

CIBA Ride Leader Manual

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Thank You!!

Many thanks for volunteering to lead a CIBA Ride!!! CIBA's scheduled rides are the most critical part of our club's success, and our members - and prospective members - count on them for enjoyment and fitness. The Ride Leader and Co-Leader are CIBA members who are probably the first (and maybe only) personal contact for new CIBA members or potential members at a CIBA scheduled ride.

Keep in mind that you will have all types of riders on your ride: experienced vs. inexperienced; fast, moderate, and slow; careful vs. reckless. (These categories do not necessarily coincide - for example, fast riders may also be inexperienced or reckless.) Many new riders will have never before ridden in large groups on an organized ride. Your job is to make them feel comfortable and safe, and to provide them with a good riding experience so they will want to come back for more rides and to become a CIBA member.

Being a ride leader really increases your feeling of "belonging" as a member of CIBA!

This Manual is a guideline primarily designed to cover CIBA's Weekend Rides. CIBA also sponsors scheduled Breakfast/Dinner, Camping, Grand Touring, HOOTs (tandem), Kids Club, Mountain Bike, Fun & Fitness, and Instructional rides. Some of these Rides are often ridden as a group at a pace that all participants can sustain, do not have *Dan Henry* road markings or CIBA-supported rest stops, and often incorporate non-cycling activities.

Please take the time to read these ride leader guidelines so your ride will be safe and enjoyable for all. Please do this even if you have led rides before, as there are some new guidelines as well as very important reminders in areas which have not changed. For newer ride leaders, the guidelines should hopefully answer all of your questions concerning how to lead a ride, but if you do have more questions please do not hesitate to call or e-mail your Ride Chair! (See Ride Leader Contact List at www.cibaride.org for current names, addresses, and phone numbers.)

Your Top Five Goals as a Ride Leader:

1. Plan a SAFE, enjoyable ride: the start location, the routes, and the rest stops (if applicable).
2. Paint *Dan Henrys* wherever needed to ensure riders can follow the routes (if applicable).
3. Prepare a complete and easy-to-read map, cue sheet, or both.
4. Plan your pre-ride instructions in advance to ensure that nothing important is left out.
5. Provide adequate support for the ride (if applicable).

Weekend Ride Time Table

Timing	Activity
2-5 months before	Plan the Route , including the starting and rest stop locations and the estimated mileages for the routes you'll be supporting. Give the CIBA Ride Committee the details needed for the ride calendar (address of start location; ride lengths; brief ride description).
2-5 months before	Choose Your Volunteers . Don't try to do everything by yourself. It's more fun with friends! Coordinate in advance which duties will be performed by each person.
1-3 months before	Verify the Ride Schedule Write-up . If a significant error exists in the description of the ride, the start time, or the start location, prompt action will be needed! Contact the Ride Committee and the Webmaster.
1-2 weeks before	Mark the Route . Obtain highway paint from the CIBA Paint Depots (see Ride Leader Contact List at www.cibaride.org).
1-2 weeks before	Prepare the Maps / Cue Sheets . Some Ride Leaders mark the route and keep notes from which they draw up the map/cue sheet. Others make a "draft" map/cue sheet, mark the route, then finalize and copy the map/cue sheet. Either way works.
1-5 days before	Pick Up Water Coolers and Supplies from the nearest "CIBA Supply Depot" (see Ride Leader Contact List at www.cibaride.org).
1-3 days before	Buy the Food!!! When else will you get to buy so much food with someone else's money?
0-2 days before	Check the Route for new construction, flooding, or other obstacles which might require a last-minute route change, special warnings to the riders, or repainting of <i>Dan Henrys</i> .
Day of Ride	Day of Ride <ul style="list-style-type: none"> - load supplies and fill water jugs - arrive 45 minutes prior to the ride start time for fully supported Weekend rides - re-verify Ride Leader and ride support responsibilities with volunteers - set up water, food, trash bags, and clipboards for sign-up sheets and maps/cue sheets - gather riders together for ride instructions just before starting the ride - identify new riders and match them with a "mentor" (if available) or have them stay behind for a few minutes for explanations of maps/cue sheets/<i>Dan Henrys</i> - buy additional food/supplies if turnout far exceeds expectations - provide support during the ride - accidents clean the rest stop areas when the ride is finished
0-2 days after	Return Supplies to the CIBA Supply Depot and forward leftovers to the next Ride Leader.
1 week after	Submit Ride Report, CIBA Ride Expense Report, and Waiver/Sign In Forms.
Anytime	Begin Planning to Lead Your Next CIBA Ride!

CIBA Ride Categories

Weekend/Holiday Rides

- Fully supported, with rest stops along the route.
- Marked with Dan Henrys and maps and/or cue sheets provided.
- At least three distances available.
- All skill levels and speeds represented.
- Mentors to assist riders new to CIBA.

Limited Support Rides

- No formal ride support, but locations for purchase of food/beverage are noted
- Marked with Dan Henrys and maps and/or cue sheet provided.
- At least three distances available.
- Typically uses an existing routes Weekend/Holiday and is used to fill in schedule gaps
- All skill levels and speeds represented.

Repeating Rides

- No formal ride support is provided.
- Marked with Dan Henrys and maps may be provided.
- Generally, two or three distances available.
- All skill levels welcome, though frequently the majority of group rides at 18+ mph.
- Some repeating rides designate speed groups and have ride captains.
- These occur on a repeating basis.
- Some breakfast rides may be repeating rides.

Grand Touring (GT) Rides

- No formal ride support, no Dan Henrys.
- Maps provided, and group stays together or regroup regularly.
- Ride centers on an event or activity to discover and explore.
- Ride Lengths of 25 to 50 miles.

HOOTs (Tandems) Rides

- No formal ride support, and generally no Dan Henrys.
- Maps provided, and group stays together or regroup regularly.
- Ride Lengths generally 35 to 50 miles.

Camping Rides

- No formal ride support, no Dan Henrys.
- Riders carry necessary camping gear.
- Ride lengths generally 30 to 50 miles each way.
- Camping fees paid by CIBA.
- Participants should be able to ride 12 mph when loaded with gear.
- Typically start Saturday morning and return Sunday afternoon.
- Lunch along the way, dinner and breakfast near campground.

