

Louisville Bicycle Club Ride Captain Guidelines



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RIDE CAPTAIN GUIDELINES

Approved by the LBC Executive Committee July 13, 2017

Rides (of all types) are the essence of what the Louisville Bicycle Club (LBC) does for its members and guest riders. Riders expect the Ride Captain to have certain skills and knowledge. Riders look to the Ride Captain for guidance and sometimes advice. Riders will also expect the ride to be reasonably safe as far as the route and the overall execution of the ride. The Ride Captain provides the route, the route description, and provides support to help riders, especially new/inexperienced riders, complete the ride safely. It is the Ride Captain's responsibility to carefully lay out the route paying attention to: what types of riders may do the ride (assessing as best as you can if they are capable of finishing your ride); limiting, to the extent possible, high traffic roads, construction zones & hazardous areas in general; the distance between store stops; the availability of water, food, and restrooms. The Ride Captain should, if possible, either ride or drive the route as close as possible to the date of the ride in order to identify any hazards or route issues. The LBC recognizes that "Ride Captains" are volunteering their time to support the LBC Touring Program. In addition to being an active LBC member in good standing leading club rides includes, but is not limited to, the following responsibilities:

1. Decide what kind of ride you want to lead in terms of distance, pace, etc.
2. Appropriate planning for the ride
3. Properly instructing riders
4. Riding at the appropriate pace
5. To the extent possible assessing riders' abilities to finish the ride
6. Reminding riders to wear helmets
7. Properly supervising the ride
8. If necessary, evaluating a rider's incapacities/injuries
9. Contacting emergency services if needed
10. Sweeping the ride

These guidelines are intended to give Ride Captains the required information to lead club rides. Every ride is different. And it is impossible for Ride Captains to anticipate everything they may encounter during a ride. Leading rides can be a positive experience and also fun for all involved.

However, unexpected events and conditions may occur. Please keep in mind that each ride may be different and vary according to the level and experience of the riders. All Ride Captains are expected to set a good example by riding safely and remembering that their behavior can make the ride a pleasant or unpleasant experience for members and guest riders.

Ride experience, participating in Ride Captain Training, getting advice and guidance from experienced Ride Captains, and following these Guidelines will help Ride Captains to effectively fulfill their duties.

A. HOW TO SUBMIT A RIDE

Once LBC members have been approved by the VP of Touring to lead club rides their names are added to the Ride Captain List. Completing the [Google Calendar](#) which is located on the club website is the first step to add a club ride. Please post the ride two (2) days prior.

B. CUE SHEETS

Ride Captains are responsible for providing accurate cue sheets for their rides. This means providing each rider a hard copy cue sheet at the beginning of the ride. To the extent possible the cue sheet should, at each mileage point, indicate all turns, directions, & street names. The cue sheets should also identify the

mileage points of any special conditions/hazards. Ride Captains may also provide GPS files for their rides. The Ride Captain's cell number must be on the cue sheet. Having the Ride Captain's cell number on the cue sheet will allow riders to call if they experience mechanical problems, an emergency during the ride, or inform the Ride Captain that they are deviating from the route. See Appendix 1 for a sample cue sheet.

C. ADDITIONAL RIDE INFORMATION

If, prior to the ride, weather or some other circumstances prompts ride changes (including cancelling the ride) the Ride Captain must post this information on the LBC Website under "[Ride Updates](#)" at least 2 hours before the scheduled ride time.

D. DAY OF THE RIDE

The Ride Captain should arrive at least 15 need to have the parents complete the LOUISVILLE minutes before the posted start time of the ride. The Ride Captain should bring an adequate number of both cue sheets and [Sign-In/Release of Liability Forms](#). If there are minors on the ride (under the age of 18), you will need to complete the [Release and Waiver of Liability for Minors](#).

Before wheels roll the Ride Captain must get both club members and guest riders to sign the forms. If the ride offers multiple distances the Ride Captain must provide cue sheets for both/all distances; and the Ride Captain should make arrangements for either another experienced Ride Captain or rider to sweep the other route that is not being swept by the main Ride Captain.

E. PRE-RIDE INSTRUCTIONS/DISCUSSION

Before wheels roll the Ride Captain should cover the following information:

- Introduce yourself
- Introduce & welcome new riders, if any, and inform them how to join LBC
- Make sure all riders have signed in
- Ask if any club officers or others have announcements
- Make sure all riders are wearing helmets
- Ask if each rider has an ID on them with emergency contact information
- Discuss the route, the pace, any special hazards/conditions, location of store stop(s)
- Inform & explain the level of support that riders can expect on the ride & that you will be available to help as needed
- If you are leading a ride that has more than one distance/route introduce the rider who will sweep the other route
- Confirm that you will be sweeping the ride
- Remind the riders to model safe and courteous ride behavior during the ride
- Request that if any rider plans to deviate from the "cue sheet" route they must let you (Ride Captain) know now or as soon as possible during the ride
- On some long, more difficult, and complex rides it may not be possible for the Ride Leader to monitor and account for every rider. In this situation remind all riders to look out for each other; and the importance of individual responsibility & self-sufficiency to the extent possible

