

EVANSTON BICYCLE CLUB – RIDE CHECKLIST

Scheduling a Ride

- Newsletter and Hotline take ride information from the web schedule
- Email rides@evanstonbikeclub.org or call rides chair to change ride info, add or cancel rides
- 15th of month preceding ride is deadline to get changes in newsletter
 - You will get a reminder email or call with the listing for the ride currently on the schedule shortly before the newsletter deadline. Please respond either that the listing is OK or with changes to be made. This will help make sure that the listing in newsletter is correct.
- Sunday before ride is deadline to get changes on Hotline
- Ride Information required
 - Date & time
 - Length in Miles
 - Pace: VS Very Slow 10mph, Slow 10-12mph, Moderate 12-14mph, East 14-16mph, Very Fast 16+mph
 - Short Description of ride and note if remote start
 - Ride leader
 - Details of ride
 - Directions to get to remote start
 - Interesting aspects of ride such as scenic roads or historical sites
 - Restaurant if it is special
 - Anything unusual such as a higher priced restaurant or need for lights
- Listserve may be used to inform members of a last minute ride that you intend to lead. The start and time must correspond to a regular Show'N'Go. This is especially useful during the winter season when the weather is unpredictable.
- Most ride leaders find it convenient to print ride documents themselves and to be reminded of a ride by email. Tell the ride chair when scheduling your ride if you want ride documents mailed to you and to be reminded of your ride by phone.

At least a month before

- Obtain a copy of the cue sheet for an established ride or complete a cue sheet for new rides
- Get a rearview mirror if you don't have one and get used to using it. They help a lot when leading a ride.

At least a Week before

- Ride the entire route using the cue sheet directions. Note any changes in road conditions or errors on cue sheet. Modify cue sheet as necessary.
- Print copies of cue sheet.
- Verify that planned food stop will be open when you expect to get there
- Get materials together
 - Signup sheets and two pens
 - Cue sheets
 - A few ride schedules to pass out to prospective members
 - Club Walkie-Talkies if you plan to use them
 - Street maps for ride area if you have them
 - Bicycle tool, pump, and extra tubes if you have them
 - Ride Checklist and Group Riding Guidelines

Day of the ride

- Check the weather. If it is raining the ride is cancelled. If you feel the ride should be cancelled due to forecasted storms or other conditions, go to the start to explain to any riders who show up why the ride was cancelled. If you like, ask the rides chair to reschedule the ride.
- Pack your materials and charged cell phone if you have one
- Leave so that you will arrive at start 10 minutes early
- Set out signup sheets and cue sheets. Encourage riders to signup as they arrive.

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- Introduce yourself to riders you do not know. Determine their experience and bike condition. Will they have problems with the ride?
- If you notice someone without a helmet, you are permitted to tell them that you do not feel comfortable leading riders without helmets and hope they will come back soon with a helmet.
- At the scheduled starting time begin a short orientation of the ride giving destination, speed, special attractions and hazards. Tell about the first stop and the lunch stop.
- Introduce new riders
- Go over signals and safe group riding
- Assign a sweep and introduce the sweep to the group. Tell riders that they **MUST** tell you or sweep if they decide to leave the ride. Any rider who gets ahead of the leader is no longer part of the ride and is on his own.
- Tell the group the cell phone number of yourself and the sweep if you have cell phones and be sure they are on.
- If the group is large and an experienced leader is available, break into two groups.
- Tell the group to prepare to ride. Count the number of riders and verify count with the sweep.
- Begin the ride about 10 minutes after the scheduled time.

During the ride

- Lead the ride at the advertised pace
- Keep the sweep in view. Be sure no one is left behind. Count heads periodically.
- If riders are falling behind on slow and moderate rides, adjust the pace, stop and wait for riders to catch up, or have an experienced rider shepherd the lagging rider at his own pace. On fast rides, you may tell the slow rider that the group cannot wait for him.
- Be sure riders follow the safe riding guidelines. Be extra sure that **YOU** do. Set a good example and offer gentle reminders to others.

After the ride

- Send the signup sheet to the address of the mileage person on the bottom of the signup sheet.
- If the cue sheet is new or was changed, email the spreadsheet file to rides@evanstonbikeclub.org
- Many of our members enjoy reading about club rides. They would appreciate it if you can send a short article telling about the highlights of your ride to the newsletter editor.

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Tips While leading Ride

- Be sure everyone is ready when starting a ride or after a rest stop. Announce that you are leaving and tell riders what next stop will be. Look for bikes without riders and riders not ready to start. Count riders. Check with sweep.
- Signal turns, slowing, stops, and obstacles with both hand signals and voice signals. Riders will seldom miss signals if given by both hand and voice.
- Accelerate slowly after any stop. Be sure the group is together before resuming the normal pace. Fast starts make riders at end of group ride at a faster pace to catch-up and result in a strung-out group.
- You must be in front to lead a ride. Sometimes other riders will try to ride ahead, explain that you are maintaining a pace suitable for the group and it is easier for you if everyone rides behind you. (An exception is on long fast rides when the leader may ask a strong rider to pull for a while but the leader should remain near the front to call turns etc.)
- If something goes wrong (missed turn, mechanical problem, etc.) stop the group in a safe place, preferably off the road, but at least lined up on the side of the road, decide what you want to do, tell the group clearly what happened and what you want them to do.
- Keep the sweep in view. When you see the sweep at the end of the ride, that means the group is together (as long as the sweep is doing his job). If you don't see the sweep stop and wait and if necessary leave the group in a safe place and go back to see what happened. If the sweep is far behind, slow down until the group is together again.
- When crossing traffic remember you are not riding alone, wait for a break large enough for the whole group if possible. Plan your route so that you cross busy streets at stoplights or stop signs whenever possible.
- On left turns, try to position the group for the left turn during a traffic break sufficiently before the turn. If there is no break, stop the group at the intersection in the right lane. After stopping, cross the road at a break in traffic.
- After every turn read the info for the next turn from the cue sheet. Remember the name, distance, and type of turn.

Duties of the Sweep

- The most important duty of the sweep is to remain the **LAST** rider in the group. When the ride leader sees the sweep he assumes that no one is missing.
- The sweep should talk to anyone who wants to leave the group so that they understand they are on their own and also should revise the rider count.
- When the sweep notices a problem he should yell "Stopping" so the ride leader can stop while the problem is being solved. If the ride leader doesn't hear, the sweep should concentrate on the problem. Remember, the ride leader will stop when he notices the sweep is missing and if the delay is long send someone back to check on the sweep.