

**LOUISVILLE BICYCLE CLUB**  
**RIDE CAPTAIN GUIDELINES**

Revised March 2020

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## **Louisville Bicycle Club (LBC)—Ride Captain Guidelines**

Rides of all types are the essence of what the 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 overall execution of the ride.

The Ride Captain provides the route, the route description, and 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, limiting, to the extent possible, high traffic roads, construction zones, and 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 last minute 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:

- Deciding what kind of ride you want to lead in terms of distance, pace, terrain, etc.
- Appropriate planning for the ride
- Reminding riders to wear helmets
- To the extent possible, assessing rider's abilities to finish the ride
- Properly instructing riders
- Riding at the appropriate pace
- **Riding the cue sheet route**
- Properly supervising the ride
- If necessary, evaluating a rider's incapacities/injuries
- Contacting emergency services if needed
- **Sweeping the ride at the specified minimum pace**

These guidelines are intended to give Ride Captains the required information to lead club rides. Every ride is different and will vary according to the level and experience of the riders. It is impossible for Ride Captains to anticipate everything they may encounter during a ride as unexpected events and conditions may occur.

Leading rides can be a positive experience and also fun for all involved. 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 PUT A RIDE ON THE CALENDAR**

Once LBC members have been approved by the VP of Touring to lead club rides, their names are added to the Ride Captain List and given access to the LBC Google calendar so they can add rides to the schedule. Please add rides to the calendar at least two (2) days prior to the ride. The information you input into the Google calendar needs to include:

- Ride Name
- Ride Distance
- Ride Date
- Ride Time (the actual roll time will be 15 minutes later)
- Ride Start Location including accurate address
- Ride Captain Name
- Ride Captain Cell Phone #
- Ride Pace (see appendix)
- Ride Terrain (see appendix)
- GPS file if applicable
- A detailed description of the ride to give riders an accurate idea of what the ride involves and what to expect
- Select for this to go onto the LBC calendar (not just your personal calendar)

## **B. SWEPT RIDES**

Ride Captains are expected to sweep rides at the specified minimum pace. The Ride Captain should be the last to start a ride and ideally, the last to finish a ride. Ride Captains should pay attention to ride conditions, e.g., heat, wind, rain, etc., which will affect ride pace. Ride Captains should always be aware and pay attention to riders that may be struggling due to ride conditions and not leave anyone that is struggling on the route alone. Be compassionate. We are to always watch out for our fellow riders.

If there are slower riders than the posted sweeping pace, not related to weather conditions, those riders should understand that they need to be comfortable riding on their own and prepared to repair any mechanical issues they may have. The Ride Captain may also ask the rider to text when they complete the ride.

In cases where riders leave the route and do not inform the Ride Captain, those 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.

## **C. NO DROP RIDES**

Ride Captains of No Drop Rides are responsible for everyone on their ride, no matter what pace participants are riding. Special attention should be paid to ensure new and inexperienced riders are not left alone at the back of the ride and are comfortable on the ride. The Ride Captain of these rides is the last to start and the last to finish the ride. The Ride Captain is responsible for making sure, to the extent possible, that no one gets lost, and that riders who have mechanical or other issues receive assistance to the extent of the ride captain's abilities.

#### **D. CUE SHEETS/GPS**

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. The cue sheet should, at each mileage point, indicate all turns, directions, and street names. Cue sheets should also identify the mileage points of any special conditions/hazards. The Ride Captain's cell number must be on the cue sheet to 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. **It is suggested to also provide GPS routes for each ride.**

#### **E. RIDE CHANGES/UPDATES**

If, prior to the ride, weather or some other circumstances prompt ride changes, including canceling the ride, the Ride Captain should post this information on the LBC Website under "Ride Updates" at least 2 hours before the scheduled ride time **and also update the ride information on the LBC Google calendar, if possible.** If a ride is canceled, the Ride Captain must submit this information to the statistician in order to receive Ride Captain credit.

