



Pedal Power ACT

Social Ride Leader Handbook

April 2022 edition

Volume 2
Social Rides
Collection

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Introduction

About this handbook

This handbook provides guidance on how to conduct social rides on behalf of Pedal Power ACT. It also sets out some of the need-to-know information related to social rides, like handling incidents that unfortunately may occur during a social ride.

For those wanting to lead social rides, the handbook also indicates how to become an accredited social ride leader. Accreditation for tour leaders is beyond the scope of this manual. Enquiries about tour leader accreditation should be directed to the Tours Committee (tours@pedalpower.org.au). Accreditation arrangements for remote area ride leaders are given in *Vol 3 Pedal Power ACT Remote Area Riding Handbook*.

What is a social ride?

A social ride is a ride in and around Canberra organised and conducted, free of charge, by a Pedal Power ACT volunteer. A range of rides to suit a range of rider capabilities, are offered. Distances vary from 15km to over 100km. Cycling speeds and terrain, vary as well enabling every rider (and ride leader) to find a ride they can expect to enjoy. Social rides can occur weekly, monthly or occasionally.

Some social rides are open to non-members for a trial or a short period of time if, for instance visiting from interstate, but most are for members only or for particular types of riders, eg women. Ride restrictions are noted on TeamApp (see below). Many of the member-only rides are quite popular and are often at, or near capacity. However, most ride leaders do encourage non-members to contact them to discuss trying out a ride, and if the ride leader is satisfied with the non-member's capability for the ride in prospect, they are likely to be invited to join, provided there is capacity for new riders.

Social ride leaders and coordinators

Most of Pedal Power ACT's social rides are overseen by ride coordinators. While ride leaders are the ones who conduct individual rides, ride coordinators look after the rides as an ongoing program of rides. They schedule ride leaders, send out emails to regular riders to describe coming rides, collect ride statistics and handle issues arising in their ride programs. For example, they may create a new program of rides when the number of would-be participants suggests that the existing program cannot meet the needs of all riders, consistent with safety or the capabilities or interests of riders.

Responsibilities of social rides coordinators are given in *Vol 1 Pedal Power ACT Social Ride Coordinator Handbook*.

Route masters and accredited social ride leaders

Pedal Power ACT requires that its social rides be led by an accredited social ride leader. However, an individual ride may be led by a non-accredited ride leader—called a *route master*—provided:

- that person is a financial member of Pedal Power ACT and

- an accredited ride leader has agreed to exercise general supervision of the non-accredited leader during the ride. The accredited social ride leader is ultimately responsible for the ride and for appropriately responding to eventualities on the ride.

Leaderless rides are not Pedal Power ACT rides

If on the day of a scheduled ride no accredited ride leader is available, the ride **must** be cancelled. Riders may, however, still choose to undertake the ride or do another ride, but this will not be an official Pedal Power ACT ride; it will be a private ride. This is important as it assists in managing Pedal Power ACT's risks and maintains the integrity of the social ride program.

Social ride names and grades

The names of most regular social rides reflect the day of the week on which the ride occurs and/or the nature of the ride, eg Thursday Riders, Wanderers 23.

In addition, all Pedal Power ACT social rides are graded using the grading system in Annex A. The ride leader's description of a ride should thus be worded to accurately reflect the grading of the ride.

Getting your social ride endorsed

If you wish to establish a new social ride, either one-off or a regular activity, contact the Social Rides Committee (rides@pedalpower.org.au). Committee members will take you through the process of having your proposed ride formally endorsed as a Pedal Power ACT ride. Should you decide to lead one of these rides before it is endorsed it will be considered a private ride.

Using TeamApp

Pedal Power ACT uses [TeamApp](#) to manage its social rides. Each ride has its own entry on the app. All those participating in a Pedal Power ACT social ride are required to register on TeamApp. The accredited social ride leader for each ride is responsible for confirming on TeamApp those who attend the ride.

Guidance on using the app is given in Annex B.

Insurance

As an accredited social ride leader, you are covered by Pedal Power ACT's volunteer insurance policy. As a Pedal Power ACT member, you are covered by Pedal Power ACT's member comprehensive insurance for accident and public liability.

Details of Pedal Power ACT's insurance arrangements are available at <https://www.pedalpower.org.au/membership/insurance/>.

