

Granite State Wheelmen, Inc.

RIDE LEADER GUIDELINES

Thank you for agreeing to lead a GSW ride. Remember that on the day of your ride, you'll be riding for the club, not for yourself. Be aware of your responsibility to the club and to all who will be depending on you.

Following are some guidelines that will help you prepare for your ride and to lead a safe, fun and successful ride.

GUIDELINES FOR PREPARING THE RIDE

Setting Up a Ride:

- ~ Call or email the Rides Coordinator early to lock in a date for your ride.
- ~ Decide whether your ride will be a "novice ride", If you designate your ride as a novice ride, you are committing to lead novices yourself or to enlisting the help of a co-leader who will ride with any novices that show up for your ride. Whether your ride is a novice ride or not, a co-leader is often a good idea.
- ~ Send the details for your ride to the Ride Coordinator before the deadline for rides (printed in every issue of Pedal Talk).

Mapping Out a New Ride:

- ~ Find a starting location with ample parking. If you can, get the owner's permission to use it.
- ~ Next, sketch out your tentative route on a draft cue sheet or highlight it on a map. Avoid unpaved and poorly paved roads. But, if short stretches of poor pavement can't be avoided, be sure to call them to riders' attention before the ride, preferably in the newsletter write-up about the ride. Also, avoid unnecessary conflicts with heavy traffic, such as left turns on heavily traveled roads.
- ~ Ride the route or drive it in a car. Note correct distances, unusual hazards, landmarks, rest stops, etc. on your draft cue sheet. Some ride leaders find a hand held voice recorder works well for this.

Preparing a Cue Sheet:

- ~ Remember, you know your route; others may not. A good cue sheet is essential. Some riders prefer a map over a cue sheet while others prefer a cue sheet. A good cue sheet can be followed by anybody, but a map is more useful for a rider to find his/her way back onto the route if he/she strays. The best solution may be a cue sheet m a map, showing the highlighted route and adjacent roads.
- ~ Note both point to point mileages and cumulative mileages. Double check your mileages and your arithmetic. Note landmarks, points of interests, unusual hazards, stores, etc. on your cue sheet.
- ~ Double check your cue sheet and map before you make final copies. If you can, have someone else proofread it for you--preferably while riding the route.
- ~ Keep your cue sheet and/or map simple and easy to read from a moving bike. Include only information that is needed for following the route. Don't be verbose.
- ~ If you use a computer or a word processor, two column cue sheets are easy to read and work well. If you can't use columns, leave every third or fourth line blank. This helps the reader to follow a line of print from left to right without inadvertently skipping lines.

~ Use a relatively large and/or bold text and make sure your copies are clear and legible. Use only standard abbreviations and include a key to the abbreviations on the cue sheet. The standard GSW abbreviations are on the back of this sheet.

~ Example cue sheets are available upon request.

GUIDELINES FOR THE DAY OF THE RIDE

Before The Ride:

~ Arrive early. Try to be the first one there. Get yourself ready to ride then set out the sign-up sheet(s). Be available to answer questions about the route, cue sheets, etc.

~ Designate a co-leader for each cue-sheeted ride or for each show & go group. Try to hold the number of show & go groups to two or three. Make sure co-leaders go over the route verbally for all riders, especially on show & go rides.

~ Designate a sweep. The sweep should be someone who is very familiar with the route.

~ Welcome riders to the ride. Ask if there are any novice riders or riders new to the club. Find someone to accompany them or do it yourself.

-- Distribute the cell phone number of the ride leader in case someone becomes separated from the group or otherwise needs to contact the ride leader while on the road.

Make announcements:

~ Highlight road hazards, construction, changes since the cue sheet was printed, etc.

~ Describe food and water stops along the route and planned stops for regrouping.

~ If there will be an after ride gathering for socializing, tell where.

~ Ask riders to call the ride leader via cell phone or notify someone if they intentionally drop out of the ride. Remind all riders to sign in when they return.

~ Describe the rules of the road and state that it is GSW policy to obey them.

~ Describe GSW practices and courtesies. ("On your left", etc.)

~ Describe the "Wave then turn" practice: Wait at every turn until the next rider is in sight. Wave. Don't turn until he/she returns the wave. If no rider makes a turn until he/she is certain the rider has seen him! her, no one will ever get lost!

~ Send riders out in small groups unless traffic is very light.

~ Count the number of riders in your immediate group.

~ Remind riders to report any incidents of harassment by motorists. All serious incidents should be reported to the NH State Police, the local Police Chief, and BWA-NH. (See next item.) Do not attempt to take action against a motorist as you will not win either physically or legally!

~ If a motorist is reported three times of harassing bicyclists including blatant violation of the "3 Foot Rule" as enacted January 1, 2009, police will generally take action without them having seen the offense. To record such incidents statewide, submit details including date, time, place, vehicle description, plate number (if available), and circumstances of the incident to the Bike-Walk Alliance of NH, 57 Regional Drive Suite # 6, Concord NH

03301-8518, info@bwanh.org, 603.898.9926. After three reports of the same offending motorist, BWA-NH will initiate action by the state and/or local police.

During The Ride:

- ~ Continue to promote "wave then turn". Recount the riders as often as necessary.
- ~ Make sure riders follow simple safety rules (e.g. don't unnecessarily obstruct traffic, stop at stop signs, traffic signals, etc.)
- ~ Remind riders to stay single-file in traffic and leave a gap for traffic to pass if there are more than 5 or 6 riders.
- ~ Observe and note any riders that exhibit unsafe riding practices. If you observe someone doing something dangerous or illegal, please speak with the rider in private after the ride. Try using a friendly tone but be firm. All bicyclists can be given a bad reputation by the improper actions of just a few. The GSW cannot enforce the rules but can report habitual offenders to the local police department and have them take action.

After The Ride:

- ~ Make sure all riders have returned or are accounted for.
- ~ Make sure all riders have signed in after the ride.
- ~ Send completed sign-up sheets, with mileages, to the Mileage Coordinator. (See address in Pedal Talk.)
- ~ Notify Rides Coordinator by phone, email or in writing of any noteworthy aspects of the ride (i.e. enjoyable routes, helpful riders, humorous events, etc.)

<u>Symbol</u>	<u>Meaning</u>
R	Right
L	Left
S	Straight
X	Cross
BR	Bear Right
IMM	Immediate Turn
TSO	To Stay On
T	T Intersection
Y	Y Intersection
.	Road Name Changes
#	Caution Light
=	Traffic Light
-	Stop Sign
!	Food
2	Toilet

Figure 1. Standard GSW Ride Sheet Abbreviations

Please send your suggestions on updating these guidelines to:
Granite State Wheelmen, 215 S, Broadway # 216, Salem NH 03079
Email GSW-Office@comcast.net, phone 603.898.5479

This document was originally prepared by GSW member G. Darcy Hart of Bedford, NH and is dedicated to his memory.