

The intent of the "Ride Leader Guidelines" is to facilitate the planning and conduct of safe and enjoyable regular BWW Rides by endorsed BWW Ride Leaders. Endorsed BWW Ride Leaders are members of BWW Inc. who have demonstrated their capabilities to lead rides, to the satisfaction of the Committee, after leading up to three rides assisted by a previously endorsed ride leader.

## **Planning the Ride**

When planning the route for a ride it is important that consideration be given to the safety and enjoyment of all participants including the ride leader. Specific points to consider include:

- Road conditions. Also check Public Notices for road works, water over roads and closures.
- Traffic density
- Position of the sun for early morning or late afternoon rides
- Ability of riders
- Out and back or Loop course
- Minimise right hand turns and traffic light locations
- Distance and difficulty of course to suit time available
- Designate suitable start and finish locations
- Designate suitable turning and regroup points
- Course modification options and bail-out points to allow for changes in the weather
- Availability of toilets, food and water on-route
- Is a pre-ride or drive of the course required?
- Availability of an assistant rider who may lead the riders from the front or act as a sweep, who is capable of advising and assisting new riders, is familiar with the course and can provide basic mechanical service to bikes.

It is also necessary that rostered ride leaders make arrangements for a substitute ride leader as early as possible for any ride they are unable to lead.

## **Conducting the Ride**

When conducting the planned ride it is important that organisation and communication before, during and after the ride be sufficient to ensure that participants enjoy the ride and that the ride is as safe as possible.

Specific points to consider before departure include:

- If the weather means the ride must be cancelled, you must attend the start location to let people know.
- Arrive at least 15 minutes before the advertised start time
- Assign an assistant rider.
- Get new riders to complete the Temporary Membership Form
- Check with new riders re mobile phones and supply numbers as required
- Welcome new riders and introduce them to the group
- Explain the ride, name the destination, describe how to get there, nominate re-group locations and ask for questions
- Stress to everyone that the last rider is not left on their own
- Reminder to everyone re Road Rules
- Request that anyone leaving the ride early must tell the ride leader, the assistant rider or someone who is doing the full ride
- Do a head count

Specific points to consider during the ride include:

- Encourage the group to leave together
- Instruct riders to limit groups to 20 riders
- Request riders to form groups of similar riding ability
- Advise that lead riders in each group adhere to planned re-group points
- Actions necessary if there are: obstructions to the route, adverse weather conditions, lost riders, crashes or collisions, near misses, injuries or other medical emergencies (DRSABCD) call "000" where appropriate, bicycle breakdowns, participant/s who do not adhere to group etiquette or otherwise misbehave.

Specific points to consider after the ride include:

- Recap rider numbers, re-do head count
- Make notes if required, re completion of Incident Report etc
- Assist with any new membership applications
- Thank all riders for their attendance and conduct
- Thank the 'assistant rider'
- Make any club announcements re upcoming rides etc
- COFFEE