



Ride Leader Guide

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Introduction

We wanted to start with some words of inspiration, some explanation of why you would want to lead a ride.

Why do we lead rides?

Because it is fun!

You get to choose the route, the pace, and the food stops. This means that you get to share your favorite destinations and routes, ride at your preferred pace, and bring a lot of people to your favorite eateries. You meet new people who share at least one of your interests. This expands your pool of potential riding partners and friends, particularly folks who like to ride the same way you do.

You can share your other interests, knowledge, or talents with people by leading theme rides. At one time or another, leaders have led railroad history rides, antiquing rides, yard sale rides, kid rides, camping rides, moonlight rides, bakery rides, and rides with a multitude of other themes.

You can inspire people, motivate them, and get them excited about bicycling. Ride leaders who lead regularly have countless tales of novices who can barely shift gears on their first ride but who blossom into avid cyclists by the end of a season. You get to contribute something to the community. Leading a ride makes you go riding yourself. The club also throws parties to thank recent ride leaders.

So come out and lead!

This Guide is intended to provide basic information for ride leaders. Experience and Ride Leader training will also help provide you with the necessary skills to lead rides. Some of the material in this Guide will not be relevant to the ride level at which you may choose to lead.

Section 1

The Duty of the Ride Leader and The Ride Leader Responsibility Code

The Duty of the Ride Leader

Whether you like it or not, when you lead a ride, you are assuming certain Responsibilities. Riders expect that you will have certain knowledge and abilities. They will look to you for guidance and maybe advice. They expect the ride to be reasonably safe as far as the route selected and the execution of the ride itself.

Our Duties as Ride Leaders Should Include

- Riding at the appropriate pace
- Appropriate planning for the ride
- Properly instructing riders
- Matching the ride with the riders' skill levels
- Properly supervising the ride
- Reminding riders to bring proper equipment
- Evaluating riders injuries or incapacities
- Contacting emergency assistance if needed

The best way to insure that we have fulfilled our responsibilities is to get Ride Leader Training and adhere to the guidelines set forth by the Club for properly leading rides.

Sound Cyclists Ride Leader Responsibility Code

Sound Cyclists requires that each Ride Leader adhere to the following Ride Leader Responsibility Code. Following these simple rules will prepare you to lead safe and enjoyable rides.

1. Follow the Ride Leader Checklist ([see Appendix B](#)).
2. Have all riders sign in and include their cell phone number (if carrying a cell phone) and an emergency contact with a phone number.
3. Have cue sheets ready to distribute.
4. Make sure all riders are wearing helmets and when the law requires, using lights.
5. Remind each rider to carry ID during the ride.
6. Assess your riders as best you can – are they all capable of finishing your ride? Express your concern to someone if you think the ride may be too fast for him or her.
7. Review the general terrain and road route emphasizing any unsafe road conditions, such as heavy traffic areas, dug up roads, etc.
8. Emphasize safety to your group before you start riding.
9. Name a sweep if possible. Have your sweep continue the ride while you take care of any problems that arise if your sweep or another rider cannot resolve the problems for you.
10. Ride at the advertised pace.
11. Obey all traffic laws, including stopping at red lights and stop signs. Cyclists must abide by the same traffic rules that apply to automobiles.
12. Regroup as specified in the Ride Description.

13. Ride Leaders should warn riders of unsafe riding techniques as a group or individually as the situation requires. Ride leaders should talk to individuals who are not demonstrating safe group riding techniques. This is a teaching opportunity and we as ride leaders should take the time to tell them what they are doing wrong and at the same time what they are doing right,
14. Assist riders with health issues. If a rider cannot continue for health reasons, make sure that rider is safe and gets home or to the hospital. It is strongly recommended that Ride Leaders carry a cell phone.
15. Ride Leaders should assist riders as they fix flats and minor mechanical problems. If a rider has a mechanical problem and cannot rejoin the ride Do not leave them behind unless you make sure they are safe, and have means of getting home or back to the starting point.

Helmets

All riders in the club must wear an ANSI, SNELL and/or CPSC approved helmet throughout a ride.

Water Bottles

All riders should bring one or two water bottles with them on a ride

Section 2

Traffic Laws and Safety

Safety Considerations

- Every SCBC rider must comply with traffic laws. The Ride Leader is responsible for being familiar with the traffic laws that affect bicycles. They are not expected to be lawyers. There are references to Connecticut and New York traffic laws at the end of this guide.
- Your bicycle is legally considered a vehicle, so you are subject to the same traffic laws as the drivers of motorized vehicles.
- Use hand and voice signals when turning or stopping. Ride with traffic not against it or on sidewalks.
- Do not wear headphones while you are cycling.
- When riding at night, state law requires you to have a white front head lamp visible from a distance of 500 feet, a red rear reflector visible from a distance of 600 feet and side reflectors visible from a distance of 600 feet. It is also a good idea to have a red taillight or blinker. Flashing lights are not legal headlights. (See [Appendix D](#) for details.)
- Wear reflective clothing and safety vests to increase visibility especially at or after sunset.

Cyclists and Motor Vehicles

According to the CT DOT accident statistics for 2008, there are three situations involving bicycles and cars that account for 79% of all accidents between bicycles and cars:

1. Failure to grant right-of-way
2. Violating a traffic control
3. Driving on wrong side of road

Additionally, 63% of all recorded accidents occurred at intersections; 37% occurred between intersections.

Many motorists involved in accidents with bicycles stated that they simply did not see the cyclist. So how do you test that a driver has seen you? Here is an example: Suppose that you are on a main street, riding toward an intersection. A car is approaching from the right in the cross street, where there is a stop sign. How do you handle this situation? Here is a recommendation:

As you approach the intersection, look into the car window and make eye contact with the driver to ascertain that the driver has seen you. Watch for the car to slow down more than it would if you weren't there.

