

WEDNESDAY NIGHT RIDE LEADER GUIDELINES

Thank you for volunteering to lead a Wednesday Night Ride. Please use these suggestions for making everyone's ride enjoyable and safe.

Choose the Route

- Plan a route which you feel is safe and appropriate. Consider amount of traffic, difficult intersections, road surfaces and distance.
- Ride the route ahead of time looking for potential problems - conditions change.
- Create a map and/or cue sheet of the route.
- There are a few routes with maps on our website at <http://wascanafreewheelers.ca/rides-tours-2/ride-maps/> Feel free to use and or modify these. If you create another route consider encouraging new leaders by sharing your map/cue sheet on the website.

Invite a Co-Leader

- Most Wednesday night rides need a co-leader because the Freewheelers divide riders into groups when the number of cyclists is more than 12.
- As soon as you have established the route invite a co-leader who will lead the second group.
- Invite the co-leader to pre-ride the route with you, or if that's not possible, make sure they have the map/cue sheet in time to do so on their own.
- Be aware that some experienced leaders will decline to co-lead if they have not had time to prepare.

Wednesday Night

- Arrive early in time to **"meet and greet"** riders and pass around the **sign-in sheet**
- Ensure that everyone is a member of the Freewheelers or other club affiliated with the Sask. Cycling Association. Ask non-members to complete the **membership** form and pay with cheque or cash before the ride. If they decide not to join after the ride, return the fee and destroy the form. If they do not have cash or cheque, have them sign the waiver with the expectation that payment will be made before the next ride.
- Forms and fees for new members are sent to the SCA via the club treasurer or other executive member.
- Introduce you co-leader. Find **volunteers to ride as sweep** at the end of each group.
- Establish the **number of riders for each group** and whether there will a difference in experience, speed, etc.

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- **Announce the general route plan** and the final ice cream/coffee stop.
- If the group is split by a traffic light or gets too spread out, **stop and regroup in a safe place**. Allow the last rider to catch their breath before continuing.
- Look for new riders who may need encouragement or assistance. You might decide to ask a veteran to "watch over" an insecure rider. We want these people to have a good ride and come back for more.
- Make sure new riders are comfortable returning to the legislative building or wherever they are heading after the coffee/ice cream stop, especially if it is dark. Perhaps another rider is going that way and can accompany them.
- Enforce the SCA requirement of wearing an approved helmet.
- Checking for low tires can really help someone enjoy their ride. Also, take note of any bikes which may pose a safety hazard to their riders or others and work to rectify the situation or at least point out to the owner the possible need for repair.
- In case of inclement weather, check with Environment Canada for a "**Weather Warning**" which would cancel the ride.
- Model safe riding

After the Ride

- **Email the tour coordinator** with the following information: date of the ride, number of riders, distance, brief route description, weather any other comments. This information is compiled by the Tour Coordinator and is used in a report to Sask Cycling and for the AGM. To view the 2013 report, go to <http://wascanafreewheelers.ca/about/agm-docs/tour-coordinators-2013-report/>
- Give yourself a pat on the back for volunteering for this important role. Without volunteer leaders, there would be no rides.

Ride Leader Package

- Ride Leaders will receive a Ride Leader Package at the beginning of the season. This package contains a few membership forms, some "Tips for Wednesday Night Riders" pamphlets, a copy of these guidelines and an "Incident Report" to record details in case someone has an accident. All of these documents may also be downloaded from our website under Ride Guidelines at <http://wascanafreewheelers.ca/about/bylaws-policies-2/>