Privacy obligations

As an accredited social ride leader you are expected to sign a declaration that you will respect the privacy of information you acquire while exercising this, or any other role, for Pedal Power ACT. Such information may include personal details of riders like their email address, mobile phone number, health details. This information is not to be used, without the approval of Pedal Power ACT, for any purpose other than to communicate information about Pedal Power ACT social rides.

Similarly, before any photograph of riders is taken by you or another rider you should ask riders if they are prepared to be included in the photograph. If they are not so prepared, **do not** include them in the photograph.

More information

More information on social riding is available:

- Volume 1 Pedal Power ACT Social Ride Coordinator Handbook
- Volume 3 Pedal Power ACT Remote Area Riding Handbook
- Volume 4 Pedal Power ACT Guide to Enjoying your Social Ride
- Volume 5 Pedal Power ACT Social Rides Risk Management Plan
- *Cycling and Mountain Biking: Australian Adventure Activity Good Practice Guide* from the Outdoor Council of Australia provides much useful information about responsibly managing and leading a cycling activity, whether road-based or off-road. It can be downloaded from <https://australianaas.org.au>, along with related risk management framework documents, the *Australian Adventure Activity Standard* and the *Core Australian Adventure Activity Good Practice Guide*.

What it takes to be a social ride leader

Responsibilities of a social ride leader

As a social ride leader your responsibilities encompass all things required to organise and manage a social ride including those listed below.

Prior to the ride

- Develop criteria for participating in your ride and determine the equipment needed for your ride in accordance with our ride grading system (Annex A).
- Ensure that the details of your ride are published on TeamApp (Annex B). Some ride coordinators may do this for you using information you provide to them while others may require you to do it yourself. Check with your ride coordinator and agree how publication will be done.
- Prepare a cue sheet and/or map for your ride, if such detail is appropriate.

On the day of the ride

- Determine whether the ride is to proceed and whether all riders should participate (for guidance, see *At the start of your social ride* in the next section).
- Check off all participating riders on TeamApp and add any participants who have not registered. Don't forget to save the data.
- Brief riders at the start of your ride. This may be shared with the route master if appropriate.
- Manage weaker and/or inexperienced riders during your ride, eg assign a mentor/riding buddy.
- Appoint a tail end rider.
- Allocate way markers (corners) as necessary.
- Manage all incidents and emergencies that may happen on your ride.

The role of a social ride leader is to conduct a social ride that is safe and enjoyable, and to be responsible for the well-being of all those on the ride.

After the ride

- Forward a completed incident report(s), if appropriate, to your ride coordinator and the Pedal Power ACT office.

Skills and qualities of a social ride leader

To be a social ride leader you must be a financial member of Pedal Power ACT and be accredited to lead social rides, subject to the limited conditional exceptions mentioned in the previous section. On top of this, you must be an avid, confident bike rider and possess:

- strong communication skills
- a calming and competent demeanour during the ride
- a patient and positive attitude
- empathy for riders of differing personality types, ages, races, religions, backgrounds and beliefs
- an ability to manage the social ride logistics
- ideally have basic first aid capabilities or qualifications.

Conducting a social ride

Planning your social ride

There are no restrictions on the type of social ride you may conduct, as long as you and your group follow road rules and Pedal Power ACT guidelines. Rides can thus take different shapes and forms, including a jaunt to a café, a half-day social ride, a day long (fast or even slow) ride or a ride at night. Rides with an overnight stay might be considered to be a tour, so consult with the Tour Committee before committing to the ride (tours@pedalpower.org.au).

We recommend you run a ride that you will enjoy, that you go to a destination you like, via a route suitable to you and at your pace, provided, of course, that the ride is suitable for those who are expected or likely to participate. That is only fair, for you are doing Pedal Power ACT members a service by running the ride. Do not be too concerned about finding a 'new' ride though everyone likes a new route or new scenery from time to time. For a regular ride, it's important that you ensure that the route and conduct of the ride is in line with the advertised characteristics of the ride.

Integral to planning your ride and route is consideration of the risks associated with the ride. Refer to *Vol 5 Pedal Power ACT Social Rides Risk Management Plan* for guidance on risks and their management.

