

## 1. Overview

The purpose of this document is to provide instructions to ride leaders for:

- a) Planning a successful ride;
- b) Posting the ride on the VCAC meetup site;
- c) Registering riders for the ride;
- d) Leading the ride; and
- e) Reporting on the ride after it is over.

## 2. A Successful Ride is one where:

- Riders, organizers and marshals are smiling at the end and saying that it was “*the best ride ever!*”
- Riders have a great sense of accomplishment.
- Riders eagerly await our next ride and tell their friends to come along.
- Newcomers are inspired to become VCAC members.

### A. Planning The Ride:

- Check the Meetup schedule for the date that you want to lead a ride:
  - Try to avoid scheduling a ride the same day and at the same pace as another ride.
  - If there are two rides on the same day, try to stagger your start time by at least 15 minutes so as to avoid a crush if you are starting at the same location as another ride.
- Plan a route that is safe for the kinds of riders and bikes that you anticipate coming on the ride; e.g.:
  - A route that includes dirt roads or off-road trails might be attractive to riders with mountain bikes, but not to those with narrow-tired road bikes
- Plan for an appropriate number of rest stops, lunch stops, and bathroom breaks.
- Select roads with little traffic if possible.
- If there are any special stops on the route or if lots of riders are anticipated, you may need to advise operators of stops such as restaurants, ferries, wineries, etc.

### B. Plan The Route

- Ride With GPS, Google Maps, Google Earth, and Bing Maps are great tools to help you plan a route:
  - To use Ride With GPS, go to the [Ride With GPS page](#)
  - Click “SIGN IN”, upper right
  - Email = *rides@vcac.net*, Password = *FunRide*
  - Click “Plan” from top menu
  - Define your route and “Save” - Give it a name.

TIP – Roads and bike routes and trails shown on Ride With GPS are fairly accurate, but not always.  
E.g., you might draw a route along a bike trail that crosses an intersection, but Ride With GPS might show the route going back onto roads you don’t want to use (because the program doesn’t recognize that the bike trail continues across the intersection). In such a case, click on “*Draw Lines*” and use that tool to cross the intersection, then resume “*Follow Roads*”.

- Besides planning the route, you should also pre-ride it – **just because it looks OK on Ride with GPS doesn’t mean it will be a good route for a group ride.**
- Click “*View your route*” after saving. In the address bar at the top will be the URL (web address) that you should copy and paste into your ride meetup event page to link to this map so your participants can see it. (it is recommended - but not essential - that you include the route map in your meetup event page)

### C. Create a new event page at meetup.com

- Log In to Meetup, don't worry if you've forgotten your password, it will allow you make a new one! We suggest you select "Keep me signed in" so you don't have to do this again. The Log In link will be at the top right.

NOTE – some people have had trouble using Microsoft Internet Explorer and Windows 10 Edge internet browser to create Meetup rides, but no trouble if using Google Chrome or Apple Safari.

- Paste this link into your web browser: <http://www.meetup.com/Victoria-Cycling-Adventures/events/233472811/> and click on it
- This will open the Rides Template. Click "Copy" just under the heading "Template". You can then edit the copy to create your event for posting on Meetup.
- Under the heading "What should we do?" Erase the words "Rides Template" and name your ride. Always start the name of your ride with the Pace, e.g.: "Pace 2: Saanich Trails"
- Select the *Date* and *Time* of your event
- Select the Departure Location ("Select a place"). You can see a selection of start places by clicking "change" or you can add your own.
- Move down to the section called "Details". Here you will see the entire selection of Rides Icons for VCAC. Select and delete all but the 4 you want (to help you choose, check this link for ride icons explained <http://vcac.net/RideIcons/description.html>).
  - You will want to leave one for *Pace*, one for *Distance*, one for *Hilliness* and one for *Terrain*. Dragging your mouse over the unwanted icon will turn it blue; press "Delete" or "Backspace" on your keyboard. You can also delete extra line spaces between the icons this way.
  - If you make a mistake and delete the wrong one, don't worry. Use your right mouse button and choose "undo" and it will reappear and you can try again.
- Once you have your selection of 4 remaining icons, go down to the words [*Insert ride description and details here*]. Delete that, and type in your own description of your ride. You can be as brief or as descriptive as you like! Take a look at what other ride leaders have done if you need ideas. Some of the points you should include are:
  - How long the ride is in both distance and time (many riders like to know when they might expect to be back from the ride)
  - If the ride is starting at an unusual time or has a different start location or end location
  - Mention of any fees or costs a rider might need to pay on the ride (e.g., admission fee to a show or exhibition or ferry fare)
- Somewhere in your description you can post a link to the Ride With GPS webpage. Back on the Ride With Gps page, click once in the URL field, just below the tabs at the top of the browser, it will turn blue indicating it is selected. Put the mouse cursor on the blue text, right click and select "Copy". Back in the ride event page, right click and select "Paste".
- After this you will find the "standard stuff" which must be posted for all rides. It starts with "Feedback" and ends with "...it rains sometimes".
- Below that is "Who's hosting this Meetup?" Scroll down and un-click "Simon" and click your own name and that of anyone else co-leading with you.
- Unless you are hosting a regularly repeating Meetup, ignore the next section and the section about charging for the Meetup.
- Under RSVP settings you may choose a limit for your event if you wish.
- Leave the box beside "Allow members to go with guests" unchecked (per our liability insurance, VCAC does not allow people to bring non-Meetup members on our rides).
- Set the times members can RSVP to your meetup **if you want to**.

