

## **Ride Leader Cheat Sheet**

- To get ride leader credits ride must be posted 48 hrs in advance.
- You will still get mileage credit if you put up a ride less than 48 hours, so please post regardless of getting credit for it.
- Forms you will need are on the web site. You will need a Sign in sheet, an incident report and a minor release form. Log in and go to “Rides.” “Lead a ride” is where you go to post your ride. Preview your post to make sure the information is correct.
- Describe your ride in detail as to what your average speed will be and any other specifics that will help determine if your ride is a good fit for a member looking for a ride. Refer to the ride classifications on the website so you know what the speeds are for your ride.

### **Ride Leader Checklist before you leave on your ride:**

- Is everyone signed in and do you have an emergency contact for them.
- Do you have non members on your ride? They get to ride “once” on the club. After that encourage them to join and support the club. They are not to sign in on the ride sheet after the 3<sup>rd</sup> time. The club will not be liable for them.
- Does everyone have acceptable water bottles?
- Does everyone have a helmet on?
- Do your talk. You are the ride leader and you must have the respect of the riders so let them know what you expect on the ride.
- Let them know if you expect them to stay behind you or to help pull your ride.
- At all levels we follow the same rules. We stop for red lights, we cautiously go through stop signs, no passing on the right, etc.

### **At the end of the ride:**

- Make sure all your riders are accounted for.
- Check the box at the bottom if there was an incident on the ride or not. If there was you need to fill out an [incident report form](#) and send it to Joe Matzelle. If there was a serious accident call Joe Matzelle, Joanna Pascucci or Chris Joinnides.
- Fill in the actual pace and the miles you rode.
- You can scan the sign in sheet and email it to – [Statistician@SBRAweb.org](mailto:Statistician@SBRAweb.org)
- All Ride Sheets must be mailed in right away. Do Not Lose these. Riders are counting on their miles being recorded. Failure to turn in ride sheets will result in Ride Leader Status being terminated.<sup>1</sup>

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<sup>1</sup> Created 6/20/2013, rev 3/2021