

Umpqua Velo Club

P.O. Box 2538, Roseburg, OR 97470 - www.umpquavelo.com

A non-profit club whose purpose is to promote enjoyable and safe cycling for its members and the community

Ride Leader Responsibilities

The Umpqua Velo Club recognizes that ride leaders are volunteers who are giving of their own time to provide others an enjoyable experience. Thank you. Ride leaders should recognize that they are accepting a responsibility to provide a safe ride experience for all that participate.

Before the ride

1. Ride the route a few days before the scheduled date
2. Produce a map and/or cue sheet from start to finish and bring enough for everyone
3. Bring a fully charged cell phone
4. If possible, bring a first aid kit and a tool kit
5. If possible, find a responsible rider to serve as your sweep rider

At the start of the ride

1. Introduce yourself as the ride leader
2. Describe the ride: distance, pace, dangers, rest/regrouping points, etc.
3. Review safety guidelines: keep to the right, obey all traffic laws, alert other riders to hazards, etc.
4. Make sure all riders wear a cycling helmet – no one rides without one!
5. Determine if you have new riders. Help them feel welcomed and if they are not members, have them sign the waiver on the back of a membership form. Encourage them to join.
6. Count the number of riders. (so you know if all riders return!)
7. Start the ride on time

Using Sweeps - Everyone returns

1. If you haven't already, select a responsible person to ride sweep
2. Review the responsibilities of the sweep rider:
 - a. Have a cell phone, and if possible a first aid kit and tool kit
 - b. If one or more riders are falling significantly behind, talk to the riders to assess their experience and determine if they can complete the ride
 - c. Communicate with the ride leader to insure everyone returns and/or make plans to split the group and assign new leaders and sweeps as needed

During the ride

1. Lead by example, following all traffic laws and safe riding practices
2. Adhere to the advertised pace of the ride
3. If some riders insist on going at a faster pace, let them go. (but account for their numbers)
4. Communicate with your sweep. Regroup and/or rest as necessary
5. In case of mechanical problems, provide tools if possible, but avoid making repairs yourself - there may be liability issues

At the end of the ride

1. Account for every rider
2. Complete an incident report form if a rider goes down – regardless of the extent of the injury
3. Wait for the last rider and congratulate them!

Other

1. Ride leaders should show up for every ride regardless of weather
2. If the weather is bad or there are other safety concerns, the ride may be cancelled
3. If you can't lead the ride, please find another ride leader as a substitute, or call the Ride Leader Chair with sufficient notice

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Ride Leader Proposed Route Form

Please submit this form 6 weeks prior to your first proposed ride date to the Ride Leader Chair

Terrain Key		Pace Key	
1	Mostly flat	A	Under 10 mph average speed
2	Somewhat flat – up to 25% moderate hills	B	11 - 13 mph average speed
3	Rolling hills throughout	C	14 – 16 mph average speed
4	Rolling hills with some steep hills	D	17 – 19 mph average speed
5	Hilly with many steep hills	E	20 + mph average speed

Date	Depart from	Time	Route & comments	Distance	Terrain	Pace	Ride Leader
Wed. May 5	My Coffee Garden Valley	5:30pm	Melqua Rd. to Umpqua and return on Garden Valley. Stop at Lighthouse Café for a group break and optional refueling	32	2	C	John Doe 541-555-1234

I have read the Ride Leader Responsibilities on the reverse side of this page and pledge to adhere to them

Signature

Date