



RIDE LEADER CHECKLIST

Preparing for the ride

- Make sufficient copies of the route you have designed or chosen. Note that Holidays may have more riders. (If you need help designing a ride or selecting one from the Club library, see Ride Leaders Information and Section II. in the Policies and Guidelines on the Club website for information.)
- Ensure your contact information is on the route sheet.
- Bring pen(s) and a clipboard or other surface to support the Sign-in Roster for signing.
- Write the mileage(s) at the top of the column(s) on the Sign-in Roster.
- If a RWGPS version of the route is available in the Club RWGPS library, email it to the members.
- If a Breakfast/Lunch ride, call the restaurant 1-2 days before to alert them to the arrival of a large group and then call before the start with the expected number of riders. Call if the ride is canceled.

Before the Ride Start

- ***Introductions*** - Welcome any guests or new members and ask them to introduce themselves.
- ***Announcements*** – Ask for any announcements regarding upcoming club events.
- ***Signing-In*** - Riders are required to sign the Sign-in Roster if they are riding with the group and expect to receive mileage credit.
 - ✓ **Non-club members** must sign the Release and Waiver of Liability.
 - ✓ **Parents or Guardians** must sign the Parental Consent Agreement for minors riding with them.
- ***Route Review*** - Briefly review the route and identify special cautions. Extra copies should not be left out.
- ***Reminders*** – Remind riders
 - ✓ To not let the Ride Leader inadvertently pass them.
 - ✓ They are obligated to ensure the Ride Leader is notified if they elect to leave the course.
 - ✓ To obey the rules of the road and that they are representing the Sacramento Bike Hikers while on this ride.
 - ✓ Where the Sign-in Roster will be located and to sign out at the end of the ride.
 - ✓ Riders should be encouraged to not sign out before the start of the ride so you can know there may still be riders on the route. If you are informed and there is agreement that the rider will not be returning to the ride start to sign-out, do not initial for them but leave that space empty.
- ***Final steps*** – Before leaving
 - ✓ Draw a line after the last sign-in. Late comers should not sign-in since you would not know they are on the ride
 - ✓ Consider taking a cell phone picture of the Sign-in Roster in the event you need to check on a rider during the ride.

(Over)

Ride Leader Checklist (continued)

During the ride

- ***Sweeping*** –
 - ✓ Unless it is a “No Sweep” ride, stay with the last rider unless there is agreement that they are self-sufficient. (See the see Ride Leaders Information and Section II. in the Policies and Guidelines on the Club website for further information.)
 - ✓ If it becomes quickly apparent that the rider is not capable of the ride, advise them to turn around and of options for other future rides.
- ***New riders*** – To the extent practical, make new riders feel welcome during the ride. It may be desirable to identify a club veteran who is willing to ride along with any newcomers.
- ***Rider Assistance*** - Assist (or arrange for someone to assist) inexperienced riders as needed (e.g., help with flat tires or minor mechanical repairs).

After the ride

- ***Clearing riders*** - Attempt to account for any rider who has failed to sign out.
- ***Review the Ride Roster*** - Ensure names are legible and mileage is indicated.
- ***Accidents*** - In the case of an accident,
 - ✓ Fill out the Incident Report as completely as possible.
 - ✓ As soon as possible, mail it to the club Treasurer or other Club officer if the Treasurer is unavailable. Contact information can be found in the Schedule.
- ***Sign-in Roster***
 - ✓ Copy or take a picture of the Sign-in Roster for your backup.
 - ✓ Mail it and all other forms included in the packet to the Mileage Recorder using the envelope provided. Do this *as soon as possible* and even if the ride is cancelled.