If you look into the driver's window and the driver isn't looking at you, then be very cautious. Even if the car is stopped at the stop sign, a driver who doesn't know you're there has no reason to stay stopped. Slow down, and call out to get the driver's attention. Proceed only when you're sure that the driver is waiting for you.

The new “Three Foot Law”

Please note the mutual obligations of both cars and cyclists:

(1) the driver of a vehicle overtaking another vehicle proceeding in the same direction shall pass to the left thereof at a safe distance and shall not again drive to the right side of the highway until safely clear of the overtaken vehicle; and (2) the driver of an overtaken vehicle shall give way to the right in favor of the overtaking vehicle and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle. For the purposes of this subsection, “safe distance” means not less than three feet when the driver of a vehicle overtakes and passes a person riding a bicycle.

See [Appendix D](#) for additional safety information and details on the above items.

Know the Signs

As riders, we are obligated to abide by the laws set down by the towns and states in which we ride. Stay safe when you ride by paying attention and doing the right thing.



Section 3

Planning a Ride

Talk to Your Ride Coordinator

It is strongly recommended that you experience a few club rides before you lead a ride. Being on club rides will give you the feel for the level of ride that you would feel comfortable leading.

When you are ready to lead a ride, talk to the Ride Coordinator for the level of the ride you want to lead. The coordinator will be glad to help you through the process of selecting routes, speed, what to expect on leading a ride and how to schedule the ride on the on-line ride schedule.

The coordinator will add you to the list of Ride Leaders in our on-line system and give you a user ID and password to allow you to schedule a ride.

What Kind of Ride Do You Want to Lead?

Before you can select a route, here are some issues to consider:

- Decide on a pace, and be sure it matches the folks with whom you want to ride. If you want to keep the company of parents and their children, you will not be leading a fast ride. Also, be sure the pace you choose is one that you can very comfortably maintain for the duration of the ride. If you are already at the outside edge of your abilities and you drop back into the pack to check on one of your riders, you may have trouble catching the front of the group.
- Decide on a distance. As with the pace, tailor the distance to the people with whom you want to ride. The experienced riders may have no problem with a 60-mile ride but new riders may reach their limit at 15 miles.
- Think about what time the ride should start. We all have family or other commitments and for weekend rides, some members prefer starting early in the morning so that they can take care of other commitments in the afternoon. If it is an after work ride, keep in mind that most folks will not be able to make a start earlier than 6 p.m.
- Consider the season, particularly with respect to the probable weather and the amount of available daylight. You may require headlights, if the ride could finish after sunset.
- Please keep in mind that all SCBC rides are open to everyone who is able and willing to participate safely and cooperatively.

Choose a Route from the On-Line Rides Library

The SCBC web site has an extensive rides library with cue sheets for rides in Fairfield County and beyond. At last count we had almost 300 rides in the library. The library is searchable by Ride Name, Start Location, Start Town, Distance and Terrain.

The library will give you more than enough choices to find a ride that meets your criteria.

Post Your Ride on the On-Line Rides Schedule

See Appendix C for detailed instructions.

Road Bike Ride Pace Levels



Very Fast - 20+ MPH (Average 25+ MPH flat road speed)

Vigorous riding with excellent bike handling skills, expected cooperative contribution to group within abilities. No sweep, possible regrouping. Riders are expected to navigate on own if dropped.



Fast - 17-19 MPH (Average 22+ MPH flat road speed)

Brisk to vigorous riding with above average bike handling skills, expected cooperative contribution to group within abilities. No sweep, possible regrouping. Riders are expected to navigate on own if dropped.



Fast - 16-17.5 MPH (Average 20+ MPH flat road speed)

Brisk to vigorous riding with above average bike handling skills, expected cooperative contribution to group within abilities. No sweep, possible regrouping. Riders are expected to navigate on own if dropped.



Moderately Fast - 14-16 MPH

Moderate to brisk riding with good bike handling ability. Some cooperative pace lining skills required. Riders are expected to be self-sufficient but there will be some regrouping. A sweep may be appointed.



Intermediate - 13-14 MPH

Moderate riding with more attention to scenery. Regroups often. A sweep is usually appointed.



Slow/Intermediate - 11-13 MPH

Leisurely to moderate riding, sightseeing and destination oriented. Regroups often. A sweep is always appointed.



Slow - Less than 9-11 MPH

Ride is paced to the slowest rider. A sweep is always appointed.

Road Bike Ride Terrain Levels



Flat

May have a few rolling sections.



Flat/Rolling

May have a couple of short hills.



Rolling

May have some small hills.



Rolling/Hilly

May have some steep hills.



Hilly

May have a few rolling sections.

Off-Road Terrain Levels



Double Track

Fairly wide with room for two-way traffic.

DT



Single Track

Wide enough for single rider only with some over-grown sections.

ST



Technical

Conditions vary with overgrowth, exposed roots and rocks.

T

Section 4

The Ride

Before the Ride

Ride cancellations: If you cancel a ride, post the cancellation in the ride calendar on the club web site as well as on SCBC Yahoo Groups @Chat. Show up at the starting point or have someone else go and announce that the ride has been canceled, unless it is obvious from the weather conditions that the ride is canceled. You should still complete and submit the liability waiver for the club's records.

Ride leader substitutions: If, for some reason, you cannot lead a ride yourself, try to find a replacement. The Rides Director or Rides Coordinator for the group you are leading may be able to help you find someone. It is recommended that the replacement be an experienced Ride Leader.

Items to Bring to the Ride Start

- Refer to Ride Leader Checklist in [Appendix B](#).
- Show up at least 15 minutes early with the necessary items.

