

Revised May 10, 2024

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.

The Wednesday Night Ride Coordinator will set up the ride as an event in Cycle Club App showing you as the leader. As leader, Cycle Club App will allow you to go in and enter the details of the ride, to add members to the ride, to delete members from the ride, to take attendance, to cancel the ride (due to weather) and to complete the ride report after the ride is finished. If you need any help with this check with the Wednesday Night Ride Coordinator or any member of the executive. It is pretty simple and we are happy to help.

The Wednesday Night Ride Coordinator will provide you via email with copies of The Wednesday Night Ride Leader Guidelines, the Saskatchewan Cycling Association Waiver form and the Tour Leader Incident Report.

Choose the route:

- Choose a route which you feel is safe and appropriate. Consider the amount of traffic, difficult intersections, road surfaces and distances. Consider when the sun will set and plan a distance that will see the ride complete in relative daylight. Not all riders will have lights.
- Most rides will have a treat stop at an ice cream or coffee shop on the route. You can be creative with this aspect of the ride and a box of donuts at a stop in a park is perfectly acceptable. Use your imagination.
- Create a map or a turn key sheet and pre-ride the route if you have time.
- Some rides will have themes or commentary (like a tour) but this is not necessary. Our members are happy to just get out and ride.
- Most rides will start from the Leg but on the fourth Wednesday of each month the Ride Leader has the option of starting at a different point.
- When you complete the details of your ride in Cycle Club App be sure to include details such as the start point - if it is not the Leg, approximate distance, a general description of where you are going and if any special type of bike is required.

Invite a Co-Leader:

- Keep an eye on the number of riders who have signed up on Cycle Club App. Generally, if the number of riders exceeds 12 we will need to split the group into two.
- If it appears that you may need a Co-Leader invite someone to help you with the ride. Provide the map or turn key sheet to your Co-Leader ahead of time if possible so that they have a chance to familiarize themselves with the ride.

What materials will you need to have with you for the Wednesday Ride:

- You will need the following materials:
 - A pen.
 - 3 or 4 copies of the Saskatchewan Cycling Association Waiver form (more on this later).
 - Your smart phone to access Cycle Club App. If you don't have one we will find someone to help with this.
 - A copy of the Tour Leader Incident Report (more on this later).
 - Not mandatory but if you have a mirror on your bike it helps to keep track of the group.

Cancellation of a ride:

- If a ride needs to be cancelled this is completed in Cycle Club App which then notifies any rider signed up for the event. Cancellation is mandatory in the following conditions:
 - Active lightning in the area.
 - An active Environment Canada Weather Warning.
 - Air Quality Health Index (AQHI) at 8 or higher.
 - Temperature at over 40C, or Humidex at over 40.
 - Wind speed at over 40kph.
- Other conditions should be considered and may cause the Ride Leader to cancel the ride at their discretion. Weather Watches should be considered carefully and if you are not comfortable in terms of safety then cancel. That said, spitting/light rain or a cool night are generally not reasons for cancelling as most of our members have gear to ride in these conditions.

Wednesday Night:

- Arrive at the start point early and greet riders as they arrive. Take attendance in Cycle Club App as riders arrive. Don't forget to click save as you update the attendees.
- If a member shows up who has not put themselves into the ride on Cycle Club App, you can add them to the ride in the App.
- By 7pm mark any riders who have indicated in the App that they are coming and have not arrived as "no show".
- Any member of the executive can help you with managing the Cycle Club App functions. Most of our members are pretty good about using the App correctly but occasionally someone forgets.
- If an individual(s) shows up to the ride who is not a member of the WFW's you will need to ask if they are a member of the Saskatchewan Cycling Association. If they are, they are free to ride in our events. If they are not, they are only able to ride in our events once as a trial and must complete a waiver form before the ride. You should have waivers and a pen available. Obviously, we like new members so encourage them to join via the info on our website.
- **Do the pre-ride reminders such as:**
 - Must have a helmet on.

- All riders are responsible for their own safety. If the rider ahead of you goes through the intersection you still have to look before you proceed. Don't worry if you get stopped, the group will wait for you.
- Follow the rules of the road.
- Ride single file allowing for a safe distance between bikes. Quick stops sometimes happen.
- Call "car back" if you are aware of a vehicle coming up from behind. If you are passing another cyclist alert them by saying "on your left".
- If you leave the group prior to the ride ending at the Leg or other start point let the sweep know so we are not looking for you.
- Try to introduce any guests or new members and make them feel welcome.
- It is a requirement that all riders are wearing a helmet. There is no exception to this rule as it is a Saskatchewan Cycling Association rule.
- Divide up the group if necessary, introduce the Co-Leader if necessary and ask for volunteers to sweep. It is normal for some riders to leave the ride before the conclusion as they may be close to home. Ask your sweep to keep you apprised of who has left. As Leader you want to make sure everyone gets back to the Leg or other start point if they are still participating in the ride. If they have left the ride they are on their own.
- Select a ride pace that is comfortable for the riders. Check with them early in the ride.
- Stop for water breaks as necessary. Remember to give slower riders a chance to take a break. Don't take off as soon as the slower riders arrive at a stop point.
- Try and keep the group together. It is common for some riders to get stopped at an intersection while others ride on. Pause the ride in a safe spot for all riders to catch up.
- We strive to have incident free rides but if there is an accident use the Incident Report provided by the Wednesday Night Ride Coordinator to detail what happened.

After the ride:

- When the duration of the ride has completed (end time in Cycle Club App) then Cycle Club App will allow the ride leader to go in and "Complete the ride". In this section you need to input the names of any guests who rode with the club and any incident. You can put this info in the "incident" box This information triggers reports to the Saskatchewan Cycling Association so it is important.
- Deliver any Waiver forms or Incident reports to the Wednesday Night Ride Coordinator at the earliest opportunity.

THANK YOU FOR LEADING A WEDNESDAY NIGHT RIDE. THESE RIDES ARE A KEYSTONE OF OUR CLUB ACTIVITIES AND WE APPRECIATE YOUR HELP IN PROVIDING AN ACTIVE WEDNESDAY NIGHT RIDE PROGRAM.