

## Fremont Freewheelers Bicycle Club Ride Leader Worksheet

Ride Day & Date; \_\_\_\_\_, (i.e. Sat. Jun. 3)  
 Ride Title; \_\_\_\_\_  
 Meeting time; \_\_\_\_\_, AM or PM

### Road Bike Rides;

Terrain \_\_\_\_\_; Pace \_\_\_\_\_; Distance \_\_\_\_\_ miles

Ride Terrain (Check one)	
1	Flat: - Alameda Creek Trail
2	Slight Hills - Mission Blvd: Stevenson to Mission San Jose
3	Moderate Hills - Climbs of up to 500 ft: East Warren
4	Hilly - At least one of climb of 1000 ft: Palomares Rd
5	Steep, or Very Hilly: - Sustained climbs of 1000 ft., Sierra

Ride Pace (Check One) See Below	
L	Leisurely (up to 10 mph)
T	Touring (10 to 13 mph)
M	Moderate (13 to 16 mph)
B	Brisk (16 to 19 mph)
F	Fast (19+ mph)

Key for Pace; The pace assumes the rider is on relatively flat terrain with little wind. Significant hills, wind, or a pace line will affect the pace actually maintained;

### Mountain Bike Rides;

Level \_\_\_\_\_ Mtn. Bike; Distance \_\_\_\_\_ miles

Mountain Bike Level	
Beginner	Fire roads, gravel trails, not too steep and almost no obstacles
Intermediate	Single-track, some small rocks, roots and mud, moderate steepness
Advanced	Tight, twisty single-track, steep down hills, rocks
Expert	Combinations or extreme examples of obstacles, or steepness

Ride Description; \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above **Ride Description** should include the **Meeting Place**; \_\_\_\_\_, and if it is not one of the starting sites with directions on the web site, then directions to the meeting place. It should also include any **Special Instructions** such as BART stations and times, BART transfer points, extra drinks if no convenient stop to buy fluids, money for lunch or coffee stop etc. Consider what you will do if it rains; Examples;

Rain Cancels;       Rain does not Cancel;       Call if rain threatens

Ride Leader; \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(Optional) 2<sup>nd</sup>. Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ i.e. Work, Home or Cell etc.

(Optional) Email Address; \_\_\_\_\_@\_\_\_\_\_

## Guidelines for Ride Leaders

1. The ride leader should be at the meeting place approximately 15 minutes before the assigned time, even if you decide to cancel the ride.
  - If you cannot lead the ride, locate a substitute leader. The substitute leader should be provided with maps / route sheets.
  - If you cannot get a substitute, try to have someone at the meeting place to cancel the ride.
  - In the event of rain, you should be at the meeting place to lead or cancel the ride.
2. Have riders sign the ride sign in sheet that should have your name, the date, and the title of the ride.
  - Members are to PRINT their name and emergency contact phone number on the front of the ride sign in sheet.
  - Guest (non members) may participate in FFBC rides provided they read the waiver on the back of the ride sign in sheet, and agree to its terms as evidenced by signing the waiver.
  - There are restrictions on riders under 18 years of age, including passengers such as children in any form of carrier. A Minor Release form (Medical Authorization and Consent to Minor Form) is available on the FFBC website. The following are the restrictions on minors.
    - i. All riders under 16 years old must be accompanied by an adult, unless they have special permission from the ride leader in advance and have a signed Medical Authorization and Consent to Minor Form.
    - ii. Riders 16-17 years old may ride unaccompanied by an adult, but must have a signed Medical Authorization and Consent to Minor Form.
3. Maps and/or route sheets should be available for participants, particularly for weekend rides.
  - On rides that start at some distance from Fremont, you may want to leave maps on your windshield for late arrivals.
  - For “Show & Go” rides, or repeating weekday rides, a route sheet may not be provided, however extra care should be taken to ensure no riders are left behind. Generally for these rides, the route is determined the morning of the ride depending on who shows up and what their capabilities and time allow.
4. Introduce yourself to new riders before the formal briefing, explain the procedure for signing the ride sign in sheet, and a general description of the ride. It may be useful to ask about their group riding experience and to evaluate it with respect to your ride.
5. The time listed on the ride calendar is when riders should arrive to sign the ride sign in sheet. Fifteen minutes are reserved for sign in, hence the ride should start 15 minutes after the listed time. As noted in item #1, the ride leader should arrive 15 minutes before the listed start.
  - Example for a ride listed for 9:00 AM, the ride leader should be at the start at 8:45 and the ride should start at, or soon after 9:15.
  - A few rides may start at a remote BART station and ride back to Fremont. In addition to the starting time at the remote BART station, the listing should include directions to board a specific BART train at a specific time and station. By definition BART boarding times are PROMPT and riders should be on the station platform ready to board at that time. This is to ensure they are at the remote BART station at the listed start time.
6. Before starting the ride, it is customary to have a short briefing. This could include:
  - Leader Introduction(s).
  - Verification that the riders have signed the ride sign in sheet, and that they have maps and/or route sheets.

