



# RIDE LEADER'S CHECKLIST

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## Organisation/Planning

- Plan a suitable route using knowledge and experience of local roads
- Avoid known risks and hazards, considering forecast weather conditions
- Publish the route on Strava and email details to members (to [fullmembers@sherstonvelo.cc](mailto:fullmembers@sherstonvelo.cc), copy [prospective@sherstonvelo.cc](mailto:prospective@sherstonvelo.cc) ) at least three days beforehand
- Send out the rider list to all signed up riders the evening before, including ride leader's contact phone number for last minute notifications
- Ensure all riders are aware of distance/difficulty of the ride and are appropriately prepared
- Use judgement to ensure those signed up for a ride are capable
- Ride leaders are covered by the club's liability insurance if they are assigned before the ride

## Immediately Pre-Ride

- Welcome new riders and introduce them to others
- Ensure all riders are aware of their responsibilities with regards to:
- Point out hazards and vehicles to fellow riders
- Communicate when junctions are 'clear' or bikes are 'slowing'
- Ensure a maximum of two abreast – and only where road conditions allow
- Be particularly considerate of vulnerable road users, such as pedestrians, horses, etc.
- Ensure the good name of the club is promoted
- Ensure enough riders, particularly any ride leader delegates, know the route to be able to navigate if the group splits
- Ensure all riders' bikes appear roadworthy, with lights if necessary
- Assess likely ride conditions and cancel/alter the ride if necessary
- Ensure all riders wear helmets
- Ensure the ride leaves on time

## During the Ride

- Ensure the pace is suitable for all the riders and vary as necessary
- Ensure all riders contribute to the ride, according to ability
- If necessary, due to numbers or varying ability, split the ride into smaller groups
- If group is to be split then delegate ride leader responsibility to another suitable rider – each group on the road must have a ride leader
- Ensure no one is left behind. If the group splits on climbs then re-form at the top at a suitable waiting point
- Where practical the whole group should stop to attend to 'mechanicals'
- If a rider has to pull out mid-ride, ensure that they can get home safely
- Alter the route if conditions during the ride change
- Manage any emergencies that occur