Breakfast and Dinner Rides

- No formal ride support, no Dan Henrys (repeating may have them).
- Maps provided, and group stays together or regroupes regularly.
- Ride to an eating destination for meal, then return to start.
- Ride lengths are typically 30 miles.
- For Dinner Rides, lights may be necessary for return trip.
- Participants should be able to ride at least 12 mph.

Family Rides

- Designed for age 10 and under riders or new/inexperienced riders.
- Parents are expected to ride with their children.
- Ride Lengths start at 5 to 10 miles in quiet neighborhoods up to 20 miles.
- Emphasis on bike safety and handling.

Mountain Bike (MTB) Rides

- No formal ride support, no Dan Henrys, and no maps.
- Group goes to State Parks or private facility for off-road biking.

Instructional Rides

- Speed, distance, and conduct strictly enforced by on-bike trainer according to group's ability level.
- Pre ride equipment check.
- Pre ride meeting stating objectives and expectations.
- Ride support provided by ride leader after the ride finishes.
- Maps or Dan Henrys may be provided but group stays together.
- Designed for ages 10 and over.
- Children must ride with parents
- Emphasis on bike safety and handling.

What Makes an Event a CIBA Ride?

1. The event shall be led by an active CIBA member following the spirit of this manual.
2. It shall be listed on the CIBA ride calendar for at least 48 hours prior to the event.
3. CIBA sign-in waivers must be available. For repeating rides, it's only required that riders sign-in once per year. However, sign-in sheets must always be available.
4. The standard CIBA insurance policy does NOT apply to rides that charge a fee.

Plan The Route

General Route Considerations:

- Leave the parking lot with the protection of traffic signals or stop signs. If this isn't practical, try to leave the lot with a right turn.
- Avoid trails if you have a large group (near the start of a Weekend Ride). Consider the impact your ride will have on other trail users.
- From the starting location, get to lightly traveled roads as soon as possible.
- Avoid left turns off busy roads.
- Avoid left turns if you have limited visibility of oncoming traffic. You want your riders to have an ample view of oncoming traffic and vice versa.
- Avoid fast down hills with intersections at the bottom.
- Avoid crossing busy streets except at protected intersections (those with stop signs or traffic signals).
- For late fall, winter, and early spring rides, plan the route so that riders are a minimal distance from the starting location. A sudden burst of rain when it's cold can quickly lead to hypothermia.
- If you will be riding at times near sunrise or sunset, avoid sections where car traffic approaching from behind will be blinded by the sun.

Starting Point

Consider parking availability (for up to 150 cars in peak season), traffic, and access to food and restrooms. The starting point could also be the focal point of your ride (e.g., the annual Picnic Ride). Avoid using starting points where traffic is heavy! Be careful – last year's start point may not be safe this year!

Route Lengths

If possible, include 3 or more route lengths, with the shortest ride fewer than 15 miles. (For rides very early or late in the year, two ride lengths may suffice.)

Avoid using high-traffic roads in the routes!! Keep in mind where you might go for an emergent supply run (water and/or food) if far more riders turn out than expected. Start times should generally follow the regular schedule pattern (April-10 a.m., May-9 a.m., June to August-8 a.m., September-9 a.m., and October-10 a.m.), but may vary from the norm. **Use the "CIBA Ride Information Form"** to let the Ride Committee know the starting location, the address of the start location, the estimated route distances, and a brief description of the ride. Send this in as soon as it's available. It will not always be possible to know the exact number of miles for each of your routes when you initially decide to lead a ride. Nonetheless, you should attempt to come reasonably close to the mileages you have submitted for inclusion in the Ride Schedule.

Rest Stops

Rest stops should be placed to avoid gaps of more than 20 to 25 miles between rest stops, especially on hot summer rides where riders may quickly empty two water bottles. **It is critical to set up the rest stops so that large numbers of riders can quickly get themselves and their bicycles well off the road.** Vehicles should be at least 10 feet off the road and 100 feet from intersections.

You should identify a water source at each rest stop. "Water keys" are provided in the supply suitcase that will allow access to public water faucets. A nearby house or business may also provide a water source. If no source is available, plan to get several coolers and haul the water!

Rest Stops are a key element of CIBA's weekend rides. In addition to being a reliable source of water and food, these stops provide the chance to relax and meet up with other riders who may be riding at different speeds or overall distances. For these reasons as well as obvious safety concerns, rest stop locations should be carefully chosen.

Be sure to obtain permission from property owners and business managers **before** scheduling start and rest stop locations. Occasionally, the proprietors of start and rest stop locations may require proof of liability insurance. CIBA does maintain such insurance and copies of the current certificate are kept in the Ride Leader supply suitcases and are available at www.cibaride.org. If you give a copy of the insurance certificate to anyone, please notify the CIBA Risk Management Chair. **"Unofficial" Stops:** Even if you're providing formal ride support, it can be helpful to identify in the route instructions the locations of convenience stores and restaurants along the route.

Choose Your Volunteers

In addition to leading the ride, you are responsible for obtaining volunteer support for the ride. **Generally, every ride should have a Co-Leader.** The Co-Leader should be identified far enough in advance to allow their name and phone number to be published in the ride calendar along with the Ride Leader. Although CIBA allows "Ride Leader" credit for only the Ride Leader and Co-Leader, additional volunteers may be needed if the longest routes are quite lengthy and do not significantly overlap other route lengths.

Weekend Ride Mentor

Every Weekend Ride should have one or more volunteers to serve as a "mentor" for new riders. The mentor should arrive 30 minutes early to help greet new riders, explain Dan Henrys, rest stops, "Car Back," and answer any questions. If a mentor is not available, then the ride leader should attempt to identify new riders and make them feel comfortable. The mentors should plan to ride with the new rider(s) at their desired speed and distance to help them "learn the ropes" of CIBA rides.

We "veteran" riders can easily forget how intimidating 100-150 experienced riders, with fancy equipment and clothing, impressive cycling ability, and obvious know-how, can be to a newcomer. **"Mentoring" is a very important part of CIBA's ride programs!** Having a "mentor" available at the start of the ride is critical in ensuring that all new participants enjoy their first CIBA ride and come back for more. Arrange for your volunteer mentors in advance! Remember, nothing is more discouraging for a new rider than to hear the Ride Leader ask for a volunteer "mentor" in the pre-ride instructions- and for none to come forward. If you need assistance in finding a co-leader, mentors, or additional volunteers, contact the Ride Chair.

