

Spokes CTC, Part of Cycling UK

Guidelines for Ride Leaders (RL's) and Assistant Ride Leaders (ARL's)

The following guidelines try to establish the best practices for the working relationship between a **RL'S** and their **ARL'S** to ensure safe and successful club rides.

The Ride Leader takes the key role in planning and recce-ing the ride; advises on meeting point, approximate distance, and time; and whether the ride is easy/moderate/strenuous. The Ride Leader also takes the lead on safety issues on the ride, warning of hazards, and handling any incidents, or needs to change route. They are assisted in this by the Assistant Ride Leader.

See: <https://www.cyclinguk.org/article/how-lead-group-cycle-ride>

Advanced Planning

- Once a ride & date has been agreed, allocate an **ARL** and inform them of the route, mileage, cafe stops and difficulty rating etc.
- The **ARL'S** should preferably be involved in all aspects of planning including the recce. If large numbers turn up on the day necessitating two groups. The **ARL'S** will have the knowledge to become **RL'S** of the second group.

Pre-Ride Actions:

- Arrive early to discuss last minute issues, e.g. weather conditions, traffic problems etc.
- Confirm communications to be used during the ride e.g. mobile phones or walkie-talkies
- RL's and ARL's should ensure that they have each other's mobile numbers
- Consider utilising other senior club members to assist in a supportive role.

The **ARL'S** should have all the necessary paperwork to be completed before the ride.

- ◆ A copy of the Spokes emergency contact List
- ◆ A Non-Spokes Members Form with pen
- ◆ If required, a set of Walkie-Talkies
- ◆ First Aid Kit
- ◆ Incident Report Form (**IRF**)

The **ARL'S** will

- Introduce themselves to any non-Spokes members and request their contact details.
- Take a note of **all** attendees

The **RL'S** will - give a pre-ride talk identifying their **ARL'S** & highlighting the route, the estimated mileage, cafe stops, and any known issues and hazards e.g. bad surface, road closures etc.

During the ride the RL will inform the group of any particular hazards in each section of the ride.

Positioning: The **RL'S** will ride at the front of the group, with the **ARL'S** as a back marker. The ARL will make sure that no-one is dropped off the back of the group or gets left behind at a refreshment stop. The ARL will also inform the RL of any puncture, mechanical problem, accident or ill health. **Any final decisions rest with the RL'S.**

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Post Ride

- Should something have occurred of concern to the **ARL/RL**; a member of the committee must be informed at the earliest opportunity.
To report an incident the **RL/ARL** must complete an Incident Report Form and submit it to the Chair, Secretary and Safeguarding Officer.

Unavailability of ARL or RL - The *scheduled* ride may only proceed if there is an appointed **RL & ARL** at the start. The Day Ride Co-ordinator must be notified of any last minute changes & if known in advance details to be posted on the club's website noticeboard.

If a replacement cannot be found, make it clear all participants are riding as a group of friends. It will **not** be classed as a club ride & will **not** be covered by the club's organiser's liability insurance.