

# KABC RIDE LEADER GUIDING PRINCIPLES AND PROCEDURES September, 2022



## RIDE LEADER GUIDING PRINCIPLES

Serving as a KABC Ride Leader is a serious responsibility requiring exercise of prudent judgment and actions. Above all, a Ride Leader is expected to LEAD. Proficient, thoughtful, and competent leadership results in great rides.

An officially designated and trained Ride Leader serves in a pivotal role as the link between KABC leaders and club members. In this role, a Ride Leader is responsible for leading and orchestrating designated KABC rides on behalf of club leadership. As a collective whole, KABC Ride Leaders ensure consistency of ride execution across all ride groups during the conduct of any given Club ride, irrespective of individual rider experience and proficiency levels. In short, Ride Leaders collectively enhance Club safety and ride enjoyment by leading and orchestrating all rides in all groups in a consistent, standardized manner.

The following doctrine shall serve as guiding principles for all KABC Ride Leaders.

### **- During Any Given Ride, the Safety of Pedestrians, Motorists, and All Bike Riders are Paramount -**

KABC Ride Leaders shall assert leadership by:

- Serving as the designated focal point for leadership, conduct, and coordination of all facets of the ride;
- Advocating for awareness of, and adherence to prudent ride safety practices, procedures, and relevant traffic laws, always taking into consideration utmost rider, motorist, and pedestrian safety;
- Exemplifying appropriate rider behavior in accordance with KABC standards, protocols and leadership guidance, while preserving the good reputation of the Club;
- Ensuring accurate navigation including employing necessary route deviations and variances utilizing RideWithGPS KABC Club account where appropriate.
- Taking roll, and keeping accurate head-counts at the commencement, conduct, and conclusion of the ride event, and ensuring all riders are properly registered prior to ride commencement through the online registration and reporting process.
- Willingly taking responsibility for directing the ride group's immediate efforts during mechanical failures, mishaps, rider illness, and other unusual or emergent circumstances;
- Completing the post-ride Ride Leader online report in a timely manner, being careful to note and accurately report all event anomalies; and
- Reporting immediately to KABC leadership any facet of a ride event that may independently be brought to their attention by a rider or a third party when necessary.

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## PROCEDURES

Ride leaders are experienced cyclists who have been asked or who have volunteered to lead Saturday morning rides and who have or are committed to go through [Ride Leader Training](#), which KABC offers to all ride leaders throughout the year. The following guidelines are provided to help you prepare for leading a ride.

### Ride Leaders – Prior to Ride

- Check the ride calendar on [the Kickin' Asphalt Website](#) at least 2 weeks in advance of the intended ride date for accuracy and completeness. Notify the Ride Director and an Admin Team member if changes are needed.
- Expect the Ride Leaders Information email from the Ride Director on the Tuesday or Wednesday before your scheduled ride with information and links to the [registration list](#) and post-ride "[Ride Leader Report](#)" form.
- Download the route, if available, onto your phone or other device from the KABC/Ride with GPS website. If help is needed to download the route, contact the Ride Director.
- Familiarize yourself with the route if you have not ridden the route before. It is recommended that leaders navigate the route by bike or car using RidewithGPS prior to Saturday. Determine if any deviations are required due to hazards, road construction, detours, etc.
- Review [the KABC Safety and Ride Etiquette Guidelines](#) on KABC website.
- Review the [KABC Class 1 E-bike policy](#) and review the website [Ride Schedule](#) to determine if Class 1 E-bikes are allowed on your specific ride. Class 2 and 3 E-Bikes are never allowed on KABC rides.
- Check the [registration list](#) on the night prior to the scheduled ride to determine if there are more than 8-10 riders (including ride leader) registered for the ride. If more than 10, at the ride leader's discretion, split the group and solicit someone registered (with ride leader experience/skills) to lead the additional group(s). Forward the additional rider the Ride Leader email you received and let your Ride Coordinator know of the additional leader.
- Check the weather forecast to see if there is a forecast of inclement or cold (< 40°F). Saturday morning, depending on the weather conditions, the Ride Director and Ride Coordinators will decide if the rides should be cancelled. The Ride Coordinators should text all registered riders in their ride level regarding the cancellation. The Admin will post any cancellations on the website at least 90 minutes before the start of the ride.
- Arrive at start of ride 30 minutes prior to start time

