

## **CTCSUFFOLK - GUIDANCE NOTES FOR RIDE LEADERS**

Further to the CTCsuffolk Guide for Riders, this guide describes those additional tasks to be undertaken by the ride leader. This is not a stand-alone document. **The Guide for Riders** must be completely understood before reading this guide, and referenced when reading this guide. Any questions can be answered by your rides co-ordinator.

### **In advance of the Ride.**

- All leaders must be registered with Cycling UK
- Leaders need to contact the Eleveses, Lunch, and where applicable Tea stops to let them know the ride is coming and approximate numbers.
- Please liaise with the other leaders where there is a combined Eleveses and agree who will phone.
- Always tell the venues the numbers are dependent on “weather conditions”, make an educated guess, and arrange to phone with an update on the day if the numbers vary greatly.

### **Planning your Ride**

- Check whether there is a pick up point after the start and plan the route accordingly.
- Plan a route that is flexible to allow for mishaps, and will still permit you to keep to times.
- Plan your route to avoid busy roads/road crossings where possible. Try to use crossing points you know to be controlled by Traffic lights or where you can use bridges or underpasses.
- Include points of interest on the route where possible.
- Judge/ balance distance and terrain in order that the route is achievable in the time available, relative to the grade of Ride you are to lead.

### **At the start**

- Tick off the regular riders wishing to join your ride on the list sent to you by the rides co-ordinator. This is to ensure that you know who is in your group. This is an insurance requirement.
- Identify any new riders and talk them through the “Calls and Conventions” of riding with the group.
- For all new riders complete a Cycling UK ‘guest registration form’ available from the rides co-ordinator.
- If the newcomer is between 13 and 18 they must complete a Cycling UK ‘registration with parental consent form’ available from the rides co-ordinator, to attend the ride, Newcomers under 13 must be accompanied by an adult who is, or is acting as, their parent.
- New registration forms must be completed by new riders each time they join a ride even if they have ridden previously.
- Ask a regular rider to keep an eye on a newcomer, and perhaps shepherd them to the venues. New riders should be encouraged to ride in the front half of the group.
- If you intend to use Bridleways announce this at the start, and have in mind where riders not wishing to go off road might rejoin the group.
- Assign back markers.
- All ride leaders should consider varying their routes on the day if need be, to keep to salted roads, wherever possible, in icy conditions to minimise the risk of falls.

### **During the Ride.**

- Split large groups into sub-groups of up to a maximum of 10 riders with at least 50m between them and do not fill in the gaps.
- Include stops to allow re-grouping and re-establish gaps when necessary.
- When negotiating traffic hazards like large roundabouts, road works etc, liaise with the back markers to ensure that everybody in the group has successfully negotiated the hazard.
- Enlist the help of other riders to keep you informed of any problems in the sub-groups
- Keep sub-groups in sight where possible or give a responsible rider a copy of your route.
- Exchange mobile phone numbers if circumstances arise such that the group agrees to split up.
- Record those at each of the stops in an attendance record. (where two runs go to the same venue, better that riders are recorded twice i.e. by two different leaders, than not at all)

- Make it clear it is every rider's responsibility to pass calls "forwards" and "backwards" within the group and between the split groups, by repeating them, for the benefit and safety of all those on the ride if this does not happen naturally.
- The leader, or deputy, should navigate the group back to the start point.
- **Punctures or mechanical problems.**  
The leader will be notified by calls from the group that somebody has a problem. The leader should stop the group and assess the situation. The leader should assign a capable volunteer to remain with the affected rider to assist in the repair. The ride leader should also assign a volunteer to aid in navigation to the intended venue if necessary. The ride leader should then continue to lead the group to the intended destination.
- **IF THERE IS AN ACCIDENT.**
  - If an accident, or other incident, occurs call 999 (if required), administer first aid (if qualified), and when safe to do so let others know, as appropriate, about the incident using the emergency contact details list held by the leader – see "At the Start" above
  - An Incident Report Form must be completed as soon as possible and submitted by email to Cycling UK
  - Further details of what to do when an incident takes place are on the Cycling UK website.

#### **After the Ride**

- Send the attendance record together with details of any newcomers to the Rides Co-ordinator within one week of the ride.
- Advise the Rides Co-ordinator of any problems with the venues or hazards encountered on the route.

#### **Procedure to Cancel a Ride**

- Any ride may be cancelled by the Ride Leader after consultation with the relevant Rides Co-ordinator, if necessary, having regard to weather conditions forecast for the day of the ride and the safety of participants. Judgement shall be based on the weather forecast for the relevant day on the evening of the previous day. The following is a guide to when a ride might be cancelled.  
Either:
  - Ice on minor roads likely to persist for 1 hour beyond the starting time.
  - Strong winds (30mph+ [Beaufort Wind Scale 7]) forecast for most of the ride period.
  - Heavy rain expected at the start and for most of the ride period.
  - Thick widespread fog with visibility <100 metres
  - Extremely high temperatures (30+ deg.) forecast for most of the day.
  - The Ride Leader may change any of the scheduled stops on a ride having regard to changing weather conditions and the safety of participants.
- Notification of cancellation of rides:
  - The Ride Leader should notify the Rides Co-ordinator who will arrange to email to all riders who are listed regulars for the respective ride, as soon as a decision to cancel has been made. If the Rides Co-ordinator is not available the Ride Leader should consult the Secretary or other Committee Member.
  - If practicable, a volunteer who can most easily get to the start point should go to notify riders of the cancellation. (This does not apply to Car or Train Assist start locations)