Verify the Ride Schedule Write-up

Verify that the write-up for your ride is complete and accurate on the CIBA website calendar. If a significant error is discovered or if a change in the start location / time is required, contact the Ride Chair and weekend ride coordinator **immediately**. Generally, if a different location is required, the start time should be delayed by about 15 minutes. This will give people traveling to the original location time to get to the new start location. A volunteer should be stationed at the original location to redirect riders. The new start information should be announced in CIBANEWS (if possible), the website, the automated email system, and at the Weekend Rides the week before your event. For even the slightest schedule changes which don't require a published notice (for example, changes in ride lengths), contact the ride chair or weekend ride coordinator such that they can update the ride schedule.

Mark the Route

One or two weeks before the ride date, you should mark the route with *Dan Henrys* (see examples below). Obtain highway paint from Paint Depots (see the Ride Leader Contact List at www.cibaride.org). Yellow paint is often used for Repeating Rides as non- fluorescent paint lasts longer. Fluorescent paints, while most visible, don't last as long as ultraviolet rays destroys fluorescent pigment. **In the city of Lawrence, and in the Morgan-Monroe State Forest, chalk-based paint must be used** instead of regular marking paint. Carefully plan when you paint the route markings to avoid route markings being washed away due to rain. **NEVER** place *Dan Henrys* within the Art Museum, Fort Harrison State Park, Eagle Creek Park, or Monument Circle or other brick roads. Also, in Hancock County, don't use white paint (that color is reserved for "official" road markings). Do NOT mark on the Monon or other Greenways Trails.

Before selecting a color or Dan Henry, check the Ride Schedule to identify any rides within two weeks before or after your ride which might overlap your routes. Contact the Leaders of any potentially overlapping rides to avoid confusion resulting from using the same *Dan Henry* color. If necessary, use a nonstandard *Dan Henry* marking, or else date the *Dan Henrys* in the overlap area, to avoid confusion.

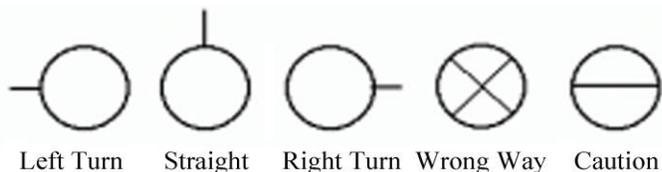
Marking the route creates safety challenges. While painting Dan Henrys, you are making frequent stops, often in the lane of traffic. This will seem unusual to other drivers, and they may not anticipate on the roadway. If traffic is following really close and would have to stop while you open the door and spray, try to pull at least partway off the road to indicate to them to pass. If that is difficult, continue to a turnaround point such as a driveway, and go back. At intersections where you may have to paint multiple symbols, you may need to park the car and move around on foot to spray the symbols.

As an alternative to marking the route from your car, consider marking the route as you ride it on your bike. Riding while marking is especially effective if you have a second person with you; you spend less time marking and more time riding! Finally, since you'll be out in traffic, wear clothing that makes you visible.

Dan Henrys should generally be placed in the center of the lane (otherwise, they could disappear within a week or two from deterioration by vehicle traffic) and should appear three times at every turn, and at least once every two miles on long straight-a-ways. At least one Dan Henry should also be placed at any intersection where the route proceeds straight if the lack of a marker might be confusing. Whenever Dan Henrys are needed to mark a turn, place one about 150 feet before the intersection, a second one about 20-50 feet before the intersection, and a confirming one just after the turn (or after the intersection, if proceeding straight). If your route loops back on itself, mark some of the inbound Dan Henrys with the word "IN" or something similar to avoid confusion between these markings and the Dan Henrys which mark the outbound portion of the route.

Dan Henrys should be consistent in shape and about the size of this page. When you mark your route, bring a can of black or gray spray paint to cross out your mistakes (it can happen!) or other *Dan Henrys* of the **same color** from previous rides.

In addition to marking the route, use the paint to warn cyclists of hazards (pothole, bad RR tracks, etc.). Tape newspaper to your car door, seat, etc. to protect the interior from paint mist. Remember to paint a *Dan Henry* on a piece of cardboard to show the riders in your pre-ride instructions. Standard *Dan Henry* markings:



Prepare the Maps / Cue Sheets

One to two weeks before the ride date you should also finalize your maps or cue sheets. A map or a cue sheet (a list of directions) is required for a scheduled CIBA ride. It's a nice touch to provide both. Include the ride leader and co-ride leader's cell phone numbers on the map and cue sheet.

The map/cue sheet should clearly identify the start location! If you are providing a map, put in as many of the surrounding roads as practical. This way, lost riders can more easily find their way back to the route if they can determine where they are in relation to the route. Also make clear if any of the road names listed on the map/cue sheet aren't marked on the roads themselves. Some rural counties don't mark road names outside of town limits! This makes a map very difficult to follow, and likewise for a cue sheet if it does not contain mileage totals. If at all possible include cumulative mileages for each line on the cue sheet. If this is not possible and there are unmarked roads, provide confirming landmarks at key intersections. (Including landmarks at key intersections when roads are unmarked also applies if you're only providing a map.) Cue sheet text should be at least a 10 font. Make the font as large as possible yet still fit on a single sheet of paper. Include directional arrows on the map, so riders know which direction they're supposed to be riding. This is even more important if the route crosses itself at some point

The map and cue sheet should clearly indicate the locations and hours of operation of rest stops and restroom facilities along or near the route.

Finally, safety tips may be placed on your map or cue sheet, such as reminders to wear helmets; obey traffic laws; ride to the right and not more than two abreast; call out hazards and cars; signal all turns; announce "stopping" and "slowing", and "on your left" when passing; and to use extra caution when stopping and turning around if a turn is missed.

Include the ride name/date and make enough copies (possibly up to 150+) of your map/cue sheet before the ride. Save your receipts!

