

PEDAL POWER ACT INC

RIDE LEADERS GUIDE

As at December 22, 2009

SUMMARY OF RIDE LEADER'S RESPONSIBILITIES FOR ONE DAY RIDES

Pedal Power offers a wide variety of rides for cyclists of all levels of ability. Ride leaders are the heart and soul of our rides program in encouraging more Canberrans to cycle more often. This document outlines the responsibilities of leading a ride. Thank you for assisting Pedal Power by being a ride leader.

Being a ride leader can at times be a challenging task in terms of organising and managing the ride on the day. To assist you in gaining a level of competency in being a ride leader Pedal Power encourages you to attend its Ride Leader training course.

The more leaders we have, the more rides and greater variety of rides can be conducted.

It is your ride but, from a Pedal Power perspective, we ask ride leaders to do four important things:

- To provide full details of your ride in the Pedal Power events calendar via the web site 'submit an event'. It will be reviewed by the event calendar manager before being published.
- Once in the calendar, to have someone turn up at the start even if the event is cancelled.
- To ride in a safe, legal and responsible manner that sets an example to other members and road users and, as far as possible, ensures the safety and wellbeing of other riders.
- To promote and encourage riders to become Pedal Power members.

This guide is designed to help you make sure you've thought of everything, that you are covered by our insurance and that your ride is a success.

Who can be a Pedal Power ride leader?

Any Pedal Power member who has experience as a participant in Pedal Power rides can lead a ride. You should not plan to lead a ride you would not attempt as a rider. We prefer our ride leaders to have attended ride leader training which we conduct from time to time. For insurance reasons, you must be a financial member of Pedal Power and 18 years of age or over.

Planning your ride

- The first priority is to run a ride that you will enjoy. Go to a destination that you want to go to, at a pace that suits you. If possible, provide enough detail in the event calendar so that potential riders have a fair idea of the sort of ride they will be going on.
- Work out the ride rating/level of difficulty: easy/medium/hard in relation to distance and X/XX/XXX for rides from flat terrain to hilly and off road. Check the *Canberra Cyclist* or [add link] for the rating scales. Include information on the ride rating in the event calendar entry. For long rides, it is useful to advise the expected average riding speed and whether there will be regroupings or not.
- Don't be too concerned about finding a 'new' ride — your ride will be appreciated even if it has been done many times before.
- Because cycling takes energy, and because bike riders are a social lot, it's good to include food as part of the ride. For a morning ride, a "cafe" stop should be enough but for a longer ride, try food breaks around each 20 to 70 km (depending on expected speed of travel). If there are no places to buy food on your ride, tell riders (in the events calendar) to bring plenty of snacks along.
- Discover where along the route there are toilets and water available for filling bottles. If it is a relatively long ride out of town with few water filling places, advise riders to bring two or three bottles of water.
- Use a cycling map and a road map (as appropriate) to plan and check your route. You should ride the route (or at least drive it) yourself, noting any particularly difficult areas or hazards. Note the distance for the event calendar entry and the approximate time it will take, with stops.
- The easier, flatter and shorter rides attract inexperienced riders. For inexperienced riders, keep to bike paths and on-road bicycle lanes as much as possible and, if other roads have to be included in the ride route, keep to quiet roads.
- In urban areas, try to include one or two opportunities for toilet breaks. As many members ride some distance to the start point, a start point with toilets is also a good idea.
- Think about likely temperatures, weather conditions, and daylight hours of the time of year you want to run your ride. If the ride will be between sunset and sunrise, advise riders to have lights (front and rear).
- For off-road rides, it's essential to check that cycling is legally permitted where you intend to go, especially in national parks. In Canberra Nature Parks, riders must keep to vehicle tracks, not single walking tracks.

Putting your ride in the calendar

Put a ride onto the calendar on line by going to the Pedal Power Website (go to the events tag, then 'submit an event', enter the details of your event then submit it. But you can also talk to other ride leaders, our rides adviser (contact the Pedal Power office) or members of the Pedal Power Council.

The ride leader's kit

- A charged mobile phone should be carried on each ride.
- Tools and spare tubes. However all rides, unless stated otherwise, are advertised and expected to be self supported.
- A reliable current map...not for the ride so much as to assist someone to exit a ride
- Notebook and pen.
- Membership brochures.

Welcoming riders

It is important that new riders are appropriated welcomed. This includes introducing them to the other riders and ensuring that they fully understand the protocols of riding with the group. First names are enough.

As a ride leader with many tasks and responsibilities to manage on the ride it may be beneficial to ask another 'seasoned' rider on the ride to chaperone/assist the new rider for the day.

Excluding riders

On extremely rare occasions the ride leader may need to exclude people from joining a ride, or ask people to leave a ride.

