

Tidewater Bicycle Association

Ride Leader's Guide

(Rev: April 2008)

RIDE PLANNING & PUBLICATION

1. In order to be included in the written edition of *The Spokin Word*, rides must be submitted to the Touring Vice President (touring@tbarides.org) by the 10th of the month prior to the month of the ride. This is to allow for layout and printing of *The Spokin Word*.
2. Because some rides may take place before everyone receives *The Spokin Word*, consider publishing rides that are to occur near the beginning of a month in the newsletter for the month prior to the ride.
3. Keep in mind that rides are submitted up to 50 days before they take place. Contact the Touring Vice President (touring@tbarides.org) if circumstances change and a ride must be canceled. This will enable the Touring Vice President to take action and possibly delete the ride from the news letter, or at least post a cancellation notice on the TBA website
4. After the newsletter submission date has passed, rides can still be submitted to the Touring Vice President (touring@tbarides.org) until the Wednesday prior to the ride. These rides will be listed on the TBA website only. All contact for posting rides on the TBA website must occur via the Touring Vice President (touring@tbarides.org).
5. Stick to the ride's advertised pace and **DO NOT DROP RIDERS!**
 - A = 19 to 21 MPH with very few stops.
 - B = 16 to 18 MPH with some stops.
 - C = 13 to 15 MPH with some stops.
 - D = 10 to 12 MPH with frequent stops.
6. Ride submission format:
 - Day, Date
 - Pace Time Distance Location
 - Ride Description
 - From: Starting location
 - Leader: Name, Phone number, email address
7. Ensure that ride descriptions include: "Please call or email by (time/date) to RSVP for the ride" or "Must call first". This will provide a ride leader with information regarding who and how many riders to expect and their contact information. If the weather does not cooperate, this makes it easier for a rider leader to cancel a ride should it become necessary. Also, it provides ride leaders an opportunity to "qualify" riders to ensure they are capable of doing the ride. Sometimes, it may be necessary to suggest a more suitable ride to someone

8. Ride descriptions should also advise participants to arrive 15 minutes early and that helmets are required for TBA sponsored rides. Additionally, Descriptions can suggest that riders bring a full water bottle, protective eyewear, biking gloves, and fully inflated tires.
9. Ensure that your contact information is accurate. The Touring Vice President may need to contact ride submitters in order to resolve conflicts between submissions and/or other planned events.
10. When planning rides, be aware of sunrise or sunset times and the anticipated temperature when choosing times for rides. Also, don't get caught off guard by clock shanges due to Daylight Saving Time. If necessary, contact the Touring VP (touring@tbarides.org) for advice.
11. Planning should take into account that slower and shorter rides attract less experienced riders. Remember that Hot days = Dehydration and heat exhaustion; Cold days = Hypothermia; and Equipment breakdown = tools and added time for repairs. Unanticipated problems will greatly lengthen the time a ride will take to complete. It is an absolute necessity for a ride leader to carry a cell phone with an adequate charge.

12 HOURS BEFORE THE RIDE

1. Ensure your cell phone is fully charged.
2. Check the weather. If canceling, advise those who have called.
3. Check your bike and equipment - no need to look dumb in front of your admiring ride group.

PREP BEFORE THE RIDE STARTS

1. Arrive early, a new rider may find it disconcerting to arrive at a deserted start point. Identify new riders and introduce yourself as the leader.
2. Provide all riders with the "TBA Ride Roster" and "For Guest Riders Only" form. If possible use a clip board for the forms. The forms must be completed by all riders before the ride begins **and are to be carried on the ride by the ride leader**. These forms provide vital information for ride leaders, police and emergency personnel if an accident occurs and a rider becomes incapacitated. Additionally, these forms also collect emergency contact information that will help determine disposition of the rider's bike, personal equipment and car. Finally, these forms can be used to provide information to TBA Officers, insurance providers and TBA's lawyer.
3. The "For Guest Riders Only" Form is a modification of the TBA membership application's Assumption of Risk required to be signed by all members joining the club. The form also addresses matters which are in the TBA By-Laws: A guest rider's status as a "Temporary Member" and guide lines for riders under age 18.
4. Evaluate new riders for potential physical problems before the ride. Sight insoect all bicycles to assure all is in good working order. The most common problem is

under inflated tires. In rare instances your observations might require your advising a rider to withdraw from the ride due to perceived deficiencies.

5. Assure all riders have adequate water for the ride.
6. Introduce new riders to the group and have group riders introduce themselves as well. First names are all that is necessary.
7. Hand out cue sheets if needed for the type ride you have planned.

