

WHITEHORSE CYCLISTS INC. – RIDE GUIDE FOR LEADERS, WHIPS AND RIDERS

RIDE LEADERS – recommendations to make the ride you lead safe and successful!

Before the Ride Day

1. Obtain from the Rides Co-Ordinator an Event / Ride Registration form and Ride Report form. It can also be downloaded from our website.
2. If possible, attend the Club night prior to the ride and outline ride details to members. Ensure ride time, date, distance, etc are the same as those that appear in the Newsletter.
3. If possible, check route of ride in advance of ride day. If complicated, make notes and a rough map for yourself and Whip. Check water, food and toilet stops and return train times where relevant.

At the Start of the Ride

1. Arrive at the start location about 10 minutes before the designated meeting time.
2. Ensure riders sign the Registration Form as they arrive. Check ride numbers against registrations. Where relevant, advise riders to purchase train tickets and advise them of zones and times.
3. Prior to starting out, call for riders' attention to:
 - Outline the route of the ride from start to finish and approximate finish time
 - Check that riders have appropriate bike, helmet and gear (wet weather, etc) for the trip
 - Advise group of proposed stops, any hazards, the availability of food, water and toilets and of any known plans for people to depart the group early
 - Appoint a Whip and make sure everyone knows who it is
 - Give the Whip any additional route instructions, notes, maps if available
 - Remind riders to ensure tyres are pumped and water bottles full
 - Recommend stretching exercises before setting off on long or arduous rides
 - Instruct riders to generally ride between the Leader and Whip unless otherwise arranged
 - Ask riders to advise you if deciding to leave the group before the ride ends
 - Wear a safety vest yourself and have whip wear one, if possible.
 - Get mobile phone number of whip if available

During the Ride

1. Try to keep the Whip in sight whenever possible.
2. Regroup from time to time, especially where the route changes courses to check no one is missing. Where possible, indicate where the next grouping point will be.
3. Observe the riding ability and speed of cyclists and give appropriate breaks for rests, water, food and toilet stops.
4. Monitor time to ensure the ride can be completed as planned (eg to link up with train times, avoid riding in the dark, etc).
5. If a flat tyre or mechanical problems occur, wait while cyclist, Whip and others involved resolve problem. If bike is unrideable, seek a solution such as catching a train, locating a bike shop, phoning for a private lift or taxi or detailing an advance rider to return with transport.
6. In case of minor accident, render first aid if necessary and decide if cyclist needs to retire from ride.
7. In case of a major accident, use a mobile or pay phone to call an ambulance. Involve anyone with first aid experience in assisting the injured. Make sure all are clear of traffic and no cycles are obstructing through traffic.

At Ride End

1. Check that everyone is accounted for.
2. Where relevant, ensure everyone knows transport connections to get home
3. Thank your Whip
4. Give Registration form and Ride Report to Safety Officer at the next opportunity.

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GUIDE FOR RIDE WHIP

You will normally be appointed on the day of the Ride. These recommendations should help you to help everyone stay on the ride and enjoy it.

Before the ride commences you should receive from the Ride Leader:

- a verbal outline of the ride as given to all riders
- any specific instructions on planned stop offs, hazards, early ride departures
- any available copies of notes and maps
- mobile phone number if available
- a safety vest to wear if possible or wear your own

Unless otherwise arranged with the Ride Leader, the Whip should:

- always ride last and be prepared to wait for any slower or delayed riders
- assist any riders with punctures, mechanical trouble, fatigue or injury
- keep leader informed throughout the ride of suitable speed and possible delays
- Ensure that no rider turns off the planned route. Head count to be carried out after rest stops

At ride end, return any notes, maps and radio to Ride Leader.

GUIDE FOR RIDERS

You can enjoy a trouble-free ride and help the Leader and Whip by following these commonsense recommendations.

Before the Ride

1. Ensure your bike is mechanically sound, tyres pumped, chain lubricated, etc.
2. Pack provisions and equipment appropriate to the ride. Always bring some food irrespective of destination.
3. Always bring water, irrespective of season, temperature or locality of ride.
4. Bring basic tools for day rides, extras for rugged/remote or long rides. Basic tools comprise of pump, spare tube, tyre levers, puncture repair kit, allen keys or similar adjusters, and spanner.
5. Pack suitable clothing. We recommend a light coloured or reflective top, padded cycle shorts, cycling gloves, helmet (compulsory) and rain/wind jacket, plus sunscreen.

At the Start of the Ride / During the Ride

1. Be at the meeting locality ahead of the advertised time.
2. Introduce yourself to the Ride Leader and complete the Registration Form
3. Advise Ride Leader of any health problem relevant e.g diabetes to enable fast help if needed
4. Purchase train ticket if required.
5. Listen to pre-ride announcements by Leader and note who is Whip
6. Advise the Leader if you need to leave the group before the ride ends.
7. Stretching exercises are recommended before setting off.
8. Ride between the Leader and Whip unless otherwise arranged.
9. Riding two-abreast is legal but not always safe. Be guided by the Ride Leader, road widths and road signs (eg bridges, double lines, crests).
10. At turn offs, check that the rider following you sees you turn.
11. When stopping, ensure you are not a hazard to the rider behind you. Call out "stopping" or pull over to the left.
12. When pulling out on to the road ensure you do not do so in front of on-coming riders.
13. In the event of a problem advise another rider as soon as you stop. They or the Whip can then assist you if required.

14. Remember that you have ultimate responsibility for your own safety and compliance with road laws. Do not automatically follow another rider without checking for yourself if it is safe and legal to do so.

At Ride End

Thank the Leader and Whip for their planning and effort. They made your ride as enjoyable as possible.