Pre-ride Announcement

Keep it brief and tailor your remarks to the level of the ride. Welcome any new or first time riders to the club. (A pre-ride announcement and pre-ride procedures checklist is included in [Appendix A](#)).

The Ride

Every ride is different, so it is impossible to anticipate everything you might encounter on a ride. Here is a quick list of some items to attend to. Not all of these items apply to all types of rides. For example, if you have not promised to keep everyone together, you do not have to worry about whether everyone made it through the last traffic light. Leading a ride can be a fulfilling experience and fun; however, unexpected events may occur. It will help you to address these events if you have given a few minutes of thought to managing them prior to leading the ride. You should consider the following and ask yourself "How will I...?" Each ride may be different and vary according to the level and experience of the riders. Set a good example: Ride safely and remember that your behavior can make the ride a pleasant or unpleasant experience for our members.

Tri bikes and the use of aero bars are NOT allowed at SCBC club rides. Tri bikes are designed to go fast in a straight line. They are not very maneuverable and the brakes are not readily reached. Aero bar use has the same issues. If someone arrives on a tri bike, they cannot go on the group ride. If someone has aero bars on a road bike, they can go on the ride provided they agree to never use the aero bars on the ride.

Recommendations for Safe Riding

- Ride to the right and single file whenever possible.
- Use voice and hand signals to communicate with other riders, especially when you are riding close together.

- Let riders behind you know when you are slowing and/or coming to a full stop. Look ahead for road hazards (glass, potholes, wide cracks, metal grates, gravel, sand and so on), and point them out to other riders.
- Check for traffic; scan the road in front of you, behind you, and around you.
- Make eye contact with drivers so you know that they have seen you.
- Yield to pedestrians, and slow to a walking pace if safety dictates.
- Pass on the left, and use a bell or your voice to alert others that you are passing.
- Cross railroad tracks at a 90° angle, this is extra important when the road is wet.
- Watch for car doors opening in your path.
- If you stop for any reason, move yourself and your bicycle completely off the roadway or trail.
- Eat before you are hungry, drink before you are thirsty.

Riding the Advertised Pace

It is important for the Ride Leader to lead the ride at the pace advertised/stated in the rides calendar. Riders use the SCBC group/pace classifications as a guide to select rides they think they will fit into. Therefore it is important that the pace is within reasonable proximity to the advertised/stated pace for that ride. Make sure riders know that if they get ahead, they are on their own. Your responsibility is to lead the ride you have advertised and to keep track of the people who are doing the same. (See dealing with too-fast or too-slow riders below).

Courtesy

Anticipate situations where your group may inconvenience others. For example, when you stop to regroup, be sure your riders are not blocking the road or the sidewalk. When you re-enter the roadway, wait until there is a break in traffic, so drivers are not forced to slow down for your group. If you are taking the group on a multi-use trail, especially a busy, in-city trail, ask everyone to stay on the right half of the trail, regardless of how wide the trail is. This may mean that everyone must ride single-file. Smile, wave, and call out thanks whenever anyone (especially a driver) is even unintentionally helpful to your group.

Unsafe Riders

Unsafe riders endanger everyone around them, ruin the experience for others on the ride, and give cyclists a bad image. If you are uncomfortable with a rider's actions, quietly and politely explain your concern. If the situation does not improve, ask the rider to leave the group. Any serious situations involving unsafe riders should be reported to the Rides Director, who will then contact the individual(s) involved to discuss the matter.

New/First Time Riders

Check in with each of the new riders periodically to ensure that they are getting along all right and that the pace is comfortable for them.

Traffic Laws

When riding on the road you are considered a vehicle just like any other motorized vehicle and must obey all applicable laws (see [Appendix D](#) and [Appendix E](#) for

Connecticut and New York traffic laws), this includes traffic lights, stop signs, yield signs, yielding to pedestrians, etc. Not abiding by them endangers your riders and could expose you to liability in the event of an accident. Do not stop too close to an intersection to regroup. Find a location out of the roadway that will not impede traffic. At a stop sign or traffic light, join the line of cars and follow the last car up to the intersection.

Food Stops

Whenever you stop somewhere with your group, encourage your riders to be considerate of the non-riders around you. When it is time to start riding again, announce your departure enough in advance so that everyone will be ready when it is time to depart.

Medical Issues

Assist riders with health issues. If a rider cannot continue for health reasons, make sure that rider is safe and gets home or to the hospital.

Regrouping

At each regrouping point, announce the next regrouping point (if there is one). Try to remind riders of safety situations, especially related to upcoming conditions, for example, left hand turns across traffic, busy/dangerous intersections, bad road surface conditions, steep downhill's with curves, etc. When regrouping/stopping all riders should pull as far right as possible as not to impinge on traffic. If you have seen unsafe riding habits remind the group as a whole specifically how to ride safely.

Group Size

In general, a group size of 8-10 is ideal. If you feel that the group is too large, ask if there is another ride leader who would be willing to lead a second group and split the group in two.

Ride Leader Style

You do not necessarily need to lead a ride from the front of the group. As long as you have passed out a cue sheet, you can ask other riders to take a turn in leading. This will allow you as the Ride Leader to take various positions in the column during the ride and assess the progress of all of the riders.

If you lead from the front, you may want someone to ride sweep, meaning that rider stays at the back of the group. On most rides the chief advantage of having a sweep is that the Ride Leader knows when everyone has arrived at a regrouping point. If you are leading a slower or less experienced ride, having a sweep is recommended.

