

Ride Leader Training

APRIL 12, 2023



Introduction – So You Want to Be a Ride Leader

Training goals:

- Share Spokane Bicycle Club's (SBC) Ride Leader standards
- Support Ride Leaders in organizing and running safe, enjoyable rides
- Increase Ride Leader confidence and proficiency in leading successful group rides
- Provide refresher training for current Ride Leaders



Training Outline

- Ride leader responsibilities
- Planning a ride
 - ❖ Practice 1 – Creating a Ride Description
- Leading a ride
 - ❖ Practice 2 – Giving a pre-ride briefing
- After the ride
- “What if” situations
- Resources on Safe Riding



Ride Leader Responsibilities

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

Acting as representatives of SBC to both participants and the community

**Successful
Group Ride**



Basic Steps for Leading a Ride

1

Determine type of ride you want to lead, select a route and pace, select date and time

2

Complete and submit a ride description to the Ride Organizer

3

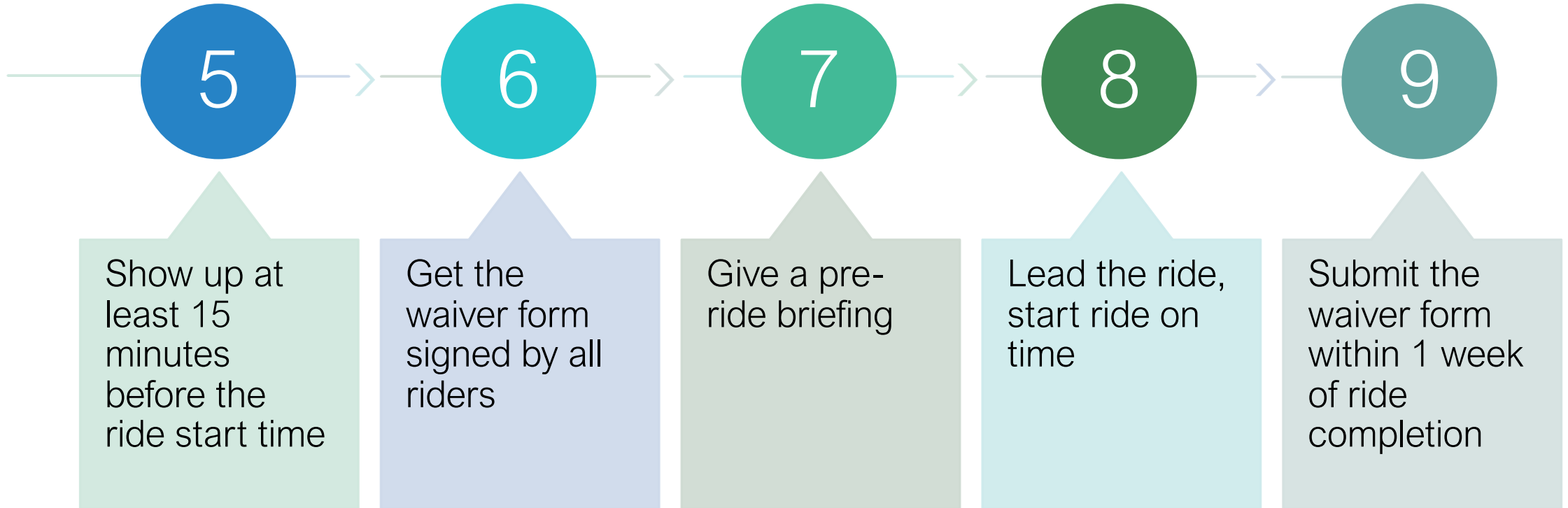
Work with Ride Organizer to list the ride on SBC's [meetup.com](https://www.meetup.com) site

4

Register for the ride on [meetup.com](https://www.meetup.com)