Deciding the route for your social ride

Probably the best way to plan your ride is to use one of the many online tools like [Google Maps](#), [Map My Ride](#) or [Ride with GPS](#). Many of these tools allow you to produce a .gpx/.tcx/.fit file of your route which you can load into your smartphone or other GPS-enabled device. You can also share the file and online maps with the riders.

If you have mapped out a completely new ride, we recommend that you ride (or at least drive) it yourself beforehand. When doing so, take note of:

- any particularly difficult areas or hazards, eg the location of a kerb, ramp, deep drop off, underpass or dead wildlife
- the location of suitable stopping (and regrouping) spots, water points, food outlets and toilets
- the distance (overall and to focus points, such as cafés or water points)
- the length of time the ride will take, including stops.

Use this information to grade the ride (see Annex A).

Bear in mind that the easier your ride, the more likely it will attract inexperienced and less skilled riders.

Also note that, in general, large groups of riders can be difficult to manoeuvre through town and district centres. When deciding your route, try to approach these areas via bike paths or quiet back streets. Large groups should be avoided on mountain bike rides for safety reasons.

For off-road rides, it is essential that you check whether you are legally permitted to ride the route you have set your mind on, especially in national parks and over private land. Get permission if necessary.

You can make your social ride more comfortable and enjoyable for the riders if you:

- have a clear destination or halfway stop, eg for coffee or a view. If you anticipate having more than half a dozen riders in the group, it's a good idea to phone the café a few days in advance to check whether it can handle the number of anticipated riders and can take a booking. Confirm the numbers on the day of the ride
- include one or two opportunities for toilet breaks during or at the start/end of the ride. The <https://toiletmap.gov.au/> website can help you locate public toilets
- know where riders might obtain a water refill, particularly on longer rides or during hot weather
- have regard to the temperature and other weather conditions and hours of daylight expected on your ride. If necessary, cancel the ride rather than risk the weather. Curtail the length of the ride if riders are not suitably clothed to avoid exposure or overheating, or to avoid being caught out after dusk unless all riders are equipped with adequate front and rear lights
- cancel off road rides following rain to protect the tracks.

Advertising your social ride

Advertising consists of publishing details of your ride on TeamApp. We recommend you use the following template to provide details of your ride:

- area in which the ride will occur, eg Yass and back, round the Tuggeranong suburbs
- starting time and location
- ride description, including link to online route map if applicable
- duration
- distance
- grade (Annex A)
- coffee location
- ride leader name and phone number
- any special features of the ride, eg likely weather conditions, significant road hazards.

Cancelling your ride

If you need to cancel your ride for any reason then do so through TeamApp. Cancel by adding CANCELLED to the ride name. Do this as early as possible so that riders do not turn up for the cancelled ride, ideally at least 90 minutes before the scheduled start of the ride.

Managing your social ride

What to bring on your social ride

Make sure to bring on your social ride:

- your bike, and a helmet compliant with the relevant standards (wearing a helmet is compulsory under Australian law). See also *Check helmets* below.

- a pump, tool kit and spares
- water, and perhaps a snack/food
- a mobile phone with TeamApp loaded
- a copy of your cue sheet and/or map (if appropriate)
- at least one copy of the Pedal Power ACT incident report form
- first aid materials.

At the start of your social ride

Arrive early

You must attend the start of your social ride at the advertised location and time. It's a good idea to arrive early so that you can welcome the riders, particularly new riders in the group. If for some reason you are unavailable to be present at the start of or during the ride, arrange for another accredited ride leader to replace you. Otherwise, the ride will need to be cancelled or participants advised the ride is no longer Pedal Power ACT endorsed.

Confirm that the ride should proceed

Before commencing the ride, decide whether the ride should proceed and whether all riders should be accepted onto the ride, on the basis of any new or changed information since the ride was advertised.

You should also consider whether the ride should continue on the planned route or whether an amended route is appropriate. For example, consider the impact on the proposed ride and on riders from:

- rapidly changing weather conditions
- previously unknown road works making riding unsafe
- too many riders turning up and too few experienced riders to help manage the group
- each rider's ability to complete the advertised ride safely, including whether their bike is suitable for the terrain to be traversed and whether it appears to be mechanically sound
- any rider's potential negative impact on the wellbeing of other riders, including any concerns about a rider's health on the day or injury during the ride. Take into account the first aid training of yourself or others and any current protocols issued by Pedal Power ACT, for example, regarding community health emergencies.

