



Ride Leader Guidelines



Spokane Bicycle Club Ride Leader Guidelines

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Spokane Bicycle Club Ride Leader Guidelines

Introduction

Why be a ride leader? Being a Ride Leader allows you to share your passion and joy of bicycling with others while contributing to the community in Spokane and the community of bicyclists. It is an opportunity to:

- Encourage new people to join the sport and club by motivating them, ensuring they have a good experience on rides, and developing their confidence in riding in groups.
- Meet new people and make new riding friends
- Share your favorite parts of the beautiful Spokane area in which we are lucky to live.

Requirements to be a ride leader. To become a Rider Leader for Spokane Bicycle Club (SBC), you will need to be a member of the SBC and participate in a short training program that will include classroom style instruction, some interactive practice in the basic responsibilities of a Ride Leader, and some outside of classroom real world experience with a Ride Leader(s). The time required to complete this activity is approximately 1-2 hours.

These guidelines and additional training materials are intended to:

- Inform you about SBC's Ride Leader standards
- Support group Ride Leaders in organizing and running safe, enjoyable rides
- Increase Ride Leader confidence and proficiency in leading successful group rides.

Ride Leader Responsibilities

Ride Leaders are not merely ride participants. Ride Leaders are critical in ensuring the safety and enjoyment of ride participants. They represent the SBC to both participants and the community during rides.

Ride Leader responsibilities include:

- Selecting or planning a suitable route and preparing a ride description in the SBC format
- Creating a welcoming and friendly atmosphere for participants
- Leading the group in a safe and enjoyable manner
- Ensuring liability waiver forms are completed and submitted for all riders.

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Basic steps for leading a ride:

1. Determine the type of ride you want to lead, select a route and pace for the ride, select a date and time for the ride if it is not an already scheduled SBC ride
2. Complete and submit a ride description to the Ride Organizer if it is a new route / ride
3. Once approved, work with Ride Organizer to list the ride on SBC's [meetup.com](https://www.meetup.com) site
4. Register for the ride on [meetup.com](https://www.meetup.com)
5. Show up at least 15 minutes before the ride start time
6. Get the waiver form signed by all riders and count riders to match against the form
7. Give a pre-ride briefing
8. Lead the ride
9. Submit the waiver form within 1 week of ride completion, which may be mailed to the address or email on the bottom of the waiver form.

If you find that you will be unable to lead a scheduled ride, it is your responsibility to find a replacement leader or ensure the ride is cancelled.

Planning a Ride

Leading a successful group ride requires some planning prior to selecting or creating a particular route to lead.

Considerations in planning a ride:

- **Objective of ride.** What type of ride do you want to lead and will it motivate other riders to join? Is the goal of the ride focused on fitness / training, attracting new riders, a community or social event? What day / time should the ride be to attract riders that have these same goals?
- **Weather and daylight conditions.** What is the weather likely to be at this time of year? Should the start time be earlier or later because of this? How deep is it into the riding season? Longer or more strenuous rides should be planned for mid- to late-season when riders have increased their conditioning.
- **Starting point.** Starting points should be easy to find and provide ample parking for the expected number of riders.
- **Amenities.** If possible, the starting points and regroup locations should have nearby restrooms.
- **Community events.** Consider including community events such as fairs, art festivals, garden tours, etc. for variety on primarily social rides.

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Route selection

Rider Leaders are encouraged to establish regularly scheduled SBC rides for which they will act as a Ride Leader. While new routes are always welcome, Ride Leaders should not feel obligated to come up with a new idea for every ride they wish to lead and may use existing routes.

Whether existing or new, it may be necessary to drive or ride your route to confirm / determine mileage, difficulty of terrain, regroup points, and to check for possible road construction or other problems on the route.

Using an existing route

There are maps available for common routes. Check the website or with your Ride Organizer or an experienced Ride Leader for suggestions. A list of current Ride Organizers and Ride Leaders with contact information is provided on the [Spokane Bicycle Club](#) website.

Designing your own route

A number of online tools can be used to create a new route. Many Ride Leaders design routes and create cue sheets using bicycle-friendly mapping sites such as [ridewithgps.com](#), [mapmyride.com](#), and [onthegomap.com](#). These sites offer free access to basic mapping programs as well as some information about roads and trails that are popular with cyclists.