Basic Steps for Leading a Ride



Planning a Ride – Considerations



OBJECTIVE OF
RIDE



WEATHER,
DAYLIGHT
CONDITIONS,
TIME OF RIDING
SEASON



STARTING
POINT PARKING



AMENITIES AT
STARTING AND
REGROUP
POINTS

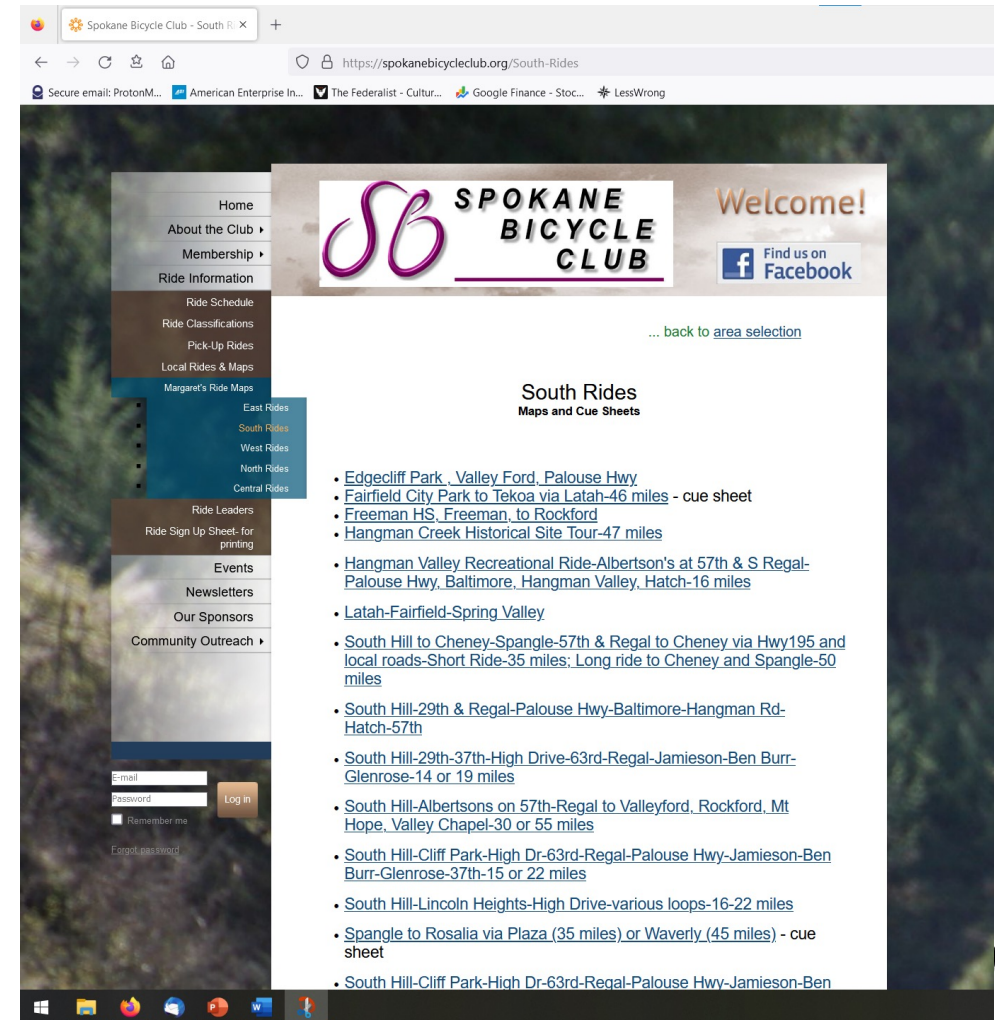


COMMUNITY
EVENTS



Planning a Ride – Route Selection / Existing

- ❑ Maps are available for common routes on the [club website](#)
- ❑ You may also check with a Ride Organizer or an experienced Ride Leader for suggestions on existing routes
- ❑ A list of current Ride Organizers and Ride Leaders with contact information is provided on the club website



The screenshot shows the Spokane Bicycle Club website. The header includes the club logo, a 'Welcome!' message, and a Facebook link. The main content area is titled 'South Rides' and lists several ride routes with their distances and cue sheets. The routes listed are:

- [Edgecliff Park, Valley Ford, Palouse Hwy](#)
- [Fairfield City Park to Tekoa via Latah-46 miles - cue sheet](#)
- [Freeman HS, Freeman, to Rockford](#)
- [Hangman Creek Historical Site Tour-47 miles](#)
- [Hangman Valley Recreational Ride-Albertson's at 57th & S Regal-Palouse Hwy, Baltimore, Hangman Valley, Hatch-16 miles](#)
- [Latah-Fairfield-Spring Valley](#)
- [South Hill to Cheney-Spangle-57th & Regal to Cheney via Hwy195 and local roads-Short Ride-35 miles; Long ride to Cheney and Spangle-50 miles](#)
- [South Hill-29th & Regal-Palouse Hwy-Baltimore-Hangman Rd-Hatch-57th](#)
- [South Hill-29th-37th-High Drive-63rd-Regal-Jamieson-Ben Burr-Glenrose-14 or 19 miles](#)
- [South Hill-Albertsons on 57th-Regal to Valleyford, Rockford, Mt Hope, Valley Chapel-30 or 55 miles](#)
- [South Hill-Cliff Park-High Dr-63rd-Regal-Palouse Hwy-Jamieson-Ben Burr-Glenrose-37th-15 or 22 miles](#)
- [South Hill-Lincoln Heights-High Drive-various loops-16-22 miles](#)
- [Spangle to Rosalia via Plaza \(35 miles\) or Waverly \(45 miles\) - cue sheet](#)
- [South Hill-Cliff Park-High Dr-63rd-Regal-Palouse Hwy-Jamieson-Ben](#)



