



<Ride Leader Guide>

TBC – Ride Leader Checklist

Before your ride :

Check that you have the following : **The list of TBC members booked on your ride** & this checklist (Ideally on your phone) , Helmet, Lights with batteries, repair kit, Route maps, Restaurant number and address, cel phone, Optional - First Aid kit for Sunday rides, Club Flyers. (Hint: Notify restaurant if over 10 riders booked)

Meet riders at the time specified on the ride page (Typically 6:45 pm for evening and 9:45 am for day rides).

1. At the meet point:

Collect riders in a safe area away from traffic (car, bikes, pedestrians)

- a. Introduce yourself as the ride leader from Toronto Bicycle Club (TBC)
- b. Check that all riders are booked on the website.
- c. Ask new members to identify themselves and ensure they receive a formal welcome.
- d. Check that all riders meet club policies as stated clearly on our websites. (eg: bike in good condition, wear helmet, have lights, abide by traffic rules).

Do not be afraid to "lay down the law". Eg No helmet, no riding with us. Lights at night are the law (white in front, red at back). Cyclists are subject to the same penalties as motorists.

- e. If you are separating the group (eg fast/slow). Identify the lead & sweep for each group and make sure they have route maps and share contact numbers in case of emergency.
- f. Provide riders with a brief route outline including stop points, significant turns and short cuts.
- g. If going to a restaurant collect a count and call restaurant for reservation.
- h. Once all riders have arrived you may start riding.**
- i. You should wait up to, but no longer than 15 minutes for any missing riders.

2. En route :

- a. Stop at turns check to make sure group is still together. At stops collect riders in a safe area away from traffic (car, bikes, pedestrians) **OR** use POINT-DROP-SWEEP **OR** a combo of both methods.
- b. At dusk remind riders to turn on their lights.
- c. If there is an accident, **<Tap to file INDIDENT REPORT>** (alterative – click or scan bar code above).

3. Post ride :

- a. Check that every one made it back safely and has directions to the post ride venue.
- b. Inform the Ride Coordinator (tbc-rides@outlook.com) of any NO-Shows.