



Bicycle Touring Club of North Jersey

Ride Leader Official Guidelines

Before the Ride

- Enter the ride on the website.
 - The Ride Leader Portion of the website explains how to enter a ride (open the link for **“Adding & Closing a Ride”** on the Website under Ride Leader Functions).
 - Rides may be entered one to three days in advance depending upon time of year – check policy under Ride Leader Functions on the website for exact dates.
 - Encourage riders to sign up for the ride on the website. This way you will have a contact list, which you can use in the event of a ride cancellation.
- Before entering a ride you may wish to enlist a co-leader. Rides led by 2 leaders are safer as one may lead from the front and the other sweep the back. If a co-lead is not identified in advance, you may want to ask a rider to act as a sweep.
- Another advantage of a co-leader is if one of you cannot make it due to an unexpected emergency the ride can still go on.
- If you do not have a co-leader and cannot be present for the ride, find another leader to substitute for you. If you cannot find a replacement leader contact those who signed up and tell him or her the ride is cancelled.
- You, as the leader may cancel in advance of the listing deadline.
- In the case of emergency after the deadline contact the Ride Lieutenant of your respective Ride Category and the Rides Captain. The Ride Lieutenant is able to cancel the ride for you on the website.
- On the morning of the ride, evaluate the weather. If it is a go – great. If there is a weather cancellation contact those who signed up and inform them. Also, edit the ride description to indicate the Inclement Weather cancellation.
- Have an accurate cue sheet available for all riders. If possible, ride the route in advance if you have not recently.
- When a new club member contacts you to inquire about a ride ask them to read **“Guidelines for Group Riders”** on the website.



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Day of the Ride

- Print out and bring a copy of the signup sheet.
- Have all riders sign over the waiver on the sign up sheet. This is an insurance requirement and protects you, the leader and the club.
- If riders sign up online, they will only need to sign over the waiver.
- All riders who have not signed up online will need sign over the waiver as well as fill out their name, phone number and emergency contact number.
- The Ride Leader must bring the sign-up sheet with them during the ride in case of an emergency.
- In case of an accident, inform the Rides Captain or another Board member as soon as possible after dealing with the accident.
- Riders must be at least 18 years old or be accompanied by a parent or legal guardian.
- The ride leader evaluates the rider's chance of having a successful ride.
 - Does the rider have a bicycle in good working order? A spare tube or patch kit? A helmet? Helmets are REQUIRED, a rider may not join without one.
 - Does the rider have experience with the pace and distance? On this sometimes-sensitive topic – If you are in doubt a side conversation is in order. You have to make a judgment call here. If you don't feel a rider has the proper equipment or experience explain to them why it is not appropriate for them to join the group.
 - If they insist in wanting to ride, since the streets are open to all, explain that they do so at their own risk and are not a member of the group.
- Introduce yourself as the ride leader (and introduce the co-leader or sweep). You may want each rider to introduce themselves to the group.
- Insure a safe ride. Give a safety briefing covering the points (see **Guidelines for Group Riders** for a list of topics to discuss)
- Give a short description of the route and information on rest stops and food breaks.



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On the Ride

- Ride at the advertised pace unless it becomes clear that the entire group can ride at a faster pace.
- Monitor the back end of the ride to see that all riders have a reasonable chance of completing the ride. If it is obvious that a rider can't keep up with the advertised pace suggest they return to the start.
- If faster riders go ahead of the ride leader inform them they are welcomed to do so but have effectively left the ride and are on their own.
- The Ride Leader will determine the appropriate means for dealing with physical or mechanical emergencies.



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After the Ride

- Account for all of the riders.
- Send a copy of the sign up sheet to the Rides Captain, name, address, fax and email address is listed at the bottom of the sign-in sheet.
- Edit the ride on the website and enter closing information, number of riders, completion status (completed, rained out, etc) and statistics if available (average pace & terrain). This information will help new member riders assess ride appropriateness with their ability.
- In the event of an accident complete the Accident Report obtained from the website under the link Ride Leader Information.

THANKS FOR LEADING BTCNJ RIDES!!!