There are several youtube.com video tutorials that demonstrate how to create a route with [ridewithgps.com](#) or [mapmyride.com](#).

When creating a route, you should try to incorporate bicycle-friendly roads / trails and avoid difficult riding surfaces whenever possible. Examples of bicycle-friendly roads include roads with a dedicated bike lane, a wide fog lane, or low traffic volume. Examples of difficult riding surfaces include rough or rutted roads, cobblestones, bridges with metal decks, dirt / gravel (unless it is a mountain or gravel bike ride), multiple railroad crossings, etc.

In general, you should avoid taking a group on sidewalks. However, if a short stretch of sidewalk is clearly the safest, best way to get from point A to point B, that is allowed.

There are a number of online sources you can use to initially find bicycle-friendly roads and trails for creating your route:

- The [Spokane Regional Bike Map](#) provides a great resource for identifying bicycle-friendly roads and trails classified as:
 - Class I – bike paths or shared use paths, e.g. Centennial Trail

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- Class II – bike lanes or pavement striping and signage used to allocate a portion of a roadway for exclusive or preferential bicycle travel
- Class III – shared roadway with motor vehicle traffic within the same travel lane and designated by signs and / or marked with “sharrows”
- Class IV – shared roadway only
- Class X – bikes prohibited, e.g., parts of Hwy 2 / Division St. and I-90.
- The “Biking” layer on [Google Maps](#), the “Popularity Heatmap” in [Garmin Connect](#), and the “Public Heatmap” under the Route Planner in [ridewithgps.com](#) all provide information on roads and trails frequently used by cyclists, indicating that a road may be suitable for your route. Browsing sections of the road in “Street View” in [Google Maps](#) may also be useful to screen a road before potentially including it in a route.

Creating a map / cue sheet

If you are using an online tool to create your route and cue sheet, you may provide the link to the Ride Organizer to be included in the meetup.com ride notice. Riders can typically download the route map / cue sheet into a ride computer such as Garmin to help guide them on the ride or print out a version of the cue sheet to take with them.

If you are not using an online tool to provide riders with a map of the route and cue sheet, at a minimum you should provide a downloadable cue sheet in .pdf format that provides turn-by-turn directions for the ride, including distances between turning points.

With a free online individual account for [ridewithgps.com](#), you can print a cue sheet as a .pdf file for distribution to riders. At right is an example of a cue sheet from [ridewithgps.com](#).

Alternatively, you can ride/drive the route and create a paper map and cue sheet with the information above that can be provided to riders at the start of ride.

Fish Lake Trail Loop			47.1 miles	
Leg	Dir	Type	Notes	Total
	→	Right	Slight right to stay on Fish Lake Trail	2.2
5.5	→	Right	Turn right onto S Scribner Rd	7.7
0.1	←	Left	Sharp left onto Cheney Spokane Rd	7.8
2.6	←	Left	Turn left onto S Myers Park Rd	10.3
0.2	→	Right	Turn right onto Columbia Plateau Trail	10.5
3.8	→	Right	Turn right onto S Cheney Spangle Rd	14.3
0.7	↑	Straight	Continue onto Mill	14.9
0.1	↑	Straight	Continue onto F St	15.1
0.1	←	Left	Turn left onto 1st St	15.1
0.6	→	Right	Turn right onto Salnave Rd	15.7
6.1	→	Right	Turn right onto S Clear Lake Rd	21.8
2.6	←	Left	Turn left to stay on S Clear Lake Rd	24.3
1.4	→	Right	Turn right onto WA-902 E	25.7
2.2	←	Left	Turn left onto Broad Street	28.0
0.1	→	Right	Turn right onto East Lake Street	28.0
4.8	←	Left	Turn left onto Lt. Col. Michael P. Anderson Memorial Highway, WA 904, US 10 Hist	32.8
0.2	→	Right	Turn right onto West Melville Road	33.0
4.0	→	Right	Turn right onto South Spotted Road	37.0
0.7	←	Sharp Left	Turn sharp left onto West Andrus Road	37.7
0.8	→	Right	Turn right onto South Grove Road	38.5
0.2	→	Right	Turn right onto South Cheney-Spokane Road	38.7
0.6	←	Slight Left	Keep left onto South Scribner Road	39.3
0.1	←	Left	Turn left onto Fish Lake Trail	39.4
7.6	→	Slight Right	Keep right onto Fish Lake Trail	47.0