Planning a Ride – Route Selection / New

- ❑ Tools like ridewithgps.com can be used to create a new route. Basic accounts are free.
- ❑ Youtube.com video tutorials demonstrate how to create routes.
- ❑ Routes should include bicycle-friendly roads / trails and avoid difficult riding surfaces. In addition to direct observation, there are a number of tools to help identify bicycle-friendly roads / trails:
 - ❖ [Spokane Regional Bike Map](#)
 - ❖ Google Maps “Biking” layer
 - ❖ Garmin Connect “Popularity Heatmap”
 - ❖ ridewithgps.com “Public Heatmap”



Planning a Ride – Route Map / Cue Sheet

Ideally, all riders should be provided with a cue sheet with turn-by-turn directions, including distances between turns.

Options for creating / distributing a cue sheet:

- ❑ Online tools
 - ❖ Provide the route URL to Ride Organizer to include in meetup.com notice
 - ❖ Alternatively, print .pdf file for sharing online or by paper
- ❑ Create a paper map or manual cue sheet with turn-by-turn directions, including distances between turns

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>



Planning a Ride – Route Recon

Road conditions
change
frequently.

Ride Leaders
should ride or
drive the ride
pre-ride to note:

- Road conditions
- Hazards
- Terrain features such as steep or long climbs, unpaved sections, railroad crossings, etc.



Planning a Ride – Ride Description Elements

Date:	Date of ride
Ride Name:	Create a name for the ride
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:	Meet up place, including address and major cross streets
Pace:	Range of speeds on level ground without breaks
Terrain:	Route elevation change frequency / severity and general topography
Regroup Locations:	How many times and where a regroup of riders will occur
Eat:	Where there will be stops to eat (if any) and whether it will be for rider-sourced snacks or a purchase
Map / Cue Sheet:	Whether a paper or online map / cue sheet will be provided
Weather Cancellation:	Policy on ride cancellation
Ride Leader:	Ride Leader's name
Ride Leader Phone Number:	Ride Leader's phone number (cell phone highly preferred)



Planning a Ride – Pace

Pace classification – range of speeds on level ground without breaks. Downhill may be faster, uphill slower. Standard ride pace classifications:

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



Planning a Ride – Terrain

Terrain describe the ride in terms of route conditions. Descriptions should be considered in the context of the pace and length of the ride.

Standard terrain classifications:

- **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:** multiple 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