Record attendance

Make sure to record on TeamApp those who actually participate in the ride irrespective of whether or not they have already registered. If you can't do this at the start of the ride be sure to do it before the ride ends. See Annex B for more information.

Give a pre-ride briefing

Next, hold a pre-ride briefing, in association with the route master if one is used, to advise the riders of the route and its characteristics. The following list is a guide to the types of things to cover but you may need to adapt it to fit your needs.

- Welcome riders, especially new riders, and introduce yourself.

- Advise details of the route, terrain and road surfaces, mentioning:
 - known or possible hazards along the way, eg cars, potholes, road works, mud, steep rocky sections
 - how long you think the ride will take
 - points for regrouping, toilet stops and breaks, noting that these stops will often be driven by the needs of riders.
- Advise on road rules and etiquette (see *Vol 4 Pedal Power ACT Guide to Enjoying your Social Ride*):
 - bike path rules: keep left, stop off the path, give way to pedestrians and watch out for oncoming bicycles
 - road rules: obey the traffic rules, keep left, stop at red lights and stop signs, use cycle lanes, take care in traffic, especially in negotiating roundabouts
 - group etiquette and signals; call out when slowing and stopping, point out hazards to following riders, signal when turning, keep a good distance behind the rider in front of you.
- Ask participants whether:
 - any of them plan on leaving the ride before the finish
 - there are non-members of Pedal Power ACT present. Make sure to tell them that Pedal Power ACT public liability insurance covers financial members only.
- Designate a tail end rider or riders if all riders are unlikely to remain in clear view of the ride leader. If practical, give the tail ender a copy of the route map, otherwise ensure they know the route, and ensure they know your mobile phone number.
- Give other pertinent advice.
- Do a head-count of riders.
- Advise if the ride is to be divided up, eg if there are too many riders to ensure the safety of the group, or if there are options in the ride, eg an optional segment in the ride.
- Get riders to introduce themselves. This is especially important if there are new riders.
- Identify any qualified first aiders, doctors or nurses accompanying the ride in the event of an emergency.
- Ensure everyone is aware of the person who has nominated as the tail ender and advise if way markers ('corner' or 'sign post' system) are to be used.
- Remind riders that they should seek approval from the other riders before they take photographs of riders.

Check helmets

Before you start, satisfy yourself that each rider is wearing a bicycle helmet, securely fitted and fastened. Otherwise, they must not begin the ride. Don't hesitate to speak to and assist a rider if their helmet appears to be incorrectly fitted or fastened.

Only helmets approved by the Road Transport Authority (ACT) comply with the road rules. Approved helmets are those that meet *Australian Standard 2063:1996 Pedal Cycle Helmets* or *Snell Standard 1995 Bicycle Helmet*. Such helmets have a sticker to indicate their compliance. If a helmet does not have an appropriate sticker the rider must not begin the ride. You can make riders aware of this requirement.

The road rules **exempt** from the obligation to wear an approved helmet **only** a member of a religious group who is wearing a headdress customarily worn by members of that group, **if** wearing the headdress would make it impractical to wear a bicycle helmet. Notwithstanding this exemption, Pedal Power ACT has decided that **all** participants on its social rides **must** must wear a helmet. If necessary, refer the matter to the Pedal Power ACT office before a ride.

Getting your ride underway

At this point, you are ready to get under way. Aim to be on the road soon after the advertised starting time. In the first few kilometres, assess the abilities of new riders subtly and perhaps assign someone to keep an eye on them. It is often advisable to start off slowly so that riders can warm up.

As a ride leader on an official Pedal Power ACT activity, you represent our organisation. You are required to ride in a safe and courteous manner and also adhere to our code of conduct (see below).

Monitor the progress of your ride

During the ride, review your progress. Consider the issues mentioned in *Confirm that the ride should proceed* above and change the ride as necessary. Also, monitor the riders to determine whether anyone should be asked to discontinue their participation. And don't forget to keep an eye on the route master and how they are managing the ride as you are ultimately responsible for the ride and its riders.

Manage incidents during your social ride

An incident is any occurrence when someone is injured or another thing occurs that may have repercussions for Pedal Power ACT, you as the ride leader, riders or others including pedestrians and motorists.

