

CTCSUFFOLK - GUIDANCE NOTES FOR RIDERS.

The purpose of this guide is to outline rider etiquette, procedures and conventions recommended by the CTCsoffolk group. It is not a set of rules, but rather advice on best practices based on many decades of collective experience. It should be carefully read by all riders including the ride leaders. Any questions can be answered by your rides co-ordinator.

Choosing a Ride.

- CTCsoffolk publishes all its ride lists on the CyclingUK website at cyclinguk.org/localgroups/suffolk and in its quarterly magazine, the Winged Wheel.
- The rides start from various points and are shown on maps on the website.
- The different ride types are explained to help you choose a suitable ride.
- All rides of the same type are of a similar length even if the destinations appear to be quite close.

Preparing to Ride.

- Familiarise yourself with the general location of the published ride destinations for morning coffee, lunch and afternoon tea before coming on the ride.
- Consider the expected terrain and weather conditions on the day of your intended ride, and prepare accordingly. Layered clothing is recommended.
- Good visibility clothing and a cycling helmet is recommended.
- Give your bike a check over. Check brakes, brake cables and nipples, gear adjustment, gear cables and nipples. Check brakes are not binding. Check handlebars, stem and saddle are secure. Check tyres are puncture free and correctly inflated. Check tread for any imbedded sharp objects and remove.
- Carry a puncture repair outfit, tyre levers and a replacement inner tube of the size to fit your tyres.
- Carry a pump compatible with your tube valves.
- A mobile phone is recommended for emergencies and to contact the ride leader during the ride if necessary.
- **Carry Identification.** To assist others to help if you are immobilised in an accident on your bike, please ensure that you carry identification giving:
 - your name and home address,
 - a contact telephone number of whom to contact, preferably listed as an 'I.C.E.' number (In Case of Emergency) in your mobile phone, or in your wallet, or somewhere easily found in your luggage.
- the name of any medications you are taking that a paramedic may need to be aware of, including dose rate.

Beginning the Ride.

- Assemble at the start point at least 5min before the start of the ride.
- Identify yourself to the leader of the ride you wish to join.
- Complete a guest registration form, if required, obtainable from the ride leader.

During the Ride

- The ride leader is responsible for planning and navigating the route, setting the pace and liaising with refreshment venues. However, each individual is responsible for their own actions and using their own judgement for their own and the group's safety.
- Your leader has spent time and effort to plan and schedule the ride. Abide by the leader's instructions at all times. Under normal circumstances do not get ahead of the group. Any riders distancing themselves ahead of the group will be deemed to have left the ride and, therefore, no longer the leader's responsibility.
- Always abide by the Highway Code that can be downloaded from www.gov.uk/guidance/the-highway-code.

- Show respect and courtesy to other road users. Single out on busy roads and arrange gaps every 4 riders to allow overtaking vehicles space to pull in.
 - **On Narrow Roads.**
 - On roads that are only wide enough for a family saloon, riders should dominate the road and NOT rush to single out, as this will encourage vehicle drivers to attempt to squeeze past the group when it is not safe to do so. In this situation riders should pull off the road when it is safe to allow the vehicle to overtake.
 - Do not ride close to the wheel in front. Leave a minimum gap of 0.5 metre, and stay alert at all times to changes in pace of the person in front, especially when changing gear.
 - Do not overlap with the rider in front, especially not on their inside.
 - Do not overtake riders on their inside.
 - If you feel you must accelerate through the group for any reason, call “coming through” and overtake on the off-side of the group to avoid collisions.
 - Call out to inform adjacent riders if you develop a mechanical problem or puncture.
 - Inform the leader if you intend to leave the ride at any destination or intermediate point.
 - Ensure that you are able to navigate safely to home or to your pick up point as rides do not always return to the starting point.
 - **Calling Procedures.** It is important and is every rider’s responsibility to pass the calls “forwards” and “backwards” within the group by repeating them, for the benefit and safety of all those on the ride.
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- **HOLE** means anything from a pothole to a sunken grating. This is often accompanied by a pointing gesture in the general direction of the hazard. This is the most important of all calls to help prevent very serious crashes and multi-party collisions!
 - **STOPPING** means that group members are stopping. It is important to be aware that riders behind you need some warning when you intend to stop, so it is recommended that you call stopping but do not brake immediately unless it is an emergency. This is an important call to avoid collisions.
 - Club members use the call “**OIL**” to represent powered vehicles.
 - **(BIG)OIL UP** means traffic is coming **up** behind the group.
 - **(BIG)OIL DOWN** means traffic is coming **down** the road towards the group.
 - **COMING THROUGH** is used to indicate an “oil” is overtaking. The group should single-out.
 - **ALL CLEAR** is used when all have passed or to cancel the OIL UP call, where the oil has turned off.
 - **ALL CLEAR, CLEAR LEFT/RIGHT** are used at junctions together with **FROM THE LEFT/RIGHT** to indicate whether traffic is coming or not, but it is still the individuals responsibility to look and confirm it is safe prior to making any manoeuvre.
 - **ON THE LEFT** means pay attention to the left side of the road, there could be a parked vehicle a pedestrian or a branch overhang or the like.
 - **ON THE RIGHT** likewise means the same thing but on the right.
 - **IN THE MIDDLE** means just that and more usually mean loose material or other debris that has accumulated in the middle in narrow lanes, but can also refer to a “Pothole” (two abreast riding)
 - **EASY** means prepare to stop if necessary, used mainly approaching junctions and where a rider is experiencing difficulty.
 - **SINGLE OUT** means any riders riding two abreast should **quickly** manoeuvre into single file. It is strongly recommended that the **inside rider should accelerate forward and the outside rider tuck in behind.** The exception is when the outside rider is already ahead, in which case that rider will tuck-in in front.

*This Riders Guide (ver 1.6) has been revised by the ctcstuffolk committee in July 2020.
This guide can be updated at any time and will be reviewed annually.*

- **Puncture or mechanical problem.** Call out to adjacent riders who will call forward to the ride leader who will stop the group and assess the situation. Riders are expected to have the means and ability to repair a puncture, but the ride leader will assign a capable volunteer to assist with the repair. The ride leader will also assign a volunteer to aid in navigation to the intended venue if necessary. The ride leader will then continue to lead the group to the intended destination.

- **IF THERE IS AN ACCIDENT**
 - If an accident, or other incident, occurs call 999 (if required), administer first aid (if qualified), and when safe to do so contact the Ride Leader for guidance about letting others know about the incident using the emergency contact numbers as above.
 - An Incident Report Form must be completed as soon as possible and submitted by email to CyclingUK.
 - Further details of what to do when an incident takes place are on the CyclingUK website.

- **After the Ride.** Look forward to the next one and be prepared to lead one yourself.