

Appendix 1: Ride leader Checklist pt1

Ride leader Checklist - our top tips for making a ride go smoothly

Becoming a ride leader

- Speak to someone on your committee so they can register you in order to be covered by our insurance.
- Familiarise yourself with Cycling UK's Riding in a Group Checklist (Appendix 2) and our Safeguarding Code of Conduct.

Before the Ride

- Work out a route you think your group is likely to enjoy, taking into account: distance; terrain; traffic; refreshments; toilets; points of interest; weather; season; ability of the riders; and any other factors.
- Be prepared to vary the ride if any of these change.
- Decide how you will navigate: GPS, maps, local knowledge, or a combination of all of these?
- Advertise your ride – don't forget to include: the meeting time and place; the approximate distance and pace; likely return time; and other essentials such as what the riders should bring, any planned stops and so on.

During the ride

- Find out the names of everyone on your ride – not just for insurance purposes but it's also friendlier. Ask everyone to fill in their contact details on the Signing In and Out sheet.
- Enlist the help of any experienced riders to: keep an eye on newer ones; act as backmarkers; lead a second group; or even act as 'human signposts' at junctions or gates.
- Explain how you will lead the ride: any jargon and hand signals you might use; when and where you will wait for slower riders; how you will deal with traffic and so on but remind each rider they are responsible for their own safety.
- Point out any likely hazards in advance. In the unlikely event of an incident, please complete an Accident/Incident Report form as soon as possible.
- Avoid blocking roads and trails – choose stopping points carefully.
- Keep the ride flowing smoothly but do stop occasionally and give stragglers a rest before restarting.
- Some faffing is inevitable but don't allow it to go on too long or other riders will begin to get cold and restless.
- You have a duty of care to the riders and the public, so if you think someone may endanger themselves or others, have a quiet word; if their behaviour persists, you are entitled to ask them to leave the ride.
- You should lead by example and remain courteous and considerate to all road and trail users, including fellow riders.
- Ensure anyone who wishes to leave the ride is happy to make their own way home.
- At the end of the ride, thank people for coming and let them know details of the next one.

Appendix 1: Ride leader Checklist pt2

Suggested list of things to bring as a ride leader. It's a good idea to carry a few essential items such as:

- Maps or GPS unit
- Selection of small tools, inner tubes, tyre levers and a puncture repair kit
- A fully-charged mobile phone
- Cards or coins for phone box – in some areas there may be no signal
- A supply of: Photo Consent forms; Accident/Incident Report forms; Group Rider Checklist for new/returning riders
- A Signing In/Out sheet

More suggestions for items to take can be found in Appendix 3: Ride leader Equipment



Appendix 3: Ride leader Equipment pt1

The amount of equipment the Ride leader carries depends on the type of ride being led, the number of participants on the ride and the carrying capacity of the riders. Equipment can be divided into three parts:

1. Leader's own kit
2. Additional equipment
3. Nice-to-haves but not essentials

Leader's Own Equipment:

<p>Two spare tubes</p> <p>Tyre levers</p> <p>Good pump</p> <p>Small tyre boot</p> <p>Multi-tool</p> <p>Phone</p> <p>Money</p>	<p>To fit the leader's bike</p> <p>A small bit of cloth should suffice</p> <p>Should include the following:</p> <ol style="list-style-type: none"> 1. Allen keys: 2, 3, 4, 5, 5.5, 6, 8 2. 8mm, 10mm spanners 3. Flathead and crosshead screwdrivers 4. Spoke key 5. Chain tool <p>In plastic bag</p> <p>Bank card/loose change</p>
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Additional Equipment:

<p>Puncture repair kit</p> <p>Tube</p> <p>Dumbell spanner</p> <p>Route sheet</p> <p>Parental consent forms</p> <p>Photo consent forms</p> <p>Signing in/out sheet</p> <p>Accident/incident report form</p> <p>Small first aid kit</p> <p>Waterproof bag</p> <p>Spare food/water</p>	<p>To fit another size tyre</p> <p>Or sufficient spanners to fit most sizes</p> <p>Or map</p> <p>In case of any under 18s on ride</p> <p>In case of filming/photography on the ride</p> <p>To record who is on the ride and ICE details</p> <p>To record details of any incidents during ride</p> <p>Plasters and maybe a medium bandage</p> <p>Big enough to cover everything</p> <p>In case riders run out</p>
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Appendix 4: Cycle Assessment (M-check) sheet

Bikes can be assessed for trail and roadworthiness using a simple M-check, starting at the rear wheel then moving up the frame to the saddle and back down to the bottom bracket, then up the downtube to the handlebars and headset before checking the front wheel. See our YouTube channel for more: www.youtube.com/user/CTCOnline/videos

Parts of the bike to be checked in an M-check:

Brakes:

Both front and back need to work. The brakes should bite quickly when the levers are pulled, not when they are tight against the handlebars. Brake blocks also need to be checked for wear and alignment. If they are not aligned properly to the wheel rim, they will wear unevenly and be less efficient. Adjust (unscrew) the barrel adjusters to ensure the brakes bite.

Wheels and Tyres:

Tyres wear. The back tyre wears more quickly than the front, as it carries more of the cyclist's weight. Badly worn tyres must be replaced, look for the carcass showing through. Tyres should be well-inflated so that they are hard to the touch, requiring strong pressure on the sidewalls to make any impression on them. Wheel rims and spokes should also be checked for dents and other damage.

Chain:

The chain should be oiled and have no serious defects. On non-derailleur bicycles (BMXs) they are often too slack. When properly adjusted, it should not be possible to derail the chain.

Steering:

One area which is often overlooked on a bike check is the steering. This can be checked by standing with the front wheel held firmly between your legs while facing the saddle and turning the handlebars against the pressure from your legs. If the steering turns independently from the wheel, then the stem side bolts need tightening (head bolt on a threaded fork).

Gears:

Index the gears by adjusting the rear derailleur barrel adjuster.

Lights:

Appropriate lighting should be discussed according to conditions.