If an incident occurs during a social ride you are leading, assess whether it requires attention and the filing of an incident report. Some minor incidents, such as minor scrapes or bruises, can be handled on the spot and most likely do not warrant an incident report.

More serious incidents, eg a serious injury to a rider, significant damage to property and/or an incident involving a third party like a motorist or pedestrian, require a written report. Give priority to first aid, including summoning an ambulance (call '000') if a rider is incapacitated or the extent of the injury is uncertain. Because the cost of an ambulance can be considerable do confirm with the injured rider that they agree to calling the ambulance, provided they are in a condition to give informed consent. Do not give first aid without the permission of the injured person, provided they are in a condition to do so. Ask for police to also attend in an emergency, particularly in incidents involving significant injury to a rider or third parties or when traffic flow is affected. Obtain witness details when first aid and summoning help have been attended to.

In the case of an incident resulting in a serious injury or death, you must immediately contact the Pedal Power ACT office as there may be additional reporting requirements under the ACT's Work Health and Safety Act.

Incidents of another nature that might occur, such as accusations of discrimination, should be reported to the Pedal Power ACT office.

The incident form can be downloaded at <https://www.pedalpower.org.au/rides/our-ride-leaders/>.

At the end of your social ride

At the end of your social ride, if appropriate, counsel any riders who rode at a significantly different speed from the average or who had difficulty managing the ride. A significantly faster rider might be advised to consider joining a more challenging ride next time. Conversely, a rider who struggled to keep up might be advised to join an easier ride. Also counsel any rider(s) who disrupted the ride or caused unnecessary issues.

After your social ride

After your social ride, forward any completed incident reports to your ride coordinator and the Pedal Power ACT office (by hand or as a scanned document attached to an email). The office will notify the Pedal Power ACT insurer as necessary.

Social ride leader code of conduct

All ride leaders, accredited or not, are required to comply with the following code of conduct.

1. Set your standards of behaviour through clear instructions and personal example when navigating junctions, potholes and other hazards, vehicles, passing traffic, narrow roads, dangerous descents, passing horses, and obeying traffic signals. Remember that **pedestrians and horses always have right of way**.
2. Ride in a safe, lawful and responsible manner that sets an example to other riders and road users.
3. Make sure the riders at the front clearly relay indications of hazards to riders who are following. If in doubt stop the group to ask for cooperation.
4. Speak individually to riders who do not conform to good riding practice.
5. As far as possible, ensure the safety and wellbeing of all riders.
6. When leading a large group, consider appointing an experienced rider to ride at the rear of the group or ask one of the faster riders to lead so that you can stay at the back to ensure nobody becomes lost or left behind.
7. If the riders form into different speed groups, ensure that each group knows where the ride is going and stops at agreed rest points.
8. Run the ride as close to any advertised average speed as far as practicable.
9. Delegate tasks to others as required, eg searching for a straggler, assisting another rider.
10. If a rider suggests that they may leave the ride, or that the ride should carry on without them, check that the rider is not separating because they feel they are holding back the group or are unwelcome or unwell. Consider that you may be able to change the ride to suit their abilities, or you can ask an experienced participant to assist that rider.
11. If a rider intends to leave the ride, ensure that they have adequate knowledge and resources to get home.
12. If a rider is injured and insists on leaving the group, allocate another rider to accompany them. Do not let the injured rider ride alone, especially if there is the possibility of the rider being concussed.
13. If finishing at a location other than the start, check that all riders can find their way back to the start and, if not, give directions provided these are understood, or arrange for another rider to go with them if you cannot go yourself.
14. Attend to incidents during the ride and assist with obtaining appropriate help (in so far as practicable).

Social ride leader accreditation

Accreditation process

If you wish to organise or conduct a Pedal Power ACT social ride, you must be accredited by Pedal Power ACT. Follow these steps to receive accreditation:

1. Be/become a financial member of Pedal Power ACT.
2. Advise your ride coordinator or another accredited ride leader that you would like to be accredited.
3. Arrange with your ride coordinator to lead two 'practice' rides under the guidance of an accredited ride leader.*
4. Read and understand the information in this and related handbooks, especially the sections on the ride leader code of conduct, running rides and managing incidents.
5. Read and understand the Pedal Power ACT accident insurance cover.
6. Plan and lead the practice rides.
7. When you are ready, ask to lead an accreditation ride (third ride).
8. On your accreditation ride you will be assessed by two experienced accredited ride leaders. They will advise you of the outcome.
9. If the assessors recommend you become accredited you will be added to Pedal Power ACT's list of accredited ride leaders. If they recommend against your accreditation, they will discuss with you the reasons that you were not recommended.

