

SAFETY/TROUBLESHOOTING

- No Ear Buds
- No cell phone use while riding
- Bike should be in good working order - if not, may need to abandon
- Mechanical - do not have to help, usually there are people who will help
- No repair kit - help if you can, but not obligated to
- Dropped riders/Stragglers - As a ride leader you are responsible for the group, ensure the straggler is ok, has a safe way back, and check-in with them after
- Reckless Cyclists - issue warning, if still not conforming, remove from the ride
- Exhausted Cyclist - offer drinks or nutrition or ensure they have a safe way home if abandoning ride
- Uninvited guests - explain it's a club ride, if they don't separate, stop and wait for them to leave. Ensure all other members of the ride are aware of this person trying to ride with the group uninvited.

INJURED CYCLIST

- Stay calm and delegate responsibilities
- Remind others to stay out of harms way
- Check for danger - stop traffic if necessary
- Assign someone to direct traffic if necessary
- Check for a response from the injured rider
- Identify mechanism of injury and minimize further injury
- Don't move victim
- If in doubt, call 911
- Administer first aid to the best of your ability
- Look for signs of confusion or disorientation
- Get personal information and medical history and write it down
- Comfort the victim
- Send incident information to the club executive after the ride for forwarding to the OCA (ASAP after accident)
- It is also recommended that a ride leader possesses a valid first-aid certificate to help when dealing with potential injuries

RIDE LEADER ROLE

THE RIDE LEADER'S ROLE IS TO ENSURE THAT THE RIDE IS SAFE AND ENJOYABLE WHILE FOLLOWING THE CLUB'S RISK MANAGEMENT PLAN AND RIDE GUIDELINES. IF AT ANY POINT, SAFETY OF A RIDE IS QUESTIONED, STOP THE RIDE.

A MINIMUM OF ONE RIDE LEADER IS EXPECTED FOR EACH ACTIVITY HOWEVER IT IS RECOMMENDED TO HAVE MORE THAN ONE



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RIDE LEADER GUIDE



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WHO IS A RIDE LEADER?

A ride leader, marshal or host is a cyclist who has the skill, experience and leadership abilities to help guide others, ensure safety and provide overall enjoyment during a club ride. During the ride, they will help ensure that the group follows the guidelines outlined in their club's Policies and Procedures or Ride Guide. A ride leader is not expected to be at the front pulling the group the entire ride, but mingling and integrating to ensure the overall cohesiveness of the group. They will be the first point of contact for troubleshooting issues, safety concerns or if an injury occurs.



IN THE DAYS – HOURS BEFORE THE RIDE

- Verify the Activity Location and Time
- Weather Cancellation Call: Clubs should have a weather policy in place within their Ride Guidelines to help dictate this. This official call can be made by the Ride Coordinator, Ride Leader, or someone else appointed by the club and will be in accordance with the weather policy outlined in the club's Ride Guidelines.
- Ensure that there are a sufficient number of Ride Leaders trained to sustain club rides throughout the season
- Train new Ride Leaders and maintain a current list of active ride leaders within the club

15-30 MIN BEFORE RIDE

- Arrive Early
- Come prepared:
- Bike is in good working order
- Spare tube, patch kit, pump and tire levers
- Water bottles, snacks
- Cell Phone
- OCA Sport Injury Report
- Check memberships
- Must be members of the club (in good standing)
- Member of the OCA (UCI License, Citizen Permit, Affiliate Club Membership)



PRE-RIDE

- Introduce yourself and other ride leaders (ideally one ride leader per group on the road)
- Helmets are mandatory
- Describe route and rest stops
- Speak about any potential hazards along the route
- When and where to re-group if needed
- Describe group formation, single file, echelon rotation, turn signals, etc.
- Importance of communication
- Inform ride leader if someone is abandoning the group ride (and that Ride Leader will follow up post ride to ensure safety)
- Introduce any new riders
- Do a headcount of the number of riders
- Break into smaller groups depending on ability levels and ensure there are ride leaders in each group
- Keep group sizes manageable, if too large split into smaller more manageable groups (Ideal 6-12 approx but should be based on club's Risk Management Plan).
- Faster riders leave first, allow a few minutes between groups
- Separate groups, need to allow 100m gap minimum between them and other groups



DURING THE RIDE

- Start on time
- Ride at the advertised pace
- Follow advised route
- Set a safe example
- Obey traffic laws
- Stop signs and stop lights are not optional (One foot down rule, come to a COMPLETE stop)
- Signal turns and obstacles appropriately
- Ride leader
- Pay attention to new members
- Answer questions and concerns
- Answer questions, if you don't know, refer to someone who might know
- Identify and correct problems early
- Overlapping wheels or half wheeling, especially in windy conditions
- Being unpredictable
- Riding more than 2 wide
- Riding too close to the centre line
- Not checking over shoulder before moving
- Riding too fast
- Racing
- Regroup whenever possible if a group has broken apart
- If stopping, ensure riders have pulled themselves off of the road
- Be sure to stop at the indicated rest stops if there are any
- Try to keep track of everyone to ensure everyone has completed the group ride safely

AFTER THE RIDE

- Check-in with group and provide feedback/encouragement
- Phone Calls if concerned about an injured, lost or abandoned rider
- Follow up should be same day or next
- The following must be sent to club executive immediately after the ride:
 - Name
 - Description of incident or action
 - Date
 - Location
 - Any other club witnesses