



Ride Leader Guide

2024

Vision

Bring people together on bikes

Mission

The PCC is a member-driven cycling community which encourages, inspires, and educates.

The PCC provides rides, skills development, competitive, and social events that promote the love of cycling for the greater Peterborough community.

Values

Volunteering – The ongoing success of the Peterborough cycling club depends on valued volunteers who give freely of their time, experience and expertise.

Respect and Relationships – We foster positive relationships through respect; within our membership and within our community, between cyclists and other users of the roads and pathways.

Excellence in Leadership – Leadership from our ride leaders, volunteers, and board members that is informed and dedicated to the safe enjoyment of cycling for our members and the entire community.

Inclusive – All levels of riders and types of cycling are encouraged within the PCC.

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Thank you from the PCC Board

Thank you very much for dedicating your time to leading rides for the Peterborough Cycling Club (PCC). We appreciate your efforts in helping the PCC provide a wealth of safe and fun cycling opportunities (for riders or people) in Peterborough and area. We believe that the club is the rides, and the rides are the ride leaders.

Ride Leader & Co-Leader Responsibilities & Expectations

Within the membership of Peterborough Cycling Club, a Ride Leader/Co-Leader is more than just one of the riders in a group of cyclists. A Ride Leader/ Co- Leader is the key individual who ensures that the ride participants are as safe as they can be, and that the Club operates safely. The Ride Leader, with help of their co-leader(s) need to identify the route, enforce safe and lawful riding practices and keep everyone riding together within the boundaries of a given ride category, on a given route.

Ride Leader Responsibilities

Your goal is to lead a quality ride.

BEFORE THE RIDE:

- Create, post and know the route.
 - Check weather report and update forum of cancellations or adjustments due to weather following the PCC's Weather Policy.
- Be proficient with the PCC's Policies and Ride Guides.

ITEMS TO CARRY:

- Cell Phone with CycleClub and digital versions of the following items (hard copies are required if not carrying a cell phone)
- Map of Ride Route
- Ability to document any accidents and incidents with photos and notes
- Emergency Action Plan
- Membership List
- Current Emergency Contact List
- First Aid Kit
- Tool Kit with Spare tube, pump/CO2,
- Lights (front and rear) if required

PRE-RIDE

- Arrive 10 minutes early to greet and introduce yourself to any new riders
- Take attendance using Cycle Club App, add any missing riders
- Get a total count of your riders
- Any riders not on Cycle Club will have to show proof of membership to confirm they part of the club (registration email) and you should obtain an emergency contact
- Ask any non-members to leave if unwilling to buy a membership.
- Be sure everyone knows the pace and distance of the ride you are leading and are comfortable with it
- In the case of minors in attendance on the ride, please follow the **Youth Policy** as posted on the PCC Website. (Hint: They must have a parent or designated chaperone who will stay with them at all times.)
- Any requests pertaining to accessibility will be considered with an advance request. Please follow the Accessibility Policy as posted on the PCC Website.
- Ask if everyone has read and understands the Ride Participant Guide and provide an overview to those who have not
- Explain social and single pace lines and hand signals
- Remind all riders that it is club policy to follow the Highway Traffic Act
 - Specifically mention stop signs and red lights
 - Do not compromise the safety of the group merely to avoid the inconvenience of other road users. At the same time, try to accommodate if possible.
- Remind riders that they should be self-supporting
 - Have adequate food and water.
 - Tool kit (a tube, pump, money and personal identification)
 - Did you do a safety check... brakes, tire pressure, etc...?
- If there is a shortage of regular leaders select an experienced rider to help with group.
- If the group is too large, it must be split into groups no larger than 20 cyclists
- Give reminders of any upcoming club events
- Take a head count just before leaving
- Discuss a skill that should be emphasized