#### **F. DAY OF THE RIDE**

The Ride Captain should arrive at least 15 minutes before the posted start time of the ride, bringing an adequate number of both cue sheets and Sign-Up Sheets. **If the ride offers multiple distances, the Ride Captain must provide cue sheets for all distances, Sign-Up Sheets for all distances, and also have a Ride Captain for each distance ride. Ride Captains are expected to ride the cue sheet route. Before wheels roll, the Ride Captain must get both club members and guest riders to sign either the Sign-Up Sheet, Release and Waiver of Liability [Release & Sign In Sheet](#) or the Release and Waiver of Liability for Minors. [Release and Waiver for Minors](#)**

The Ride Captain is responsible to evaluate road or other conditions that may be detrimental to the health or safety of participants. Common sense should dictate whether and how the ride will proceed. In general, if lightning is in the area at the time of the start of the ride, then the ride will be canceled or postponed.

At the Ride Captain's discretion, a ride start may be delayed up to two hours. The new start time must be announced to the assembled riders. If possible, the ride captain should be present at the start location at the original start time to notify the arriving riders of the delay.

#### **G. PRE-RIDE INSTRUCTIONS/DISCUSSION**

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

- Introduce yourself.
- Introduce and welcome new riders, if any, and inform them how to join the LBC.
- Make sure all riders have signed **the appropriate Sign-Up sheet.**
- Make sure all riders are wearing helmets.
- **Inform the riders that ear buds and headphones may not be worn on any LBC ride.**
- **Inform riders that Aero bars are permitted but may not be used while riding in a pace line. When in the aero bar position, riders must ride either off the front or the back of the group.**

- If a rider is on an electric bike, inform them that e-bikes are prohibited from riding in pace lines unless the electric motor has been turned off. Riders using an e-bike with the motor turned on must ride off either the front or the back of the group.
- 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), etc.
- Inform and explain the level of support that riders can expect on the ride and 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(s).
- Confirm that you will be sweeping the ride and at what pace.
- 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 the 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 and self-sufficiency.
- Ask if any club officers or others have announcements.

#### **H. STARTING THE RIDE AND 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. If the mechanical issue is serious and beyond roadside repair, the Ride Captain may help the rider to be picked up. The Ride Captain may, if possible, after finishing 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 should determine if the rider is capable of continuing the ride, and if so, 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. If needed, ask at least two other riders to direct traffic away from the injured rider until emergency personnel arrives. 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 rider’s 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.

## **I. MODELING GROUP SAFETY & RESPONSIBILITY**

The Ride Captain is responsible for coaching riders who engage in any unsafe, illegal, or discourteous ride behavior. Unsafe riders endanger everyone around them and can ruin the experience for others on the ride, also giving 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.
- Ear Buds and Head Phones--Do not wear ear buds or headphones while riding.
- Comply with Traffic Laws--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 reminders about cycling behavior.
- Change Positions Correctly--Use hand and voice signals when turning and stopping, e.g., when passing 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 the Ride Captain, he or she may ask some or all of 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, as you cannot assume the intersection is clear and safe to pass through.
- Multi-Use Path--If the Ride Captain's route takes the riders onto 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.
- If You Must Stop On the Road--Move off of the road (both you and your bicycle).

- Leave a Gap and Single Up--When riding in traffic, especially on hilly roads, leave a gap and ride single file so that cars may safely pass. If there is a line of cars, pull off at a safe place to let the cars pass.
- Store Stops--When you stop for food, water, or restrooms with the group, encourage the riders to be considerate to the store staff and of non-riders.
- During the ride, periodically check with new riders to ensure that they are okay and that the pace is comfortable for them.
- Provide Inspiration and Support--The LBC is a bicycle club for all types of riders, e.g., recreational, racing and everything in between. Look out for your fellow riders during club rides.
- Welcome New Riders--Make it a habit to help make new riders feel welcome to LBC rides.

## **J. 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 your riders 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, road conditions, and braking. Extreme caution is recommended.
- Cold/high wind--These will raise the possibility of both hypothermia and dehydration. If conditions persist, the Ride Captain should consider shortening the route, if possible.

## **K. 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 to 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, etc., should consider safety above all else, asking for input and suggestions from within the ride group as someone may know the area well. 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.



#### **L. 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.

#### **M. POST RIDE**

The Ride Captain must ensure, to the extent possible, that all riders, especially new and inexperienced riders completed the ride. 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. The Ride Captain must submit the Sign-Up Sheet, Release and Waiver of Liability 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 four (4) week deadline, the ride will be treated as if it was canceled. No Ride Captain credit or mileage will be recorded.