Accidents and Injuries

If one of the riders has an accident:

When a rider is down, divert or stop traffic and get the other riders and their bicycles off the road (get other riders to help with this)

2. In general do not move the injured person.

3. Determine whether the injured person requires medical attention –if in doubt, call 911.
4. Stay with the injured person until help arrives – consider assigning another rider to take over leading the ride.
5. Make certain the rider's helmet and contact information go into the ambulance.
6. Call the injured rider's emergency number and follow-up with the rider or emergency contact after the ride. Following the ride, complete an [accident report](#) (found on the SCBC web site) and contact the Club president.

If the Accident Involves another Party

- Follow the above.
- Consider the need to call the police.
- Ask any rider who observed the accident to complete an accident report after the ride.

Collect information from any other parties involved or any witnesses

Mechanical Failures

If someone has a mechanical failure, you will need to assess if you should pause the ride to enable a repair or let the ride continue immediately. This will obviously depend on the level of the ride and the issue experienced. You can:

- Check with the riders to see if anyone has the skill and parts to make the repair.
- Determine the location of the nearest bike shop.
- Determine if the rider will make the repair and follow or rejoin the ride.
- Determine if the rider has the means to return to the start point.

Weather Conditions

We experience a range of weather conditions over the riding season. Some weather can be hazardous.

- Sun – Long rides in extremely sunny conditions with their high ultra-violet rays may expose the riders to risk of sunburn and heat exhaustion. Be aware of the potential and follow the suggestions on rider injury.
- Heat – Heat and humidity will raise the possibility of dehydration. Watch for these risks and take note of riders with minimal fluid supplies (see [Appendix A](#)). Follow the suggestions on injury – in severe cases.
Thunder/lightning – When lightning is imminent take appropriate shelter until the immediate danger has passed.
- Torrential rain – In heavy rain that affects visibility or causes water build up on the road you should consider taking shelter. However, standing around while wet raises the risk of hypothermia, and you need to consider the lowest risk alternative.
- Cold/high wind – Riding in cold weather and high wind raises the potential of hypothermia and dehydration. If conditions deteriorate during a ride, you should consider shortening the route, or until conditions improve, take shelter.

Route Issues

If there is an unexpected event on the route requiring a diversion:

- Determine how to circumnavigate the issue.
- Slow the ride to communicate the directions and ensure safe passage around the obstruction.
- Ensure trailing riders receive the same directions.

Occasionally, you will encounter a dangerous animal on the route. Always try to avoid angry dogs and wild animals.

Unforeseen Problems

If you run into unforeseen problems (new construction/bad road conditions, hot or foul weather, unusually heavy traffic, closed food stop), adjust the ride (change or shorten the route, take shelter or choose a different food stop). Consider safety above all else, and do not be afraid to ask for suggestions from your riders. They may know the area better than you do. However, you are in charge, so do not let yourself be pressured into something that you think is unsafe. If the route is different from the cue sheet, make sure all riders are aware of the change and know where they are. Try to get the ride back on the cue sheet route.

Too-Fast, Too-Slow and Lost Riders

If some riders are clearly too fast or too slow for the group, address the issue at the first regrouping point or sooner. Consider splitting the ride into more than one group.

- Faster riders who ride beyond the advertised pace and accelerate the pace of the ride should be asked either to ride at the advertised pace, or offered the opportunity of riding ahead of the group without the benefit of the Ride Leader. You may suggest regrouping at a food stop, or other regrouping point.
- Assess how the slower riders at the back of the group are doing and determine how much slower they are than the advertised pace. If the difference is significant, suggest these riders ride on their own or find their way back to the start. Try not to leave anyone behind or lose them. However, you need not go back and look for anyone who is unable to ride at the advertised pace. (An exception might be new riders who misjudged their ability to ride in a given group. Some Ride Leaders will give first time riders one chance). You may want to have someone ride at the back of the group to encourage and keep track of the slower riders. For more information, see “Use of a sweep” later in this section.

This suggests that a regrouping point can be called for at any time and should be relatively close to the starting point, so faster riders can either ride ahead or slower ones can find their way back to the start on their own, if they so choose. It is important to emphasize to both that they will be on their own for the balance of their ride. You cannot always keep track of all riders, but do the best you can.

Riding After Dark

Rides should not be scheduled to finish (or start) after dark. However, if you are riding after dark, slow down and keep the group together. A group of cyclists, each one properly lit with a headlight and tail light, is much more visible after dark than an individual rider.

Use of a Sweep

If you lead from the front, you may want to have someone ride sweep, meaning the rider stays at the back of the group. The chief advantage of having a sweep is that the leader knows when everyone has arrived at a regrouping point (assuming no one in the middle of the group missed a turn). However, if you have unusually slow riders, mechanical problems, or an accident on your ride, a good sweep can serve as a secondary leader for the group that is caught in the back without holding up the entire ride.

If you are leading a short, slow ride, which will attract a disproportionate number of inexperienced riders, having any sweep is better than having no sweep. Ideally, though, you should try to find someone who can successfully change a tire, and who will happily slow down and encourage the riders who are having a tough time on the climbs. Generally, the faster paced rides will not have sweeps as those riders are expected to be self-sufficient and be able to navigate on their own.

Using Corner People to Keep Riders from Getting Lost

If you want to keep your group together during the ride, you may want to try using corner people. At the beginning of the ride, explain to your riders that, whenever you turn a corner, you will ask the person closest to you to be the corner person. This person then stays at the corner and points riders in the proper direction until the sweep comes by. (Be sure everyone knows whom they are watching for.) If you do not have a sweep, you can count the riders before you start the ride, which is a good idea regardless of whether you are using corner people. Then you can tell each corner person how many riders to wait for.