F. STARTING THE RIDE & DURING THE RIDE

The Ride Captain should start wheels rolling 15 minutes after the posted ride time. If a rider experiences a mechanical problem during the ride the Ride Captain (or any other riders who may stop) will help, to the extent possible, with the issue. If the mechanical issue is serious & beyond either roadside repair or the capabilities of the Ride Captain, the Ride Captain may help the rider to be picked up. The Ride Captain may, if possible, after the ride drive back and pick up the rider.

In the case of either illness or a crash where a rider is sick/injured the Ride Captain must determine if the rider can continue; and stay with the rider to ensure they can complete the ride. If a situation requires immediate medical attention the Ride Leader must call 911 or appropriate emergency number; and if needed ask at least two (2) other riders to direct traffic away from the injured rider until emergency personnel arrive. The Ride Captain or other riders may render first aid as appropriate and based on their skills and the extent of injuries. The Ride Captain must stay with the injured rider until EMS arrives and determines the extent of injuries. The Ride Captain should, if the rider is unable to do so, notify the riders emergency contact and inform that person of the situation. The Ride Captain should also, to the extent possible, make arrangements for the rider's bicycle to be either picked up or stored securely. As soon as possible the Ride Captain must notify the LBC President and the Touring VP of the date, time, and circumstances of the incident.

G. POST RIDE

The Ride Captain must ensure, to the extent possible, that all riders, especially new and inexperienced riders, complete the ride. As previously mentioned, when the ride is long and more complex with a large number of participants this may not always be possible. The Ride Captain may also ask riders to text the Ride Captain when finished; and also ask other more experienced riders to help in this regard.

The Ride Captain must submit the Sign-In/Release Waiver forms to the [LBC Statistician](#) within four (4) weeks of the date of the ride. The VP of Touring may waive this requirement in the case of extenuating circumstances (e.g., serious emergency illness/medical situation experienced by the Ride Captain or a member of the Ride Captain's immediate family). If the forms are not received within the 4-week deadline the ride will be treated as if it was cancelled; and no Ride Captain credit or mileage will be recorded.

H. MODELING GROUP SAFETY & RESPONSIBILITY

The Ride Captain is responsible for coaching riders who engage in any unsafe, illegal, or uncourteous ride behavior. Unsafe riders endanger every- one around them and can ruin the experience for others on the ride, and also give cyclists and the LBC a bad image. Examples include but are not limited to:

- Failure to single up when necessary on narrow roads or whenever it is appropriate to let cars pass;
- Rolling through busy intersection stop signs/stop lights;
- Weaving or drifting in front of fellow riders.

The Ride Captain should politely but firmly counsel the rider who engages in such behavior. If the rider does not follow the instructions the rider should be asked to leave the group ride. The Ride Captain should encourage and promote the following kinds of riding behavior:

- Be Predictable—Effective riding demands focused attention to what you are doing
- Do not wear head phones while riding
- The Ride Leader and all ride participants should comply with traffic laws as bicycles are considered a vehicle and are subject to the same traffic laws as the drivers of motor vehicles
- Communicate—When appropriate give respectful feedback and re- minders about cycling behavior

- Change Positions Correctly—Use hand and voice signals when turning and stopping; pass on the left & call out “on your left” and do so when no cars are present
- Announce Hazards—The riders behind a rider may not have a good view of the road ahead; call out hazards, e.g., gravel, glass, pot holes, car back, car up etc.
- Watch the Pace—Most rides have multiple groups within the ride who ride at different paces based on individual abilities and desires; when riding near someone adjust your speed as needed
- Regroups— At the discretion of Ride Captain he or she may ask some or all the riders to voluntarily regroup at some point or place during the ride
- Stay Informed—If a rider decides to leave the route and ride on their own the rider should let the Ride Captain or at least another rider know so that time is not wasted looking for a rider
- Stop Lights/Signs & Intersections— Use hand signals and a loud enough voice to let others know when you are either slowing or stopping. Each rider is responsible for his/her safety—do not blindly follow a rider or group of riders who may blow through an intersection. You cannot assume the intersection is clear and safe to pass through
- If the Ride Captain’s route takes the riders on to a multi-use path, e.g., the Louisville Loop, the Ride Captain should ask all riders to stay to the right on the trail regardless of how wide the trail is
- When You Must Stop On the Road—move off of the road (both you and your bicycle)
- Leave a Gap & Single Up— Leave a gap & single up so that cars may safely pass; if there is a line of cars pull off at a safe place to let the cars pass, especially on hilly roads
- Store Stops—whenever you stop for food, water, or restrooms with the group encourage the riders to be considerate to the store staff and of non-riders around
- During the ride periodically check in with new riders to ensure that they are getting along and that the pace is comfortable for them
- Provide Inspiration & Support—The LBC is a bicycle club for all types of riders—be they recreational or racing and everything in between. Look out for your fellow riders during club rides
- Welcome New Riders—Do make it a habit to help make new riders feel welcome to LBC rides

