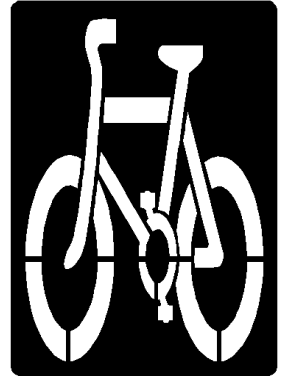


**BICYCLE**  
NEW SOUTH WALES



# **Bicycle New South Wales**

## **Guidelines for Ride Leaders**

# Bicycle New South Wales Guidelines for Ride Leaders

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## **About these Guidelines**

These guidelines are designed as an information and reference source for cyclists who wish to lead group recreational rides endorsed and publicised by Bicycle NSW. They have been written to encourage new ride leaders while also acting as a refresher for those with more experience.

It is envisaged the Bicycle NSW Ride Leader Guidelines would apply to groups of less than 50 cyclists taking part in rides commencing and finishing on the same day.

These guidelines were compiled in February 2003 and are drawn from a meeting of experienced ride leaders in December 2000. Thanks to must go to the following people and groups whose willingness to share their knowledge and experience is greatly appreciated: Chris Bushell, Doug Thompson, Michael Chow, BIKENorth Bicycle Users Group, Col Kendrick, Pam Kendrick, Brian Day, Paul Johnson, Tanya Bosch, Carolyn New, Danny Hannan, Greg Searle, Terry Threlfal, Paul Regan, Newcastle Cycleways Movement, Leigh Marshall, Lindsay Marshall, Neil Tonkin, Allen Shrimpton, Doug Bathersby, Jim Florence, Kathy Conroy, John Coghill.

Thanks also to the Cascade Bicycle Club of Washington, USA, whose ride leader guidelines proved an invaluable reference when creating this document.

Comments, questions and contributions are welcome and can be sent to:  
[rides@bicyclensw.org.au](mailto:rides@bicyclensw.org.au)

Geoff Nash  
Membership Manager  
Bicycle New South Wales  
February 2003

## **Background**

For many years members of Bicycle NSW have volunteered their time and energy to conduct free, social bicycle rides for the benefit of other Bicycle NSW members. These rides are publicised through the Bicycle NSW member's magazine "Push On" which is direct mailed to all members 6 times per year.

In 2000, and after consulting exiting ride leaders, the Ride's Calendar was also included in the newsstand copies of Push On, which enabled the general public to take part in the rides. This step was taken to attract more cyclists to the rides and create new membership opportunities for Bicycle NSW.

Ride leaders are effectively volunteers of Bicycle NSW and as such are noted on the organisation's public liability insurance policy. To date, there have been no major accidents, injuries or claims associated with these rides.

However, in 2001 it had become clear that many ride leaders had developed methods of their own which were superior to the available guidelines. It was decided that new guidelines, drawn from the knowledge and practices of the most experienced ride leaders, should be created, and that these be made available to all new and existing ride leaders.

Please note, as at April 2003, there were no regulations or legal requirements (other than the normal road rules) applicable to recreational cycling events.

## **SECTION 1: THE RIDE CONCEPT**

### **What Kind of Ride do You Want to Lead?**

Many rides originate when someone wants to share a favourite ride with other cyclists. This type of ride usually includes scenery, sections of road or attractions that are of special interest or benefit to other cyclists.

Other rides are designed specifically to attract cyclists of a certain skill and/or fitness level. For example, you may wish to conduct a ride during Senior's Week for older participants, and then set about devising a route for this purpose.

No matter how the idea for your ride originates, the following guidelines are designed to help you create a safe and enjoyable ride.

### **Your Objective**

Formally it may read:

To plan, promote and conduct a safe, non-competitive bicycle ride, appropriate to the skill and fitness level of the group that culminates in a positive cycling experience for all participants.

Informally it might be:

Take time to plan your ride. Think about who it will appeal to, and how you will let them know about it. Overall, it must be safe and hopefully enjoyable for everyone, including you.