Computer Generated Cue Sheets

This output is generated by a computer program

	Instruction	Cumulative	Interval
1	Turn left onto Towne Rd	1.6 mi	1.6 mi
2	Turn right onto W 159th St mi Little Eagle Creek Ave and Shelborne	1.9 mi	0.2
3	Rd	2.9 mi	1.0 mi
4	Turn left onto Shelborne Rd	2.9 mi	0 ft
5	W 141st St and Shelborne Rd	4.6 mi	1.7 mi
6	Turn right onto W 141st St	4.6 mi	0 ft
7	W 141st St and West Rd	5.4 mi	0.7 mi

GPS Files

CIBA has a club account on RideWithGPS. This is available to all CIBA members. If you are a ride leader and want to create or edit routes on the CIBA account, create a RideWithGPS profile connected to the CIBA club and notify the CIBA Ride Committee chair to have your access set. Go to the Members \ RideWithGPS menu on the CIBA website for more information.

A GPS route can be created if you're aware of a few things.

- Creating a route requires special treatment of bike paths and new roads which are not part of many electronic maps.
- The map set used to create the route may differ from the rider's GPS map set.
- The settings on the GPS used by the rider should match those used to create the route. Tell the riders the settings used to create the route.
- Many GPSs are limited to 50 via points; if necessary, break your route into two or more files.
- When creating your route, place via points after intersections. If you place a point directly at the intersection, it may be misinterpreted by the GPS.
- When creating your route, select "shorter distance preference," not "shorter time." The shorter route is generally obvious, the shorter time is not.

If all of this seems like too much, then create a GPS track instead of a route. Filter the track to no more than 500 points.

Pick up Water Coolers and Supplies

There are several cycling shops serving as "CIBA Supply Depots" in the Indianapolis area (see the Ride Leader Contact List at www.cibaride.org). At each "depot" there will be three or four large water coolers and a small suitcase. This suitcase contains clipboards for sign-up sheets and maps/cue sheets, CIBA ride sign-up sheets, membership forms, and expense reimbursement forms, pens for signing in, current copies of CIBA's insurance certificate; a first aid kit, "water keys", and other items that might be needed in leading your ride. Call the Depot in advance to verify that the items are there and pick them up during the week before your ride. If you are leading a Sunday ride and there is a Saturday ride on the same side of town, the Saturday Ride Leader may need these items before you do. If this is the case, make arrangements to pick the items up from the Saturday Ride Leader or else pick up your supplies from a different "CIBA Supply Depot".

Buy the Food!

You should buy the food no sooner than three days before the ride to avoid spoilage of perishables such as bananas. If possible, buy food one day before the ride since you'll have a better idea of the weather forecast and its expected impact on the number of riders participating. Note that if your ride is very early or late in the season, or if poor weather is expected during the ride, a smaller expenditure may be appropriate. On the other hand, if your ride is very lengthy and you expect good weather and a large number of riders, you may need to purchase extra food. For further guidance, call the Ride Chair. It is reasonable to overbuy than to underbuy. If you end up overbuying, save the nonperishable leftovers and contact the next ride leader following your ride so they know what leftovers are available. Make arrangements to deliver them or have them picked up. Below is an example food list for a 50-mile ride length with 100 riders. "Large pack" items can be found at Sam's Club and certain grocery stores. Be creative! It's your ride. Just be certain to avoid the under ripe bananas! Save your receipts!

40	lbs. bananas	\$ 25.00
8	lbs. apples	\$ 10.00
4	2-lb. Fig Newtons	\$ 24.00
2	8-pack boxes of Oreos	\$ 12.00
3	3-lb. bags sandwich cookies	\$ 12.00
-	ice, cups, trash bags, napkins. Etc.	<u>\$ 10.00</u>
		<u>\$ 93.00</u>

Check the Route

Drive or ride the routes a day or two before the ride date, or even on the day of the ride, in case new construction, floods, or other obstacles require a route detour or cautionary warnings given to the riders as part of the pre-ride instructions. Check for tampering of Dan Henrys by vandals. Bring a broom in case you encounter broken glass or other Dangerous debris. Take a can of black paint and the paint color of your Dan Henrys for last minute corrections.

Day of the Ride

Fill the water coolers. Generally, fill with plain water. On hot summer days it's a good idea to have a "picnic" style cooler holding several bags of ice; this way you can dump some ice into the water cooler(s) every now and then. If you desire, you could have an extra cooler filled with lemonade, Gatorade or another beverage (e.g. hot tea or cider on a cold day!). As an alternative to premixing this beverage, you might provide dry powder for riders to mix on their own. You should always have water available to the riders. Return clean, dry coolers to the supply depot ready for the next ride. You may wish to leave the lids off the cooler to allow further drying within the cooler to avoid molding.

For a fully-supported Weekend Ride, the Ride Leaders should be at the start point 45 minutes before the scheduled start time. During this time, verify which duties will be performed by each person. Set up a water jug, some food, cups, and a trash bag, as well as the clipboards for the maps/cue sheets and sign-up sheets. Remember to write your route lengths on the sign-up sheets. If you're using a commercial parking lot, be sure to set up in a location that doesn't interfere with normal customer parking. Set up other material such as NITE Ride, Hilly Hundred, and CIBA membership applications. Try to greet as many riders as you can. Look for any new riders who may need assistance before the start of the ride. See the attached checklist of what to bring to the ride.

Five minutes before the scheduled start time, honk your car's horn and gather riders for your brief pre-ride instructions. The pre-ride instructions are among the most important of your duties as a Ride Leader and should include the subjects shown on the Pre-Ride Instructions Checklist (attached). Use the checklist or the CIBA "Green Card" as you make your remarks - don't try to memorize everything that needs to be said. Also, don't start your remarks too early! Riders who arrive at the last minute, but are still on time, may miss a portion of your remarks or create noises that interferes with your announcements.

Avoid releasing the riders before the scheduled start time, a disappointment for someone who wants to start with the group. Keep your pre-ride announcements brief to match your audience's attention span. You have the last and best opportunity to promote safe, courteous, and lawful behavior on your ride. Then start the ride! Stagger the ride start with groups sorted by their riding paces (fast/ medium/slow). If applicable, stagger the start by route distances (long/ medium/ short routes). This practice will reduce congestion of the roads in the first few miles. Select riders to lead the respective groups for the first 2 to 3 miles. This also allows riders a chance to "warm-up" and to safely clear the starting area.

Someone should remain in the parking lot for a few minutes to support riders arriving late. However, do not jeopardize your ride support to accommodate late arrivals. This person should also make a quick supply run if needed due to the turnout being far higher than expected.

