

Harpeth Bicycle Club

Ride Roster

Ride Leader: Complete the top portion of the form. Before the ride begins collect information and waiver acknowledgement signatures for all riders who are not currently members of the Harpeth Bicycle Club. After the ride, send this form to the Ride Coordinator.

Ride Leader: _____ Date of Ride: _____
 Start Location: _____ Start Time: _____
 Name of Ride: _____

Helmets are mandatory on all Harpeth Bike Club rides!

WAIVER: IN SIGNING THIS FORM I HEREBY MAKE IT KNOWN TO WHOMEVER IT MAY CONCERN THAT I HOLD BLAMELESS IN CASE OF AN ACCIDENT, INJURY, OR DAMAGE OF ANY KIND, THE HARPETH BICYCLE CLUB, OTHER BICYCLE RIDERS, AND ANY PARTY OR PARTIES CONNECTED WITH THIS EVENT IN ANY MANNER WHATSOEVER. I RECOGNIZE MY PERSONAL RESPONSIBILITY TO OBEY TRAFFIC LAWS AND TO RIDE IN A SAFE AND COURTEOUS MANNER.

	Name (please print)	Signature (agreeing to Waiver above)	Email Address *	Phone Number *
1				
2				
3				
4				
5				
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12				

* The Harpeth Bicycle Club will use this information to contact you regarding membership after the ride. This information will not be given or sold to any other party without your prior consent.

Ride Leader Instructions

Thank you for volunteering to lead a ride for the Harpeth Bicycle Club. As a Ride Leader, you are the representative of the Harpeth Bicycle Club. Your enthusiasm, planning, and leadership will make the ride safe and enjoyable for everyone.

- Be as informative and friendly as possible.
- Welcome those who may be visitors or new to the club.
- Take the time to explain the route to participants and to answer questions.

Please review the following obligations and best practices to better plan, execute, and follow-up on your ride.

Obligations

It is not hard to lead a ride!

- You must be a current Harpeth Bike Club member.
- You are responsible for calling off the ride if the weather makes it unsafe. All official rides are cancelled if it's raining at the start, the roads are wet, or heavy rain is eminent.
- You are responsible for getting the Ride Roster signed by any guest rider and sending the completed form to the Membership Chair.
- You are responsible for bringing a good cue sheet.
- If you are leading a Saturday ride, you are responsible for providing directions to the ride start.
- You are responsible for making sure no one gets lost, and that anyone with a mechanical problem receives help. If you don't sweep, you need to designate a sweep that understands what a sweep is. What is a sweep? They're a strong confident rider that is always last. No one gets dropped. The sweep is last to start, last to finish. The sweep has the lowest average speed on the ride.
- You are responsible for coaching other riders if you become aware of any unsafe or un-courteous behavior. This includes failing to allow cars to pass, rolling stop signs, weaving, or similar activities. *You* are the person that has to say something, and do it politely.
- In the unfortunate case of an accident, you are responsible for completing an Accident Report and sending it to the Ride Coordinator.

Before the Ride

1. Check the website (www.harpethbikeclub.com) to find a date that does not have a designated ride leader. Ride leaders are currently required for all Saturday and Sunday rides.

The Sunday "Pancake Ride" is the easiest to lead since the route does not change. Saturday rides require more work, especially if you will create and lead a ride using a route that has not been previously established. If you will be leading a Saturday ride, see the Route Planning Guidelines later in this document.

2. Send an e-mail to the HBC Ride Coordinator (ridechair@harpethbikeclub.com) giving the date on which you would like to be the ride leader. Include your e-mail and phone contact information to enable the Coordinator to reach you.

For Sunday rides, no other information is required. For Saturday rides, include

- Start Location
- Start Time (usually 8 am or 9 am, depending upon the time of year)
- Terrain (flat, moderate, or hilly)
- Ride Level (L-1 is 10-13 mph, L-2 is 14-17 mph, and L-3 is 18 mph and above)

- Name of the Ride
- Short Description of the Ride – what makes this route special?

After receiving this information and resolving any issues, the Ride Coordinator will post the ride with the information you supplied. *If any of these details must change, please update the Ride Coordinator as soon as possible.*

3. ***A few weeks before the ride***, check the ride on the website to insure that the information listed (your name and contact information, the start location and time, and the distances and descriptions) is correct.
4. ***One week before the ride***, if this is a Saturday ride, ride your bike or drive your car over the route to test it. This will enable you to identify any last-minute issues such as construction, road-name changes, or closed store stops.
5. ***A few days before the ride***, print the Ride Roster form (page 1 of this document) and sufficient copies of the cue sheet and map (we recommend printing at least 20). If possible, print two-sided (front and back), with cue sheet on one side and map on the other. The Sunday route is available at

http://www.harpethbikeclub.com/index.php/rides/cue-sheets/doc_download/9-pancake-ride

Day of the Ride

1. Check the weather report before leaving home. It is the Ride Leader's responsibility to call the ride off due to unsafe weather conditions. If it is obvious that the weather is going to be unsafe for riding, post a message on the HBC General list that you are cancelling the ride. Note that you still must go to the start location, as there may be some riders who will not get this cancellation notice.
2. Make sure that you bring to the ride
 - Printed copy of the Ride Roster form and Accident Report (just in case)
 - Pen to use to complete form(s)
 - Cue sheets
 - Your bike, helmet, water bottles, etc. If your cell phone number is on the cue sheet, bring your cell phone as well.
3. Arrive at least 30 minutes before the start of the ride so that you can have your bike, clothes, etc. prepared to ride before everyone else arrives.
4. As riders arrive, give out maps/cue sheets, welcome guests and have them sign the Ride Roster, and generally be available for questions such as "how hard is this?" "are there any shorter options?" "can someone help me with . . . ?" and so forth. Tell non-members that they can join by visiting the website.