- The policy concerning leaving the ride; riders should notify the leader or some other rider upon abandoning the ride.
  - Give a brief description of the ride, include; difficulty, regrouping points, lunch or coffee stop if any, availability of food and water.
  - Advise the participants that each rider is responsible for their own safety.
  - Explain the policy of keeping track of riders. Possibly two leaders (front and back), regroup points, backtracking, and the riders responsibility to follow the map / route sheets.
  - Suggest that riders without a pump, patch kit, spare tube, or the knowledge to fix a flat, should ride with someone who can assist them. You may explain the difference between Presta and Schraeder valves. Advise riders to be prepared for flats on future rides.
  - Advise the participants of the following rules of the road:
    - i. Obey all traffic laws, including stop signs;
    - ii. Riders should not obstruct traffic, particularly at regrouping points;
    - iii. Riders should point out road hazards to following riders;
    - iv. Riders should pass on the left, and warn others when passing;
    - v. Riders should use hand signals when stopping or turning.
7. Make every reasonable effort to keep track of riders, counting at regroup locations, assign a sweep person to stay behind with slow riders. In the event of a mechanical problem send back a car or get assistance so that the rider can arrange transportation.
  8. Ride leaders should carry tools for changing and patching a flat and minor repairs. It is also suggested the ride leader carry a cell phone.
  9. The following are forms that should be carried by the ride leader. Some are required while other are only suggested, as noted.
    - The ride sign in sheet. Required. The emergency phone numbers are very important.
    - Accident Report; Blank available on FFBC web site. Required.
    - Minor release; Completed and signed copy for any riders or passengers under 18 years age. Blank available on FFBC web site. Required.
    - Membership; Blank available on FFBC web site. Suggested to be available at least during sign in to encourage visitors to join FFBC.
  10. After the ride, mail the ride sign in sheet to the Pedal Pounder Address listed on the bottom of the ride sign in sheet.
  11. If you attend a ride scheduled by another leader who does not appear, you may lead the ride, if you are adequately prepared. If no one steps forward to take responsibility, the ride is canceled.
  12. You should advise ride participants of the regroup / straggler policy for your ride. The following are typical policies linked to pace but the final decision is the ride leaders:
    - Leisurely (L) up to 10 mph – frequent stops / regrouping. Groups will wait for all riders.
    - Touring (T) 10 to 13 mph – frequent stops / regrouping. Groups will wait for all riders.
    - Moderate (M) 13 to 16 mph – stops as needed, wait for stragglers.
    - Brisk (B) 16 to 19 mph – stops as needed, no obligation to wait for stragglers, if route sheet or maps are given at the beginning of the ride.
    - Fast (F) 19 and above mph –few or no stops and no obligation to wait for stragglers, if route sheet or maps are given at the beginning of the ride.
- If you do not provide maps or route sheets, nor advise the riders of your straggler policy, you should wait for all stragglers.

Ride leaders should use these guidelines as a basis for their rides. Each ride may be led differently, at the leader's discretion. Club members participating in rides should follow the leader's directions and assist in making the ride a success.