Ride With GPS · <https://ridewithgps.com>

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Pre-ride reconnaissance

All newly proposed rides should be ridden by the Ride Leader prior to submission. Even if you are familiar with a route or use an existing SBC route, it is recommended that you reconnoiter the route prior to the ride as road conditions change frequently. This will also ensure that important terrain features, such as steep or long climbs or unpaved (hopefully short) sections can be noted in your ride description.

Creating a ride description

Creating and clearly communicating a ride is the first step in eliciting rider participation and ensuring a successful ride.

All SBC rides are listed according to guidelines that include pace, distance, terrain, etc. All new routes / rides must have a ride description completed and submitted to the Ride Organizer at least 1 week prior to the ride for inclusion in [meetup.com](https://www.meetup.com) and the club newsletter (there is no deadline for unscheduled pickup rides). The ride description should include all the elements specified below.

Date: Date of ride.

Ride Name: Create and provide a ride name.

Start Time: Start time of ride.

Estimated Duration of the Ride: Distance in miles plus what time the ride is expected to end.

Meeting Location / Address: List meet up place, including address and major cross streets.

Pace: The pace classification refers to the range of speeds on level ground without breaks. Downhill may be faster, uphill slower. The following are standard ride pace classifications that should be used in completing a ride description:

- Easy: Under 10 mph
- Leisurely: 10-12 mph
- Steady: 12-14 mph
- Moderate: 14-16 mph
- Brisk: 16-18 mph
- Strenuous: 19+ mph

Note: For rides described as HILLY, consider choosing a pace one step down from the standard ride pace classification for a ride on level ground only.

Distance: List total distance of the ride.

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Terrain: Describe the ride in terms of route conditions. These descriptions should be considered in the context of the pace and length of the ride. The following are standard terrain classifications that should be used in completing a ride description:

- **Flat:** mostly flat trails and/or roads with a possible gentle grade
- **Rolling:** climbs are short and easy, not too numerous
- **Some hills:** a few short, steep hills, and some moderate grades and / or longer gentle climbs
- **Hilly:** many true hills but none outrageous (10%+ grade)
- **Extremely hilly:** steep and long climbs with grades up to 9% and / or mountain passes
- **Unlimited:** for those sure of their ability to handle any grade, any distance at advertised pace
- **Off road / gravel:** significant unpaved sections.

Regroup Locations: State if there will be regroup locations, how many, and where.

Eat: Indicate if there will be stops to eat and whether it will be for rider-sourced snacks or a meal stop location such as a café or coffee shop with food available for purchase.

Map/cue sheet: Indicate if a printed or online map / cue sheet will be provided.

Weather cancellation: State policy on weather conditions for ride cancellation.

Ride Leader: Provide the Ride Leader's name.

Ride Leader Phone Number: Provide the Ride Leader's phone number (cell phone highly preferred).

Once a ride description has been completed. Please submit the description to the Ride Organizer for the day on which the ride will occur. A list of current Ride Organizers with contact information is provided on the [Spokane Bicycle Club website](#).

Ride Organizers facilitate reviewing proposed routes submitted by Ride Leaders, getting the ride and description set up on SBC's [meetup.com](#) site so that participants may sign up, and securing Ride Leaders to lead regularly scheduled SBC rides.

Ride Leaders may also be Ride Organizers, taking ownership for maintaining descriptions, and securing Ride Leaders for rides they intend to lead as well as regularly scheduled club rides on select days of a week. Ride Leaders that create rides on days of the week for which there are either no or limited current Ride Organizers should consider acting as Ride Organizer for the new ride as well as other rides on that day, working with the Ride Director. Please contact the Ride Director about becoming a Ride Organizer.

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Leading a Ride

Pre-Ride

The day of the ride, please show up at least 15 minutes BEFORE the scheduled START time of the ride. Introduce yourself as the Ride Leader and have riders introduce themselves. Note new riders. Provide your cell phone number. START the ride on time.