Note: All non-members must complete and sign the Ride Roster to acknowledge the Waiver.

IMPORTANT: Helmets are mandatory on all rides. Make sure everybody has a helmet

5. ***Approximately five minutes before the start***
 - a. Call the group together and introduce yourself and any guests. Make sure at this time that all non-member riders have signed the Ride Roster.
 - b. Ensure that any non-member minors (those under 18) have a Parental Consent Form signed by a legal guardian.
 - c. Briefly describe the route, the markings if any, hazards, tricky turns, and rest stops.
 - d. If you want people to "regroup" at any particular spot, point that out at this time.

- e. Explain that it is not a policy, but one of courtesy to sweep the ride, and ensure that the riders know who will be sweeping this ride.
- f. Alert participants to let others know if they need assistance or deviate from the ride course – particularly if do not plan to return to the ride start.
- g. Explain the level of support that participants should expect during the ride, and that they should contact you if there is an accident.
- h. Ask if there are any questions, particularly from those new to the club or cycling.

During the Ride

1. The best way to lead a ride is from the back of the ride. Select someone familiar with the route to lead the group from the parking lot, and everyone will follow.
2. The most important aspect is to *not lose anyone*. This typically occurs in one of three ways:
 - The riders in the front don't pay attention, miss a turn and are off in the wrong direction – except for having clear maps, this is not your fault. The good news is that the riders in the front are generally very good riders; putting in a few extra miles trying to find the route or their way home will not normally be a problem.
 - Medium-skill level riders get isolated in the middle of the group and make a wrong turn because of some confusion, or because they followed a cyclist who was not on our ride. Again, this really is not your fault – at the beginning of the ride, explain that if someone is not sure where they are going they should stop and wait for the ride leader coming behind them.
 - The last rider gets dropped or has a problem, and no one knows about it. *This is your responsibility*. Either you – or someone you delegated – should always have the last rider in sight.

After the Ride

1. To the best of your knowledge, insure that all riders have returned. In some cases, with large groups, some may have taken longer routes and it is difficult to be sure who has returned and who has not. At a minimum, try to keep track of those riders who may be new to the club or cycling and ask others if they know where they are; as a last resort, you may have to drive the route in the reverse direction to be sure that everyone is fine.
2. If there was an accident, complete the Accident Report form and send it to the Ride Coordinator.
3. Ensure that the Ride Roster is complete and send it to the Ride Coordinator. You can scan the form and e-mail it to ridechair@harpethbikeclub.com, hand-deliver it, or snail mail the form to:

Harpeth Bicycle Club
P.O. Box 680802
Franklin, TN 37068-0802

4. If you are interested in writing a short story about the ride or any interesting events, please feel free to do so and send to the list.

Route Planning Guidelines

If you are leading a Saturday ride, you can use a route that has been done in the past that you enjoyed or you can create a new route. While it is a little more work, the club greatly appreciates the opportunity to keep our schedule fresh with new rides covering roads that we have not used. In either case, you will need a map that shows the route and other major roads.

The website has a number of cue sheets and maps from previous rides:

<http://www.harpethbikeclub.com/index.php/rides/cuesheetmap>

If you are designing a new route, you may want to copy a detailed map of the area. It is important that the map is readable and that other roads are depicted. This is helpful in the event that riders take another route, miss a turn, or an emergency arises. If possible, trace the route with a highlighter.

Your cue sheet should display

- Mileage – this is usually cumulative mileage from the ride start
- Turns – the name of the road and the direction (right, left, across, etc.)
- Significant landmarks – stores, crossings, etc.

Put your name and cell phone number at the bottom – *and remember to carry your cell phone on the ride!*

A helpful article describing how to create cue sheets with the help of Google is available here:

<http://usedandenthused.com/?p=138>

As you design your route, keep the following in mind:

- Starting Location – This should be easily accessible to as many members as possible and have sufficient parking. School parking lots are usually the best.
- Rider Levels – The route should be “ride-able” for as many members as possible, but still challenging for advanced riders. If your route is over 50 miles, can you provide a “short” alternative as well? If there are long or steep hills, is there a “flatter” alternative?
- Stops – Any ride over 25 miles should include at least one stop at which riders will be able to top off their water bottles. This is particularly true of summer rides, when temperatures in Nashville can reach 100 degrees. A stop at a convenience store is a good chance for the riders to rest, regroup, and to ensure that nobody is lost.

While the accuracy of computer programs is getting better every day, it is still a very good idea to physically check the route to insure the roads are suitable for bicycle travel and there is no confusion during the ride. Many roads are marked differently than a mapping program may show. As any of us who has lived in Tennessee for any length of time knows, a road may be call one thing on one end but coming from the other direction, the street sign says something totally different.

With this in mind, after you have planned your route on paper and have a cue sheet with mileage and turns, you should either drive the route in a car or test-ride it from your bike. You can then revise your cue sheet using more accurate data on mileage for turns, plus note potential issues for the riders (un-labeled roads, rough pavement, tricky corners, etc.). Some ride leaders may also take this opportunity to “mark” the route by painting arrows at turns, highlighting possible issues, and so forth. While this is not a requirement, it can obviously help riders stay on the route.