Ride Leader Links & Instructions

Before The Ride:

1. You can Create Ride Route at RideWithGPS.com or find a previous route to get ideas.
   - Go to the [VCA's Ride With GPS page](#)
   - Click "SIGN IN", upper right
   - Email = rides@vcac.net, Password = FunRide
   - Click "Plan" from top menu. Or Click on a ride and Edit.

2. Create the event page at meetup.com
   - Go to [VCA's Meetup.com page](#) and click Create Event – Create a new event or go to the [Meetup calendar](#) and click on your date on the right hand corner icon.
   - Give it a title.
   - Select the Date and Time and Duration.
   - Post a relevant image. (Optional) Click Upload photo and select an image.
   - Select the departure location. If it is not Café Fantastico you may want to mention in the blurb.
   - Post the ride description. Include the ride pace, distance, hilliness, terrain (road and/or trails) acceptable or recommended bike types, whether continuous or lots of stops, a link to the RideWith GPS page for the route (optional), lunch requirements (picnic, pub or cafe) etc.
   - Copy and Paste the following at the bottom of your event:

IMPORTANT FOR ALL RIDERS WITH Victoria Cycling Adventures:

By attending this ride, I declare that I have read, understood and agree to the following ride procedures and policies:

http://vcac.net/Documents/StandardStuff.pdf

   - Click on Publish. This will save it and put it on the calendar. Or you can save as a draft, and get back to it later by hitting Create Event – Edit a saved draft.

3. Click Announce when you are ready to announce the ride to the membership.

4. If you need to edit the ride notice, you can click on the Organizer button on the upper right hand side and Edit meetup.

5. Download and Print waivers with signup sheet on reverse. They are in VCAC Registration Waver file.

6. Optional - Download and print a couple of [Incident Report forms](#).

7. Check riders are paid up members.
   - Once riders start signing up for your ride, you or someone designated needs to check that all riders have paid up their dues (it will say under their name when they last paid when you click on the rider's profile). (their title indicates more than a year has passed since they last paid something like "VCAC Member October 2014". If the current date is November 2015 or later, they are due).If the rider is on their second ride, they need to be sent a message that they cannot go on a ride until they have paid up their dues. No unpaid riders (other than first time riders) on our rides as they are not insured.

8. If you need to message the whole group or anyone individually about the ride, like if it will be cancelled due to rain, etc, you can click on the Organizers button and click Contact Attendees.

9. Download and print a copy of the [Waiver/Attendance sheet](#).

On The Day Of The Ride:

1. Get riders to sign the Waiver/Attendance sheet. Check the list of ride attendees for first timers they will have no title beside their name. If you collect payment of dues from anyone, mark it on the waiver on the far right column and after the ride e-transfer the money to the treasurer with the full name of the person.

2. Recruit an experienced rider as sweep .You and the sweep should check the riders as they arrive- bike in good repair? Wearing a helmet? Working lights if it is a night ride or is likely to end in the dark?

3. Check that the number of riders present matches the number signed up

4.Deliver the ride preamble and [Safety Spiel](). Explain where you are headed, the rules of the road if there are new riders or even remind regular riders. First timers you can just ask them to confirm they have read the Spiel linked in the ride notice.

After The Ride:

1. Email the treasurer with any money collected and the names of everyone who paid the $15 or $20 annual fee. They pay $20 if payment is made after the end of their due month.

2. Turn over the attendance sheet and funds when next you see the secretary, or anyone on the VCA board.

3. Return to the Posted Ride and confirm that everyone signed up is marked down as attended and delete or add anyone that is different. Do this by clicking on the Manage button under Attendees. The 3 little dots to the right of the name allows you to mark as not attended or to message the person.

Accidents:

Please read the Incident Report cover sheet and look over the forms concerning our liability insurance included in your ride team kit. In the event of an accident a form must be filled out and mailed or faxed ASAP. Also phone the number given or phone someone on the board to make sure it gets dealt with. I suspect that the liability insurance will be void if we don't send them in on the day of the accident.