



Bicycle Wagga Wagga Inc

Ride Leader Guidelines

Version 1.0

15th January 2026

Purpose

These guidelines are designed to help endorsed ride leaders plan and conduct safe, enjoyable group rides. Endorsed ride leaders are members who have demonstrated their ability to lead rides, as assessed by the committee after leading up to three rides with the assistance of an experienced leader.

1. Planning the Ride

When planning a ride, leaders should consider:

- **Safety and Enjoyment:**
 - Assess road conditions and check public notices for road works, water over roads, and closures.
 - Consider traffic density and the position of the sun for early morning or late afternoon rides.
 - Match the route's distance and difficulty to the abilities of the riders and the time available.
 - Minimise right-hand turns and traffic light crossings.
 - Designate suitable start, finish, turning, and regroup points.
 - Plan for course modifications and bail-out points in case of weather changes.
 - Ensure availability of toilets, food, and water along the route.
 - Decide if a pre-ride or drive of the course is needed.
 - Arrange for an assistant rider who can help lead, sweep, advise new riders, is familiar with the course, and can provide basic mechanical support.
- **Substitute Leaders:**

If unable to lead a scheduled ride, arrange for a substitute leader as early as possible.



2. Conducting the Ride

Organisation and communication are key before, during, and after the ride to ensure safety and enjoyment.

Before Departure

Monitor weather conditions & forecasts (Bureau of Meteorology) to determine if there is likelihood of ride cancellation, postponement or modification.

- If weather forces cancellation, postponement or modification then post changes to the ride on the Club group WhatsApp chat to advise riders as soon as possible.
- If necessary, attend the start location to inform participants of ride changes.
- Arrive at least 15 minutes before the advertised start time.
- Carry your BWW first aid kit at all times.
- Assign an assistant rider.
- Have new riders complete the Temporary Membership sheet.
- Check with new riders about mobile phones and exchange numbers as needed.
- Welcome new riders and introduce them to the group.
- Explain the ride, destination, route, regroup locations, and invite questions.
- Stress that no rider is left behind (“No Drop”).
- Remind everyone of road rules.
- Request that riders communicate clearly: Use hand signals and call out hazards (e.g., “hole!”, “car back!”, “stopping!”) and pass messages up and down the group.
- Request that riders ride two abreast, no more than 1.5 metres apart and be considerate and move to single file on narrow or busy roads.
- Advise riders that anyone leaving the ride early must inform the ride leader, assistant, or a full-ride participant.
- Conduct a head count.

During the Ride

- Encourage the group to start together.
- Limit groups to 20 riders.
- Form groups by similar riding ability.
- Ensure lead riders in each group adhere to planned regroup points.
- Be prepared to respond to:
 - Route obstructions
 - Adverse weather
 - Lost riders
 - Crashes, collisions, near misses, injuries, or medical emergencies (call “000” if needed)
 - Bicycle breakdowns
 - Misbehaviour or breaches of group etiquette.



After the Ride

- Recap rider numbers and repeat the head count.
- Make notes as needed, including incident reports.
- Assist with new membership applications.
- Thank all riders and the assistant rider for their participation and support.
- Announce upcoming rides and club news.
- Enjoy a post-ride coffee together.

3. Key Principles

- Safety and enjoyment for all participants
- Clear communication before, during, and after the ride
- Adherence to road rules and group etiquette
- Inclusivity—no rider left behind
- Responsiveness to changing conditions and incidents

4. Additional Recommendations

- Familiarise yourself with any additional club policies, such as group ride guidelines, weather protocols, incident reporting, and risk management.
- Encourage feedback from participants to improve future rides.

5. Review

These guidelines should be reviewed and updated regularly to reflect best practices and feedback from ride leaders and participants.