

KABC Ride Leader Training Manual

July 2022

What's in this manual?

If you have ridden with Kickin' Asphalt Bicycle Club (KABC) some of the information in this Manual will be familiar to you. The purpose of the manual is to refresh your knowledge of safe riding and the basics of ride leading. These guidelines have been compiled for you to improve the safety and enjoyment of your ride. If you have not led a ride, this Manual will assist you in developing your ride leading skills.

We will cover information on:

- What to do before, during, and after the ride.
- How to handle problems (accidents, weather, speed, hazards).
- Group riding (trails, roads, traffic).
- Introduction to RideWithGPS.
- South Carolina traffic laws - bike and motorized vehicle responsibilities.

Ride leader minimum Safe Riding requirements/qualities

- Knows how and actively rides safely alone and with a group.
- Is able and willing to respond to issues that may develop (unsafe riders, road, or weather conditions).
- Has completed 4 club rides, including taking the front and being a sweep.
- Has attended or plans to attend Ride Leader Training.
- Knowledge of [KABC Safety and Ride Etiquette Guidelines](#).
- Know [South Carolina Bike Statute](#).
- Know the [KABC Class 1 E-bike policy](#) for C/C+/Social Rides. Class 2 and 3 E-Bikes are never allowed on KABC rides.
- Review the information found in the [TTIPS articles](#) (Tactics, Techniques, Insights, Protocols, Safety) on the KABC website where you will find useful articles on bike maintenance, safe riding, hydration, nutrition, bike fit, etc.
- First Aid/CPR/ training is beneficial but not required. You can get certified at the following:
 - [eCPR Certification](#)
 - [American Red Cross](#)
 - [American Health Training](#)
 - [Hilton Head CPR](#) (American Heart Association)
 - [Hilton Head Island Fire Rescue](#)

Why lead a KABC ride?

- Being a ride leader contributes to successful club rides
- You can Inspire, motivate, and excite riders.
- Good way to meet other members

A) Safe Riding:

The leader must first know how to ride safely. You are taking responsibility for the group, so you need to ensure that the group also rides safely and in an organized manner. The ride leader should be able to proactively convey riding knowledge to the other riders within the group.

Some methods are:

- Covering key riding techniques in the pre-ride talk, e.g., ABC, safe riding including sudden braking, wheel overlap, calling out on your left when passing on the left, roles of the ride leader and sweep, helmet fit, etc.
- Observe the overall riding of the group as well as individuals and give feedback (both positive and recommendations) in a tactful way.
- Use actual group riding scenarios to discuss a topic by addressing the entire group and encouraging riders to participate in the discussion.
- Don't assume riders know safe riding skills.

B) New ride leaders

This document is intended to give you a good introduction. In addition, we encourage you to attend one of the orientations for new ride leaders. These orientations are offered by the Club several times a year, dates are listed on the KABC website.

Below are some ideas for you to prepare yourself:

- Co-lead a ride with an experienced ride leader.
- Work with an experienced ride leader on how to become familiar with a club approved route.
- Volunteer to sweep during a ride.
- Contact the Ride Director (listed in the KABC website) and request some guidance on how you can become a club ride leader.

C) What kind of ride do you want to lead?

Here are some factors to consider:

- Know your ride level and endurance ability.
- Review the published rides available for your ride level and select one that you will enjoy leading.
- Familiarize yourself with the route, mileage, rest stops, general road conditions and terrain.

D) Ride leader responsibilities

- Familiarize yourself with the [KABC Ride Leader Guiding Principles and Procedures](#).
- Set Ride Expectations at the beginning of the ride.
- Assign someone to ride sweep (a rider that takes the position at the end of the line).
- The sweep responsibilities are:
 - To notify the ride leader of any issues in line such as lagging or lost riders, flat tires, etc.
 - The ride sweep will verbally notify “Car Back”, “Car Passing”, “Clear Back” or “Take the lane in the event the group is making a lot hand turn as a monitor of the traffic behind the ride group.
- All B+, B, C+, C rides are catalogued in RideWithGPS KABC Club Account - we have a library of more than 75 rides approved by the ride committee for all levels.
- Access to the RideWithGPS Club Account is available to members (download the ride with GPS app and pick the designated route prior to the ride). You need to familiarize yourself with basic functions of Club Account for RideWithGPS before you set out. Club members are available to assist.
- Social ride routes are the responsibility of the Ride Leader unless they already exist in the RideWithGPS library.
- Adverse Weather during a ride:
 - Assess the situation and determine whether to take shelter or discontinue the ride.
 - Ensure that all riders get safely back to the starting point.

E) Resolving Conflict/Dangerous Riders

- Assess the issue and the facts.
- Restate the tenets of the KABC Ride Leader Guidelines (advertised pace, route, and rest stops, any behavior prescribed by laws of traffic or common sense/safety).
- Diffuse the issue if possible.
- Document the incident in your Ride Leader Report and reach out to Ride Coordinator/Ride Director as appropriate.

F) In the event of an accident or injury, please complete [Insurance Incident Report](#) from American Specialty Insurance and include the information in your Ride Leader Report. Send the completed report directly to the KABC President and a copy to the Ride Director. See appendix for further information on how to handle injuries/severe accidents.

