Dear Participant,

I wanted to take a moment to personally thank you for taking the time out of your day to

attend this Group Ride Leader Trainer Seminar. This half day seminar is intended to help clubs develop good club ride practices and to train at least one person with the knowledge and skills in order to pass them on to other group ride leaders in their clubs. This is the first step in what I hope are many steps towards improving the cycling scene at the club level in Ontario.

After a short introduction, we will run a 1 hour in class session where we will discuss topics such as risk management, club ride guides and the ride leader job description including troubleshooting difficult situations.

After that comes the part where we all get to go out and RIDE OUR BIKES! We will run some basic ride leader group ride simulations where we will discuss tips on how to be a good ride leader, safe cycling skills and managing groups of different ability levels. We’ll also have a chance for you to ask any questions not covered on the road or in class.

After the course is completed, we would like you to take what you’ve learned and pass it on to

your club. If you have any questions, don’t hesitate to call me at 416‐855‐1717.

Yours in sport,

Chantal Thompson

Event and Program Coordinator

Ontario Cycling Association

**Actions and Responsibilities of a Club Ride Leader**

**Ride Coordinator:** The person(s) responsible for organizing and planning the weekly rides, posting these on the on the club’s website, sending out notifications to club members, organizing and arranging ride leaders, assisting and directing ride leaders, coordinating ride routes and providing help to new riders find the appropriate ride or group. Each club can outline and assign specific tasks of the ride coordinator to separate individuals, but it is always beneficial to have a “point person” to direct the process.

**In the days – hours before the ride**

* Verify the Activity Location and Time
* Weather Cancellation Call: Clubs should have a weather policy in place within their Ride Guidelines to help dictate this. This official call can be made by the Ride Coordinator, Ride Leader, or someone else appointed by the club and will be in accordance with the weather policy outlined in the club’s Ride Guidelines.
* Ensure that there are a sufficient number of Ride Leaders trained to sustain club rides throughout the season
* Train new Ride Leaders and maintain a current list of active ride leaders within the club

**Ride Leader:** A ride leader, also known as a ride marshal or ride host is a cyclist who has the skill, experience and leadership abilities to help guide others, ensure safety and provide overall enjoyment during a club ride. They will have received Ride Leader Training from either the OCA or their own club. During the ride, they will help ensure that the group follows the guidelines outlined in their club’s Policies and Procedures or Ride Guide. A ride leader is not expected to be at the front pulling the group the entire ride, but mingling and integrating to ensure the overall cohesiveness of the group. They are also not considered coaches, rather simply pointing out and enforcing club rules and etiquette. They will be the first point of contact for troubleshooting issues, safety concerns or if an injury occurs. A minimum of one Ride Leader is expected for each activity however it is recommended to have more than one.

**15-30min before ride**

* Arrive Early
* Come prepared:
* Bike is in good working order
* Spare tube, patch kit, pump and tire levers
* Water bottles, snacks
* Cell phone
* OCA Sport Incident Report
* Check memberships
* Must be members of the club (in good standing)
* Member of the OCA (UCI License, Citizen Permit, Affiliate Club Membership)

**Pre-Ride**

* Introduce yourself and other ride leaders (ideally one ride leader per group on the road)
* Describe route and rest stops
* Speak about any potential hazards along the route
* When and where to re-group if needed
* Describe group formation, single file, echelon rotation, turn signals, etc.
* Importance of communication
* Inform ride leader if someone is abandoning the group ride (and that Ride Leader will follow up post ride to ensure safety)
* Introduce any new riders
* Do a headcount of the number of riders
* Break into smaller groups depending on ability levels and ensure there are ride leaders in each group
* Keep group sizes manageable, if too large split into smaller more manageable groups (Ideal 6-12 approx but should be based on club’s Risk Management Plan).
* Faster riders leave first, allow a few minutes between groups
* Separate groups, need to allow 100m gap minimum between them and other groups

**During the ride**

* Start on time
* Ride at the advertised pace
* Follow advised route
* Set a safe example
* Obey traffic laws
* Stop signs and stop lights are not optional (One foot down rule, come to a COMPLETE stop)
* Signal turns and obstacles appropriately
* Ride leader
* Pay attention to new members
* Answer questions and concerns
* Answer questions, if you don’t know, refer to someone who might know
* Identify and correct problems early
	+ Overlapping wheels or half wheeling, especially in windy conditions
	+ Being unpredictable
	+ Riding more than 2 wide
	+ Riding too close to the centre line
	+ Not checking over shoulder before moving
	+ Riding too fast
	+ Racing
* Regroup whenever possible if a group has broken apart
* If stopping, ensure riders have pulled themselves off of the road
* Be sure to stop at the indicated rest stops if there are any
* Try to keep track of everyone to ensure everyone has completed the group ride safely

**Safety/Troubleshooting**

* No Ear Buds
* No cell phone use while riding
* Bike should be in good working order – if not, may need to abandon
* Mechanical – do not have to help, usually there are people who will help
	+ No repair kit – help if you can, but not obligated to
* Dropped riders/Stragglers – As a ride leader you are responsible for the group, ensure the straggler is ok, has a safe way back, and check-in with them after
* Reckless Cyclists – issue warning, if still not conforming, remove from the ride
* Exhausted Cyclist – offer drinks or nutrition or ensure they have a safe way home if abandoning ride
* Uninvited guests – explain it’s a club ride, if they don’t separate, stop and wait for them to leave. Ensure all other members of the ride are aware of this person trying to ride with the group uninvited.
* It is reccomended that the ride leader has a up-to-date first aid certification as it will assist in dealing with potential injuries
* Injured Cyclist
* Stay calm and delegate responsibilities
* Remind others to stay out of harms way
* Check for danger – stop traffic if necessary
* Assign someone to direct traffic if necessary
* Check for a response from the injured rider
* Identify mechanism of injury and minimize further injury
* Don’t move victim
* If in doubt, call 911
* Administer first aid to the best of your ability
* Look for signs of confusion or disorientation
* Get personal information and medical history and write it down
* Comfort the victim
* Send incident information to the club executive after the ride for forwarding to the OCA (ASAP after accident)

**After the ride**

* Check-in with group and provide feedback/encouragement
* Phone Calls if concerned about an injured, lost or abandoned rider
	+ Follow up should be same day or next
* Reports for any serious mishaps or disciplinary problems sent to the club executive
* Name
* Description of incident or action
* Date
* Location
* Any other club witnesses

The Ride Leader’s role is to ensure that the ride is safe and enjoyable while following the club’s Risk Management Plan and Ride Guidelines. If at any point, safety of a ride is questioned, stop the ride.