Practice 1 – Ride Description

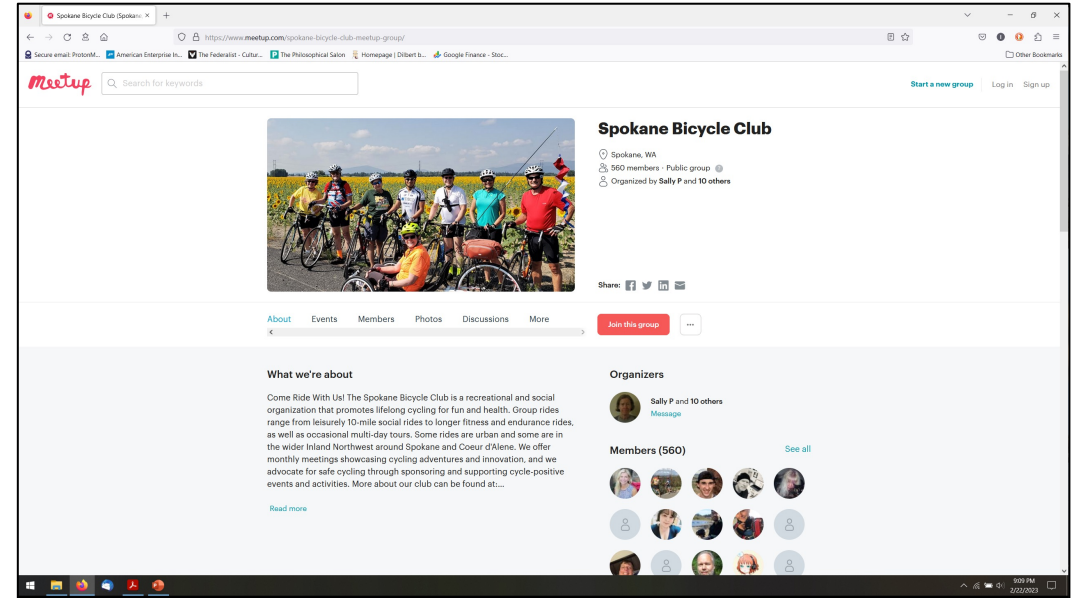


Planning a Ride – Working with a Ride Organizer

Ride Descriptions should be submitted to a Ride Organizer. Ride Organizers are listed on the club website and [meetup.com](https://www.meetup.com).

Ride Organizers facilitate:

- ❑ Reviewing routes / descriptions submitted by Ride Leaders
- ❑ Getting the ride and description set up on SBC's [meetup.com](https://www.meetup.com) for sign up
- ❑ Securing Ride Leaders to lead regularly scheduled SBC rides



Leading a Ride – Pre-Ride

- Show up at least 15 minutes BEFORE the scheduled START time of the ride
- Introduce yourself as the Ride Leader
- Have riders introduce themselves, note new riders
- Provide your cell phone number
- Check that all riders have helmets – don't let anyone ride without a helmet
- Get a rider count
- Have all ride participants sign the Waiver Form or Parental Consent Agreement
- Tell rider that rides are “no drop” and ask for Sweep volunteers
- START the ride on time**



Leading a Ride – Waiver Form

It is important that Ride Leaders ensure

- All riders have signed the form
- Use additional ride sheets as necessary to ensure all riders have signed the “front” of the form
- Information on the waiver form is legible
- Riders have provided a phone number (preferably cell) for contact during or after the ride if necessary

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT ("AGREEMENT") FOR SPOKANE BICYCLE CLUB

Ride Name	Date	Miles	Ride Leader	Ride Leader Phone

IN CONSIDERATION of being permitted to participate in any way in Spokane Bicycle Club ("Club") sponsored Bicycling Activities ("Activity") I, for myself, my personal representatives, assigns, heirs, and next of kin:

- ACKNOWLEDGE, agree, and represent that I understand the nature of Bicycling Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further acknowledge that the Activity will be conducted over public roads and facilities open to the public during the Activity and upon which the hazards of traveling are to be expected. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
- FULLY UNDERSTAND that: (a) BICYCLING ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING VIRAL INFECTIONS, BACTERIAL INFECTIONS AND OTHER COMMUNICABLE DISEASES AND ILLNESSES, PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity.
- HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the Club, the League of American Bicyclists, its respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I AM 18 YEARS OF AGE OR OLDER, HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, HAVE SIGNED IT VOLUNTARILY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW. I AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature	Printed Name	Phone (cell preferred)	Member (Y/N)



Leading a Ride – Pre-Ride Briefing

Ride Overview

Mileage, pace, regroup points, food and rest stops, known hazards

Safety

- 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
- SMART** talk

Ride Leader Cheat Sheet

AT START OF RIDE

- 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 *SMART** behavior (see back of card)
- START ride on time

*Courtesy of Cascade Bicycle Club



STAY ALERT for cyclists, pedestrians and hazards (e.g., curbs, potholes, railroad tracks, glass, debris)

MAINTAIN SPACE

- Leave enough room in front of you to avoid other riders, vehicles and hazards
- Move off the road or trail when stopped

ACT SAFELY AND PREDICTABLY

- Ride in a straight line
- Stay right, pass left

RESPECT THE RULES OF THE ROAD

- Obey all traffic laws
- Bicycles are allowed to treat stop signs as yields if no other vehicles or pedestrians are present

THINK AHEAD AND TALK — Scan ahead and anticipate what others will do. Tell others what you are going to do.