## **SECTION 2: PLANNING YOUR RIDE**

### **The Importance of Planning**

You will notice that the majority of these guidelines relate to planning your event, much of which starts before you even turn a pedal.

Put simply: Good planning = a good ride.

**TIP** Thorough planning will also enhance your enjoyment of the event. Remember, you are also a participant and should enjoy the experience.

During your planning, it is necessary to consider how the following factors will impact upon your proposed ride. Given the lead-time for the Bicycle NSW ride's calendar is approximately 3 months, your initial planning may take place several months before your event.

### **Choosing a Route**

Safety is the deciding factor for all decisions regarding your route. If you can't find a safe way to get somewhere, then don't go there. Keep in mind riding with a group is much different, and often more complicated, than riding alone.

You may already have a detailed knowledge of the route you wish to share with others, however it is vital to assess your concept from the point of view of a group.

When considering what route your ride will follow it is important to consider the following:

- Traffic volumes vary from weekdays to weekends. You may be familiar with your ride during your weekday commute, but intend to run your ride on the weekend. Generally, weekend traffic will be lighter, however factors such as school sports or beach traffic may create different traffic conditions.
- Many cyclists find high-speed traffic unnerving, especially less experienced riders. Weekend traffic may be less in volume, but it may be offset by higher speeds.
- What is the condition of the road surface or trail? Are there shoulders, cycle lanes or cyclepaths? What sized group can the route safely accommodate?
- What skill or confidence level would be required to enjoy the ride? Participants (this includes you) should enjoy the ride, not just finish or survive it.
- Longer, harder rides often start early (6am – 8am) especially in summer. These rides attract more committed cyclists who are prepared to rise early. Less experienced riders may not be prepared to start at this hour. However, less experienced riders are often slower and may be out for long periods even though the ride maybe relatively short.
- Support facilities like water, food and phone coverage are helpful. Again, less experienced cyclists may require more stops and be less prepared with food and water and require more assistance with mechanical problems.

- What is access like to and from your event? Will your route start and finish at the same place? Will it loop, or is it an out and back course? Will riders be able to use public transport at either end?
- What size group do you envisage leading? What size group are you prepared to lead? More experienced riders are generally more self sufficient and therefore larger groups can be easier to manage. Less experienced riders often require more assistance and therefore smaller groups are more appropriate.
- Start and finish points should be practical and easy to find. Consider extending or shortening your ride a little to incorporate a better finish or start site.
- How long will the ride take to complete and how much time do you have? Allow yourself enough time not to be rushed and pressured on the day.

### **When to Hold Your Ride**

The timing of your ride can directly affect its success or failure. Ask yourself if the date and time you are considering conflicts, or builds upon other events. Points to consider are:

- Local events (street fairs etc) may involve road closures and altered traffic conditions.
- People are often busy or on holidays in December and January.
- Other rides in your area may compete against yours.
- Events such as the RTA Big Ride, The 'Gong Ride etc can be used to attract more riders to your event as people are looking for opportunities to train.
- School holidays may affect attendance or the type of ride you run at this time.
- Train stoppages or track work may make it harder for people to arrive or depart from your ride.

### **Weather Factors**

Weather is a major issue when planning a ride. For example, a ride in summer may need to start earlier and/or require more drink/rest stops. Long rides are sometimes better in winter but the available daylight is shorter.

Rides near beaches are popular, but may be busy and less suitable for novices during summer.

The position of the sun should also be taken into account especially if you are planning an early start to a summer ride.

Wind can also have a significant affect on the degree of difficulty and the time your ride will take to complete. If you are aware of a particular wind pattern it is a good idea to arrange your ride so you have a tailwind on the way home. Of course this is not always possible, so

consider how a headwind may affect tired riders. In such a case, let your group know at the start to keep a little extra in reserve for the return trip.

**TIP** Consider adding extra drink stops on hot days and remind your group to drink regularly. In winter consider lunch stops where hot food such as soups are available. Remember, “Drink before you are thirsty and eat before you are hungry”.

