



BCC RIDE LEADER GUIDELINES 2017

48 members led 10 or more rides in 2016 for a record 1,058 rides, 41 Members led 10 or more rides for 2015 and a record 1,040 rides. 34 Members led 10 or more rides in 2014, 24 Members led 10 or more rides in 2013 ,29 Members for 2012, 18 led 10 or more for 2011 .

As a Ride leader you should be informative and friendly and take special care to insure less experienced riders know the route and are not left to feel they are not "part of the group". Your actions on club rides may be the lasting impression that new riders remember of BCC.

If you need encouragement for becoming a ride leader, attend Ride Leader Orientation – its required , Volunteer to be an Assistant Ride Leader or contact the RoadCaptain to have a mentor to co-lead with you and the ride you wish to lead. This way you can quickly pick up on the ins and outs of leading a club ride

Ride Leader Mentoring Ride Leader Mentors will continue to help new Ride Leaders get started, and to recruit new leaders throughout the season.

NON-DISCRIMINATION POLICY – BCC is a 501c3 non -profit

BCC rides are open to everyone who is willing and able to participate safely and cooperatively. A ride description may specify the rider experience level that the ride is primarily intended for, but with the exception of rides limited to Club Members, or restricted to our Womens only event, cannot exclude any group.

This policy is not intended to limit a ride leaders right to suggest that a rider abandon any club event based upon the riders lack of ability, equipment, or actions on that ride or a previous one.

RIDE LEADER PREREQUISITES

BCC members who want to lead a ride must attend a Ride Leader Certification session, to be scheduled up to 4 times during the calendar year. Event dates and times will be listed on the Club ride calendar, and best of all, the Club will feed you.

You must be an Active Member and have attended at least 5 BCC CLUB RIDES - not including pay events
You must be subscribed to the club e-mail list to post notes and cancellations if required for your ride. Be sure to use the email you provided to the club database. As a Ride Leader you will also be subscribed to the Ride Leader list – that allows you to find a substitute leader should a conflict arise with your scheduled date and time.

RIDE LEADER CREDIT – CLUB MILEAGE CREDIT - AWARDS

Lead 10 rides for a Ride Leader award, Ride 10 Social 7 Metrics 7 SuperSeries 7 MTBs or 10 Climbs for a "Series" award from the Club. 5 commutes for the Commuter challenge. Remember this and tell prospective members on your rides about it!

Ride Leader Credit will be awarded to those who fulfill their ride leader responsibilities including route planning where applicable, providing cue sheets or marked route for Series rides, ensuring that all riders have signed in and have safely returned, and submitted ride results to the Club Statistician.

Fee events don't provide ride leader credit unless you are involved in event organization

Minimum of two riders is required for ride mileage credit on any approved club ride

Club mileage is awarded for ANY in-state event with open registration and appearing as approved on the BCC calendar where two members or more participate and a member submits a sign-up sheet for credit

Out-of state events either fee or scheduled club rides as approved by the BCC Board,require attendance by a minimum of 5 BCC members.

AWARDS

High Mileage Jerseys are awarded to the top 3 Men and Women members for the most accumulated mileage in a single season. New for 2016 Two Masters Jerseys may be awarded to members who are retired and/or able to ride on a non-traditional intensive schedule.

Winners of the previous years jerseys are ineligible for that particular jersey the following season,

LEADING THE RIDE

1. SELECTING A ROUTE

Start with a mapping software then Drive it or ride it to finalize your cue or mark the route
Stay off highly trafficked roads unless bike accommodations are in place.

Be careful on multi-modal paths, extra precautions are necessary for horse, stroller and dog traffic.

The Road Captain has many cue sheets available and over 5000 miles of mapped routes that the club uses that are available on www.mapmyride.com. A suggested part of town, or specific starting point may be all we need to come up with a great new route for everyone to enjoy.

2. SCHEDULING A RIDE

The Club Calendar is intended to be an interactive tool to provide the most opportunities for our members to ride a quality event and Ride Leaders to earn their respective awards.

- 2 day notice is in effect for the winter months 1 week for the season.
- List your mileage route description and Total Vertical for your route. Mapmyride will show this data.

PLEASE! Check the calendar prior to scheduling your favorite ride to avoid duplication or conflict. Consider the big picture for all our Club riders. it's a better use of our volunteer manpower if we can share the duties of putting a ride together with short and long legs and multiple ride leaders for one terrific and larger event.

The only Fee event we don't schedule up against is Little Red.

3. SERIES RIDES –

(excerpt from A2Z orientation)

Our Series rides are special

MARKED or Signed ROUTE REQUIRED for Local Routes

MUST BE APPROVED by Road Captain - Putting "Social" "Metric" "SuperSeries" or "Climb" in the title doesn't make it so

A DIFFERENT ROUTE FROM OUR EVERYDAY RIDES

Metric Climb and SuperSeries - Remain Open Paced as a minimum.

Ride Leader Sweep requirements remain in effect for all rides less than 40 miles in length.