RIDE BRIEF

1. Discuss distance and anticipated stops.
2. Discuss anticipated pace explaining that it is the maximum route speed that will be maintained, not an overall average speed.
A = 19 to 21 MPH with very few stops.
B = 16 to 18 MPH with some stops.
C = 13 to 15 MPH with some stops.
D = 10 to 12 MPH with frequent stops.
3. Note that a tail wind may allow higher speeds with the same amount of effort as opposed to a head wind may dictate slowing down to conserve energy.
4. Dogs: Comment on those experienced on the route. If none, tell all to always anticipate an encounter.
5. Routine hand and voice signals which each rider should make in succession. The rider in front will initiate the voice and hand signal with those behind voicing the same call:
 - a. Left turn- Extend left arm horizontally, pointing left.
 - b. Right turn-
 - i. Raise left arm horizontally and raise the forearm vertically.
 - ii. Extend right arm horizontally, pointing right.
 - c. Slowing / stopping- Extend left arm to 45 degrees down with the palm facing to rear.
6. If a pace line is the routine, determine pace line experience of new riders. If minimal, ask them to ride at the rear and you will instruct them as the ride progresses. Brief to all that the distance between riders should be no less than a wheel diameter.
7. Announce that all should ride observing the same rules of the road required of motor vehicles and that Virginia law requires we ride in single file and a new law that allows two riding side by side as long as they do not impede traffic
8. Announce that in the eyes of the law each rider should act as a single vehicle, independent of the other riders in the group.
9. Make a last call to update the Ride Roster.

10. All the above may be adjusted in view of who is on the ride. If the ride is a long standing repeat ride with all familiar faces awaiting your start, a simple "Let's Go" may suffice.

LEADING THE RIDE

1. Make a head count before starting. A late comer might have been left off the Ride Roster.
2. Before starting, designate an experienced TBA member, who knows the route, to be your assistant leader.
3. On faster rides, start with a warm up pace, riding about two miles before working up to the advertised pace.
4. Decide if you are going to lead from the front or lead from the back.
 - a. Some reasons to lead from the front: a new route, no cue sheets, or riders who don't know the route.
 - b. Some reasons to lead from the rear: cue sheets in use; using an established route, or getting acquainted with new riders.

AFTER THE RIDE

1. Make a head count to ensure everyone made it back. If someone is missing, checking the Ride Roster could help determine if the rider's car is still parked. Ask other riders, and if necessary, initiate a search after a reasonable amount of time.
1. Talk to riders to see if they experienced any problems.
2. Encourage guest riders to join TBA and have membership applications on hand.
3. Retain the completed Ride Roster and For Guest Riders Only form(s) for two months. Retained rosters provide a leader a means to recall participant names, especially so on weekly repeat rides and as a back up file for instances of injury or possible liability claims. Unless otherwise requested, there is no need to provide completed forms to the TBA Board.
4. Email the Touring VP and/or the Tandem VP names of each guest rider, their phone number or email address, including any comments. This enables the appropriate VP to make membership inquiries at a later date.

SPECIAL RIDE LEADER EQUIPMENT (Z = Ziploc bag for waterproofing)

1. A floor tire pump that can handle both types of tire valves, carried in your car, helps riders get off to a good start without slowing the ride down.
2. Rear-view mirror. Recommended is the eyeglasses mounted type. The flat glass mirror up close to the eye gives you a vibration free, wide angle view enabling you to scan all behind and around with a slight turn of the neck.
3. Cell phone (Z)

- a. It's most important that during the ride you know what city (and state) you are in. If you have to make an emergency 911 call, it may be picked up by the state police and that is the first question they will ask.
 - b. A cell phone with a digital camera (Z) or a small camera (Z). One with a flash is best. It can record a nice ride yet be available to record accident details, a loose dog, the bad guy's car or even his face if you're quick, etc
4. Small pad and pen/pencil (Z) - no sense straining your photographic memory when in a state of stress.
 5. Loud referee's whistle-my best weapon against dogs and rednecks in big trucks
 6. CO2 tire inflator that can handle both Schrader & Presta valves and enough spare cartridges-to hasten repairing flat tires.
 7. Big adhesive bandages (Z)- The type with 2"x 2" antiseptic gauze pads. Helps a rider to cover big road rash, etc.
 8. Space blanket-may help if an injured rider goes into shock especially during chilly weather. Keep in mind you have additional warming devices- your other riders who can lie next to and keep an injured person warm.
 9. Small container of "OFF" or such - if you're forced to stop in a bad mosquito/bug area.
 10. Small tool set-helps the unprepared get on the road again, soonest! Allen wrenches seem to be the predominant tool these days. A multi gauge spoke wrench to help wheels with broken spokes finish the ride without being a drag.
 11. Small First Aid pamphlet (Z)- for just-in-case.
 12. Magnetic compass- On an overcast day its nice to know the general direction back towards the start point when things become in doubt.