#### **N. MILEAGE AND RIDE CAPTAIN CREDIT**

- Mileage credit will be awarded as listed on the LBC Sign-Up Sheet, Release and Waiver of Liability form.
- The maximum mileage that may be awarded is the longest distance listed for the ride on the ride schedule.
- Rides canceled or shortened by the Ride Captain after the start of the ride due to inclement weather or other circumstances respecting safety, are nonetheless eligible for full mileage credit for participants who have registered on the Sign-Up Sheet.
- Ride Captains whose rides have been canceled before the ride start, due to inclement weather or other safety considerations, will receive Ride Captain credit but not mileage credit, provided that the Ride Captain notifies the Club Statistician.
- Ride Captain credit will be awarded to Ride Captains who fulfill their Ride Captain responsibilities, including planning the route, providing cue sheets, ensuring that all riders have signed in, **sweeping the ride at the specified minimum pace**, ensuring that all riders have returned safely, and submitting the Sign-Up Sheets to the Club Statistician.

#### **O. 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, 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.

## Appendix I

### Ride Descriptions

#### Course Terrain

- #1 **Mostly Flat**—Mostly flat roads with possible very gentle hills. Recommended for beginners.
- #2 **Flat/Easy Climbs**—Mostly flat, with some short, gradual hills. Recommended for beginners but could be challenging for some.
- #3 **Moderate Rollers**—Numerous rolling hills with possible challenging, steeper, longer climbs. Not recommended for beginners.
- #4 **Challenging Hills**—Numerous long and difficult, steep grade ascents and descents. Recommended for stronger, more experienced riders with good bike handling skills, accustomed to navigating hills.
- #5 **Extremely Demanding**—Many difficult, steep ascents and descents. Recommended for very experienced, strong riders with excellent bike handling skills, accustomed to navigating hills.

## Ride Descriptions – page 2

### Ride Pace

- E Slow, Casual/Under 10 mph average/No Drop Ride**—This ride will be casual and the pace will be based on the slowest rider. This ride is suitable for beginners. No rider will be left behind.
- D Slow/Moderate/10-12 mph average pace**/will be swept at 10 mph average—This ride will be casual with riders expected to maintain this average. Could be challenging for some beginners.
- C Moderate/12-14 mph average pace**/will be swept at 12 mph average—Riders are expected to maintain this average, averaging faster on flats.
- B Intermediate/14-16 mph average pace**/will be swept at 14 mph average—Riders are expected to maintain this average, averaging faster on flats. The pace will be mostly moderate to brisk. Riders need good bike handling skills.
- B+ Intermediate to Fast/16-18 mph average pace**/will be swept at 16 mph average—Riders are expected to maintain this average, averaging faster on the flats. This will be a brisk to rigorous pace ride, requiring above average bike handling/experience/skills and the ability to ride in pace lines.
- A Fast/18-20 mph average pace**/will be swept at 18 mph—Riders are expected to maintain this average, averaging faster on the flats. This is a rigorous pace ride requiring above average bike handling/experience/skills and the ability to ride in pace lines.

## Appendix II

### Sample Cue Sheet:

Vettiner Park to Hwy 155 Store Stop		
0.0		Mary Dell Lane
0.5	L	Billtown Rd
0.7	R	Lovers Lane
1.9	L	Veterans Road
2.0	R	Monty
2.3	L	Seatonville Rd
3.8	R	Broadrun Rd
6.9	L	Back Run Rd
8.3	S	Dawson Hill Rd
10.5	L	King Church (Hwy 1319)
13.0	R	Hwy 1060
16.5	L	Hwy 1169 Plum Ridge Rd
21.2	L	Hwy 1633
21.6	BR	Hwy 1633 @ Hwy 3192
21.8	L	Store on Hwy 155
	R	Out of Store
22.0	R	Hwy 1633
22.1	R	Hwy 3192
24.8	L	Old Heady
26.9	L	Dry Ridge
29.5	R	Routt Rd
30.0	L	Brush Run @ firehouse
36.5	R	Monty
36.8	L	Veterans Rd
36.9	R	Lovers Lane
38.0	L	Billtown Rd
38.2	R	Mary Dell Lane
38.7		end in Vettiner Park
R(right) L(left) BR (Bear right) S(straight)		
Amelia Dauer 502-xxx-xxxx		