- Try to spread the duty around a little bit, so no one starts to feel burdened.
- Rather than designating corner people, you might also want to call out “Any volunteers for corner person?” Almost always, someone will call back “I’ll take it.”
- If you designate a corner person, make sure that person hears you and stops.
- Even though you have corner people pointing the way, stop from time to time and regroup. Otherwise, you may end up with corner people peppered all over town waiting for the sweep, who is helping someone fix a flat.
- If you are leading a slow ride and only part of your group gets across at a stop light or stop sign, you may want to leave a corner person behind so the riders who were caught know they have not been abandoned.
- If you are leading a large number of riders, you may want to ask a corner person to limit the number of riders who leave a stop sign at one time. If you do not have someone stay at the intersection and say “Next five riders,” everyone will probably cross at once, thereby annoying the drivers who are forced to wait.

- If you are leading a ride out in the country, where groups tend to spread out a bit, some riders will resent being asked to wait the five or ten minutes that it may take for the last rider to pass. In this case, you can use a rotating corner person. The corner person only waits until the next rider comes along, then the new arrival becomes the Corner person.
- Do not use corner people under unfavorable riding conditions. If you try to designate a corner person in a cold rain, you will be courting mutiny.

Pace Lines

Pace lines can be dangerous, especially for riders inexperienced with pace lines and for rides on public streets, regardless of the riders' experience. Ensure that your riders are comfortable with pace lines, and consider riding in multiple groups. However, if you are going to allow pace lines on your ride, here are some suggestions for safe riding:

- Call out stops, hazards, and changes in speed and direction loudly, clearly, and early.
- Stop at stop signs, even at high speeds, the last person in a pace line is a second or two behind the leader. This is a long time when the group is in danger of being broadsided by a fast moving vehicle.
- Do not allow riders to lead a pace line if they do not know the course, particularly on descents. Ensure that the pace line knows of an upcoming turn.
- Limit pace lines to a reasonable length, preferably eight or fewer riders.
- Be extra careful if you have single bicycles and tandems in the same pace line. A tandem with two riders weighs a lot more than a single bike and rider, so it is not as maneuverable in an emergency.
- If you are riding in the rain, consider breaking the pace line until road and spray conditions improve. Being in the middle of a pace line at 20 miles an hour and being blinded by spray is a very unsafe practice and is not recommended.
- Do not allow riders to ride in a pace line if they are using handlebars that keep their hands far from the brake levers. In a pace line, the ability to stop quickly is paramount.
- Recommend that riders check the quick-release levers on their wheels to ensure that the levers are not sticking out. If riders overlap wheels and one gets a quick-release lever in the spokes, at least two people will be going down.

After the Ride

After the ride has finished check the sign in sheet to make sure that everyone has returned safely. Thank riders for coming along and ask for any comments or suggestions. You should call any rider who was injured or lost during the ride or do a follow up call later or the next day if the rider is unavailable or cannot be contacted at the time.

Within a day or two, mail the liability waiver / Sign in sheet to the address listed on the waiver and include an Incident Report if you encountered any events of special note (accidents, troublesome riders, threats from passing motorists).

The information on the liability waiver / Sign in Sheet

If a rider calls you to ask for the phone number of someone else on the ride, do not give out that information. Instead, take the name and number of the person making the inquiry, call the other rider, and pass on the inquirer's name and number.

After your ride, sign back onto the SCBC rides schedule site and fill in the information on sweeps, if used, and the number of riders that showed up. Upload the scanned sign in sheet. This information is important and is used for the club's insurance policy.

Sign In Sheet

The Sign-In Sheet is intended to be used for:

1. After the ride, the ride leader to make sure everyone returned safely
2. In case of emergency contact information
3. Protects the riders to the insurance carrier – it is the proof that they were on the ride, if that were to be called into question.
4. Guests are covered for one ride per policy period – in our case the policy period is the calendar year.

Riders should sign into his/her level RL sheet, with complete information

If no Ride Leader for your level, the best practice is to sign into another level RL sheet

Each level/Ride Leader should bring the sign-in sheet on the ride with the riders riding the respective ride.

Even if you do not sign up but have accident, you are still covered since the ride is a listed club ride.

Nonmember or Guest Riders are covered for one ride per policy period – the SCBC policy period is the calendar year.

Appendices, References and Acknowledgements

Appendix A The Pre-Ride Announcement and Pre-Ride Procedures

(See Section 1)

The Pre-Ride Announcement

- Introduce yourself, your sweep(s) and any new members
- Announce ride name and ride pace. Describe the ride: hills, sharp turns and road conditions. Affirm that the ride will be done at, or close to, the indicated pace.
- Indicate whether the ride will stick together.
- The route – note whether there will be any food or rest stops.
- Does everyone have a helmet?
- Ask if all riders have signed the liability waiver and have given their cell phone numbers if bringing their phones on the ride.
- Ask if any riders will be leaving the ride before it ends.
- Ride safety– discuss the following:
 - Obey traffic regulations
 - Ride single-file in traffic
 - Use hand and voice signals: turning, slowing, car back
 - Watch out for other cyclists
 - (Mountain Biking Only) Ride on the right half of trails
- Note any special equipment required (lights?)
- Request that riders keep the ride leader informed of any riders having difficulties, safety issues or any other concerns.
- Ask if anyone has a first-aid kit, a cell phone, ID, insurance card, adequate water, food, money for food, a spare tube and pump (or CO2 cartridges).
- Mention after-ride refreshments, if any.
- Ask if there are any questions?

Pre Ride Procedures

- Distribute maps and cue sheets (with your cell phone number on them).
- TAKE THE SIGN-IN SHEET WITH YOU. Make sure all emergency contact numbers are legible.
- Determine how many riders you have before beginning. Note the head count and share this count with your sweep(s).
- Also refer to the Ride Leader Checklist ([Appendix B](#)).
- Extreme heat will require that all riders have adequate water and electrolyte replacement drinks. In addition to verifying that all riders have these, you should consider shortening the route and/or increasing the food/hydration stops and announce this before the ride.