COLD WEATHER ISSUES AND CONCERNS

1. Short rides near home or car keep you out of trouble when it's cold. You can quit if the going gets tough. Be aware of hypothermia during longer rides.
 - a. Example1: You may be warm in your nice layered cotton outfit but with only a little extra pedaling effort sweat settles in next to your skin just waiting to get clammy. The transition from clammy to miserable is quick.
 - b. Example2: You may be nicely layered in appropriate polyesters but with one layer too many. Result, sweat can't wick away fast enough and there you are, clammy then miserable.
 - c. Example3: A slightly cold ride gets rainy and windy. Then the old saying: "when the going gets tough, the tough get going" may back fire on us, the "tough" tries to kick in but can't. A quick transition from miserable to hypothermia spoils the ride.
2. Your choice of proper clothing material is important.
 - a. First, ban all cotton completely.

- b. Go for polyesters and wool. They wick sweat away from the skin.
- 3. Learn how to properly layer, it takes experience to get it right. Proper layering is an art form.
 - a. As a faster riders may be better off dressing for after they are “warmed up” and carrying an extra layer for stops.
 - b. Many riders wear a long sleeved poly undershirt (Under Armor) beneath a snug fitting, tight-knitted 30% wool / 70% polyester long sleeve jersey, or a fleece.
 - c. A short sleeve jersey is worn for bright colors (and for its' three pockets).
 - d. Many wear full-length tights for the lower body.
 - e. Wear light wool socks
 - f. Wear cyclist booties.
 - g. Wear gloves with a grip under or over cycling gloves.
 - h. A light weight polyester sock hat under your helmet.
- 4. Use snug fitting garments. There's nothing worse than floppy clothing slowing you down in that winter head wind (always found on the home bound leg).

ACCIDENTS INVOLVING INJURY

1. This is where the paper, pencil, cell phone, “TBA Ride Roster” and “For Guest Riders Only” forms, large band aids (with antiseptic pads) and presence of mind come in handy.
2. Take charge ASAP! Ask loudly if any riders are First Aid qualified or such and get them to attend the injured to determine if a rescue squad is needed. Have them quiz the injured and inspect helmets to evaluate whether a head injury may be evident even if there are no other significant injuries.
3. Immediately send other riders up to 50 yards up and down the road to slow/stop traffic. With traffic bad things can happen fast. Have them take their bikes to hold up over heads if necessary to signal something's very wrong!
4. Remove the injured from the road. If not prudent, because of the nature of the injury, use other riders to shield them from passing traffic
5. Watch for the injured slipping into shock. In inclement or cold weather you can use the warm bodies standing around to lie down to keep the person warm.
6. Then, if needed, dial 911, or an appropriate local emergency dispatcher number to get a rescue squad on the way.
 - a. The dispatcher will need your location. If necessary, send riders up and down the road to find an address before you call.
 - i. A near-by telephone pole may have nomenclature that may help.
 - ii. At worst, a rider may find an intersection and bring back that information.

- b. The dispatcher may ask for preliminary injury information. Hand the phone to those attending the injured to provide the information rather than relaying such.
 - c. Don't forget passing motorists, they may be locals who can provide instant valuable help.
- 7. Keep re-evaluating the situation, you may find flaws in what you have done so far. Other riders may have good suggestions.
- 8. Determine where the rescue squad will bring the injured rider.
- 9. If necessary, obtain the rider's car keys so the car can later be moved to a location desired by the injured or the Emergency Contact person.
- 10. Notify the emergency contact person on the Ride Roster and advise them of the situation and, if necessary, obtain advice on what to do with bicycle and later the car.
- 11. Retrieve the injured rider's bike later.
 - a. Place the bike in custody of a nearby home owner
 - b. Have another rider wait with the cycle.
 - c. Hiding the bike.
- 12. Depending on circumstances, continue the scheduled ride or select another TBA member to lead and continue the ride without you.
- 13. When convenient, call the TBA president or if not available other club officers and advise them of details of the accident.

ACCIDENTS INVOLVING POSSIBLE LIABILITY CLAIM AGAINST TBA

1. Get identification data, addresses and telephone numbers from potential claimant and witnesses.
2. Get names of riders from the Ride Roster
3. Take photos including pictures of the claimant(s).
4. Record and photograph damaged property.
5. Record the nature of physical injuries to claimant(s) and to those in your ride group.