**For a successful ride it is crucial that the combination of distance, terrain, fitness and confidence/experience required to complete your ride is compatible with the type of rider you wish to attract.**

### **Special Features**

Finding or including a unique attribute to your ride will help attract participants. But ask yourself if this feature is appropriate for the type of rider you are seeking? For example, a less experienced cyclist may be more concerned about traffic and hills rather than nice scenery.

### **Giving Your Ride a Theme**

How you describe your ride will have a bearing on the type of rider who will want to join you.

**TIP** Giving your ride a theme is often a good way to attract interest and make your ride something special. Some suggestions are:

- Discovery
- Training/Fitness
- MTB
- Skills
- Neighbours – ride to another area and join up with another group
- Location
- Night Ride (Lights essential)
- Food
- New area
- Family
- Commute
- Scenery

## SECTION 3: THE PLANNING RIDE

### Your Planning Ride

Once you have developed the concept for your ride, its time to cycle your proposed route.

**TIP** To understand traffic conditions, conduct your planning ride on the same day of the week and at the same time as you plan to conduct your event. However, as outlined in section 1, seasonal changes may also come into play.

On your ride, consider and record:

- The location of water and toilets.
- Applicable food outlets.
- Traffic conditions such as volume and speed.
- Hazards such as loose surfaces, poor/no shoulders or bike lanes that end suddenly.
- Junctions, give way, stop signs and right hand turns.
- Intersections and right hand turns.
- Timings - note the times you are at certain points/distances along the way. This will help you keep track of how you are going on the actual ride.
- Where to regroup and other safe places **off the roadway**.
- Bail out points and short cuts in case you need to cut you ride short due to time or weather (summer thunderstorms).
- Also consider that the sun will be in a different position at different parts of the year, especially if you are planning to start early or finish late. Will this make a section of road on your route more dangerous?

**TIP** If you are planning a lunch stop it may be better to plan this a little past the halfway point. Psychologically it can be easier for riders to stop knowing they have less distance to go than they have already travelled.

**TIP** Often, riders may wish to leave your ride early, so it is good to be aware of possible places where this can happen. On out and back routes, riders will often turn off and head home prior to the finish.

All the observations from your planning ride will form the basis of your cue sheet.

### Your Cue Sheet

A cue sheet is a set of *brief* notes that will guide participants on your ride.

The cycling ability of your group will influence the amount of information your cue sheet needs to contain. For example, a group of novice riders will stop more frequently, and

details of the route can be given verbally at this time. Longer rides, with less stops and where riders are more spread out, may require more instruction on their cue sheet.

**TIP** Keep your cue sheet brief and your instructions concise. Double spacing makes directions easier to follow. If you choose to include hazards, these may be “bolded”.

A cue sheet should include:

- Cumulative distances
- Actions eg Turn left or Turn right
- Significant landmarks - make sure they are fixed/permanent
- Water/food, toilets, cafes, rest stops, trees/shade, lookouts
- Comments
- Warnings (not directions) i.e.: caution, slow, busy, danger
- Your mobile phone number
- Your sweep’s phone number if known

**TIP** Phone numbers in case of emergencies, food providers, local police, train information etc can be programmed into your mobile phone before your ride.

### Sample Cue Sheet

<b>Valley Rd Ride</b>		<b>Ride Leader: Sally White</b>	
<b>Date -- -- --</b>		<b>Mobile 0414 123 456</b>	
<b>Distance</b>	<b>Total Distance</b>	<b>Direction</b>	<b>Notes</b>
0	0	L	Start at Smithville Station George St
1	1	L	Oak Rd <b>caution roundabout</b>
5.1	6.1	R	Valley Rd, pub on corner
10	16.1	Stop	Rotary Park – rest stop, toilets.
4.3	20.4	<b>Caution</b>	<b>Timber bridge</b>
7	27.4	Stop	Apex Lookout - lunch stop. Toilets, water, kiosk
20	47.4	<b>Caution</b>	<b>Steep descent</b>
3.5	50.9	R	Valley Station. <b>Caution Give Way.</b> Regroup for train home.

At the end of your planning ride ask yourself:  
Is the ride achievable and enjoyable for you and the group you are hoping to attract? If not, you need to address the relevant issues and change your proposed ride as required.