Check that all riders have helmets and get a rider count. Don't let anyone ride without a helmet.

Waiver Form and Parental Consent Agreement. All riders age 18 and above are required to sign the insurance waiver form (current form available on the website). In addition, riders under the age of 18 must complete a Parental Consent Agreement (current form available on the website).

Members and non-members alike are welcome on group rides. Non-members are expected to join the club after their first club ride in order to be covered by club insurance.

Before the ride starts, obtain signatures on the waiver form and complete any Parental Consent Agreements. Riders must sign the front of the waiver form; use as many copies of the form as required.

Review the waiver form and make sure that you can read the participants' names and contact numbers and that all riders have signed. If someone refuses to sign the waiver or Parental Consent Agreement, make it clear to that individual and other riders that they are not part of the group.

Sweep. Tell riders that rides are "no drop," i.e., that no rider will be left behind. Ask for Sweep volunteer(s). A Sweep rides at the back of the group to help ensure no rider is left behind. The main advantage of having a sweep is that the Ride Leader knows when everyone has arrived at a regrouping point. Make sure riders know who is acting as Sweep.

Route. If available, offer map and cue sheet for route to riders.

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Pre-ride Briefing

Ride overview.

- Briefly describe the ride: mileage, pace, regroup points, food and rest stops, and known hazards. Warn all riders both before and during the ride of anything that could potentially be surprising on the route such as known sections of bad pavement, very steep uphill after a turn, train tracks, narrow roads, no bike lane, etc.
- Advise that you will be riding the posted pace and that faster riders may meet at the regroup points otherwise they are on their own.

Safety. Review basic safety rules with the group:

- Each person is responsible for his or her own safety.
- All riders must wear a helmet on the ride.
- No ear buds or cell phone use is allowed on club rides while riding.
- Look ahead and be alert at all times for cars, car doors opening in your path, other bicyclists, and road hazards. Point them out to other riders.
- Use voice / arm signals to communicate with other riders when “slowing,” “turning,” or “stopping,” and to identify obstacles or potential dangers such as “pothole,” “glass,” “car up/back,” runner up,” or other important information.
- Obey all traffic laws and “act like a car.” Stop at stop signs when there are other cars present.
- Pass only on the left and announce “on your left” or use a bell if your bike is so equipped.
- When stopping, signal, move to the right, and then move completely off the road or trail once stopped.
- Be predictable: ride a steady pace and do not make sudden, erratic movements. Hard braking is considered a sudden, erratic movement and should only be done in an emergency. If you need to brake, in most cases, sitting upright catches the attention of those behind you and helps to catch the wind. Feather the brakes lightly to slow down.
- When riding close to other riders in the group (or in a paceline), try not to overlap your front wheel with another rider’s rear wheel (“half-wheeling”). Be aware that when rising off the saddle to a standing position on the pedals or when returning to the saddle from a standing position that your bike may move backward or forward.
- Take a full traffic lane when safety dictates. If you’re delaying five or more vehicles, pull off the road at the next turnout to allow them to pass.
- Ride single file or “single up” to ride single file if road traffic or conditions make it appropriate.

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- On multi-use trails and sidewalks, yield to pedestrians. Slow down when other people are present and obey posted speed limits.

There is a phone-sized, double-sided Ride Leader cheat sheet available to bring with you to the ride to support your pre-ride briefing. This sheet summarizes the above and is a handy way to ensure that you cover all of the main points.

<p>AT START OF RIDE</p> <ul style="list-style-type: none">• Greet riders and make introductions• Describe route, regroup plan, pace, and post ride plan. Hand out maps / cue sheets. Use a sweep particularly if the group is large• Ensure all riders are listed on and have signed the Spokane Bicycle Club liability waiver• Ask for questions and ensure riders are comfortable with the pace, distance, and terrain• Review <i>SMART</i>* behavior (see back of card)• START ride on time <p><small>*Courtesy of Cascade Bicycle Club</small></p> 	<p>STAY ALERT for cyclists, pedestrians and hazards (e.g., curbs, potholes, railroad tracks, glass, debris)</p> <p>MAINTAIN SPACE</p> <ul style="list-style-type: none">• Leave enough room in front of you to avoid other riders, vehicles and hazards• Move off the road or trail when stopped <p>ACT SAFELY AND PREDICTABLY</p> <ul style="list-style-type: none">• Ride in a straight line• Stay right, pass left <p>RESPECT THE RULES OF THE ROAD</p> <ul style="list-style-type: none">• Obey all traffic laws• Bicycles are allowed to treat stop signs as yields if no other vehicles or pedestrians are present <p>THINK AHEAD AND TALK — Scan ahead and anticipate what others will do. Tell others what you are going to do.</p>
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During the Ride