APPENDIX

A) Handling injuries/Severe accidents

1. Important! In the event of potential neck or spine injury, never remove the rider's helmet. Assume potential injury if a bad fall and call 911 immediately. Keep the rider safe from further injury and do not move him/her, if at all possible.
2. When you're on a ride and **an accident occurs**, teamwork is critical. One person should take charge of the injured rider. (Preferably person with some medical background if possible).
 - a) Stay calm.
 - b) Divert or stop traffic: If the injured rider is in the roadway.
 - c) Designate a KABC rider to take photos of accident scene and bike - no pictures of victim unless they request.
 - d) Important! Do not diagnose. Assess, and keep the rider safe until first responders arrive, if needed. If a minor accident occurs and the rider states that they are fine, assess and also check the bike prior to allowing them to ride. If you are not comfortable with the rider's condition, make the decision that it is not safe for the rider to continue and arrange pick up or call 911. Someone needs to stay with the rider.
 - e) Determine if the person is injured seriously enough to require medical attention. The injured rider should get medical attention if he or she:
 - Is bleeding heavily.
 - Has a head injury, head or neck pain, blurred vision, and loss of consciousness - even briefly.
 - Can't remember what happened.
 - Has obvious pain when moving an injured limb.
 - Has trouble opening his or her jaw.
 - f) If the person has suffered no obvious injuries, you should still pay careful attention to determine if the person is confused or disoriented, which could also indicate a head injury.
 - g) If necessary, send someone for help: If there is any question about whether professional medical attention is necessary, call 911 immediately. If there is no cell phone coverage and you need to send someone to call, make sure the person can accurately describe where you are. If possible, send two riders: one to direct the ambulance to your location (if necessary), and another who can return to the group when 911 has been reached so that you and the others know that help is on the way.
 - h) If an injured rider is taken away in an ambulance, be sure the injured riders emergency contact information and helmet go along. Someone at the hospital will probably want to examine the helmet to determine the likelihood of head injuries.

3. Other concerns in the event of a severe accident
 - a) What to do with the injured rider's bike and gear: If you need to leave the rider's bike where it is, place it in a secure location and take all the removable gear with you (bike computer, bike bags, headlights, and so on). Return in a vehicle for the bike as soon as possible (preferably before nightfall), and let the rider know that you have it.
 - b) If someone was seriously injured, call the KABC President and Ride Director as soon as possible.
4. In other medically related situations, such as those that are heat or cold related, keep the rider comfortable, offer hydration and seek medical advice or call 911.
5. In the case of chest pain, call 911 immediately and stay with the rider until medical personnel arrive.

B) Ride Leaders have the option to carry a first-aid kit. Here are some items that can be included.

1. Large gauze squares for cleaning road rash or as protection from further harm.
2. A roll of gauze for covering larger areas of rash.
3. Non-adherent sterile pads.
4. Antiseptic cream or ointment.
5. A roll of tape to secure bandages.
6. Band-Aids® for small cuts and blisters.
7. Second Skin for open blisters.
8. Ibuprofen or Tylenol® to minimize swelling or general minor pain.
9. A triangular bandage.
10. Antihistamine, in case someone has an allergic reaction.
11. Non-Latex gloves.
12. Chewable aspirin.

C) Dangerous drivers

If you have trouble with a dangerous driver, get everyone off the road, and wait until the driver goes away. Don't antagonize the driver. If the situation warrants it, get the vehicle license number and a description of the driver, and contact the police. If you can't describe the driver, the owner of the car can simply claim not to have been driving the car at the time of the incident. Take a picture with your iPhone.

D) Mechanical problems

If someone has mechanical problems, you can:

1. Check with your riders to see if anyone has the parts and expertise to make the repair.
2. If there's a nearby bike shop, car repair shop or hardware store, you might take the group there on a detour.
3. Broken spokes: Generally, if you don't have too far to travel, you can still ride with a broken spoke. If you can, remove the parts of the spoke, otherwise tie or tape the broken parts to adjacent spokes. If breaking the spoke also affected the true of the wheel, you may need to loosen the brakes. Emphasize that the rider should avoid potholes.
4. Broken chains: If someone has a chain tool, try to remove the bad link and put the chain back together. Because the chain will then be shorter, the rider should avoid using the large chainring (in front) or the large gear (in back).
5. A hole in a tire: If you have a small hole in a tire, you can keep the inner tube from bulging out by slipping something inside the tire to cover the hole. A dollar bill works, and a section cut from an old tire works better, but it's just temporary. Replace the tire as soon as you can. If the hole is in the sidewall, take extra care because this can cause the tire to fall off the rim; use this trick just long enough to slowly limp home or to a shop.

E) Dog attack

Per the League of American Bicyclists there are many schools of thought on how handle dogs. It is your choice to act aggressively or calmly. You can command or spray the dog with a water bottle or treat the dog nicely. Much of your decision should rest on what you may know about the dog and your experience with it. Be alert and be prepared. Maintain control of your bike. If you are required to stop (this should be your last resort) always keep the bike between you and the dog(s) to avoid attacks. Call the local dog catcher and report the incident.