

Ride Leader Script

If you want to learn more about ride leading, this page is for you.

1. Decide whether to be a ride leader

- Review the [ride leader qualifications and tips](#).

2. Decide to ride

- [Find a route](#), determine its [pace](#), decide whether it will be “no-drop”, “drop then wait at regroup” or “drop”, and [submit the ride](#) to the ride calendar (if 3 or more days out) or post to [info discussion board](#) (if within 3 days of the ride).
- Optionally, advertise the ride a day or two ahead by posting an announcement to the [info discussion board](#).
- Decide whether to modify, delay, reschedule, or cancel the ride based on weather, road conditions, air quality, ride leader illness, etc. If changing more within 3 days of the ride, post an announcement to the [info discussion board](#).

3. Prepare to ride

- Print the required documents:
 1. [Sign-in sheet](#) (2-sided, landscape) to make the ride official.
 2. [Incident form](#) (2-sided, portrait) just in case (and hopefully not needed).
 3. [Minor consent form](#) (1-sided, portrait) in case a parent forgets to bring one. All minors (<18) must have consent forms.
- Put the forms and 2 pens in a plastic bag that will fit in your jersey pocket.

4. At the start

- Sign-in riders, ensuring legibility in case I need to use the phone numbers, to make the ride official and protect yourself and the club.
- Check for minor waivers to protect yourself and the club. Minors <16 must be accompanied by parent or guardian.
- Ensure everyone has your mobile phone number so they may call you if they have mechanical, incident, get lost or lose the group.
- Introduce riders so new riders feel welcome.
- Preview the route to the first regroup; announce any safety concerns and the first meet-up point.
- Review [safety and etiquette](#) expectations.

5. During the ride

- Sign-in late riders at the next regroup. Don't stop everyone at other locations.
- If a rider has an accident:
 1. Follow the protocol on the [incident form](#) in your plastic bag of docs. Do not hesitate to call 911!
 2. A ride leader must always ensure the safety of the rider.
 3. Decide how to ensure the remaining riders get back to the start safely (e.g., deputize a co-leader).
- If a rider becomes ill:
 1. Determine how that rider will safely finish the ride or arrange for the emergency contact to pick up the rider.
 2. Never let the rider ride back by themselves.

- If a rider has a mechanical, leave someone to help and tell remaining riders to proceed to a safe spot (e.g., next regroup) to wait.
- At each regroup:
 1. Count the number of riders to ensure everyone is there. Call a missing rider and decide where to reconnect (e.g., regroup or coffee stop).
 2. Preview the route and any safety issues to the next regroup.
 3. Coach riders of safety and etiquette if you saw any deviations.

6. After the ride

- Count the number of riders to ensure everyone has arrived. Call a missing rider and determine what action needs to be taken.
- Scan and email the sign-in sheet to the Pedal Pounder Coordinator. The information is at the bottom of the form.
- If there was an incident resulting in an injury or property damage, complete online [incident entry form](#).