During the ride, the Ride Leader should:

- Carry the completed waiver form and first report of accident form on the ride in case of an emergency.
- START the ride on time.
- Set a pace that is within the parameters posted on the ride description.
- NEVER LEAVE A RIDER STRANDED.
- Set an example of safe and lawful riding.
- Alert riders in advance when a left turn from a multi-lane road is to be made so riders can position themselves properly.
- Clearly signal when to “take the lane” when the lane is too narrow to safely ride on the right, or to “single up” or ride single file if road traffic or conditions make it appropriate.
- Account for all riders at regroup points and the end of ride.
- Observe any unsafe riding, and tactfully explain that it endangers the rider and the group. If the unsafe riding persists, ask the rider to leave the group.
- Be sensitive to riders who may find the ride more challenging than expected. Encourage them as they ride and consider talking to them after the ride about their ride experience. Use this as an opportunity to educate them about other group rides that might be a good match for them.

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After the Ride

Thank the riders for their participation. Check in with riders, particularly new riders, to see how their experience was and if they have any questions, concerns, or suggestions about the ride.

Mail the completed waiver form to the Ride Director at the address below, or scan and email a .pdf file (not a photo) version to the email below. Include any additional relevant documents such as *First Report of Accident* form.

Email: garrykehr@gmail.com
Post: P.O. Box 8802
Spokane, WA 99203

A .pdf version of the waiver can be created with a scanner or free Adobe Scan app for iOS / Android.

“What if” Situations

Despite all of the planning, unexpected situations can occur on a ride. Here are several and guidance on how you as Ride Leader should respond.

A ride needs to be cancelled

Please contact the Ride Organizer at least 1 day in advance of the ride to cancel the ride on [meetup.com](https://www.meetup.com).

A rider isn't physically up to the pace, distance or terrain

Ask for a volunteer to accompany the rider back to the start. If the rider insists upon continuing, ask a volunteer to accompany the rider at a slower pace.

A rider gets separated from the group

Ask for two volunteers to leave the ride to look for the lost rider. After finding the lost rider, accompany the rider back to the start or back to the group. Ask the volunteer to report back to the Ride Leader by cell phone.

A rider has a mechanical breakdown

While a Ride Leader may assist a rider in changing a flat or simple repairs if so equipped, Ride leaders are not expected to fix other riders' mechanical problems. Check with other riders to see if anyone has the parts and the expertise to make the repair.

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If there is a nearby bike shop, consider taking the group on a detour to the shop. If the repair cannot be made, suggest bus or ride share options and ensure that the rider has access to a cell phone to call for support.

A minor shows up for the ride

Riders under the age of 18 may participate in club rides. All such riders must complete a Parental Consent Agreement (current form available on the SBC website) before being allowed to ride.

A large number of riders sign up for or arrive at the ride

If a large number of riders sign up for or arrive at the ride, it may be prudent to divide the riders into two or more groups. Ask a volunteer to lead any additional group(s).

A participant rides in a dangerous fashion or is obnoxious or belligerent toward other riders

If there is a rider that is riding in an unsafe manner in the group or is belligerent to other riders, speak to the rider about your concerns. If the behavior continues, ask that rider to leave the group. If necessary, stop the group and wait until the rider leaves before you continue.

The group encounters aggressive drivers on the ride

If there is trouble with an aggressive vehicle driver on the ride, get everyone off the road and wait until the driver continues on their way. Ask riders not to antagonize the driver in any way. If possible, discreetly take a photo of the vehicle license number and driver. Contact the police if necessary.