**This requirement can be waived for a candidate ride leader who has previously led numerous cycle rides and is a highly experienced rider, but they must still undertake an assessment ride where they plan a route and lead a ride.*

Reassessment of social ride leaders

Ride leaders are accredited by Pedal Power ACT for three years. After that time, they are reassessed, and, if found satisfactory, accredited for another term. To be found satisfactory, you must:

1. Have been successfully leading rides; at least two over the previous year.
2. Lead a social ride and be re-assessed.
3. Make sure that you are still familiar with the information in this handbook, especially the sections on the ride leader code of conduct, running rides and handling incidents.
4. Make sure that you are still familiar with the Pedal Power ACT accident insurance cover.

Accredited ride leaders

A list of accredited ride leaders, showing the types of rides they are accredited to lead and the period for which their accreditation is current, is on the Pedal Power ACT website (<https://www.pedalpower.org.au/rides/our-ride-leaders/>).

Annex A Ride grading system

Slightly different, but consistent, grading systems are used for mountain bike and non-mountain bike rides as described below.

Non-mountain bike social rides

Pedal Power ACT non-mountain bike social rides are described in terms of five characteristics:

- Distance (D): the expected length of the ride
- Terrain (T): nature of the landscape travelled
- Surface (S): the main type of surface over the route
- Pace (P): the average speed expected for the ride
- Experience (E): the riders' skill needed for the ride.

A matrix showing the grade options is at table 1.

Table 1 Social ride grading system for non-mountain bike rides

Distance	Terrain	Surface	Pace	Experience
D1: <10km	T1: Urban landscape; gradients <7%	S1: Cycle path and/or footpath	P1: <10km/h	E1: Just getting into riding
D2: 10–20km	T2: Non-urban landscape; gradients <10%	S2: Well maintained road	P2: 10–15km/h	E2: Starting to get the hang of riding in groups and over varying terrain and surfaces
D3: 20–35km	T3: Urban landscape, gradients <12%	S3: Mix of path and well maintained road	P3: 15–20km/h	E3: Less than one years experience in a peloton over varying terrain and surfaces
D4: 35–50km	T4: Non-urban landscape, gradients <12%	S3: Poorly maintained path or road	P4: 20–25km/h	E4: At least one years experience in group riding over varying terrain and surfaces

Distance	Terrain	Surface	Pace	Experience
D5: 50–75km	T5: Urban landscape, gradients <15%	S4: Well maintained gravel road	P5: 25–30km/h	E5: More than five years experience in group riding over varying terrain and surfaces
D6: 75–90km	T6: Non-urban landscape gradients <15%	S5: Poorly maintained gravel road	P6: 30–35km/h	E6: More than five years experience in long distance group riding
D7: >90km	T7: Urban or non-urban landscape, gradients >15%	S6: Mix of surfaces of varying condition	P7: >35km/h	E7: More than five years experience in all types of road and gravel riding

A ride is thus graded as, eg D2 T3 S2 P6 E6. Supplementary detail may be provided as considered necessary by the ride leader.

Ride coordinators can assist in assessing the grade of a ride.

Note The ride grading nominated for a ride is the best estimate by the ride leader and the actual ride may be different.

Mountain bike social rides

A slightly different grading system is used for social mountain bike rides. This is for several reasons:

- there is an internationally agreed system for rating mountain bike trails, which needs to be reflected in the surface category
- rides are often held in more variable landscapes with steeper ups and downs complete with loose surfaces, lots of obstacles and tight corners
- the pace of mountain bike rides is not an issue for social rides as there is seldom an attempt to attain a specific average speed.

For these reasons the grading system for social mountain bike rides has only four characteristics and five levels of difficulty:

- Distance (D)
- Terrain (T)
- Nature of the track (N), generally comparable to Surface for non-mountain bike rides
- Skills (S), generally comparable to Experience but with specific experience qualifications.