*Courtesy of Cascade Bicycle Club



Leading a Ride – *SMART** Talk

STAY ALERT for cyclists, pedestrians and hazards (e.g., curbs, potholes, railroad tracks, glass, debris)

MAINTAIN SPACE

- Leave enough room in front of you to avoid other riders, vehicles and hazards
- Move off the road or trail when stopped

ACT SAFELY AND PREDICTABLY

- Ride in a straight line
- Stay right, pass left

RESPECT THE RULES OF THE ROAD

- Obey all traffic laws
- Bicycles are allowed to treat stop signs as yields if no other vehicles or pedestrians are present

THINK AHEAD AND TALK — Scan ahead and anticipate what others will do. Tell others what you are going to do.



*Courtesy of Cascade Bicycle Club

Practice 2 – Pre-Ride Briefing



Leading a Ride – During the Ride

- Carry the completed waiver form and first report of accident form on the ride in case of an emergency
- Set a pace that is consistent with 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
- Be sensitive to riders who may find the ride more challenging than expected and encourage them



After the Ride

- ❑ Thank the riders for their participation
- ❑ Check with riders to see how their experience was and if they have any questions, concerns, or suggestions about the ride
- ❑ Mail paper or email the completed waiver form (.pdf format only) to the Ride Director at the address on the bottom of the form
 - ❖ .pdf can be created with a scanner or free Adobe Scan app for iOS / Android



“What If” Situations

- ❑ **Ride needs to be cancelled** – Contact the Ride Organizer at least 1 day in advance of the ride to cancel the ride
- ❑ **Rider isn't physically up to the ride** – 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
- ❑ **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
- ❑ **Mechanical breakdown**
 - ❖ Ride leaders may assist but 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
 - ❖ Consider taking the group on a detour to a nearby shop. If the repair cannot be made, ensure rider has access to transportation



“What If” Situations

- ❑ **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
- ❑ **Larger than expected number of riders** – Divide the riders into two or more groups. Ask a volunteer to lead any additional group(s)
- ❑ **Dangerous riding or rider obnoxious / belligerent toward other riders** – Speak to the rider about 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
- ❑ **Aggressive drivers** – Get riders 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



“What If” Situations

□ Medical emergency

- ❖ Call 911 for assistance
- ❖ Out of cell phone range:
 1. Flag down a car and ask them to call 911 when in range

Or, if no car

 2. 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



“What If” Situations

❑ Accident

- ❖ 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 Ride Director

SPOKANE BICYCLE CLUB
FIRST REPORT OF ACCIDENT

Submit to: P.O. Box 8802
 Spokane, WA 99203
 email: garrykehr@gmail.com

DATE OF INCIDENT _____ TIME _____ AM PM

CLASSIFICATION Injury Non-injury

INSURED PERSON Club member Non-member Pedestrian Other _____

INJURED PERSON INFORMATION

Last Name	First	Middle	Phone Number
Address		City	State Zip
Age	D.O.B.		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other

GUARDIAN / PARENT (IF INJURED PERSON IS A MINOR)

Last Name	First	Middle	Phone Number
Address		City	State Zip

ACCIDENT LOCATION, TYPE, AND DESCRIPTION

Road Parking lot Collision with Object Pedestrian Slip / fall
 Off-road Other _____ Bicycle Vehicle 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)

Clavicle - L R Leg - L R Stomach Chest Less serious bruises, cuts, scratches On-site care only
 Pelvis - L R Side - L R Ribs Back Severe cut w/bleeding EMS transport to _____
 Hand - L R Shoulder - L R Face Head Fracture Paralysis Other transportation _____
 Arm - L R Hip - L R Groin Broken nose Concussion Fatality
 Foot - L R Eye - L R Other _____