A rider has a medical emergency

Call 911 for assistance. If out of cell phone range, flag down a car and ask them to call 911 on the rider's behalf when they get into cell phone range. If there isn't an option for flagging down a car, send two fast riders back to get into range and call 911. Protect the afflicted rider by keeping them warm and rendering aid as best as possible.

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There is an accident on the ride

If the crash involves a motor vehicle, call 911 for the police and medical aid. Get contact information for any witnesses. If the crash doesn't involve a motor vehicle, protect the rider by managing traffic around the rider.

If the rider's injuries permit, move to the side of the road and call 911 for medical aid. If the injuries are obviously minor, call a friend to pick up the affected rider and their bike.

If a friend isn't available, send two riders back to the start to get a motor vehicle and pick up the rider and bike and take them home or to a medical clinic.

Fill out the *First Report of Accident* form (available on the SBC website) at once and submit to the Ride Director.

SPOKANE BICYCLE CLUB		Submit to: P.O. Box 8802 Spokane, WA 99203 email: garrykehr@gmail.com
FIRST REPORT OF ACCIDENT		
DATE OF INCIDENT	TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
CLASSIFICATION	<input type="checkbox"/> Injury <input type="checkbox"/> Non-injury	
INSURED PERSON	<input type="checkbox"/> Club member <input type="checkbox"/> Non-member <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other	
INJURED PERSON INFORMATION		
Last Name	First	Middle
Address		Phone Number
City		State
Zip		
Age	DOB	
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
GUARDIAN / PARENT (IF INJURED PERSON IS A MINOR)		
Last Name	First	Middle
Address		Phone Number
City		State
Zip		
ACCIDENT LOCATION, TYPE, AND DESCRIPTION		
<input type="checkbox"/> Road	<input type="checkbox"/> Parking lot	<input type="checkbox"/> Collision with: <input type="checkbox"/> Object <input type="checkbox"/> Pedestrian <input type="checkbox"/> Slip / fall
<input type="checkbox"/> Off road	<input type="checkbox"/> Other	<input type="checkbox"/> Bicycle <input type="checkbox"/> Vehicle <input type="checkbox"/> Other
Description of accident		
EQUIPMENT		
Helmet 1 Make / Model		Helmet 2 Make/Model
Bike 1 Make / Model		Bike 2 Make / Model
BODY PART INJURED / SEVERITY (SELECT ALL THAT APPLY)		
<input type="checkbox"/> Clavicle - L R	<input type="checkbox"/> Leg - L R	<input type="checkbox"/> Stomach <input type="checkbox"/> Chest
<input type="checkbox"/> Pelvis - L R	<input type="checkbox"/> Side - L R	<input type="checkbox"/> Ribs <input type="checkbox"/> Neck
<input type="checkbox"/> Hand - L R	<input type="checkbox"/> Shoulder - L R	<input type="checkbox"/> Face <input type="checkbox"/> Head
<input type="checkbox"/> Arm - L R	<input type="checkbox"/> Hip - L R	<input type="checkbox"/> Groin <input type="checkbox"/> Broken nose
<input type="checkbox"/> Foot - L R	<input type="checkbox"/> Eye - L R	<input type="checkbox"/> Other
		<input type="checkbox"/> Less serious bruises, cuts, scratches
		<input type="checkbox"/> Severe cut/wbleeding
		<input type="checkbox"/> Fracture <input type="checkbox"/> Paralysis
		<input type="checkbox"/> Fatality
DISPOSITION		
		<input type="checkbox"/> On site care only
		<input type="checkbox"/> EMS transport to
		<input type="checkbox"/> Other transportation
WITNESS INFORMATION		
NAME	ADDRESS	PHONE NUMBER
1.		() () ()
2.		() () ()
3.		() () ()
SIGNATURE OF PERSON COMPLETING FORM: _____		DATE: _____
PRINTED NAME: _____		PHONE: _____
Revised April 2023		

Resources on Safe Riding

The League of American Bicyclists maintains a library of Ride Smart video content on [youtube.com](https://www.youtube.com) (under Bike League) that is a good resource for Ride Leaders and Riders. Rider leaders should recommend this resource to new riders.