A roving support vehicle is a nice touch, but it's not required. It's a good idea for all vehicles to be able to carry two bikes and riders. Support vehicles might carry tire pumps (capable of both Schrader and Presta valves), tire levers, Allen and Crescent wrenches, screwdrivers, and spare tubes or patch kits. Volunteers are not expected to make the repairs. If tools and supplies are available, the riders might be able to fix the problem themselves. While support vehicles are in motion, especially when near riders, the vehicle's emergency flashers should be illuminated to identify themselves as being part of the ride and to warn other drivers to be alert. If you need to stop to assist a rider, park the car in a safe location. The rider may need to walk to meet you at this point. Don't create a hazard by stopping at an unsafe location. Because workers may be out in traffic, they should wear highly visible clothing.

One of the Ride Leaders (generally whoever remains at the start to support riders arriving late) should "sweep" the first stretch of the course fairly early in the ride. That person should drive the first portion of the route to verify there are no riders remaining on that portion of the course. While veteran riders can be assumed to be more self-sufficient, beginners may not have the tools or know-how to solve routine problems such as flat tires.

Your prompt coverage of the first 8-10 miles of the route may help salvage some ride enjoyment for a beginning rider who is in distress. Remember that beginning riders may ride slower than experienced riders.

You should plan ahead to have a source of water at rest stops. However, if water does run low, leave the materials on site and go for additional water before the water runs out.

If you discover riders still on the course who are taking more than a reasonable amount of time to complete the ride, or if weather conditions become unsuitable for the cyclist to continue, you should at least offer them a choice: a ride back to the start in your vehicle, or to continue the ride on their own without further support. Also, make sure that the rest stops are returned to the condition in which you found them (or better!).

Rider Safety and Care

Accidents

Should an accident occur during the ride, you should assist as needed. If an ambulance is called, you may need to transport the injured cyclist's bike back to the start. All accidents should be reported to the Safety Chair or Risk Management Chair (see the Ride Leader Contact List at www.cibaride.org). The Ride Leader shall complete the "Bicycling Incident Report" with as much information as available. The Bicycling Incident Report form is in the Supply Suitcase. The report form is also available at CIBAride.org and it is attached to the end of this manual.

Assisting Injured Riders

Do not move an injured person! If the injured person is in a roadway, stop or divert traffic around the person, until help arrives. If an unconscious person regains consciousness before help arrives: Keep the person as still and quiet as possible. You may need to be firm. Someone who is in shock or suffering a concussion isn't the best judge of what to do at the moment. Be sympathetic but firm.

Determine if the person is injured seriously enough to require medical attention:

The injured rider should get medical attention if he or she:

- Is bleeding heavily?
- Has a head injury and lost consciousness even briefly?
- Can't remember what happened?
- Has obvious pain when moving an injured limb?
- Has trouble opening his or her jaw?
- If you don't know much about first aid yourself, ask if anyone in your group does.
- If the person has no obvious injuries, you still should pay careful attention to determine if the person is confused or disoriented, which could also indicate a head injury.

If necessary, send someone for help: If there is any question about whether professional medical attention is necessary, call 911 immediately. If there's no cell phone coverage, go to a nearby house.

Care for and reassure the injured rider until help arrives: Be as helpful as possible given the situation and the available materials. In particular, keep the person as warm and dry as possible. Regardless of the rider's condition, act calmly, speak in reassuring tones, and be sure that everyone around you does the same. Ask everyone who isn't helping to stand well back, so the injured rider isn't looking up into a mob of worried or horrified faces. Check the cell phone of the injured rider to see if there's an ICE (In Case of Emergency) number programmed into their phone and make the call.

Make sure the person's contact information and helmet get into the ambulance. The helmet may help medical personnel evaluate the person's injuries.

You should also fill out a bicycling incident report and submit it to the destinations specified in the report form as soon as possible.

Return Supplies to the CIBA Supply Depot

It is important that you return the supply suitcase and water coolers to the supply depot ASAP such that they will be available for the next ride leader. Make sure the water coolers are clean and dry and that the supply suitcase is back in order. If anything, other than water, was used in the coolers the spouts should be cleaned with bleach. If any of the supplies (standard forms, pens, etc.) are running low, replenish them yourself or notify the Ride Chair. If you have any leftover nonperishable food, forward the leftovers to the Ride Leader for an upcoming ride. If a significant amount of perishable food is left over due to bad weather, consider giving the excess to a local food bank or homeless shelter.

Submit CIBANEWS, CIBA Expense Report and Waiver/Sign-in Forms

Whether or not we attend a ride, it's always fun to read about the ride in the next edition of CIBANEWS! Please email a short summary of your ride to the CIBA Newsletter editor (see the Ride Leader Contact List). Then complete the CIBA Ride Expense Report, and mail/email to the CIBA ride chairman within one week of the ride. You'll be reimbursed for actual expenses of map/cue sheet printing and food and supplies. You'll also receive reimbursement for the combined mileage incurred by you and the other ride volunteers. Make sure to attach your receipts for out-of-pocket expenses. Finally, mail/email the completed CIBA Waiver/Sign-In Sheets to the CIBA ride chairman (address is listed at bottom of Waiver/Sign-in Sheets) within two weeks of the ride. Please make sure to count the number of riders signing up for each ride length. If not using the club's RideWithGPS account for routes, include a copy of your map/cue sheets with the sign-in sheets.

Begin Planning to Lead Your Next CIBA Ride!

While you're still enjoying the satisfaction of having successfully led a CIBA ride, why not start thinking right now about when you will be able to lead another ride? Would you enjoy volunteering to serve as Co-Leader to support a new Ride Leader? CIBA needs you! To help provide stability to the Ride Schedule, CIBA needs a strong base of Ride Leaders. Why not volunteer to lead or co-lead a ride at least twice a year? Please contact your Ride Committee for even more reasons why you should volunteer often!

Additional Ride Categories

Camping Rides

Camping rides are held to emphasize/celebrate the utilitarian nature of bicycling, enjoy the great outdoors and encourage camaraderie among the people who attend. They offer no formal ride support and are generally conducted in the spirit of Grand Touring rides (everyone stays together – no one gets dropped). Riders should be able to maintain at least a 12-mph average, when loaded with gear. There are no Dan Henrys - riders are provided with maps and/or cue sheets. Ride lengths range from 30 to 50 miles each way. In recent years, ride attendance has averaged 5 – 8 persons but have been done with as few as two and as many as 21. Campsites may be either state run or private. Camping fees are currently being paid by CIBA.