Maintaining Ride Captain Standing

If an LBC member does not consistently lead rides in a responsible/safe manner and in keeping with these Ride Captain Guidelines the LBC member may be suspended from scheduling and leading rides. If the suspension is temporary the suspension shall remain in effect until the LBC member completes a remediation class approved by the VP of Touring. Any Ride Captain suspended shall be given the opportunity to appeal his or her case to the Touring Committee. The Touring Committee will make a recommendation to the Executive Committee who may either agree with or reject the Touring Committee’s decision.

I. WEATHER CONDITIONS

Ride Captains will experience a range of weather conditions throughout the year. When appropriate remind all riders to be aware of the following conditions and the hazards they pose:

- Sun—Long rides in extreme sunny conditions with their inherent ultra violet rays may expose riders to the risk of sunburn and heat exhaustion
- Heat—Heat and high humidity may raise the possibility of dehydration; watch for the risks and signs and take notice of any riders with minimal fluids
- Thunder/Lightening—When lightening is imminent encourage all riders to take immediate shelter if available until the condition has stopped;
- Torrential Rain—Remind riders that heavy rain will impact their vision
- and road conditions and to use extreme caution
- Cold/high wind—will raise the possibility of both hypothermia and de- hydration; if conditions persist the Ride Captain should consider shorten- ing the route if possible

J. ROUTE PROBLEMS

If there is an unexpected road closure or other event during a ride the Ride Captain should:

- Determine how to circumnavigate the road problem
- Possibly slow the ride to communicate the directions to all riders and ensure that all riders receive the same directions

The Ride Captain who experiences any kind of unforeseen conditions or problems be they weather, road conditions, or whatever should consider safety above all else; and also ask for input and suggestions from within the ride group as someone may know the area. If the route changes from the cue sheet the Ride Leader should try to get the ride back on the cue sheet route if possible.

K. PACE LINES

Pace lines can be fun. Pace lines can also be dangerous, especially for riders inexperienced with pace lines. The Ride Captains cannot always know if there will be pace line riding on their rides. To the extent possible the Ride Captain should try and determine if new riders are comfortable with pace lines and offer the following suggestions when appropriate:

- Stop at stop signs/lights
- Call out hazards and changes in speed and direction—loudly and clearly
- Do not allow riders to attempt to lead a pace line if they do not know the course
- Limit the pace line to a reasonable number of riders (e.g., 8-10 riders)
- Pace lines in rain should only be done by experienced pacers and with more than usual spacing between riders

L. SWEEPING RIDES

To the extent possible the Ride Captain is expected to sweep any ride that he or she has placed on the ride schedule. This means that rides are no drop rides and special attention should be given to ensure that new and inexperienced riders finish the ride. The Ride Captain sweeping the ride is the last to start and the last to finish the ride. The Ride Captain is responsible for making sure, again to the extent possible, that no one gets lost, and that riders who have mechanicals or other issues receive help. It is also understood that it is impossible for a Ride Captain to anticipate what each rider will do on a ride. In cases where riders, for whatever reason, leave the route and do not let the Ride Captain know such riders from that point on are

on their own and may not get ride credit for that ride. Also on long, complex rides, e.g., century rides the Ride Captain will do his or her best to ensure that all riders finish the ride.

Ride Captain Guidelines Revised July 2017, amended May 2019.

APPENDIX 1 – SAMPLE CUE SHEET

Louisville Water Tower		
Bridge to Bridge 25		
mile	turn	
	L	Out of parking lot-Zorn Ave.
0.2	X	River Rd. onto Zorn Ave.
0.5	R	Mellwood Ave.
2.0	R	Brownsboro Rd.
2.1	L	Story Ave.
2.3	R	Frankfort Ave.
2.7	L	River Rd.
		Big 4 Bridge
3.3	R	Please yield to pedestrians.
4.3	R	Pearl St.
4.4	L	Market St.
		Utica Pike
6.4	S	Be sure to stop at stop signs.
10.8	R	Church St.
11.0	L	Front St.
11.6	R	Upper River Rd.
13.3	L	Quarry Bluff Road
13.4	BR	Paul Garrett Ave.
15.4	L	International Dr.
18.3	U	Lewis & Clark Bridge
20.7	R	River Rd.
26.3	R	Zorn Ave.
26.4	R	into parking lot
RC:	Dirk Gowin; 619.1499	