WITNESS INFORMATION

NAME	ADDRESS	PHONE NUMBER
1. _____	_____	() _____
2. _____	_____	() _____
3. _____	_____	() _____

SIGNATURE OF PERSON COMPLETING FORM: _____ DATE: _____

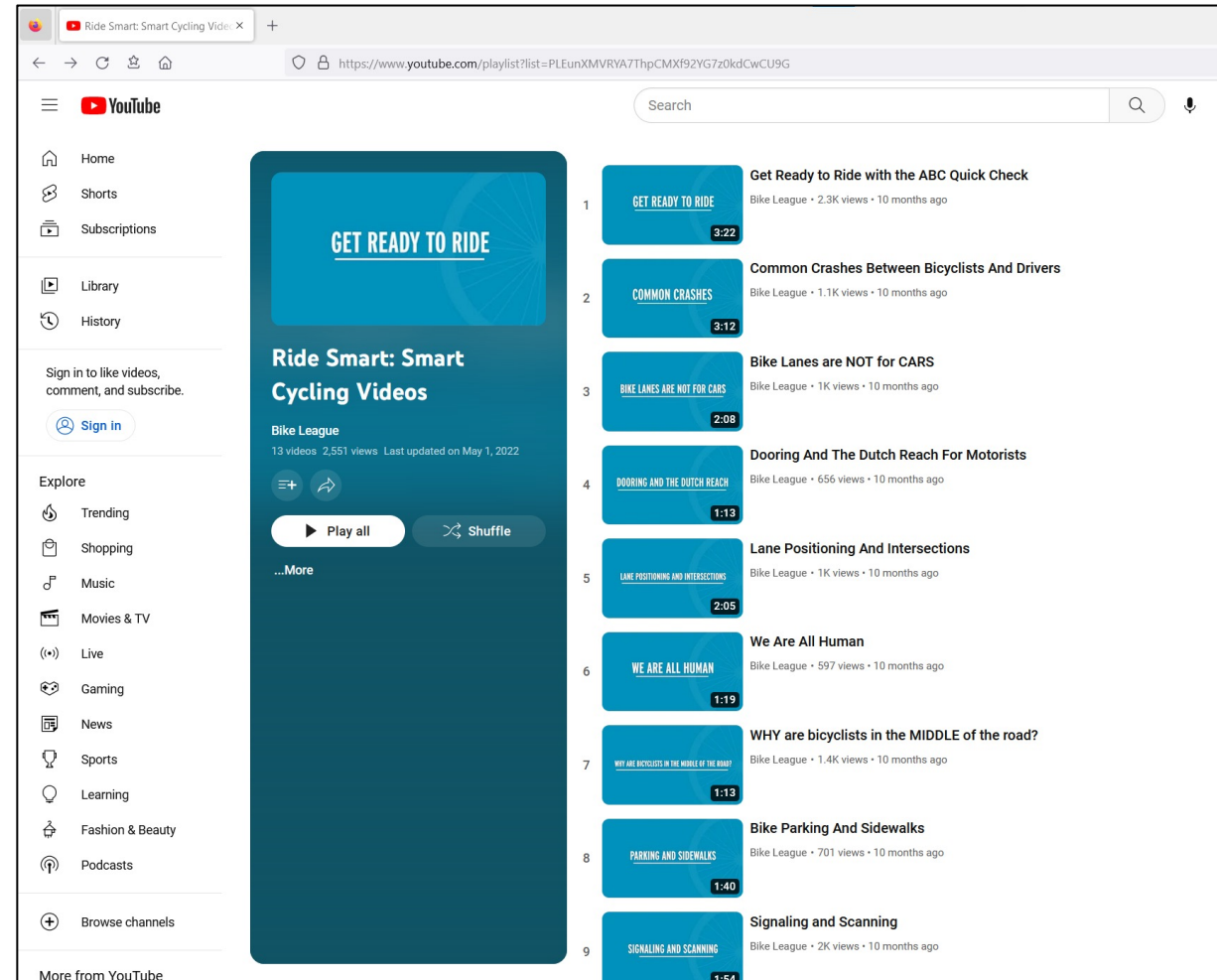
PRINTED NAME: _____ PHONE: _____

Revised April 2023



Resources on Safe Riding Practices

- ❑ The League of American Bicyclists library of Ride Smart video content on [youtube.com](https://www.youtube.com) (under Bike League)
- ❑ Recommend to new riders



The screenshot shows a YouTube browser window displaying a playlist titled "Ride Smart: Smart Cycling Videos" by the channel "Bike League". The playlist contains 13 videos, each with a thumbnail and a duration. The videos listed are:

1. GET READY TO RIDE (3:22)
2. COMMON CRASHES (3:12)
3. BIKE LANES ARE NOT FOR CARS (2:08)
4. DODGING AND THE DUTCH REACH (1:13)
5. LANE POSITIONING AND INTERSECTIONS (2:05)
6. WE ARE ALL HUMAN (1:19)
7. WHY ARE BICYCLISTS IN THE MIDDLE OF THE ROAD? (1:13)
8. BIKE PARKING AND SIDEWALKS (1:40)
9. SIGNALING AND SCANNING (1:54)

The interface also shows a search bar, navigation menu (Home, Shorts, Subscriptions, Library, History), and a sidebar with various content categories like Trending, Shopping, Music, etc.



Traffic and Safety Tips for Bicyclists



Thank you!