## SECTION 4: PROMOTION

### Promoting Your Ride

You have developed your concept, ridden the route and are satisfied that it is appropriate for you and your group. Now, you need to let others know about your ride.

From your planning you should also have a pretty good idea of the maximum number of participants your ride can handle.

To help promote your ride you may wish to contact:

- BUG Web site
- Club newsletter
- Local bike shop
- Local library

In your information you need to include.

- Day and date
- Starting time
- Starting place
- Finish place
- Distance
- An estimated duration
- A brief description of the route including any key aspects or theme
- Suitability
- A contact name
- A phone number
- If participants are required to bring food, water, money (for fares), tools/spares
- Children Yes or No? (see page 18 for the section on children)

**TIP** When you receive enquiries regarding your event, try to confirm if the person is going to participate and if they will be bringing others along. This will help you gauge how many riders to expect on the day.

Be honest, but polite. If you think a person does not sound suitable for your ride, suggest they try another ride in the calendar. If you do not have access to the touring calendar, refer them to Bicycle NSW.

Who else do you tell about your ride? To assist your ride you may wish to notify:

- Owners of private property you may pass through.
- Food outlets at lunch stop etc who may need to cater for extra customers (ask if they cater for vegetarians, just in case).

### Submitting your Ride and Notifying Bicycle NSW

For your ride to be published in Push On, you must submit your ride before the appropriate deadline. Please note that each bi-monthly issue contains the Ride's Calendar for the last month of the publication and the next. For example, the January/February issue of Push On will contain rides for February and March.

Deadlines for the rides calendar are generally the beginning of the month prior to release. For example, the deadline for the February/March calendar would be the beginning of

December. Deadlines are released in advance, but do vary. If in doubt, check with Bicycle NSW.

If you miss a Push On deadline, you must notify Bicycle NSW of your ride anyway. This information is kept on file for insurance purposes. If you do not notify Bicycle NSW regarding your event, you may not be covered under our public liability cover.

### **Grading Your Ride**

Categories for the Bicycle NSW calendar are as below. Use a maximum of 3 letters to describe your ride.

- **F**ast pace
- Significant **H**ills
- **S**low pace
- **E**asy
- e**X**perienced riders only
- Some **T**raffic
- **C**hild friendly
- **M**ountain bikes required
- m**O**derate pace
- Includes cycle**P**aths (off road)
- Includes cycle**W**ays (on road)
- **U**nsealed or dirt roads on route

You need to include:

- The name of your ride
- Day and Date
- Start location
- Grade – three letters maximum
- Distance
- Bicycle User Group (BUG). If you are not part of a group use “BNSW”.
- Contact name and phone number (“ah” or “bh”?)
- A brief description of your ride – 25 words or less

## **SECTION 5: PRE EVENT RIDE**

### **Your Pre Event Ride**

Conditions may have changed since your planning ride. Ideally, a pre ride should be carried out a week before your event. Any changes should be addressed and your ride and cue sheet altered if necessary.

**TIP** Take your cue sheet on your planing ride as a double check

## **SECTION 6: ON THE DAY**

### **Before You Start**

If you can't make it on the day, don't just not show up.

**TIP** Designate an alternate leader to stand in for you if you can't make it. Ideally this should be done back at the planning stage.

If the weather means you must cancel the ride, show up to let people know it is cancelled.

### **Your Checklist**

#### Essential

- Bike and helmet
- Copies of your cue sheet
- Sign on sheet
- Pens
- Tool kit
- Food and full water bottles
- Identification (if you are injured)

#### Recommended

- Mobile phone
- First aid kit
- Lock
- Membership forms
- Money
- Watch
- Cycle computer

### **At the Start**

Get there 10 minutes early. This will help you to be relaxed and not run behind from the beginning.

### **Your Pre-ride Talk**

Introduce yourself and ask everyone to sign the sign on sheet and waiver.

Welcome your riders. Keep it brief and pay special attention to new riders. Go over group etiquette and signals if you think this is required.

**TIP** New riders can be assessed subtly. Is their bike new or old (tyres, chains and saddles can tell help you determine this)? Identify possible stragglers and if possible assign a buddy to ride with them.