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- When you've checked it over, click the red button "*Schedule this Meetup now*". It will ask if you want to announce the Meetup, answer **YES**.
- If, after all this work, you see a mistake or find something you want to change, don't worry, just click the word "*Edit*" at the top and it will open up and allow you to do so. Remember to save your changes at the bottom, but don't bother to send an email to all participants unless you change the date or time or cancel your ride.
- If your ride includes alcohol (e.g. a winery visit) a hike, swim, or other activity, you should email [info@vcac.net](mailto:info@vcac.net) to contact the VCAC Board member responsible for rides coordination. Per VCAC's liability insurance policy, special instructions or specific wording may be needed for a ride involving these kinds of activities.

TIP – An easy way to post a ride is to look on the Calendar and find a similar ride with the same icons you want to use for your ride. Click on that ride, then click "*copy*", and then edit the ride name, date and time, start location, and ride description to fit your ride. You may also need to change the ride host, attendee limit, etc. before clicking "*Schedule this Meetup now*" and announcing it.

### **D. During the Week Before the Event**

- Download and print forms to take with you on the day of the ride:
  - Ride Signup Sheet and Waiver  
<http://vcac.net/documents/VCAC%20Registration%20Waiver.pdf> (bring at least 2 copies so that riders wanting to read the waiver can do so while you're using the other copy to register other participants)

TIP – The Signup Sheet and Waiver is a 2-sided pdf document, with the signup sheet on one side (in landscape format) and the waiver on the back (in letter format). Many printers won't automatically switch from landscape to letter size when printing double-sided. To get around this, set your printer to print the 1<sup>st</sup> page of the document in landscape, and print it. Then, feed the page back into your printer and set it to print the 2<sup>nd</sup> page in letter format on the back of the page you just printed.

- Ride Incident Report <http://vcac.net/documents/VCACIncidentReport.pdf>
- Guest Information Slips  
<http://vcac.net/documents/VCAC%20Guest%20Information%20Slip%20160801.pdf>
- Per our rides liability insurance policy, first timers may ride with us one time only. After that, they need to become a paid up and signed up VCAC member.
- Check the list of ride attendees that have signed up on our meetup site for your ride to see if any of them are riding with us for the first time. This should be obvious from the designation beside their name:
  - If there is nothing by their name, or "First Timer" then it is a good idea to get in touch with them, welcome them to our club, and let them know a little about the ride. Use this link to see an idea for a [welcoming letter for new riders](#). You can use this if you like, or create your own. Send it via the "message" function on the Meetup site.
- Also check the list of ride attendees for people whose annual membership payment is due. You can determine this by looking at the date under their name, which is the month they paid.
- Make a complete list of those attending so you know who to look out for at the beginning of the ride and make a note on the list about riders who require special follow up (such as membership renewal).
- Make sure the walkie talkies are charged up.
- Check your first aid kit to make sure it is complete.

### **E. On The Day Of The Ride:**

- Arrive early at the ride starting point.
- Appoint a **sweep**.
- Recruit a regular rider to check others as they arrive for:

