

## **CTCSUFFOLK - GUIDANCE NOTES FOR RIDE LEADERS**

Further to the CTCsuffolk Guide for Riders, this guide describes those additional tasks to be undertaken by the ride leader. This is not a stand-alone document. **The Guide for Riders** must be completely understood before reading this guide, and referenced when reading this guide. Any questions can be answered by your rides co-ordinator.

### **In advance of the Ride.**

- All leaders must be registered with CyclingUK.
- Leaders need to contact the Eleveses, Lunch, and where applicable Tea stops to let them know the ride is coming and approximate numbers.
- Please liaise with the other leaders where there is a combined Eleveses and agree who will phone.
- Always tell the venues the numbers are dependant on “weather conditions”, make an educated guess, and arrange to phone with an update on the day if the numbers vary greatly.

### **Procedure to Cancel a ride**

- Any ride may be cancelled by Ride Leader after consultation with the relevant Ride Co-ordinator if necessary, having regard to weather conditions forecast for the day of the ride and the safety of participants. Judgement shall be based on the weather forecast for the relevant day on the evening of the previous day. The following is a guide to when a ride might be cancelled: Either
  - Ice on minor roads likely to persist for 1 hour beyond the starting time.
  - Strong winds (30mph+ [Beaufort wind scale 7]) forecast for most of the ride period.
  - Heavy rain expected at the start and for most of the ride period.
  - Thick widespread fog – visibility <100 metres.
  - The ride leader may change either of the scheduled stops on a ride having regard to weather conditions prevailing and the safety of participants.
- Notification of cancellation of rides;
  - The Ride Leader should notify the Rides Co-ordinator who will arrange to e-mail to all the riders who are listed regulars for the respective ride day, as soon as a decision to cancel has been made. If the Rides Co-ordinator is not available, the Ride Leader should consult the club secretary then other committee members.
  - If practicable, a volunteer who can most easily get to the start point should go to notify riders of the cancellation. This shall not apply to Car or train assist start locations)

### **Planning your Ride**

- Check whether there is a pick up point after the start and plan the route accordingly.
- Plan a route that is flexible to allow for mishaps, and will still permit you to keep to times.
- Plan your route to avoid busy roads/road crossings where possible. Try to use crossing points you know to be controlled by Traffic lights or where you can use bridges or underpasses.
- Include points of interest on the route where possible.
- Judge/ balance distance and terrain in order that the route is achievable in the time available, relative to the grade of Ride you are to lead.

### **At the start**

- Tick off the regular riders wishing to join your ride on the list sent to you by the rides co-ordinator. This to ensure that you know who is in your group and is an insurance requirement.
- Record the name and membership number of new riders who are members of CyclingUK.
- Identify any new riders and talk them through the “Calls and Conventions” of riding with the group.
- If the newcomer is between 13 and 18 they must complete a CyclingUK ‘registration with parental consent form’ available from the rides co-ordinator, to attend the ride, Newcomers under 13 must be accompanied by an adult who is, or is acting as their parents.
- Non-member riders must complete a CyclingUK ‘guest registration form’ available from the rides co-ordinator until they have joined CyclingUK. This should be after 3 rides with the group.
- Ask a regular rider to keep an eye on a newcomer, and perhaps shepherd them to the venues. New riders should be encouraged to ride in the front half of the group.
- If you intend to use Bridleways announce this at the start, and have in mind where riders not wishing to go off road might rejoin the group.

- Assign back markers if necessary.
- All ride leaders should consider varying their routes on the day, if need be, to keep to salted roads wherever possible in icy conditions to minimise the risk of falls.

### **During the Ride**

- Encourage all your riders to ride as a group, showing due consideration to each other and to other road users.
- Split large groups into sub-groups of up to a maximum of 6 riders with at least 50m between them and do not fill in the gaps.
- Encourage riders to single-out when called to do so.
- Include stops to allow re-grouping and re-establish gaps when necessary.
- When negotiating traffic hazards like large roundabouts, road works etc, liaise with the back markers to ensure that everybody in the group has successfully negotiated the hazard.
- Enlist the help of other riders to keep you informed of any problems in the sub-groups
- Keep sub-groups in sight where possible or give a responsible rider a copy of your route.
- Exchange mobile phone numbers if circumstances arise such that the group agrees to split up.
- Record those at each of the stops in an attendance record. (where two runs go to the same venue, better that riders are recorded twice i.e. by two different leaders, than not at all)
- Make it clear it is every riders responsibility to pass calls “forwards” and “backwards” within the group and between the split groups, by repeating them, for the benefit and safety of all those on the ride if this does not happen naturally.
- The leader, or deputy, should navigate the group back to the start point.
- **Punctures or mechanical problems.**  
The leader will be notified by calls from the group that somebody has a problem. The leader should stop the group and assess the situation. The leader should assign a capable volunteer to remain with the affected rider to assist in the repair. The ride leader should also assign a volunteer to aid in navigation to the intended venue if necessary. The ride leader should then continue to lead the group to the intended destination.
- **IF THERE IS AN ACCIDENT.** The leader may not be present at the location of an accident, and has no special role to play in this circumstance. A detailed guide for all riders is given in the **CTCsuffolk Guide for Riders.**

### **After the Ride**

- Send the attendance record together with details of any newcomers to the Rides Co-ordinator within one week of the ride.
- Advise the Rides Co-ordinator of any problems with the venues or hazards encountered on the route.

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