Let them know how long you think the ride will take and ask if anyone has any deadlines or needs to leave early. **TELL THEM TO LET YOU KNOW IF THEY ARE LEAVING THE RIDE BEFORE THE FINISH.**

Designate a sweep if you have not already done so. Your sweep should be experienced and know the way. Ask for assistance with this if required. Point out who the sweep is.

**TIP** Experienced groups may not require a sweep. The slowest rider becomes sweep.

Hand out your cue sheet and inform the group that “if they ride ahead of you, they are on their own”.

Ask anyone who has a medical condition that could become an issue on the ride to inform you now. Assure them this information will remain confidential in case they feel uncomfortable about informing you.

Take a head count and check this matches your sign on sheet. Ask if there are any questions. Aim to be on the road within 10 minutes of your advertised start time

### **On the Road**

Implement your ride plan and respond to issues. Set a good example by obeying road rules and being courteous. Set the pace at the appropriate (advertised) speed. At stop signs or intersections, join the row of traffic and don't pass up the inside. Don't make a vehicle that has already passed your group do it all again.

**TIP** if there is a hazard just after a regrouping point or rest stop, use the stop to remind your group of the hazard.

### **Problems on the Road**

Common problems on rides include

- Mechanical/Punctures
- Thunderstorms
- Medical conditions

**A RIDER SUFFERING A MEDICAL PROBLEM SHOULD NOT LEAVE THE RIDE ALONE.** Your options with an injured rider are:

- The group waits until medical attention/lift arrives.
- A friend/buddy waits with them until medical attention/lift arrives.
- A friend/buddy escorts them home.

Call the injured rider after the ride to make sure everything is all right.

**TIP** It is common to have at least one rider not finish the ride due to mechanical failure, time constraints or fitness, so expect this and plan for it.

**TIP** Keep in mind easy rides/inexperienced riders may want or need to regroup more frequently. Wait for your sweep to know you group is complete.

### **Dangerous Conditions**

The most common cause of this is heavy rain (a summer storm) that creates poor visibility and or flash flooding. **Ultimately the decision to continue or cancel the ride is yours. This may be done in consultation, but is always based upon the safety of the group.**

**TIP** If you are an experienced rider and you consider that it is not safe to continue, then it probably isn't.

If you have any announcements to make or information to hand out it is best to do this well before the finish as most riders will disappear soon after, if not before, you finish.

### **At the End**

- Thank your participants and sweep
- Ask for feed back and go over any problems with riders and with your sweep
- Handouts – it is a good idea to give out info at a break before the end of the ride as many riders may leave before the finish.
- Note any incidents on your report sheet. Let Bicycle NSW and your BUG know and keep your sign on sheet.

## **SECTION 7: POINTS OF INTEREST**

### **Alcohol**

It is not uncommon for rides to visit wineries or stop at pubs or licensed restaurants. In this case you may wish to remind your riders that they are required by law to keep under the legal limit (0.05).

### **Becoming a Ride Leader**

If you are interested in becoming a ride leader but have not lead a ride before, please contact Bicycle NSW. Phone 02 9283 5200 or email [rides@bicyclensw.org.au](mailto:rides@bicyclensw.org.au)

### **Bicycle NSW Membership**

Bicycle NSW membership provides great benefits for anyone riding a bike, including public liability insurance (similar to a green slip for your car). Benefits are covered in the membership brochure, so have a couple on you to give out when you receive an enquiry.

### **Children**

You are running a ride, not a child minding service. All riders under 18 years of age should be accompanied by an adult carer who will be responsible for them. Remember, some kids can be fit and fast. The issue may not be about them keeping up, it could be about them riding off in front of the group.

However, if it is a child you know and/or has attended your rides before, you may feel comfortable having them participate on their own. Their adult carer should still sign the waiver at the start of your ride.

### **Dangerous Drivers**

If you or your group encounters a dangerous driver, get everyone off the road and wait until the driver goes away. Don't escalate the situation by antagonising the driver further.

Write down or remember the number plate and the type of vehicle. If possible get a description of the driver. This information will be necessary if you wish to pursue the matter with the police. Bicycle NSW can assist you with this if required.