Specific Ride Variations

- **Rec Level Rides:** Explain how the group will ride riding:
 - Ride as a unit “bar to bar” on flats, climbs and descents
 - Clarify if there are places where you will diverge from this, such as climbs, descents, or rough road
 - No one will be dropped!
- **Tempo Rides:** Explain how the group will ride riding:
 - Tempo Rides ride as a unit and be “bar to bar” and always tight to the right
 - Rides may have sections that potentially break the group up:
 - Clarify the sections where group may break apart such as climbs, descents, with **clear message on the regroup area** (recommended to call for a specific stop and wait versus the ‘slow roll’)
 - No riders will be dropped and group waits at regroup area
- **Competitive Drop Rides:** Explain how the group will ride riding:
 - While riding as in a group will ride as a unit, and be “bar to bar”, tight to the right and there should not be more than 2 riders across except during exchanges (summary - no large freeform pelotons)
 - Competitive rides start out as a group, but at any point may break up.
 - Riders will be dropped and need to check-in with ‘Sweeps’.
 - Discuss the typical rotations that will be used if not in a single paceline (eg. Two riders to wind protected side dropping back, echelon)
 - Remind riders that if they dropped they are on their own and the need to let sweeps know if you need support for health issues

ON THE ROAD

- Enforce the group’s assigned speed range.
- The start of the ride should be a warm-up (on non-competitive rides)
- Ensure that the group is riding together, “bar to bar” and “tight to the right”.
 - The term “bar to bar” is easier to understand than half-wheeling
- Communicate any sections that the group needs to adjust (rough roads, ascents, descents)
- Follow the rules of the road, we move as one vehicle paying attention to traffic lights, stop signs, yellow lines and do not pass a stationary vehicle on the right.
- Call and signal rotations as necessary (single or social paceline)

- Do not compromise the safety of the group merely to avoid the inconvenience of other road users. At the same time, try to accommodate if possible.
- Communication is key
 - All riders are expected to communicate hazards to others
 - Using both verbal and hand signals (the earlier the better)
 - Encourage mid-pack riders to relay the hand/verbal communication whether they can see it or not
 - Encourage riders at the back to relay messages up
- Discourage members from engaging drivers in any aggressive conversations
 - Act as the spokesperson for the group in case of disputes with other road users.
 - Diffuse the situation, emphasizing that cyclists are entitled to use the road, which sometimes causes delays to other road users.
 - Record licence plate number take photo or video to report to police, but do not engage in confrontation.
- Call turns well in advance, especially left turns that require the lane to be taken.
- Riders that don't know the route are dangerous at the front, place them accordingly within a group.
- The group will all stop well off the road for regrouping, breaks, mechanicals and emergency vehicles.
- For stops due to mechanical breakdowns, if the bike cannot be fixed, assist the rider to make arrangements for assistance. Do not leave anyone stranded.
- On non-competitive (no drop) rides, do not leave any riders behind without their consent.
- Adjust the pace "easy" at the first signs of fatigue or distress.
- Encourage weaker riders to stay in the group's slipstream.
- They should avoid pulling at the front where they may further tire themselves out.
- Point and pull into fading line before reaching the front.
- Riders unable to continue the ride because of fatigue or distress should be allowed to withdraw if they choose to turn back. If no one can accompany them ensure they have a map and know the way.
- Perform head counts periodically throughout the ride.
- If stopped by police, politely determine what the problem is, ask for a business card and politely abide. Then terminate the conversation.
 - Report the incident to the board and they will follow up.
- Complaints or disciplinary action required should be addressed by following the *Complaint & Discipline Policy*.

- Encourage riders to ride in the appropriate group for their skills and fitness whether it be to move up or down ride levels.
- In case of accident or injury, follow the *Emergency Action Plan* and *Concussion Policy* as posted on the PCC Website.

KEY PROBLEMS TO IDENTIFY & CORRECT

- Overlapping wheels or half wheeling
- Being unpredictable
- Riding more than 2 wide
- Not tight to the right (close to centre line)
- Not checking over shoulder before moving
- Riding too fast or surging
- Racing (Rec level)

Co-Leader Responsibilities

Your goal is to lead a quality ride.

BEFORE THE RIDE:

- Know the route.
- Support the Ride Leader with any requests
- Be proficient with the PCC's Policies and Ride Guides.

