

Arlington Heights Bicycle Club

Ride Leader Responsibilities

BEFORE THE RIDE

1. Establish your start location, destination, and route. (Ideas are available in the club's Ride With GPS route library.)
2. Post your ride on the CycleArlington.com ride calendar.
3. If you have not recently cycled the route, ride or drive it before ride day.
4. Prepare cue sheets or send the link to the Ride With GPS route file.
5. Promote the upcoming ride via the Google group (ahbccyclist@googlegroups.com) and/or at member gatherings. Indicate whether a food stop will be included.
6. Monitor the weather forecast. If necessary, cancel the ride on the ride calendar and send a notice to the Google group.

DAY OF THE RIDE

1. Have all participants sign the AHBC sign-in sheet. Ask all to write legibly.
2. Verify that all riders have emergency contact information either on their person, on their bike, or on the sign-in sheet.
3. Monitor correct helmet use (position on head, tightness of strap.)
4. If any cyclist's bicycle appears not to be in "rideable" condition, help determine whether an easy repair is possible, or the rider should reconsider participating in the ride.
5. Review the general details of the ride (distance, pace, timing, route hazards.)
6. Make safety announcements (riding no more than two abreast, calling out hazards, alerting the ride leader of riders falling behind, etc.)
7. Designate a sweep rider (or divide a large group into smaller subgroups). Make sure that ride leader and sweep have each other's cell phone numbers.
8. Make sure that all riders know all other riders' names. One option is to form a circle and have each rider introduce him/herself.
9. Count the riders and verify with sign-in sheet.
10. If the ride is not in the club's Ride With GPS library, have someone record the ride and submit it to ridewithgps@cyclearlington.com.

ON THE RIDE

1. Adhere to the advertised pace of the ride.
2. The ride leader is not responsible for riders who ride ahead of the leader or who ride an alternate route.
3. Stop at red lights and stop signs. Do not bunch up next to waiting vehicles.
4. Each rider is responsible for making sure that the rider behind him/her does not lose sight of the group and for alerting the ride leader if there is a split in the group.

AFTER THE RIDE

1. Turn in the sign-in sheet to the ride chair.
2. If an incident (injury, property damage, etc.) that could result in an insurance claim has occurred on the ride, fill out the Incident Report for the insurance company (currently Silent Sports Insurance, a division of McKay Group.)