### **Dangerous Riders**

If you have a rider who is consistently or deliberately behaving in a way that affects the safety of your group, you must address the problem. This may involve an inexperienced rider who is unaware of group cycling etiquette such as not stopping suddenly in front of other riders.

Politely explain to them what they are doing wrong and how this endangers other riders and /or themselves. Explain or demonstrate the correct behaviour. If you do not wish to single someone out, you may choose a regrouping point to go over group etiquette together. This is generally sufficient

If a rider persists with dangerous behaviour, ask them again to abide by the rules of the group. If they persist ask them to leave the ride.

## Group Etiquette

Your group should look out for one another. In a group it is advisable to:

- Watch the person in front of the person in front of you, not the wheel you are following.
- Call out and point to hazards such as a “stick” or pot “hole”. Do not jump over it. This may look cool, but the person following you will not have time to avoid it.
- Keep your changes in speed and direction smooth and predictable.
- Spread out on descents.
- Keep your arms relaxed on the handlebars – if you are bumped you are less likely to veer violently.
- Don't brake suddenly. Sometimes moving to the side is a better option and allows the people behind a better view and more time to avoid a hazard or fall.
- Place one hand in the centre of the handlebars when drinking or riding one handed. Practice this. A bump or jar is far more easily managed than with one hand on the outer section of the bar and less likely to result in a dramatic change in direction.

## Hand Signals

You may wish to brief your group on the use of hand signals before you start. Hand signals are best used to indicate right and left turns and stops.

## Helmets

Every rider must wear an approved helmet. **No helmet, no ride. No exceptions.**

A properly fitted helmet should be level and sit low down on the rider's forehead. It should be stable on the rider's head and not “flop about” even with the straps undone.

The straps should meet just below the ears and the buckle should be snug, but comfortable under the rider's chin.

## Helpers

Don't be afraid to ask for assistance from more experienced riders, especially in a larger group.

## Insurance (see also Risk Warming)

Ride leaders are covered under Bicycle New South Wales' public liability insurance policy but you must ensure your membership is kept up to date.

Every member of Bicycle NSW receives public liability insurance cover and the details of this policy are available from Bicycle NSW. However as a ride leader you are representing Bicycle NSW in a volunteer capacity and covered under a different part of our policy.

**For you and your ride to be covered, Bicycle NSW needs to know about it.** Even if your ride is for your BUG only and not being advertised to the public or listed in Push ON, **you must notify Bicycle NSW in writing.** An email is fine. Your ride will be kept on file and can be referred to if required. This is necessary for insurance purposes. You can email your intended ride to [rides@bicyclensw.org.au](mailto:rides@bicyclensw.org.au)

## Maps

You may choose to also provide a map of your route to participants. Providing a map is not compulsory. The most simple way to do this is to find a map that covers your ride and mark or highlight the route.

Some ride leaders prefer to create their own maps. These simple line maps are commonly referred to as “mud maps”. You don’t need to show every twist and turn, but include information such as:

- Start and finish points
- Major turn offs
- Distances between major points
- Directional arrows
- Major hills or descents
- Towns

People are used to the top of a map pointing north, so draw it this way. Also, try and keep the directions and distances relatively in proportion.

## Mechanical Problems

Your ride is not an opportunity for someone to have a free bike service. It is their responsibility to bring a bike that is in good working order. You may suggest to someone after your ride that they have their bike serviced before coming along next time.

Bicycle NSW holds maintenance days and carry a range of maintenance books. See also Ride Leader Benefits in this section.

The most common mechanical problems are:

- Flat tyres. Every rider should be carrying their own tubes and pump. To help speed things along, suggest the rider replaces the entire tube and then patches the existing one in the comfort of their own home. “Speed” or glue less patches are also a fast option.
- Broken spokes. A wheel with a couple of broken spokes can generally be ridden home with caution. Brakes may need to be adjusted to accommodate a buckled rim. Broken spokes can be tied to existing spokes to help prevent frame/paint damage
- Problem gears/dropping chains can usually be adjusted quickly using barrel adjusters and limit screws.