A matrix showing the grade options is at table 2.

Table 2 Social ride grading system for mountain bike rides

Distance	Terrain	Nature of the track	Skills
D1: <15km	T1: Generally flat, open/urban landscape; gentle gradients	N1: Well-maintained track, eg fire trail, shared/bike path, rail trail (MTBA white track)	S1: Suitable for the novice or beginner mountain biker
D2: 15–25km	T2: Generally flat, non-urban, varied vegetation; gentle gradients	N2: Variable quality/rough track; some (green) single track	S2: Six month’s regular mountain biking, including (green) single track; a reasonable level of fitness and stamina; confident on fire trails and similar off-road tracks
D3: 26–35km	T3: Varied hills and flats, varied vegetation; some steep ascents and descents	N3: Mostly green single track with some blue single track; other single track with limited technical features, eg rocky, washed out or slippery surface, varying width and character	S3: One year’s regular riding single track (green and some blue); good fitness and stamina; confident with green and less technical blue single track
D4: 36–45km	T4: Hilly, varied vegetation; some steep ascents and descents	N4: Mostly blue single track, some green single track; other more technical track, eg loose, very rocky, rock gardens, avoidable berms	S4: Two year’s regular riding single track, blue and green ; good fitness and stamina; confident on all blue single track, rock gardens and berms
D5: >45km	T5: Mountainous/remote, varied vegetation	N5: Black single track	S5: Experienced riders with a combination of fitness, endurance, years in the saddle and skills to navigate rocky track, rock gardens, rock rolls, steep ascents and descents and climbing switchbacks; confident on black single track

Again, rides are graded, eg D2 T3 N5 S4.

Supplementary details for the grading system are also provided as part of the model based on the standard for mountain bike trails:

Green single track (easy)

Firm, stable surface at least 90±30cm wide; ≤7% average grade, 15% maximum; unavoidable obstacles ≤10cm high; may be unavoidable bridges and avoidable obstacles. Short sections may exceed these criteria. Green/blue tracks contain aspects of both green and blue tracks.

Blue single track (intermediate)

Track is mostly stable and at least 60±30cm wide; ≤10% average grade, 20% maximum; unavoidable obstacles ≤35cm high; may be unavoidable bridges, technical trail features (TTF) up to 60cm high, tabletops up to 1.5m high and some avoidable obstacles. Short sections may exceed these criteria. Blue/black tracks contain aspects of blue and black tracks.

Black diamond single track (difficult)

Widely variable surface at least 30±15cm wide; ≤20% average grade, 30% maximum; unavoidable obstacles ≤50cm high; may be loose rocks, unavoidable bridges, TTF up to 1.2m high, tabletops up to 2.5m high and some avoidable obstacles. One way only. Short sections may exceed these criteria.

Double black diamond single track (extreme)

Widely variable and unpredictable surface at least 15±10cm wide; 20% average grade, 40% maximum; unavoidable obstacles ≤1m high and gap jumps; may be loose rocks, unavoidable bridges, and TTF up to 1.2m high. One way only. Short sections may exceed these criteria.

Annex B TeamApp



About TeamApp

TeamApp is available for both Apple iPhones and Android devices and can be downloaded for free from the relevant app store. You can also access TeamApp with a web browser at <https://teamapp.com>.

All ride leaders have some form of admin access to TeamApp and are expected to have a copy of the app on their mobile phone to allow them to:

- note who has attended their ride and
- access the emergency phone number for an injured rider if necessary.

Other interactions with the app can be done either via the mobile app or through a web browser at <https://teamapp.com>.

This annex explains how to use the app as a ride leader. Instructions for using the app as a regular rider are given in *Pedal Power ACT Guide to Enjoying your Social Ride*.

Regular social rides are pre-populated in TeamApp by the Pedal Power ACT office. If you want to make any recurring change to your event, eg change the starting time, or add a note that you want to always include on your rides, please email office@pedalpower.org.au and they will make the change for you.