### Ride Leader Equipment Checklist

- Cell phone with access to [KABC Rider Registration](#)
- Bike and Helmet
- Bike computer or cell phone with route downloaded on RideWithGPS app
- Red light on back of bike (front white light recommended)
- Snacks, water bottles
- Basic tools: a pump/CO2 cylinder, and extra tube and tire levers
- Wear a bright-colored jersey, socks and shoes

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- Money and your identification and emergency contact information

#### **Ride Leader – Saturday Morning**

- Arrive at ride at least 30 min early and review current [Rider Registration](#) list to check for last minute cancellations or additions.
- Confirm that all riders are registered and, if not, have them register immediately on the [ride registration form](#), found on the website [Ride Schedule Page](#), using their phone. Take attendance and keep a count throughout the ride.
- Check to make certain everyone is wearing a helmet (No helmet = No ride with KABC) and that they have an appropriate and safe bike – only class 1 E-bikes are allowed on designated social, C and C+ rides.
- Solicit an experienced rider to “Sweep” during the ride. The sweep rides with or behind the slowest rider, so that he/she can assist a rider and/or call the Ride Leader, if appropriate.
- Ask new KABC riders to raise their hand and welcome them.
- Give overview of ride including location of rest stops and any problem areas.

#### **Pre-Ride Safety Announcement**

- Introduce yourself, and co-leaders and your sweep and ask riders to introduce themselves
- Confirm riders have done their ABCQ check (air in tires, brakes, chain, quick release)
- Hydration – drinking 8oz. of water every 20 minutes is recommended to maintain adequate hydration levels. Plan for these stops in advance and relay that information to your riders.
- Review safety on the ride
  - Remind riders that each person is responsible for his or her own safety
  - Use hand signals and verbal signals (hazard ahead/right/left, car up, car back, car right, car left, slowing, stopping, right turn, left turn, walker up, bike up)
  - Remember to refrain from using “All Clear” on crossings and turns. “Rolling” or “Going Through” are appropriate options.
  - When passing another rider or biker, use etiquette (passing on your left)
  - Stay at least 3 feet from parked cars (Door Hazard Zone)
  - If using a headphone to hear turn-by-turn directions, only use it in one ear
  - Do not cross an intersection until you have made eye contact with the driver
  - A bicycle is a vehicle and riders are required to obey traffic signals and stay single file
  - If riding on pathways, remain to the right in single file

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## **Ride Leaders – During the Ride**

- You are responsible for the riders and the integrity of the ride. Ride at the head of the group at whatever pace is appropriate for that specific group, ride, and weather conditions. Since leading the group can be physically demanding, the Ride Leader may allow others to take the lead.
- Allow faster riders to go ahead of group after confirming a rendezvous point. As Ride Leader, you should maintain a pace that is consistent with the speed range posted for your ride level.
- The sweep is responsible for announcing cars or bikes passing from the rear and ensuring that all riders are safely in front of him/her.
- Watch for concerns such as riding too fast/slow, yoyoing, weaving, not using verbal signals, etc. and address as soon as possible in a tactful manner.
- Wait at turns and pre-designated rest stops along the route for the slower riders to catch up with the main group.
- If you experience a “near miss”, pull riders aside as soon as possible to discuss the incident and strategies to avoid re-occurrence.
- Handling turns while on the road:
  - Right turn – ride in right single lane, use hand and verbal signals and avoid wide turn
  - Left turn in single lane – from right side of lane, move safely to center of lane and signal left turn prior to turning.
  - Left turn in two lanes - from right side lane, signal left turn and move safely into left lane prior to turning.
- Leave no riders behind! If a rider has a mechanical problem, the Ride Leader will decide whether the group will wait until the repairs have been completed or continue with the group and leave another rider to assist. Similarly, if a rider has a physical problem and needs to return to the start, the Ride Leader will decide if the rider needs to be accompanied

## **Ride Leader – After the Ride**

- Remain at the start until all riders are accounted for at the end of the ride. Communicate with your sweep and, if necessary, drive the route backwards in your car to find anyone who may need help.
- Thank all riders for attending and seek comments/suggestions.
- Contact your Ride Coordinator/Ride Director with any concerns you would like to discuss.
- Log onto the [Ride Leader Report](#) form and complete it as soon as possible so that data can be cleared for the following week. The link is in the Ride Leader email that you received.
- Follow up with any new riders, either after the ride or in the next few days, to solicit comments regarding the ride.