## **Night Rides**

Keep in mind most (good, rechargeable) light systems run up to 1½ hours so plan your ride accordingly. Keep your groups smaller and the speed slower. Include more regrouping points. A hands free (Petzel or similar) light will be a great help to you as leader.

Off road (MTB) night rides should not be technically demanding.

## **Participant Requirements**

Essential:

- A bike in good working order
- An approved helmet (refer to above section on helmets)
- Lights (night rides)
- Money for fares etc if applicable
- Any necessary medication

Recommended:

- Identification
- Mobile phone
- Money
- Spare tube (correct size for their bike)
- Pump
- Water bottle (filled with water)
- Snack/Energy food

## **Privacy**

You may be asked by a participant for the name and contact number etc, of another participant on your ride. Do not give out rider's personal details. Instead, offer to pass on the details of the enquiring rider to the person they wish to contact.

## **Ride Leader Benefits**

Every Qualified Bicycle NSW Ride leader receives:

- A Bicycle NSW long Sleeve Jersey
- Free attendance at a Bicycle NSW Maintenance Day
- 20% discount on all training, touring and maintenance books
- 20% discount on all Bicycle NSW clothing

Every recognised Bicycle NSW Ride leader receives:

- Free attendance at a Bicycle NSW Maintenance Day
- 20% discount on all training, touring and maintenance books and maps
- 20% discount on all Bicycle NSW clothing

## **Ride Leader System**

Bicycle NSW has two levels of ride leaders.

Qualified Bicycle NSW Ride Leaders:

Have attended a course designed by Bicycle NSW and have satisfied the requirements of Bicycle NSW and their peers.

Qualified Ride Leaders are also able to appoint other ride leaders who they believe have the necessary skills and experience to act as ride leaders. Qualified Bicycle NSW Ride Leaders must notify Bicycle NSW of any recognised Ride Leader they appoint.

Qualified Ride Leaders are encouraged to assist and encourage new ride leaders.

**Recognised Bicycle NSW Ride Leaders:**

Are appointed by a Qualified Ride Leader and are able to run rides as outlined in these guidelines. Recognised ride leaders are not able to appoint other ride leaders.

A qualified Bicycle NSW Ride Leader has the authority to revoke a recognised leaders authority to lead rides. Disqualification as a Ride Leader shall be carried out by Bicycle NSW only and on advice from a Qualified Ride Leader.

Commencing in 2004, only Recognised and Qualified Ride Leaders will be able to lead rides advertised and endorsed by Bicycle NSW.

### **Risk Warning**

A risk warning (as per below) is provided on your sign on sheet. This is there to help protect you from a litigation arising from an accident.

**RISK WARNING:** As a participant in this recreational activity, you may be exposing yourself to a risk of harm. Bicycle New South Wales Inc, the ride organisers and leaders wish to warn you that there are risks and hazards inherent in cycling activities. You are responsible to take care to prevent putting yourself, your fellow participants and/or others into danger. By signing this form, you accept the warning as to risk, you agree to ride in a safe and responsible manner and to obey all Australian Road Rules.

Participants may question you regarding this. You may wish to explain that you are a volunteer, and although a great deal of consideration has gone into planning your ride to make it as safe and enjoyable for everyone, you can not be held responsible for anything that goes wrong.

If a participant chooses not to sign the waiver, make it clear to them that they are not part of your ride. Inform them in front of a witness (your sweep?). This really is a worst case scenario and rarely, if ever is this action required.

### **Road Rash/Grazes**

Minor falls often result in skin grazes. In this case it is best to clean the wound and apply an antiseptic cream and clean gauze. If there is no tap water available, then water from a water bottle is better than not cleaning the wound at all.

If the edges of a deep cut will not fit together or the wound is in a region where movement will prevent it from healing, then the person should seek medical attention as soon as possible.

**Sweep**

A good sweep or tail rider will make your job much easier. Ideally your sweep would know the route, be able to assist with repairs and be happy to ride at the back with the slowest rider.

**Waiver/Disclaimer** – see Risk Warning

**What to Bring** – see Participant Requirements