar speed / cadence but will regroup at identified points to check in with ride leader.
    - Black – Ride leader will describe route with any rendezvous points; all riders ride at own pace; Riders are responsible for checking in with ride leader.
    - Pacelines only appropriate for advanced riders; usually, black riders or advanced blues.
  - Review Bike Etiquette, Safety and Rules of the Road.
    - Ride Single file, especially on roads with narrow shoulders; leave at least one bike length between you and next bike.
    - Hand Signals: Single File, Slow Down, Stop, Left, Right, Debris on Road.
    - Verbal Signals: rider/runner up, On your left; Only give when line of sight is obstructed or there is a blind spot.
    - Obey Traffic Laws.
    - No headphones.
  - Make sure riders have the necessities.
    - Food, water, tools for repairs, helmet, cell phone.
      - No helmet, no riding with OUTspokin'.
      - If you have an extra helmet at home, throw it in the car and bring it with you especially for Green rides.
  - Have riders introduce themselves.

## During the Ride

- Make sure all riders are accounted for both during and at end of the ride.
- Make sure rules of the road are being followed by riders.
- Keep the advertised pace.
- Interact with the riders in a friendly and professional manner; Reflect positively on OUTspokin'.

## After the Ride

- Make sure all riders are accounted for both during and at end of the ride.
- Inform riders about any other upcoming rides or social activities.
- Tell riders you look forward to seeing them on future rides.
- Provide the signed ride waiver form to ride coordinators. Provide the hardcopy or scan / take a pic of the waiver and send to [outspokin@gmail.com](mailto:outspokin@gmail.com).

### *You want to lead a ride that isn't published on the calendar?*

- Identify the date, time and location (an exact address is preferred) for the ride.
- Be familiar with the route (start and end points) that you want to lead. If it is a new route that is not in the list of routes on the OUTspokin' web page or is not on the OUTspokin' calendar / Meetup from a previous year, then create the route in MapMyRide. Make sure the route is 'public' and have the link available.
- Have a detailed description of the ride. Make sure to identify it as Green, Blue or Black.
- Submit the ride with **all the above information** to the ride coordinators for publication.
- Post a notice on the Facebook page for your ride.