Appendix B
Ride Leader Checklist
(See Section 1)

Ride Leader Checklist

- Check weather for ride
- Plenty of copies of the map or cue sheet with your cell phone number prominently displayed (unless you said you would not provide one) and clipboard
- Club sign-in sheet with emergency contact information (no 911), including cell phone numbers
- Child Waivers
- A couple of pens
- Cell phone
- Appoint sweep (and agree on role, such as: assisting with flats and mechanical problems or dealing with slow riders)
- Count of riders
- Bike computer to monitor your pace
- Basic tools, pump and tire gauge, extra tube, patch kit, and tire levers

Optional Items

- An extra helmet, if you have one
- Extra water and bottles for those without one
- Rags, wet wipes, rubber glove for cleaning up after road-side repairs
- Money
- A rudimentary first-aid kit (see handling injuries elsewhere in this guide).
- Membership forms

Appendix C

Posting Your Ride on the On-Line Rides Schedule

First, decide on what ride you want to lead and then sign into to SCBC website:

Ride Leader sign in to SCBC Ride Schedule

- Go to <http://www.soundcyclists.com/>, click [Member Sign-In](#)
- Fill out your email address and password, click sign in

Email Address

Password

- Once signed in, you will see next screen as what your can do:

Special for Ride Leaders

- Ride Schedule (for Ride Leaders) - List View
- Ride Schedule (for Ride Leaders) - Calendar View
- Ride Library (for Ride Leaders)
- Ride Leaders List

Special for Ride Coordinators

- Ride Schedule (for Ride Coordinators) - List View
- Ride Library (for Ride Coordinators)
- Manage Ride Leaders
- Ride Leaders List

Ride Leader form

- Once you signed in, click SCBC Logo on the left top



SCBC Ride List

Menu

- It will take you to SCBC website home page



The Ride Leader information & forms are stored at the Member information tab

- Ride leader guide → <http://www.soundcyclists.com/resources/SCBCRideLeaderGuide.pdf>
- Sign in sheet → http://www.soundcyclists.com/resources/2014%20Sign-In%20Sheet_V4_Feb%202011%202014.pdf
- Ride Leader Incentive

To load / add / approve a ride

- Click member sign in tab. Then click “ride schedule” – list view

Special for Ride Leaders

Ride Schedule (for Ride Leaders) - List View

Special for Ride Coordinators

Ride Schedule (for Ride Coordinators) - List View

- It will take you to SCBC website home page, click **Add** to add ride.
- Once you fill out the information and press the submit button, the system will send an E-mail to the Ride Coordinator for their approval of the ride. Ride coordinator needs to go to the ride schedule site, to approve the ride, by clicking the second column “ Toggle approval”
- If there is a problem with the ride, your Ride Coordinator will be in touch with you.
- If there are no problems, they will approve the ride and you will receive an E-mail confirmation, and the ride will be seen by all the SCBC members who look at the rides schedule.
- The club would like to try to have a schedule of rides as far in advance as possible so that the members who like to plan ahead will know what rides are coming up. Please try to schedule the ride you want to lead as far in advance as possible. The minimum time is 2 - 3 days prior to the ride date so Rides Coordinators have time to approve the rides.

Ride Schedule RL List (P) ▼				
Add >>		Custom Actions ⌵	Search	Filters ▼
	<input type="checkbox"/>	Approved	Ride Date	Ride Name
	<input type="checkbox"/>	true	01/24/2014	Spin Class @ Westport Y - Winter program - You need to register for the class at

Toggle Approval	Approved
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	true

To load post ride information

- Click member sign in tab. Then click “ride schedule” – list view

Special for Ride Leaders

Ride Schedule (for Ride Leaders) - List View

Special for Ride Coordinators

Ride Schedule (for Ride Coordinators) - List View

- Locate the ride you led, go to the first column, click “Edit”, at the “After the ride” section, fill in the information, and upload the scanned sign in sheet. Or you can mail the sign-in sheet to: SCBC, Incentives Chairperson, P. O. Box 1144, Darien, Connecticut 06820

After the ride

Was ride canceled?