The Ride Schedule should include only a general description of the start point. This ensures that all participants contact the Ride Leader in advance, not only to receive detailed directions but also to allow the Ride Leader to ensure sufficient camping spaces have been reserved. Furthermore, posting an exact starting point online could be an invitation to criminals to break into the cars parked overnight at that location.

The rides typically start on Saturday mornings and return Sunday afternoon. Alternatives (Friday/Sat and others) have also been done successfully. Lunch (Saturday) is obtained along the way (diner/gas station/etc.). Dinner and breakfast the next day are usually held at the Inn if staying in a State Park and at a nearby town/eatery if not (or if the State Park doesn't have an Inn). Self-contained (bringing your own food/stoves/cookware/utensils) rides are welcome but will typically not draw as many participants. The Camping Ride Coordinator keeps a list of members with spare panniers if anyone should make this request.

Leaders hosting a Camping ride should submit a CIBA Ride Information Form (or contact the Camping Ride Coordinator with the required information and (in no particular order);

- Check with the campground to make sure that they are open on the proposed dates and that all necessary utilities (water/toilets/showers) will be turned on.
- Use non-electric campsites whenever available. Campgrounds with modern toilets and showers are preferred (may be in another section of the park) but are not required. More people will attend if modern toilets and showers are available.
- Make sure that your ride start time is sufficiently early enough to set up camp before dark (unless it's an evening start time) - consider ride length and terrain - but not so early that you're eating lunch at 10 a.m.
- Reserve the required number of campsites. Contact the campground early to let them know you're coming and again, a few days before, to give them a better head count. Most campgrounds officially limit the number of tents to one/two per site but the vast majority will make allowances for bicycle campers if you discuss it with them ahead of time. State Parks are required to give bicycle campers tent space (field/entrance/etc.) even if they are full. Not all park employees are aware of this.
- Try to plan your route so that lunch/rest stops occur every 10 to 15 miles. Cycling is more tiring when pulling 30 pounds of gear.
- Make your maps as clear as possible, particularly when adjacent counties don't use the same numbering system. Indicate (arrows/hi-lighting) which way is in and which is out. Leave a few copies of the map under a windshield wiper at the ride start for potential stragglers, as the starting point may be some distance from Indianapolis.
- Make sure that at least one person in your party is carrying a cell phone.
- Try to make reservations at Dinner/Breakfast ahead of time. Plan for alternatives if changes have to be made.
- Try to scout your route (in person) before the trip. Road construction can create long detours or long stretches through gravel pathways.
- Check with the appropriate person for permission to park overnight at ride start. Upon completion of the ride, the ride leader should complete the expense report, attaching the campsite receipt. Mileage for scouting the ride and photocopying costs for maps should be the only other cost incurred. A ride report (via either the website or CIBA form) should be completed and submitted, as well. Attach pictures to the report.

Dinner and Breakfast Rides

In many ways, Dinner Rides are the easiest rides to lead. You don't have to mark the route, and the size of your group is usually fairly small. There are however, some unique considerations due to the fact that you will be riding after dark. Dinner rides can be held any day of the week, but most have been on Thursday or recently Sunday. These guidelines assume that the ride will be on a weekday:

- Find a starting point where the weekday traffic at 6 p.m. will not be too heavy, and it will be safe to return after dark at around 10:00 P.M. Also, good access to interstates will help folks trying to get through rush hour traffic to your ride.
- If there are any stretches on your route that you are a little concerned about (perhaps a short stretch on a busy highway or a difficult downhill), make that part of your outbound route (when there will be daylight).
- Make sure you can find your way back in the dark. This can be a little difficult if you're leading a ride outside your normal riding area. You may want to keep the return route as simple as possible, with a minimum of turns. If the return route exceeds 20 miles, you should alert your riders in advance so that they may ensure their lights are good for this distance.
- If your group size is over 10, it is recommended that you split into 2 groups separated by enough space so that each group can be passed safely by cars. As leader, you need to be with the front group. Find another responsible biker to mentor/shepherd the second group. Don't get too far ahead of them and make sure they make all the turns.
- Make sure that the restaurant will be open, or that you have an alternative if it isn't. Many places close at 8:00 P.M. This can make it tough to get there if the wind is against you, or someone gets a flat tire. For some restaurants, you might want to get reservations (you will need to call with the exact number just before you start the ride) - use your judgment. In the ride schedule remind riders to bring some cash to cover their check; not all establishments take plastic.
- Keep in mind that we only require participants to be able to ride 12 mph. If everybody is capable of riding faster, feel free to do so. Since we want to encourage new riders, make sure that no one is "left behind" by designating another responsible biker to shepherd the slower rider(s). If you have a spare light or rear blinker, bring it along in case another rider needs it.
- Make sure you have enough maps for everyone. If someone you expect doesn't show by the start time, leave a map for them under the windshield wiper of your car.

Breakfast Rides are quite similar to Dinner Rides, except, of course, for the time of day. Ride Leaders should choose a start-end location where weekend traffic might not be too heavy. It would also be advisable to forewarn the restaurant that a group will be arriving at an approximate time; even a phone call at the time of departure would be advisable.

Have sufficient maps for all riders in case there are those who decide not to eat and might continue back to the start without the Ride Leader. Leave a few maps under a car windshield at the start in case someone comes late.

HOOTs (Hoosiers Out On Tandem) Rides

HOOTs rides may have similar features any of the other rides described in this manual. Because of this flexibility, it's important that the published description of the event accurately reflects the leader's intent for the ride. Rides should include opportunities to socialize either during or after the ride. If teams will be required to ride more than 25 miles between rest stops, that distance should be mentioned in the ride description.

Although no one should ever be turned away from a HOOTs event, these rides are designed with tandem teams in mind. Individuals considering purchasing a tandem or single rider within the tandem community should be encouraged to attend HOOTs functions.

HOOTs rides may be hosted by themselves or in conjunction with other rides. An event could occur concurrently with a CIBA ride, the ride of a different club, a for fee ride, etc. Furthermore, a HOOTs ride may utilize a route used by one of these groups after their event. If an event is held within a for fee ride, the ride description should clearly state that teams are responsible to pay this fee!

