

## **Ride Leader Guidelines The Bombay Bicycle Club**

### **Preface**

Bombay members who plan, prepare for, and host a club ride have been called “ride leaders”, even though they generally do not actually lead an assemblage of cyclists over a chosen route. Ride leaders sweat many details and share enough information with ride participants so that everyone can go out at nearly the same time on ride day and have a safe, enjoyable ride experience with folks of similar inclination.

Preparing for and hosting a ride are covered here. This guide presumes that you are a BBC member who has agreed to lead a ride that has been planned and scheduled already. The subject of maps and cue sheets is primarily a part of planning a ride, but it is mentioned here also because maps and cue sheets should not be copied before the route is checked and notification of the following new policy has been included on your ride handout.

### **All riders must sign a Release and Waiver of Liability Agreement**

As a Bombay Ride Leader, you must inform all riders that they are required to sign a Release and Waiver of Liability Agreement (Ride Agreement) [\[link to waiver\]](#) before each ride. However, club members who have already signed a release and waiver on an active Membership Form do not have to sign a Ride Agreement for your ride or for any BBC non-fee ride.

The prescribed way to announce this policy is to “patch” our official notification called “Bombay Bicycle Club Ride Rules” onto your map or cue sheet *before you have your ride handout copied*. Please see attached cue sheet template [\[link to template\]](#). Then all you need to do is call attention to the small “box” of rules on your map or cue sheet at the start of your pre-ride announcements. Simply ask riders who need to sign a Ride Agreement to do so now. Point out the Ride Agreement forms you have brought for riders to sign.

You don’t have to explain the rules in greater detail, nor should you attempt to justify them. They are the rules adopted by the Bombay Board of Directors for the protection of all members. Your only job is to alert all riders to these rules.

### **The Elements of Leading a Bombay Ride**

1. About a week before the ride, drive or ride the entire route, all different loops, noting all situations that are recognizably hazardous for bicyclists. Sometimes it is necessary to re-route the ride to avoid road construction that is unsafe for road bikes to traverse. At other times, calling attention to less than ideal riding surfaces and other hazards on the cue sheet and during your pre-ride talk is sufficient warning for participants to slow way down or even walk their bikes for a short distance.
2. Go to Kinkos or Econoprint, where you can charge Bombay copying to our charge accounts at either business. Have up to 100 black on white copies made back to back of your final map and cue sheet.

3. Show up for your ride, no matter the weather, and show up 15 minutes ahead of time. If the weather is such that you won't ride today, you must be there to give the option to other members to get a map and cue sheet for riding the route at a time they choose.
4. Be sure you bring the following:
  - Maps/cue sheets for your ride
  - Three or more Ride Agreement sign-up sheets
  - Three or more ball-point pens

### **Ride Day—A Big Event for You and Bombay**

1. Greet all riders as they approach you for a map and cue sheet. Ask them to stick around until after your announcements.
2. At the designated time, proudly introduce yourself and welcome everyone to your ride. Announce that all participants on Bombay rides are required to comply with a few simple rules, sign a liability waiver, and practice courtesy to other riders and motorists. Hold up a map or cue sheet and call attention to the box of rules for the ride that you placed there.
3. Ask riders to read the rules now and request that riders who need to sign a Ride Agreement today come up and do so before leaving for the ride. Now that you are finished with the rules and the administration, remind everyone that we are here to enjoy this day of riding!
4. Give a short description of today's ride and the available options. Tell riders where food, water and public toilets are available on the route. Stress the need for adequate hydration and nutrition during and after the ride.
5. If there are significant surface or other hazards on any or all the loops, tell the what and where of them now, but do this quickly. Don't go on and on about minor and quite usual things to look out for.
6. Announce which ride--the short, medium or long loop--you will personally sweep today. *Sweep means that no rider gets left behind the sweep unless s/he is in a small group of riders who have agreed to stick together at a common pace for the rest of the ride.* Ask your assembled riders if there is an experienced Bombay member who is willing to sweep one of the rides that you won't be sweeping. If some rides (loops) will not be swept, suggest that if any rider has concerns about being out in the country alone, lost or in some sort of trouble, they should ride a loop that will be swept. *It is recommended that the shortest loop always be swept if inexperienced riders are evident in the group.*

### **Staggered Starts**

The larger the turnout for your ride, the more important it is for you to organize staggered starts. *You need to ask riders to group themselves according to the riding pace they identify with, not according to which loop they intend to ride.*

- Riders who typically cruise at 18 mph or faster should be sent off first.
- Two minutes later, send out a self-formed group of riders in the 15-17 mph range.
- Two minutes later, a group of 12-14 mph riders should be signaled to leave.
- All others can then follow at their own paces.

Wait a minute or two more for late arrivals and take off yourself. Catch up to those of moderate pace and enjoy getting to know them. Some will be riders new to the recreational activity we enjoy so much. Answer all their questions and tell them your stories. Have fun!

Please direct questions or discourse about leading a BBC ride to Forrest Weesner, [hectorite@yahoo.com](mailto:hectorite@yahoo.com).