Number Of Riders including Ride Leader

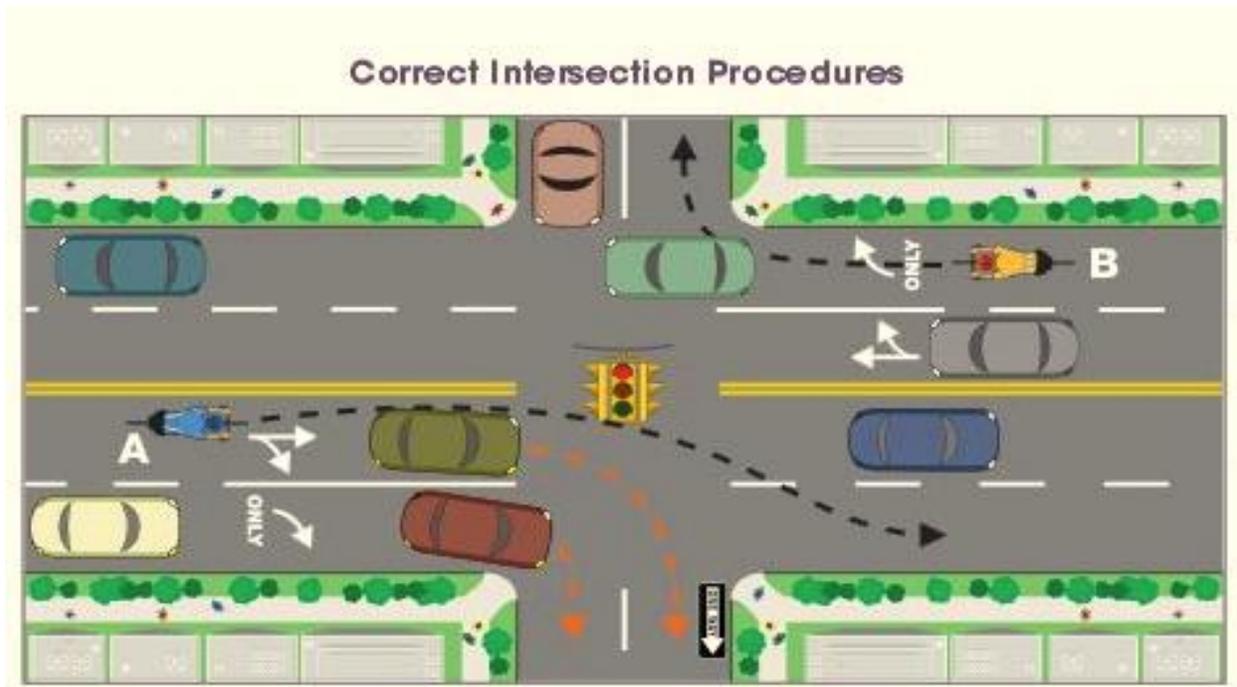
Actual Average MPH

Upload Scanned Sign-in Sheet
 No file selected.

Upload 2nd page
 No file selected.

**If the sweep is on the Ride Leader list
select from this list Pre 2014**

Appendix D Additional Safety Information

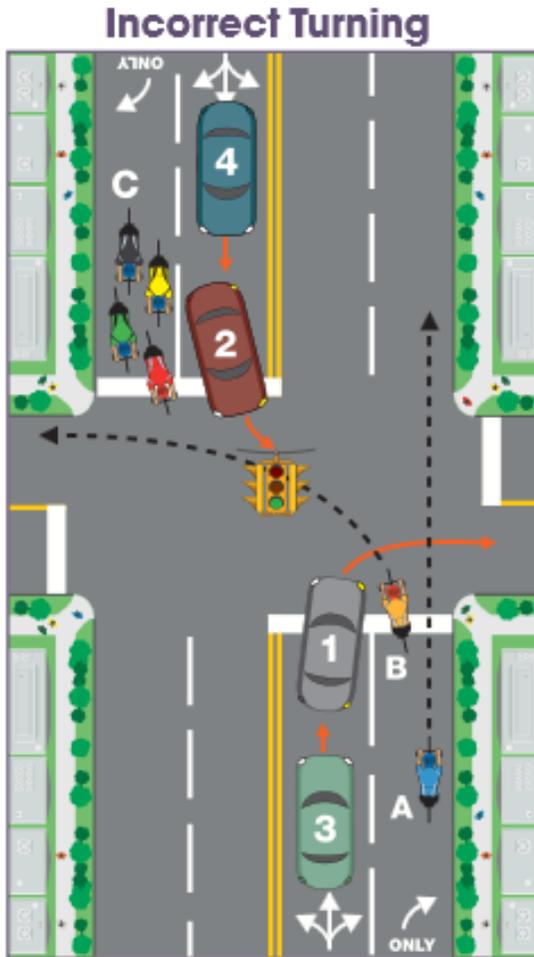


Multiple Scenarios:

Cyclist A: When your intention is to proceed straight through a multilane intersection, where both lanes permit traffic to make right hand turns, position yourself in the left most lane.

Cyclist B: position yourself in the far right lane when your intention is to make a right turn.

Correct Intersection Procedures



Multiple Scenarios:

- Cyclist A: Here the intention was to proceed straight through a multi-lane intersection but the cyclist is in the incorrect lane, where it is possible that cars to the left will turn right, crossing paths with the cyclist. Because of this unsafe position, the cyclist now has to stop and look forward and backward to correct the situation.
- Cyclist B: Here the intention was to turn left at multi-lane intersection but the cyclist is in the right lane, where clearly paths will cross with Driver 1. Because of this unsafe position, the cyclist now has to stop and look forward and backward to correct the situation.
- Cyclist Group C: These cyclists have positioned themselves incorrectly in the right lane intending to make a left turn. Their path will cross with Driver 4 who is proceeding straight through the intersection.
- Driver 1: This car, attempting to make a right turn, must look left and ahead for other traffic and may not see Cyclists A or B, crossing their paths.
- Driver 2: This car, turning left, may not see Cyclists A and cross the cyclist's path if Driver 1 should yield to the cyclists, letting them through the intersection.
- Driver 3: This car must wait for the situation to clear but still might cross the path of Cyclists B making an unsafe left-hand turn.
- Driver 4: This car, proceeding straight, may not see Cyclists B if Driver 1 should yield to the cyclist, letting them through the intersection. Also its path will cross Cyclists Group C attempting to make an unsafe left turn from the right lane

More Safety and Traffic Information



Since cyclists have the same rights and obligations when traveling the roadways, so too are they subject to fines for disobeying **the law**. Traffic summonses may be issued to cyclists for running stop signs and red lights or riding on the wrong side of the road.



All cyclists are obligated by law to obey all **traffic signals**. Cyclists have as much right to the roadways as motor vehicles and must abide by the same rules and regulations as motorists.



All cyclists **must stop** at all marked intersections. At **all** intersections, with or without stop signs, cyclists should yell **car left** or **car right** to other cyclists if cars are approaching from either of those directions.



One thing that cannot be stressed enough is **riding single file**, especially in high traffic areas and on narrow roads. During cycling tours, **stay to the right and ride single file**.