Social Series

Offer a Relaxed pace and be social - with a gathering spot enroute or at Ride's end to promote the social aspect

Open pace is encouraged to create safer riding conditions by spreading out the group and to attract a broader base of riders.

No-drop provided for slower riders and listed in the calendar title as such – This could require the Ride Leader to recruit a group from within the ride attendees to ride along at the back of the pack with the slower paced riders

Re-group locations announced prior to ride start. No more than 1/3 or halfway point of the route.

Daily Rides that are ridden multiple times per week – even under different labels can only be listed as a Social Series only one time in a one month period.. To be listed as a Social Series Requires an alternate start location OR a substantial change in route for each occurrence to a re-group or gathering spot during the ride – or at rides end.

Weekly rides may be listed as a Social Series ride over the same or similar routes no more than three times per month by the same Ride Leader, unless approved by the Board where it is determined to be a benefit to the Club Rides Program. The route must be modified to either stop enroute or end at a different gathering spot for each occurrence.

4. BEFORE THE RIDE

- A. **Marked routes work best, especially when the number of turns add up.** There are some inherent challenges in some municipalities. Maps and cue sheets also work well,
- B. BCC provides orange marking paint at no charge and reimburses mileage above the IRS minimum for use of your vehicle while marking a route.
- C. Safe vehicle operation is a must while marking your route. Observe traffic laws and don't block traffic while placing your marks

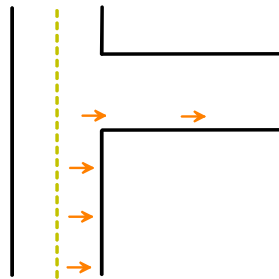
RIDE ADMINISTRATION

Good bicycle route marking

Marking the route allows us to re-use routes on a regular basis for the entire season.

Plan on refreshing those marks at least twice during the season.

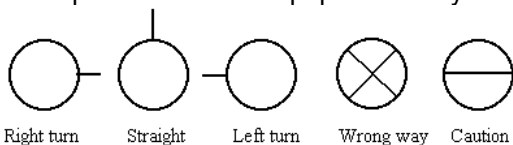
All you really have to do is imagine what people are experiencing as they approach decision points on a bike ride and then do what it takes to remove the uncertainty.



“AT SPEED” MARKINGS

Approaching this intersection at 30 mph – this example would be appropriate for a pay event, probably two marks for a club ride. Only One if the approach is uphill or on a controlled slow stretch of road.

1. Consider how fast your riders will be riding. Assume they have no idea where you want them to go.
2. Put a warning mark at least 20-25 long paces before any intersections when speeds are expected to be 15-20 mph That's roughly equal to the length of a tractor-trailer -almost 75 feet.
3. Give riders two warnings min. before an intersection for high speed turns or at the bottom of hills,
4. one confirming mark after the turn so they know they're on the right path.
5. Use the same color, style, and size for every single mark you put on the road for that particular route.
6. put ALL marks so your riders get used to looking in the same direction or general location every time. don't place them where a parked car will cover your marks
7. For urban routes – like our weeknite rides the spacings noted previously aren't always possible – and to save time one mark before and after a turn should be sufficient . Placement outside the area where tires roll helps the marks last a little longer.
8. “Dan Henrys” – **up to about 10 inches MAX.** in diameter should be sufficient. Or no larger than a piece of notebook paper This style only works if you don't overlap other routes



We use W's with an arrow for Willard Bay CR for Coffee Ride with an arrow . B for the Bike n Brew

2. CUE SHEETS

1. Use mileage as your reference point to one tenth of a mile Ex. 1.2 L – Smiths Lane another option is leg mileage format Ex. Go R for 3 miles
- 2 If a street sign is missing note it, “Ex. L – Smiths Lane –Sign missing” then when signs appear Later down the road , riders can confirm they are on-course.
- 3 Mark landmarks on your cue.

60 MILE ROUTE
START DRAPER PARK –

N -1300 E
0.5 R – DRAPER PKWY
2.6 R @ T 10600 S
3.1 L@T INTO DIMPLE DELL
5.6 R@T TOP OF HILL
5.8 R @ STOP 9800 S
6.2 R @ T LITTLE C'WOOD RD

Put your phone number on the cue sheet so riders who deviate from the route may check in.