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- Bike in good repair?
- Rider wearing a helmet?
- Working lights (if a night ride or will end in the dark)?
- Check your list of first timers:
  - Have a spare waiver and ask them to READ it.
  - Explain that they will sign this, on the registration side of the paper, every time they ride.
  - Hand them a [slip with information about joining](#) and tell them that per our insurance policy, they MUST join VCAC before their next ride with us. Also explain the difference between joining our Meetup site and joining VCAC.
- Check the list of ride attendees for \$20 annual fee due and give them a polite reminder:
  - If someone insists they can't or won't use PayPal to pay online, accept their \$20 cash or cheque payable to Victoria Cycling Adventures Club.
  - After your ride, contact the Club Secretary-Treasurer by email and make an arrangement to pass the payment on to them.
- Have all participants fill out the signup sheet and **be sure they sign it**. Doing so means they are signing the waiver, which is on the back.
- Turn on and test the radios and give one to the sweep. [Link to Radio Procedures](#).
- When you have finished registering all riders, get everyone's attention (ringing your bell is handy for this).
- Deliver the ride preamble. Introduce yourself and ask others to do the same. Give a short summary of the ride including:
  - where and how far you are going;
  - how long it will take to get there; and
  - when and where you will end the ride.
- Deliver the Safety Spiel if there are first timers or just ask them to confirm they have read the Spiel in the ride notice. In particular, request that they:
  - ride single file on busy roads and trails,
  - if they pass you on a hill, they should stop at the top and wait for you,
  - if they cannot make it up a hill, don't stop in the middle of the road or trail; rather, tell the rider behind them that they are stopping, then pull over to the right or off of the road or trail to stop.
- Ask if there are any questions? Ride safely and have fun!
- Ask "*Is everyone ready?*" and leave when you get thumbs up or nods, etc. (You don't want to leave only to find your riders aren't following you because they weren't ready)
- At the first stop of a ride, check with all the riders to ensure that they are doing alright and can continue. Those who cannot or should not continue should be requested to leave the ride, returning to the starting point if they choose.
- During the ride, the ride leader should stop or slow down on the other side of an intersection to wait for everyone to safely get through the light or stop sign.
- If you are leading a large group, a "pointer" should be left at any turn off the current road, to notify people at the back where the turn is.
- If your ride is faster, and not wanting to wait, or you don't have corner marshals, then you'll need to tell the riders how you plan to keep the group together (e.g., have meet up spots somewhere along the route)
- At any time during the ride, be prepared to assist riders with mechanical problems, first aid, and other issues.
- **REMEMBER** – people will be happier on your ride if they feel that you are looking out for them and not leaving them behind. We want them to come back on future rides.

**F. Cancelling or Postponing a Ride:**

- Weather, riding conditions, and/or your availability to lead a ride may change between when you post it and the actual ride.
- If you decide to cancel or postpone a ride, try to give as much notice as possible to those that have signed up:
  - Log onto Meetup and cancel your ride – participants will get an automated message that the ride has been cancelled
- If you show up for the ride but weather and/or riding conditions are not good, you as Ride Leader may cancel the scheduled ride at that time:
  - In place of the cancelled ride, you may choose to hold an *Embrace the Rain Ride* (a shorter ride to a different destination appropriate for the prevailing weather/riding conditions)
  - An *Embrace the Rain Ride* is an official Club ride and a registration/waiver form must be completed

**G. After The Ride:**

- Update the Meetup attendance for the event ASAP:
  - Go to your event on Meetup; it will now be listed under “*Past Meetups*”.
  - Look for “*Tools/Edit Attendance*”, on the right-hand side of the event page, above the list of attendees.
  - Mark as “*No Show*” any no shows. Do not do this to anyone who contacted you, or somehow let you know via a friend that they weren’t coming. Otherwise, just remove their name from the ride.
  - Add anyone who came but didn’t RSVP by typing in their Meetup name in the search bar and marking them as “*Went*”
  - It is important for our Club statistics, and for membership records, to know exactly who went on your ride and who did not, especially for new people’s status to be updated.
- If your ride was cancelled or an *Embrace the Rain Ride* held instead, log onto Meetup as soon as possible and edit your ride to show that it was cancelled, or edit it to show that an *Embrace the Rain* ride was held:
  - Note – Meetup only allows a short window of time to cancel a ride – once your ride becomes a Past Meetup, you cannot edit it to show that it was cancelled
  - If you are not able to edit Meetup to show that the ride was cancelled, then log onto Meetup, go into past rides, and edit the attendance to show that nobody went
- Send an email with a scan or a photo of your registration sheet to VCAC’s treasurer at [info@vcac.net](mailto:info@vcac.net) and also let them know if any dues were collected.
- Hang on to your registration sheet; it has to be passed on to the Club Secretary-Treasurer for record keeping.

**H. If a Crash Occurs:**

- Warn others – guide other riders past the crash – this should help prevent secondary crashes - but place yourself in a safe place.
- Assist the victim – provide any assistance you are qualified to provide.
- Request assistance – call for help if needed - (a downed rider may say they are OK, but this might not be the case).
- Complete a Ride Incident Report after the ride so that VCAC has a record of the incident.
- Please read the cover sheet and look over the forms concerning our liability insurance included in your ride team kit.
- In the event of an Incident a form must be filled out and sent to VCAC’s Secretary-Treasurer, who will then contact the insurance company.