Before making a **left turn**, first check traffic to see if any cars are coming, then fully extend your left arm and point in that direction. Signal well in advance of the actual turn, and then position your bike so that traffic can move around you.



When making a **right turn**, fully extend your right arm and point in the intended direction. Some cyclists signal a right turn by holding their left arm out with the forearm pointing up. Either way is correct. You should signal well in advance of the actual turn, and then use both hands to steer through the turn.



If there is **debris or a hazard** in the road, fully extend your arm and point to the hazard. Sometimes moving your arm while pointing draws more attention to the debris. Potholes, branches, glass, sand, storm drains, etc. should all be called out verbally as a courtesy to riders in the rear.



When **slowing or stopping**, fully extend your arm down and out with the palm of your hand facing those who might be behind you. Call out **slowing** or **stopping** while displaying your hand signal to forearm riders behind that you are slowing or stopping.



When **passing**, call up to the rider you are passing and announce, **on your left**. Check that you are not cutting off another rider and only pass on the left, leaving about three feet of clearance. If you are being passed, continue straight, do not turn and look back.



When a **car is approaching from behind**, call out to the riders up ahead of you, **car back**. This warning should be passed along by each rider to the front of the group until there is no one left to warn. On hearing this warning, move to the right and ride single file.



When a **car is approaching from ahead**, call out to the riders behind you, **car up**. This warning should be passed along by each rider to the back of the group until there is no one left to warn. On hearing this warning, move to the right and ride single file.

Traffic Laws from the CT General Statutes

Sec. 14-288. Lights, reflectors and brakes on bicycles

Whistle emitting devices prohibited. (a) Each bicycle operated upon the public highway, during the times or under the conditions as provided in subsection (a) of section 14-96a, shall display a lighted lamp upon the forward part of such bicycle. Such lamp shall, when lighted, emit a white light which in clear weather shall be visible at a distance of not less than five hundred feet in the direction in which such bicycle is proceeding.

Each bicycle shall also, at all times, be equipped with a reflector or reflecting tail light lens, which reflector or lens shall be attached to the rear of such bicycle in such manner as to reflect rays of light thrown upon the same, and such reflector or reflecting tail shall be visible at a distance of not less than six hundred feet from the rear when illuminated by the head lamps of a motor vehicle. Such bicycle shall also be equipped with reflective material so placed and of sufficient size and reflectivity to be visible from both sides of such bicycle at a distance of not less than six hundred feet when illuminated by the head lamps of a motor vehicle. Each bicycle shall also, at all times, be equipped with a braking device sufficient to enable the operator thereof to stop within twenty-five feet on dry, level and clean pavement when moving at a speed of ten miles per hour. No person shall equip a bicycle with a siren or device which emits a whistle or use a siren or device which emits a whistle while operating a bicycle. (b) Operation of a bicycle in conflict with any provision of this section shall be an infraction.

Sec. 14-232. Passing. *(a) Except as provided in sections 14-233 and 14-234, (1) the driver of a vehicle overtaking another vehicle proceeding in the same direction shall pass to the left thereof at a safe distance and shall not again drive to the right side of the highway until safely clear of the overtaken vehicle; and (2) the driver of an overtaken vehicle shall give way to the right in favor of the overtaking vehicle and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle. For the purposes of this subsection, "safe distance" means not less than three feet when the driver of a vehicle overtakes and passes a person riding a bicycle. (b) No vehicle shall be driven to the left side of the center of the highway in overtaking and passing another vehicle proceeding in the same direction unless the left side is clearly visible and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking and passing to be completely made without interfering with the safe operation of any vehicle approaching from the opposite direction or any vehicle overtaken. (c) Violation of any provision of this section shall be an infraction.*

Sec. 14-96a. Lighted lamps and illuminating devices required, when. *(a) Every vehicle upon a highway within this state shall display such lighted lamps and illuminating devices as may be required under the provisions of sections 14-96a to 14-96aa, inclusive, (1) at any time from a half-hour after sunset to a half-hour before sunrise, (2) at any time when, due to insufficient light or unfavorable atmospheric conditions, persons and vehicles on the highway are not clearly discernible at a distance of five hundred feet ahead, and (3) at any time during periods of precipitation, including, but not limited to, periods of snow, rain or fog. (b) Whenever in said sections any requirement is declared as to distance from which certain lamps and devices shall render objects visible or within which such lamps or devices shall be visible, such requirement shall apply during the times stated in subsection (a) in respect to a vehicle without load when upon a straight, level, unlighted highway under normal atmospheric conditions unless a different time or condition is expressly stated. (c) Whenever in said sections any requirement is declared as to the mounted height of lamps or devices, such requirement shall mean the height measured from the center of such lamps or devices to the level ground upon which the vehicle stands when such vehicle is without a load. (d) Failure to provide lighted lamps and illuminating devices at such time as required by this section shall be an infraction.*

Appendix E – References

Ride Leader Documents: <http://www.soundcyclists.com/member-information.php>

- Membership Card
- Winter Training
- Insurance
- Membership Forms
- Ride Leader Forms
- Ride Leader Incentives
- Ride leader's Guide
- Travel Boxes
- Reimbursement Form
- Accident Report Form

Bicycling Laws – Connecticut → www.cga.ct.gov/2009/pub/chap248.htm#Sec14-286.htm

Bicycling Laws - New York → www.nysgtsc.state.ny.us/bike-vt.htm

Appendix F – Acknowledgement

Cascade Bicycle Club, Seattle, Washington, USA whose Ride Leader Guide was an inspiration to SCBC.

The many SCBC members, ride leaders and ride coordinator who have contributed to this guide.

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