



# CYCLING GEELONG

## Guidelines For Ride Leaders

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Remember you might have the Cycling Geelong name on your back, so please respect the jersey, and the club.

#### **Before the Ride**

- Familiarise yourself with the planned route and be ready to guide Cycling Geelong Club members and visitors on the planned route. Check/plan water, food/coffee and toilet stops and return train times where relevant.
- Obviously weather conditions or other factors can cause there to be a change from the indicated route, this is at your discretion with safety prioritised. If you decide to cancel the ride, please provide as much notice as possible by emailing the Ride Coordinator who will then update the online Club Calendar. If unable to provide notice, where possible, please go to the start point to advise any riders who turn up to ride.
- If for any reason you are unable to fulfill your Ride Leader duties, please arrange for another member to take your place in advance of the ride and notify the Ride Coordinator. If you are unable to find a replacement, please notify the Ride Coordinator as early as possible to allow them to find a replacement.
- Have a copy of the Ride Attendance Sheet (it contains emergency contact info)

#### **At the ride**

- Arrive 15 mins before the start time.
- Request riders to sign in using the Attendance Sheet [[hyperlink](#)] and take a photo of the group. If any riders join at a later stage, please have them sign in at the coffee stop.
- Welcome any new members and introduce yourself, your role and them to the group. Where possible, request a rider 'buddy' them for their 1<sup>st</sup> ride and try to ensure they are made feel welcomed.



- Request a Tail End Rider for each ride from the riders on the day to assist you with the group. Ensure you advise the Tail End Rider that they are required to always remain at the back of the pack. Ensure you have a mobile number for the Tail End Rider.
- Provide a quick reminder to all riders of the basic hand signals/call out used, reminding all to call back such callouts.
- Group sizes:
  - Rides that include on-road - should be ideally 8-10 riders and no more than 12 riders. If there are any more riders in the group, for road safety reasons, they should be split into 2 groups with extra Ride Leaders/Tail End Riders helping out as and when required. Please ask for assistance from experienced Ride Leaders if you need extra help with this on the day.
  - Paths/trails – should be ideally up to 20. If there are more this in the group, they should be split into 2 groups with extra Ride Leaders and Tail End Rider helping out as required.
  - In the event of non-members riding, please ensure they are placed in a group with the most experienced riders.
- Explain the ride – a brief overview of route, any changes, hazards, stops, expected return time etc.
- Be able to deliver inclusive group rides.
- Establish and maintain a safe environment and demonstrate safe riding in a group including:
  - Traffic lights: All ride leaders should prepare their group to stop at lights
  - Junctions: Please stop at all junctions, to ensure that your entire group can cross
  - Obey road/shared pathway rules at all times
  - Ride steadily: Speed appropriate for each group (see Definitions of Graded Club Rides)
  - Hand signals: Please use the standard hand signals agreed by Cycling Geelong
- Please ensure new riders are aware of Warning Calls: Please use the standard warning calls agreed by Cycling Geelong (see Warning Calls list).



- In busy/highly trafficked areas, ensure single file riding is maintained to allow the traffic flow and promote considerate road use.
- Respecting all road users and pedestrians is key.
- Try to keep the Tail End Rider in sight whenever possible. Regroup from time to time, especially where the route changes course to check no one is missing. Where required, indicate where the next grouping point will be. Stop clear of bicycle and traffic lanes.
- Do a quick 'check in' during the ride (coffee time is ideal) to ensure that there are no issues or concerns (e.g. speed, bike issues). This can also be a good time to introduce new members in a more social environment.
- Anti-social behaviour is unacceptable and in the unfortunate event that it occurs, the Ride Leader will address the problem so that this behaviour is stopped and resolved. If this is not possible they should report the event to the Secretary or any other member of the Committee and an investigation will take place to determine whether disciplinary action is required.

#### **At end of ride**

- Ensure all riders are accounted for and ensure all know of transport connections where applicable.
- Thank the Tail End Rider
- Check in with any new members if any questions etc, ask for feedback

#### **Respecting the Ride Leader**

Should you feel a rider is continually ignoring your instructions, and it is appropriate, please ask the rider to comply. If there is a continuing problem, please report this to a Committee Member on your return or document it in the Post Ride Report.

If the Ride Leader considers any participant to be acting in a way that conflicts with any of the guidance, they are entitled to speak on behalf of the Club and request the participant leave the ride.



## **Taking on the role of Ride Leader**

We encourage our riders to have a go where they feel able. If you are willing to take on the role of Ride Leader, please let a Committee Member know or place your name on the sheet that is passed around at the coffee stop. It's also a good idea to act as Tail End Rider on a ride to 'train up'. If you have any questions or concerns about the role, please have a chat with the ride leader or committee member who will be happy to run through it with you.

## **Dealing with Accidents and Injuries**

The Club does not provide medical support, insurance or ambulance cover for riders on Club rides. In the event of an accident, fellow riders must do all they can to support any injured parties. We endeavour to have a 1<sup>st</sup> Aid trained person on each ride wherever possible however this is not guaranteed. If in doubt, please call 000.

In the case of a head injury, no matter how apparently light, we strongly advise that medical attention is sought as soon as possible to check that there is no serious underlying injury. The Ride Leader should also notify the rider's emergency contact to provide a brief description of the incident and apparent injury/symptoms.

Depending on the level of injury, the Ride Leader or an able volunteer must travel with the injured party home or to hospital to ensure they are safe, cared for and not alone. The Ride Leader should also contact the rider's emergency contact.

## **Insurance**

Cycling Geelong has Combined Liability insurance which covers the club only, this does not provide personal injury cover for members. If the club, or someone appointed by the club to organise an activity, were sued for an act of negligence relating to a club activity, they would be covered, subject to the exclusions and conditions that you can find on our website .

Cycling Geelong accepts no liability for any loss or injury resulting from participation in club events or activities. We strongly recommend that members take out personal injury/comprehensive cycling insurance cover. Being a member of Bicycle Network provides such insurance although there are other providers.

All members of Cycling Geelong should take responsibility for their own bike, actions, personal safety and also the safety of others.



## **Tail End Rider**

Unless otherwise arranged with the Ride Leader, the tail end rider should:

- Always ride last and be prepared to wait for any slower or delayed riders.
- Assist any riders with punctures, mechanical trouble, fatigue or injury.
- Keep the ride leader informed throughout the ride of suitable speed and possible delays.
- Ensure that no rider turns off the planned route. Head count to be carried out after stops.