Publishing a ride

On mobile phone app

1. Open the app.
2. Go to *Events* and scroll to your specific ride.
3. Select the ride.
4. At the top right of your mobile screen, there are three vertical dots. Click on them and select *Edit*.
5. If your ride has been cancelled, update the title by adding CANCELLED. Otherwise follow the remaining steps.
6. Insert details of the ride in the *Details* section. We recommend you use the format:
 - 6.1. Area—where the ride will occur, eg Yass and back, round the Tuggeranong suburbs
 - 6.2. Start—time and location
 - 6.3. Ride description—including a link to an online route map if applicable
 - 6.4. Duration—how long you expect the ride to take
 - 6.5. Distance—how far you expect to ride

- 6.6. Grade—as per Annex A
- 6.7. Coffee—where the dark liquor will be consumed, with or without muffin, chips or or other snacks
- 6.8. Ride leader—name and phone number
- 6.9. Add any other information as necessary
7. Scroll down to *Notifications* and ensure *None* is selected for *Send Notification on Release*. This will prevent users from getting spammed with emails. If you wish to send a specific message to your ride group, use the Chat feature.
8. Click *Save*.

On web browser

1. Log in to TeamApp and select *Pedal Power*. You will be on the admin dashboard automatically. If not, click on the spanner icon beside the Pedal Power logo at the top of the page.
2. On the menu bar at the top of the screen click *Events* and scroll to your specific ride.
3. At the right of the ride entry are three vertical dots. Click on these and select *Edit*.
4. Follow steps 5–8 above to publish or update your ride.

Marking attendance

On mobile phone app

Ideally all those participating in your ride will have registered before they front up for the ride. In doing so they will have read and accepted the Social Ride T&C. This is the equivalent to them signing a sign-on sheet.

1. Confirm with all riders present that they have RSVP'd via TeamApp.
2. Go to *Events* and select your specific ride.
3. Click the *Attendance* icon and select members who are present. Those who have already registered will be at the top of the list.
 - 3.1. If a rider has not registered in Team App, show them how to download TeamApp and register as member of Pedal Power. It will take only a few minutes and will save you a lot of hassle. See procedure below.
 - 3.2. If a rider hasn't registered to participate in the ride, please ask them to RSVP on the spot before marking their attendance.
 - 3.3. If a registered rider has not turned up for the ride, do not mark them as attending.
4. Click < *Attendance*.
5. Click *Save*. If you don't click *Save*, the attendance will not be updated.
6. If you need to amend the attendance list, click on *Attendance* again.
7. Click *Attended Members*.

8. Add riders.
9. Click < *Attendance*.
10. Click *Save*. If you don't click *Save*, the attendance will not be updated.

Adding a new rider

If a rider has not registered on TeamApp, and does not have a copy of the app on their phone you can add them manually.

1. Click on the *Attendance* icon again.
2. Select *+ New Member*.
3. Add the rider's name, email, phone, and emergency phone details.
4. Save as usual.

Please use this option as a last resort. This is because the system is set-up for the riders to read and accept the T&C to participate in social rides. Manually adding riders will mean riders did not confirm the T&C acceptance. This may complicate legal matters.

On web browser

1. Log in to TeamApp and select *Pedal Power*. You will be on the admin dashboard automatically. If not, click on the spanner icon beside the Pedal Power logo at the top of the page.
2. On the menu bar at the top of the screen click *Events* and scroll to your specific ride.
3. Follow the same instructions as above to mark attendance.

When there is limited or no phone connection

Please plan ahead if you know the starting point of your ride is in a remote or other area where mobile reception is dubious or non-existent. In this case bring with you a printed out paper copy of the list of people who have RSVP'd Yes and check off riders on it. After the ride, update the attendance list accordingly.

To facilitate this procedure, make sure you include an RSVP deadline on the ride details.

News and documents features

The News and Documents functions can be used to communicate with all or selected ride groups. Only the office has access to these features so if there is any specific news or document you wish to share with fellow riders, please send an email to office@pedalpower.org.au for approval and posting on your behalf.

Chat feature

The Chat function is available on TeamApp's home page. This can be used as an informal chat space for conversations between individuals (click *Private Chat*) or within a particular ride group (click *Selected Groups* and select your ride group). Once a chat room is created, you can send reminders, upload videos, attach photos or create a poll. Ride leaders can use this function as their main communication channel for their specific ride group(s).

Again, to reduce potential spamming, please do not use the chat function to message all members or create numerous chat groups. If there are complaints from ride leaders or riders on the misuse of this feature, the office will remove the ability to create groups and potentially this chat feature.