

Sheffield and District CTC checklist for ride leaders

Planning the ride

Plan your route – ride any sections you don't know	
Risk Assessment - Note down any hazards and any control measures e.g. Difficult right turn – draw participants' attention to this in advance.	
Book yourself as leader (currently we use the booking chimp system). In order to help people decide if the ride is appropriate for their needs you will need to identify a start point, meeting and leaving time, identify if trails will be used, distance and difficulty rating and if unusually hilly. <ul style="list-style-type: none">• Beginner: up to 15 miles often with trails• Easy 15 – 35 miles• Moderate 35 – 45 miles• Intermediate 45 – 65 miles• Hard 65 miles + or shorter but unusually hilly	
If meeting at a café, check that it will be open at the meeting time Plan the route – ride any sections you are not familiar with	
Check any cafés you are stopping at will be open	
Optional – make GPS route available	

Prior to leading the ride

Check the weather forecast and decide if any changes need to be made or escape routes planned	
Pack your kit – see suggested kit list	
Check your own bike including pumping tyres up, ideally the day before	

At the start

Identify any new riders and introduce them to other members. Mention that the riding etiquette is on the website and check they understand about communication in group e.g. pointing out holes. Ask if they have any worries about their bike and get someone with mechanical experience to help them out if there is any mechanical issue that needs looking at.	
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Complete emergency contact sheet	
<p>Mention riding etiquette</p> <ul style="list-style-type: none"> a) ask people to split into groups of no more than 8 riding in pairs with a gap of about 50m between groups and explain why. b) Find out if anyone not comfortable riding in a pair and initially ask them to ride on the inside. c) Ask groups to stay together and close up gaps which appear. d) Explain use of primary position at traffic lights and bunching up. e) Explain that when setting off or topping an incline, front riders need to keep the pace down to ensure the group doesn't split. f) Mention taking in turns at front but that anyone feeling the pace should not stay on the front for long. g) If a following group has to stop – send a rider up to the group ahead to stop them. h) Mention whole group doesn't need to signal – usually front and back is all that's needed. i) Ask anyone leaving the ride part way round to let you know. 	
Give a 10 minute warning of leaving time.	
Discourage riders arriving late to buy drinks.	
Appoint a back-marker and exchange phone numbers.	
Count up total number of riders.	
Leave on time.	

During the ride

Ensure the group doesn't split or that if more than one group groups don't get too far apart – this means ride leader looking back quite a lot.	
On climbs, if group splits have a regrouping point.	
Identify safe spots to stop and ensure riders stop appropriately.	
Stop prior to any hazardous sections e.g. very steep downhill bends, gravel surfaces, tunnels, to warn riders unfamiliar with the route.	
Check with any riders who are struggling, make sure they are eating and drinking enough.	

Manage any incidents, take notes especially of car registrations or any independent witness etc. (There is an i-phone App to help you capture all the info. you may need. See here:- http://www.ctc.org.uk/news/ctc-launch-iphone-crash-kit-app). In case of injured riders, the ride leader can (depending on whether the rider can be moved or not) arrange for a taxi to take the rider home or to hospital and claim the cost back from the club.	
Ensure café stops don't take too long and give people a 5 minute warning.	
Keep an eye out for people getting cold (e.g. if there is mechanical stop) and consider feasibility of sending a group on rather than everyone waiting.	
Ensure everyone knows the way home if got cycling back all the way to starting point.	

After the ride

Write a ride report (including number of riders) and send to Rides Coordinator. To be GDPR compliant, destroy sign-up sheet within one month (unless required to support Incident Report Form) but send names of non-members attending ride to nominated person.	
Report any incidents on an incident report form. The form is available here:- http://www.ctc.org.uk/events/support-for-cycle-event-organisers/forms and includes information on where to send this. Please also send one to Sheffield CTC secretary currently Angela Walker angela_walker@me.com	

Information on insurance taken from ORGANISER'S LIABILITY COVER FOR CTC MEMBER GROUPS

"Guest" or non-CTC members

You are covered if a non-CTC member on your ride / event causes injury or damage leading to a claim against you or your Member Group.

Non-CTC members on CTC rides / events are also covered for the duration of the ride only against claims made against them by a CTC member on the ride. This benefit is paid for by CTC members. A CTC guideline is therefore that there should not be more than 5 non-members on any one **ride**, nor should a non-member participate in a CTC **ride** more than 3 times. This limitation does not apply to **events** registered with CTC.