

Wigan Borough Community Cycling Club

Ride Leader Guidance

Introduction

This guidance is for Wigan Borough Community Cycling Club (WBCCC) Ride Leaders who run local rides for its members and guests. Whatever the type of ride, the Ride Leader should aim for all participants to have an enjoyable experience and it is hoped the guidance will help fulfil this aim. It should be read and followed in conjunction with the following WBCCC documents:

- Code of Conduct
- Ride Protocols
- Risk Assessment framework

It is also important to recognise that WBCCC Ride Leaders are volunteers and not professional guides. Equally, they are not required to have formal ride leader training. However, the club encourages all its Ride Leaders to attend any such training should the opportunities arise.

Duty of Care

Ride Leaders accept responsibility for leading the group and owe the other riders a duty of care to reduce the chance of them being exposed to unacceptable risk of injury, as far as is reasonably practicable.

It is therefore important that a Ride Leader carries out a Risk Assessment of the ride using the WBCCC Risk Assessment framework.

Many of the measures are in fact the responsibility of individual riders so this will need to be communicated to riders from time to time. Attention should be paid to new members or guest riders turning up for the first time to make sure they are reasonably competent and have a suitable bike.

As stated above, our ride leaders are volunteers not professional guides and our Code of Conduct makes it clear that it is for individual riders to take full responsibility for their actions. They are also required to use their own judgment as to what is best for their own and the group's safety in any particular situation.

Planning a ride

A Ride Leader will aim to make a group ride enjoyable by:

- Using roads with low traffic volume and avoiding roads with high traffic volume, as far as possible
- Considering scenic routes or destinations of interest
- Choosing off-road routes suitable for the abilities of the group
- Avoid or manage hazardous junctions and off-road hazards

Promoting the ride

When leading a ride that is not a weekly Tuesday or Thursday local ride, provide details of the ride as an Event on the WBCCC Facebook page, and include a brief description of the route or destination, start time, distance, type of terrain and whether the route requires road, hybrid or mountain bikes.

Giving a Pre-Ride Briefing

Group rides tend to fall into two categories: The weekly local rides (Tuesday and Thursday) and the monthly longer distance outings (normally either Sunday or Monday).

For weekly local rides a briefing on the day is usually sufficient though Ride Leaders may wish also to provide advance information, particularly in special circumstances due to say a longer route or changeable weather conditions.

Ride Leaders should also make reference to the **WBCCC Ride Leader Checklist** attached as Appendix A.

On The Ride

When riding, the Ride Leader will seek to pay particular attention to:

- Keeping the group together and providing support as appropriate
- Always choosing a safe place to stop as a group, and in particular avoiding road junctions, bends and other physical road or off-road hazards.
- Warning riders before stopping, and keeping the carriageway clear
- Assessing problems and deciding whether to hold up the ride or leave any affected rider with helpers and details of the route
- If unsure of the route, stopping well before any junction to consult map
- Checking for presence of back marker at junctions. If necessary, waiting for slower riders beyond the junction
- Avoiding leaving anyone behind unless agreed during the ride and then only where safe to do so

Equipment failures on the ride:

In the event of punctures, breakdowns etc the priority is to keep the group safe. Clear the carriageway, if possible, or instruct the group to continue to a safe waiting place.

Ride Leader Position in the Group

The Ride Leader will be at the front of the group in order to ensure that the group follows the route and is made aware of upcoming potential hazards. However, there will be occasions when the Ride Leader may ask riders to pass, for example on climbs or in order to photograph the group.

Wearing of protective equipment

The WBCCC Code of Conduct stipulates that members are required to wear helmets when attending club rides.

First Aid

It is not a requirement for a Ride Leader to carry or administer first aid.

30 Jan 2020.

Wigan Borough Community Cycling Club

Ride Leader Checklist

This checklist is intended as a guide for those members who have volunteered to lead any of our rides.

- 1 Prior to the start of the ride, collects the 3 Walkie-Talkies from The Brick office desk. For the monthly longer rides, Walkie-Talkies will need to be collected prior to the ride; normally on Friday.
- 2 Once you return to the group, ensure you have full attention of all riders and give a brief outline of the route, including, distance, general directions the route will follow, ride surface (on-road or off-road or mixture). Highlight any known difficult areas eg. steep descents, hazardous/difficult junctions, busy sections of road, sections of shared pedestrian/cycling paths.
- 3 Remind riders of potential difficulties when cycling on canal towpaths, eg, uneven and slippery surfaces, other users, metal barriers and gates.
- 4 Ask for volunteers to take walkie-talkies for middle marker and back marker positions. Inform group which rider is undertaking the back marker role.
- 5 Take heed of any difficult weather conditions likely to occur during the ride and have contingency plan in place eg shorten the ride.
- 6 Remind all riders of the importance of carrying out a simple M check, paying particular attention to ensure:
 - Front and rear brakes are in working order
 - Tyres are in good condition and inflated to correct pressure
 - Wheel nuts/quick-release units are tight and secure
 - Saddle at comfortable height and secure
 - Front and rear lights working
 - Helmet fitted correctly and straps fastened
- 7 Remind all riders of our key Ride Protocols, including:
 - Only overtake leader when indicated by leader
 - Only overtake on right hand side of rider in front
 - Don't overlap front wheel with rear wheel of rider in front
 - If traffic conditions dictate, form into groups of 6/7 and leave 4/5 car lengths between groups
- 8 Junctions and corners - remind all riders that when there has been a distinct change in direction of the route eg at road junction, cross roads, we leave a rider at the junction to ensure those following are made aware of the change in direction.
- 9 Introduce any new members who have joined the group

During the ride it is important you communicate as leader to ensure those following are made aware of any obstructions, potholes, hazards and any upcoming turns. It is equally important to assess the extent the group is remaining together and whether or not, the pace of the ride needs to be amended as necessary.