Reasons for exclusion include:

- The rider is not wearing an approved helmet (or does not have a written medical certificate excusing the wearing of a helmet)
- The rider is not equipped with front and rear lights for evening or night rides
- The rider is on a bicycle that appears unsafe or likely to break down on the ride.

In addition, riders *may* also be excluded if, in the Ride Leader's opinion, and taking into account the nature of the ride they:

- are not carrying appropriate food, water, spare parts, tools, clothing, etc
- are not physically fit enough to do the ride without unreasonably slowing the group
- are riding a bicycle that is unsuited to the type of ride advertised.

Riders may also be asked to leave the group if they engage in behaviour (whether cycling or not) that is illegal, endangers other persons, disrupts group harmony or which in any way threatens the good reputation of Pedal Power.

If a person is excluded from the ride but refuses to accept this, they cannot be physically prevented from continuing to cycle with the group in public places. The ride leader must ensure that they are clearly told and note down, in the presence of witnesses, that they have been excluded from the group ride. This is for any potential legal and insurance reasons. Be polite and reasonable when explaining to a rider the dangers of allowing them on the ride.

Safety

Pedal Power members are covered by insurance against damage to third parties and crashes and ride leaders (as volunteers) are indemnified for personal liability for anything that happens on their ride providing they act reasonably and exercise due care.

At the same time, the ride leader and individual riders are responsible for their own safety. Ride leaders are expected to set a positive example:

- At the start of each ride, remind the group:
 - of the need to ride in a safe, legal and responsible manner that sets an example to other road and path users and to obey all road rules
 - not to ride more than two abreast
 - of any known hazards on the route.
 - to point out traffic (car ahead, car behind, etc) and hazards (by hand signals as well as orally)
 - to inform you before leaving the ride, especially anyone leaving en route
 - that financial members are covered by Pedal Power insurance and non members are on their own
 - that people can join Pedal Power on line.
- Appoint an experienced person to ride at the rear of the group to keep an eye on and assist beginner cyclists and any stragglers. The chief advantage of having an assistant at the rear is that you know when the entire group has arrived at a regrouping or checkpoint. An assistant can also invaluable if you have slow riders or mechanical problems such as flat tires.
- Obey all road rules. This is essential for legal and insurance reasons in case of any incidents, and important for the public image of Pedal Power.
- Alert people on the ride to cyclists and walkers ahead, to oncoming cars, if on roads, and to glass, potholes or other hazards such as tree roots along the way — pointing to such hazards. Riders down the line should also be encouraged to point out hazards to other people in the group. If the hazard requires fixing, at the end

of the ride the Ride Leader should complete an online hazard report (see ‘report a hazard’ under Member Services).

On the ride

Most importantly, enjoy the ride and have fun.

Have stops to make sure riders are able to catch up, and slower people do not get lost or left behind.

Encourage riders to drink water frequently, before they feel thirsty. If a rider is showing signs of heat stress, stop and let them drink and cool off. Heat stress can be serious and needs to be managed swiftly and may need professional medical assistance. Call 000 in an emergency.

If a rider is injured, clear the scene of any dangers and provide the level of first aid you (or others on the ride) are competent to provide. If the injuries are in any way serious, use phone to call for help or an ambulance if necessary. Have the exact location, with nearest cross street, ready to tell the ambulance.

If a person not on the ride is injured by a rider, help as much as is appropriate. If relevant phone for help.

If any injuries, damage or other serious incidents happen write down full particulars of how the incident happened, where, when, who was involved, witnesses, list the injuries and what was done to treat them or property damage. Do not say things that might affect Pedal Power’s (and your) insurance cover, eg don’t say “We didn’t see you”.

Report any injuries, damage or other serious incidents to the Pedal Power office as soon as possible (phone 62487995).

At cafes, shops etc.

If a large number of riders are expected, warn the café before arrival.

Pedal Power is judged on our off-road behaviour as well as on road. When stopping at cafes, please make sure that bikes are parked safely, and do not create obstructions hazards..

Where money is involved, the ride leader should ensure that no money is outstanding. If necessary (for example if a member has already left without paying), the ride leader should take steps to ensure the bill is paid, thus protecting Pedal Power’s reputation. In such a situation (and it would be rare), the ride leader is entitled to claim reimbursement from Pedal Power.

After the ride

- Make sure that all riders are accounted for..
- Please make a follow-up contact if anyone was injured on your ride.
- If any one is missing endeavour to discover where they are.
- Take note of any feedback or comments on the ride and pass on to appropriate members of Council.
- Encourage non-members to join Pedal Power — mention the benefits of joining — insurance, bike shop discounts and Canberra Cyclist, and that greater numbers give us more strength as a lobby group
- Report back on any incidents or hazards.
- Rest up for the next ride!