Routes shall be identified by using at least two of the following methods; 1) Map, 2) Cue sheet, 3) GPS route or track, or 4) Painting Dan Henrys on the road. But, you should always provide either a map or cue sheet.

A ride leader may choose to create their route on a web-based site. In this case, the link to this site should be

posted on the HOOTs website at least 48 hours in advance (if used to meet these requirements). The map/cue sheet should include the cell phone number of the ride leader (which cell phone should be on during the event). Although the cue sheet/map may be posted on the HOOTs website, the ride leader should bring 20 hard copies to the ride. Font size should be #10 or greater.

Some rides may not be suitable for all HOOTs members. A fast, hilly century may be undesirable for even some very experienced teams. However, for this same ride, a sub-leader could be solicited to lead a shorter, "friendlier" route. HOOTs members should always be encouraged to create a sub-ride within an event if the posted format is not to their liking. This sub-ride may be posted as part of the ride description or on the HOOTs website.

Rides may be conducted as GT rides as described in this manual. In this case, it's recommended that you state a minimum speed that riders should be able to maintain. Furthermore, you may state a time limit for the event. In this case, shortcuts could be taken to ensure that everyone finishes by a certain time. Be careful about stating "No Drop" in your ride description. Thirty-five miles at 8-9 mph makes for a long day!

Conduct a brief meeting at the start of the ride. Discuss any safety concerns, identify new teams, promote future rides, and allow riders to make their own announcements. Discuss the speed and distance that teams would like to ride. If possible, create subgroups that appear to be compatible. Although it can be fun, riding in a large group can create an annoyance to drivers. If traffic warrants it, break into smaller groups. Try to start the ride on time and leave a few maps under the windshield wiper of your car for late arrivals.

Grand Touring (GT) Rides

Grand Touring Rides emphasizes the enjoyment of bicycling as a group and social activity, and as a method to explore and discover Indiana and other destinations.

The ride should be a one-day event. Directions, including approximate driving time to the start, need to be provided for the CIBA website.

The following is an example of ride information required for the ride listing:

Eastern Brown County Dogwood Meander Date: Saturday May 2, 2009

Start time: 9:30 am

Ride Leaders: Randy and Connie Schmucker, 317-257-5607, rsdesign@ieee.org Route Length: 50 miles - hilly terrain

Start Location: Columbus, IN: Jay C Food parking lot - SR 46 and Goeller Rd

Directions to start: I-65 South. Exit west on SR 46, go 0.5 miles, turn right at light, Goeller Rd, into parking lot

Description of ride: Enjoy a nice spring day with the dogwoods and spring flowers in full bloom in the hills of western Bartholomew County and eastern Brown County. This ride will meander through Grandview Lake, Pikes Peak, Hoosier National Forest, other Indiana back road delights and a stop at Crouch's market for lunch.

Contact information and inclement weather cancellation policy should be listed on the web page and in the ride schedule. Due to travel distances involved for all riders, the rider leader may cancel the ride if they deem the weather to be too bad to ride in.

The ride should center on some other event or activity, i.e. to visit a historical landmark, site, state park, museum, street fair or festival and/or meeting someplace afterwards to eat at a special restaurant. (The last is very popular.)

There should be one basic route of at least 25 miles and not more than 50 miles. This depends greatly on the time of year and geography. To encourage the social and group aspect of these events only one route should be used.

Grand Touring rides are not marked and you should not mark them under any circumstances. A cue sheet and/or map need to be provided to each rider. Arrangements for an experienced bicyclist or the ride leader need to be made to ride with the slowest rider(s). No one gets left behind on a Grand Touring ride and no one should feel that they are holding up the group. Vehicle support is not required and is discouraged. Riding as a group is encouraged. This means the ride leader rides with the group.

Ride Leaders provide support from their bicycle. If a rider stops beside the road, the ride leader needs to stop and help in whatever way possible. Help can mean changing a flat tire, fixing a chain or sometimes just providing moral support. Do whatever you reasonably can to help out.

Everyone should be encouraged to ride together or at least in compatible groups. Make sure you have enough maps for everyone. If someone you expect does not show by the start time, leave a map for them under the windshield wiper of your car.

Grand Touring rides often have 10 to 20 people attending. Starting with the ride leaders, have everyone introduce themselves. This will encourage socializing.

Family Rides

Family rides are short rides designed for beginners and parents with kids or grandparents and grandchildren. These rides typically go through quiet neighborhoods and trails and include a route of less than 10 miles in length and may include additional routes up to 20 miles. There may be surprises for the kids to keep it interesting. Parents or another adult are expected to ride with their children. All children must wear a helmet!

Since the group stays together, Dan Henrys are not required, but they are encouraged for "open road" rides. Provide a simple route map. You should have at least two adult ride leaders for each distance and possibly for each speed. For example, one at the front riding at 7-9 m.p.h. is needed to keep the group together. A second adult should be at the back to make sure no one is left behind and to slow cars approaching from the rear. Leaders should have a cell phone.

Parents may have difficulty getting their kids organized, and they may be a little late. A few minutes after the assigned starting time, call the riders together. If snacks are available, announce when and where they will be served. Be sure to give some safety tips; ex. bicycles ride on the right side of the road with traffic. Start the ride and leave maps on a windshield for late arrivals.

Generally, treats are presented at the end of the ride; juice, fruit roll-ups, cookies, etc. If in doubt, take a kid shopping with you when you buy the treats.

Repeating Rides

These rides are regularly occurring CIBA rides which have no SAG ride support. These are generally held Monday through Friday during the riding season, March to October. Several Repeating Rides may occur at the same time in different locations.

Repeating Rides are often a first contact many new members or prospective members have with CIBA. It is important that they feel welcomed and confident they won't get lost. Leading a Repeating Ride requires laying out and marking a route and updating through the riding season. As a Repeating Ride Leader you are responsible for either being at the ride each time or being certain a backup leader is there. Repeating Rides require a lot of time, and it makes sense to have two or three back-up people to assist. Pick several people who usually participate in your Repeating Ride; get their phone numbers; and give them several sign-up sheets to use when they serve as Ride Leader.