ITEMS TO CARRY:

- Cell Phone with CycleClub and digital versions of the following items (hard copies are required if not carrying a cell phone)
- Map of Ride Route
- Emergency Action Plan
- Membership List
- Current Emergency Contact List
- Tool Kit with Spare tube, pump/CO2,
- Lights (front and rear) if required

PRE-RIDE

- Arrive 10 minutes early to greet and introduce yourself to any new riders
- Help address any questions the members may have
- Ensure riders are using "call outs" and hand signals"
- Know how many riders are with the group
- In the absence of the ride leader, you will assume that role. Please read and understand the ride leader responsibilities.

ON THE ROAD

- Enforce the group's assigned speed range
- Ensure that the group is riding together "bar to bar" and "tight to the right"
 - The term "bar to bar" is easier to understand than half-wheeling
- Follow the rules of the road and move as one vehicle paying attention to traffic lights, stop signs, yellow lines. Do not pass a stationary vehicle on the right.
- Communication is key
- All riders are expected to communicate hazards to others
- Using both verbal and hand signals (the earlier the better)

- Encourage mid-pack rides to relay the hand/verbal communication whether they can see it or not.
- Encourage riders at the back to relay messages up
- Discourage members from engaging with drivers in aggressive conversations
- Call turns well in advance, especially left turns that require the lane to be taken.
- Ensure the group is well off the road for regroupes, breaks, mechanicals and emergency vehicles.
- Do not leave any rider behind without their consent.
- Encourage weaker riders to stay in the group's slipstream
- They should avoid pulling at the front where they may further tire themselves out
- Point and pull into fading line before reaching the front
- Adjust the pace "easy" at the first signs of fatigue or distress
- Assist in correcting any riding faux pas



Ride Descriptions & Categorization

One of the PCC Ride Standards is to adhere to the ride description and categorization assigned to a given ride. This will ensure rides are predictable in terms of speeds travelled and distances covered. It is the ride leader's responsibility to stay within the boundaries of a given ride categorization.

Rec Rides

Ride Group	Average Speed	Distance	Bike To Bring	Information
TandemEyes	16-19 Km/h	10-35 Km	Road/Hybrid	Offering tandem cycling for people with vision loss
Rec Level 1	16-19 Km/h	30-45 Km	Road/Hybrid	If you are new to group road riding, or looking for a more-relaxing pace, these would be the ideal groups to consider
Rec Level 2	19-21 Km/h	30-45 Km	Road/Hybrid	
Rec Level 3	21-23 Km/h	30-65 Km	Road	
Rec Level 4	23-25 Km/h	30-65 Km	Road	For riders who have been on group rides before. Participants should be comfortable riding in a group formation, both single file and two-abreast
Rec Level 5	25-27 Km/h	35-100 Km	Road	Well suited for those who have been road riding for some time and looking to increase the pace, distance, or generally improve group riding skills
Rec Level 6	27-30 Km/h	50-80 Km	Road	
Gravel 1	26-28 Km/h	50-80 Km	Gravel/CX	Predominately gravel roads or trails. Be sure to read description as some rides may take fire routes and other adventures
Gravel 2	28-30 Km/h	50-80 Km	Gravel/CX	

Tempo Rides

Riders should be comfortable at higher speeds with the ability to maintain bike handling skills at speed and as you tire. Much more variance in the speed with faster than average on flats and downhills.

Ride Group	Average Speed	Distance	Bike To Bring	Information
Level 1	27-29 Km/h	50-80 Km	Road	Mixed terrain with some hills and faster flat sections.
Level 2	29-32 Km/h	50-80 Km	Road	Similar to Level 1 at a faster pace, some nights it may also be a longer distance



Competitive Rides

These are drop rides and emulate race conditions; fast accelerations, hills, gravel, and varied ride formats often two-abreast echelon with riders attacking at any time. Must ride Tempo Rides or have raced prior to attending.