4. **Submit your Cue sheet to the Road Captain to put on file for the Club. A repository for cue sheets is being planned for 2017 to enhance the future of the Club Ride calendar**
3. **DAY OF THE RIDE**
 - A. **If something comes up - post a note to the Ride Leader email list . You were enrolled when you attended A2Z orientation www.rideleaders@bccutah.org**
 - B. **Arrive in plenty of time** at least 20 minutes before departure time is recommended.
 - C. **Begin the ride promptly** at the advertised time..
 - D. If the weather is marginal, go to the start anyway. If thunder, lightning, or driving rain or snow are imminent – its better to cancel at the start than expose our riders to hazards
 - E. For cancellation or start point relocations far enough in advance, the night before or morning of – post a note to the email list and re-schedule on the ride calendar – adding CANCELLED to your ride title at least 2 hours prior to scheduled start time.
 - F. At the ride Leader's discretion, a ride start may be delayed to a later time, and announced at ride start
4. **SIGN-UP SHEET REQUIREMENTS**
 - A. All ride participants, both members and non-members must sign the Sign-up sheet, and Liability Release at the beginning of each ride.
 - B. riders under the age of 18 must have a parent or guardian sign the Minors release form provided in your Ride Leader binder
5. **RIDE START**
 - A. **Introduce yourself - Use the script** provided in your ride Leader packet
 - B. Verify that everyone has signed in prior to starting the pre-ride briefing.
 - C. **Announce the route. BRIEFLY and route options if any.**
 - D. **Announce regroup locations where applicable – or no regrouping.**
 - E. **Announce the distance and pace** of the ride particularly for first timers
 - F. **Make sure new riders understand the route.** With a map or cue sheet beforehand
 - G. **Advise riders that they are riding at their own risk** on roads that are shared with motorists
 - H. **Remind riders**
 1. **bicycles are vehicles** adherence to traffic laws is required
 2. **don't block the roadway Go single file in narrow road conditions**
 3. **call out "car back" when a car approaches.**
 4. **Don't call out clear when crossing intersections.**Do call out cars
 5. **Observe traffic controls.** running a red light is a no-no
 6. **Don't pull in front of motorists at stop signs or lights..**
 7. **Use proper traffic lanes.** Use lane positioning before making a left turn.
 8. **inform the ride leader** or another rider **if they leave the route.**
 - I. Survey the start parking area before departure to identify vehicles there for your ride.
6. **DURING THE RIDE**
 - A. **Keep the ride at the advertised pace as an Average speed.** If stronger riders decide to go faster, **the ride leader must keep to the advertised pace** unless there are no other riders who wish to ride at that pace.
 - B. **For rides 40 miles or less in length – the ride leader may opt to lead from the front for the first half of the ride The remaining portion of the route must be swept to ensure all riders return safely.**
 - C. **Set the example regarding safety. Pass on the left, announce “car back” etc.**
 - D. **Never leave a rider stranded.** The ride leader should carry a basic tool kit, tubes, pump, patch kit, and be prepared to assist riders with mechanical problems if necessary. If you need help with

mechanical repairs, recruit someone else on the ride to lend a hand. **The club provides CO2 and replacement tubes to Ride Leaders using their own supplies on a club ride.**

- E. **Be cognizant of new riders during the entire ride.**
- F. **Distribute club promo material to new riders** Membership is encouraged after a handful of club rides.

7. AFTER THE RIDE

- A. Check the parking lot to make sure all vehicles have someone with them – Use the signup column for license numbers or windshield markers distributed while signing up.
- B. Send the ride sheets via e-mail to statistics@bccutah.org
Be sure that anyone volunteering as Assistant Ride Leader gets credit.
File the hard copy in your ride leader binder back folder for the entire season.
Report the number of non-members AND THEIR NAMES on your ride so we can track total participation in all BCC rides. Individual non members combined annually ride enough to place in the top 10 in club mileage

8. IN CASE OF ACCIDENTS

Accidents

- A. In the event of an accident the Ride Leader should first attend to any injured persons. Unless the injuries are minor, emergency medical help and the police should be summoned.
- B. Make the right decision for the safety of the injured individual. Make sure the injured rider is thinking clearly
- C. Any accident involving a Motorist should have a police presence. Our bikes cost as much as a car.
- D. The Ride Leader must contact persons known to the rider at the number provided on the sign-up sheet or by accessing the injureds phone for ICE or home numbers.
- E. The Ride Leader should secure the riders bicycle and equipment that cannot be transported in the ambulance. Check with a nearby home or business
- F. Take photos of the accident scene to document occurrences.
- G. Use the Incident reporting form to record the incident
- H. Contact the Road Captain or any Board Member as soon as practicable after the accident so the Club Leaders are aware of circumstances.

9. SANCTIONS

- A. Any BCC Member may be suspended by the RoadCaptain from leading rides, or scheduling subsequent rides, if, in the judgement of the RoadCaptain or the BCC Board, the member has repeatedly failed to responsibly lead club rides, or fails to sweep routes less than 40 miles in length. Failure to sweep could result in loss of mileage credit

This may include, but is not limited to the following:

- 1. Failure to submit sign-up sheets
 - 2. Failure to follow guidelines in setting up and leading a club Ride
 - 3. Failure to sweep rides, where applicable
 - 4. Failure to provide cue sheets or marked routes where applicable for rides
 - 5. Failure to appear for a scheduled ride that is not obviously cancelled due to weather conditions., where no attempt has been made to notify the membership of a cancellation.
- B. Suspension will remain in effect until the member completes remedial action which may include
 - 1. Re-attending Ride Leader Orientation
 - 2. Completing an apprenticeship under a Ride Leader Mentor
 - 3. Completing a specified number of club rides or club miles prior to re-instatement
 - C. Ride Leaders may request sanctions for any rider for egregious safety violations witnessed by the Ride Leader and subsequently reported to the Road Captain. Continuing offenses will be grounds for dismissal from the ride for non-members and loss of Club mileage credit for Club members.