Use the CIBA Ride Information Form (see www.cibaride.org) to submit your planned Repeating Ride to the Repeating Ride Coordinator. Any changes or cancellations to a ride should be made 4 weeks in advance in order to have time to alter the calendar and be publicized in other CIBA communications. Changes can also be communicated via the CIBA Group Facebook page.

Special considerations for Repeating Rides:

- Consistent, scheduled, and published start time
- Pre-ride meeting designating speed-groups (A-group, B-group, C-group, etc.)
- Ride captains may lead each of the speed groups.
- Map or cue sheet may be available for riders
- Routes should be available on RideWithGPS
- Dan Henrys maintained throughout season
- Ride Leader or back-up present at each ride
- Participation by at least 3 members per month
- Riders are expected to sign the sign-up sheets at least once a year for a repeating ride
- Sign-up sheets turned in.

Mark your ride with special yellow highway paint (obtain from the Ride Committee) before the first ride date. Be sure to use the special "Repeating Ride" Dan Henry. A Dan Henry with a "T" in the center) so a weekend Ride Leader does not mark them out. If more than one repeating ride route uses the same roads, another type of Dan Henry may be used to differentiate between rides, such as an abbreviation of the ride's name is placed inside the Dan Henry circle. Check the route markings periodically throughout the riding season. Certain marks may become obscured as a result of high traffic or other actions. Most markings may last the entire riding season. Dan Henrys shall be applied in the same manner described elsewhere in this manual. Should a change to your route be needed during the season, change the markings as soon as possible. Do not expect riders to turn without a Dan Henry, or to go straight when a Dan Henry directs a turn. Consider what might happen if one rider follows your modified route, and another follows the "old" Dan Henrys.

Reasonable mileage expenses to scout, mark and maintain the route markings and costs for printing the maps/cue sheets are reimbursable.

Volunteer Incentives

Although CIBA is well-known for its event rides (Hilly Hundred and The N.I.T.E. Ride), the regular Scheduled Rides are CIBA's core activity, and what helps set CIBA apart from other cycling clubs. These rides would not be possible without the efforts of ride leaders, co-leaders, mentors, and volunteers.

CIBA truly appreciates your efforts and has established a Volunteer Incentive Program to formally recognize your contributions. Ride Leaders and Co-Ride Leaders of all types of CIBA rides earn incentive points that can be redeemed for merchandise in the CIBA Store. For specifics of the CIBA Incentive program, please refer to www.cibaride.org.

CIBA Website and Other Online Resources

Ride Leader Documents can be found at www.cibaride.org under "Members->Ride Leader Documents" on the main menu. You may need to login to access these documents.

Forms at www.cibaride.org

- CIBA Ride Information Form (fillable PDF)
- Maps
- Ride Sign In and Waiver (fillable PDF)
- Post Ride Report (fillable PDF)
- CIBA Ride Expense Report (fillable PDF)
- Ride Leader Manual
- Route Marking Guidance
- Ride Leader Contact List (includes Supply and Paint Depot locations)
- Insurance Certificate
- CIBA Ride Incident Report (fillable PDF)
- Tax Exempt form for food and supplies

Additional website sources include:

- www.in.gov/indot/2416.htm (Indiana road closures and restrictions)
- <https://entapps.indot.in.gov/TrafficCounts/>
- Google Street View
- <http://backroadsofindiana.blogspot.com> (Charlie Myer bicycle routes)

Items to Bring to the CIBA Weekend/Holiday Ride

	Maps/Cue Sheets
	Pre-Ride Instructions Checklist
	Filled water coolers
	Food: Bananas, cookies, etc.
	Supply Suitcase (containing sign-up sheets, clipboards, CIBA membership applications, and other forms and standard supplies)
	Extra road paint (in case of last-minute need to mark detours or areas covered by chip and seal or new pavement)
	First-aid kit (if not found in Supply Suitcase)
	Trash bags
	Cups and paper towels
	Air pumps and cycling tools
	(optional) Spare tubes and tires; spare helmets and water bottles
	(optional) Cooler filled with ice (good idea on hot summer days); ice scoop (could use extra cup)
	(optional) Hot drinks for cold weather rides
	(optional) duct tape for trash bags and signs
	(optional) roof rack or trunk rack for carrying bicycles
	(optional) small table for food and water
	(optional) folding chairs and lawn umbrella
	(optional) broom, in case of glass/debris in roadway
	(optional) milk jugs (cleaned!) filled with water as a backup in case water coolers run dry or fall over in your car enroute (it's happened!)
	(optional) radio/music player (to avoid draining your car battery!)
	cell phones
	* enough gas in your car to get through the ride!

Pre-Ride Instructions Checklist

- Welcome** Good morning and welcome to the Central Indiana Bicycling Association _____ Ride.
- Ride Lengths** Today's ride has ride lengths of _____, _____, _____. Everyone please make sure to sign in and get a map/cue sheet.
- New riders** Ask for new riders. Join them up with the volunteer Mentor(s) you arranged for before the ride. Or at the very least, ask them to stay behind for a couple of minutes so you can answer their questions and make sure they know the basics of following *Dan Henrys* and a map or cue sheets.
- Dan Henrys** Today's Dan Henry color is _____. (Hold up that piece of cardboard you painted earlier.)
- Ride start** Describe which way riders will exit the parking area to begin the ride.
- Rest Stops** Describe the locations of your rest stops for each of the distances you're supporting, including how many miles they are from the start. Also introduce your volunteers and identify all of the support vehicles which will be on the course.
- Restrooms** Mention whether or not any of the rest stops have restroom facilities, or at least whether your route will pass by restaurants or gas stations where restrooms could be available.
- The Route** Mention any comments about the route, such as detours, high traffic areas, Dangerous intersections, bad stretches of road, gravel, or any other needed information.
- Safety Tips** Mention a couple of safety tips (see the green card) which are especially pertinent to your ride, such as obeying stop signs or lights, not riding more than two abreast, being alert for traffic from the rear, calling out road hazards and vehicle traffic, and safely coming to a stop and turning around if a group of riders misses a Dan Henry or catches a red-light.
- Announcements** Ask if anyone wishes to make any announcements. Or add your own at this time, such as inviting nonmembers to fill out a membership application. Upcoming fee rides, club events.
- Questions** Ask if anyone has any questions about the ride.
- Ride Start** Repeat the instructions on which way to exit the parking area to begin the ride.

Then, Start the Ride!!!