Ride Group	Average Speed	Distance	Bike To Bring	Information
Level 1	32-40 Km/h	30-80 Km	Road	Mixed terrain. Sprinting, echeloning, eating and drinking at high speeds should be skills already mastered with some hills and faster flat sections.
Level 2	35-45 Km/h	30-80 Km	Road	

Planning Our Route

PCC Ride Leader Strava Account Information: www.strava.com

Username: peterboroughcyclingclub@gmail.com

Password: PCCrides2018

1. Pre-plan the route of your ride, keeping in mind the time of year and amount of daylight, Risk Management Policies (low traffic, secondary roads wherever possible), the experience and level of fitness of your typical riders, etc.
 - a. Look up the typical daylight hours for the date of your ride.
Helpful tool: www.timeanddate.com/sun/canada/peterborough

Determine your ride time based on the sunrise/sunset time and start time of your ride. Make sure you allow for 15 mins in potential mechanicals and an additional 15 minutes for every planned stop (washroom, food, water, etc.).

- b. Estimate the distance of your ride based on your ride time determined in the previous step and the group's typical average moving speed. Estimate the speed based on the elevation planned to ride and the fitness of members in the group.
Helpful tool: www.timecalculator.net/speed-distance-time-calculator
- c. Select roads to use on route/map using the heat map feature on Strava and Google Maps on Satellite view. Choose a surface (paved, gravel, dirt, etc.) that is appropriate for your group.



2. Create a map on the “Peterborough Cycling Club Ride Leader” Strava Account. Save map with appropriate name
3. Create an event in CycleClub and post the route and other details. Include a link to the route’s map from Strava. Riders need to know what is planned so that they can bring sufficient food, water, and clothing. Any information about your ride, including changes or cancellations, should be posted in the CycleClub event before being communicated in any other way (email, Facebook, Twitter, etc.).
4. Check the weather and be prepared to cancel the ride if needed. See guidance on ride cancellation in the Weather Policy.

Communication

Communication with the Ride Coordinator:

1. Ride leaders will provide a general description of each recurring ride (one description for all occurrences) and any single event rides. Please email the following to ridecoordinator@peterboroughcc.com providing:
 - Weekday and Time
 - Recurrence
 - Start and typical end time
 - Average distance and speed (must match ride level)
2. Ride Leaders will communicate any additional rides or significant changes to character, speed, distances, of the regular recurring ride to the Ride Coordinator.

Communication to Members:

Primary use of communication with members should be through the Cycle Club App

Things to post on the App:

- Information about upcoming rides
- Route/Ride Maps
- Ride Cancellations

Pre-Ride Announcement

- Introduce yourself as the ride leader
- Introduce co-leader(s)
- Remind riders about communication: use call outs and hand signals
- State average speed (km/hr), no pace pushing if no-drop ride
- Follow HTA, respect yellow line, stop for all stop signs, red & yellow lights
- Discuss single and double pace line (social)
- Ride bar to the bar and tight to the right
- No-drop rides
 - No one gets left behind
 - ride as a group: together on flats, climbs and descents
- Drop-rides
 - Make sure you remind riders that they could be dropped
- Discuss Route and things to look out for (left turns, tricky corners, complicated intersections, etc.)
- Answer any questions
- Make announcements for upcoming events

Additional Reading

As a member of the PCC you will signed that you read, understood, and agree the first four of club policies listed below. However, as ride leader you take on some responsibility for ensuring our club rides meet these policies so, please be sure you know the content. Further we have other policies that you will need to understand.

The goal is high quality rides that members have fun and maintain safety.

Please take your responsibility seriously, but please keep it fun.

1. [2024 Rider Guide](#)
2. [Code of Conduct](#)
3. [Risk Management Policy](#)
4. [Concussion and Return to Ride Policy](#)
5. [Emergency Action Plan](#)
6. [Drop Ride Risk Management Policy](#) (Competitive Ride Leaders)
7. [Injury Reporting](#)
8. [Weather Policy](#)
9. [Membership Policy](#)
10. [Young Rider Policy](#) (Note: this is for all ride leaders)
11. [Discipline & Complaint Policy](#)
12. [Screening Policy](#) (if involved in Youth Programming)
13. [Privacy Policy](#)
14. [Accessibility Policy](#)