



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

### THE BASIC STEPS TO BECOMING A GREAT RIDE LEADER

- Have a Route - You can either design your own route or borrow one.
- Sign-Up to Lead the Ride - Use the Bike Hikers website to sign up to lead a ride.
- Ride the Ride - On the day of the ride show up a little early, introduce the ride to everyone, and sweep the ride.
- Send in the paperwork - After the ride send in all the paperwork

### ALL ABOUT LEADING RIDES - ALL THE DETAILS & MORE ...

#### PLANNING A ROUTE

Map out your route either by bike or by car making note of the mileages, hazards, places for rest stops. Try to anticipate the likely traffic flow on the day of the ride. Look for roads with bike lane and/or light traffic. Keep riders off of main arteries as much as possible.

If you are using someone else route familiarize yourself with the route and verify that no changes need to be made to the route.

#### PREPARING A ROUTE SHEET

Prepare the route sheet using the standard symbols for directions:

R	Right Turn	S	Straight
L	Left Turn	X	Crossing

#### MAPS AND ROUTE INSTRUCTIONS

Generally it's best to have both written directions and a map on our route sheet. Riders use the written directions for turn by turn riding but fall back on the map if they become disoriented. Map and route instructions need not be fancy but they should provide enough information to help a disoriented rider get back on the route.

Avoid writing the written directions across the entire page. Instead, try to provide them in a tabular format so riders can conveniently fold the page and have a concise set of instructions on as small as a surface area as is reasonable. Accumulative mileages are highly recommended.

You should provide your cell phone number on the route sheets to allow riders to contact you in case of a breakdown or accident.

#### Other Considerations

Some rides may not require any written instructions. If the ride is only an out and back, a map may not be



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

necessary. But most of the time some type of route sheet is necessary. Remember that some riders will not be familiar with the area.

### GRADING THE RIDE

The Bike Hikers use a simple coding system for our rides, a letter followed by a number, A32 for example. The “A” indicates the topography of the ride and is referred to as the “Ride Grade”. And the number is the actual mileage of the ride. The actual mileage is pretty straight forward but the ride grading can be very subjective. In the past rides were generally graded by the biggest and steepest climb on the ride. But today with GPS’s and electronic altimeters ride leaders are able to consider the total amount of climbing not just the one biggest climb of the ride. The Ride Leader needs to grade the ride by considering the overall amount of climbing and the toughest big climb. A ride with one large climb may actually be easier than a ride full of “easy rollers.” But, on the other hand, a ride with one tough big climb may be too much for some riders even though the overall amount of climbing is not that much. Also note that the length of the ride should have no bearing on the ride grade. A long flat ride is an “F” and a short flat ride is an “F.”

Remember, the ride grade is very valuable to prospective riders. It lets them know if they can do your ride or not. Under rating a ride may lead to riders having difficulty finishing the ride in a timely manner. While over rating the ride will lead to complaints from advanced riders who expected a good workout.

See Ride Grades Definitions on page 6

### MEETING LOCATION

Pick a meeting location that can accommodate the number of vehicles that you expect on the ride. If necessary seek permission from the parking lot owner.

### START TIMES

Plan your start times with the length of the ride and the time of the year in mind. Summer rides will normally start earlier than winter rides. And long rides would start earlier than shorter rides. Check old Ride Schedules for typical start times for the date you have pick. (Old Ride Schedules are available on the Bike Hikers’ website.)

### SIGNING UP TO LEAD A RIDE

Once you have a route, a starting location and a meeting time it’s time to sign-up to lead the ride. All sign-up are handled online. If you don’t already have a Ride Leader’s account, you’ll need to set one up by filling out the online form ([http://www.bikehikers.com/Resources/RideLdrs/RL\\_Account.php5](http://www.bikehikers.com/Resources/RideLdrs/RL_Account.php5)). The club’s Ride Coordinator will set up your account and notify you when it is ready. Once you have your account just log on to the club’s Ride Board (<http://www.bikehikers.com/Resources/RideLdrs/RideBoard/RideBoard.php5>) and enter you ride’s information.



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

### SUBMITTING YOUR RIDE DESCRIPTION

Either fill out the online form (on the Bike Hiker's website), or fill out the Ride Leader Sign-Up form. You'll need the following information when you submit your Ride:

- Name or Title of the Ride
- The Date of the Ride
- A brief Ride Description of the ride.
- Starting location and directions to the starting location
- The Ride code(s) for the routes
- Your Contact Information

### BEFORE THE DAY OF THE RIDE

Make a reasonable number of copies of the Ride Sheet.

Answer any questions prospective riders have.

### RIDE DAY

Items you'll need:

- Route Sheets, Copies of
- Clipboard
- Pen attached to the Clipboard
- You will need the following forms:
- Roster – Titled: **“Sacramento Bike Hikers Ride Roster”**
- *( The Roster functions are a waiver for members, as a sign-in sheet, and as a sign-out sheet.)*
- Ride Comment Sheet
- Waiver – Titled: **“Release And Waiver Of Liability, Assumption Of Risk, And Indemnity Agreement”**
- Minor Release – Titled: **“Parental Consent Agreement”**
- Accident Report – Titled: **“First Report Of Bodily Injury/Auto Accident/Property Damage”**

*(All forms and instructions will be mailed to you before the ride. If you need new or replacement forms they all can be downloaded from the club's website.)*



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

### INTRODUCTIONS

Introduce yourself and welcome everyone

Ask any new riders to introduce themselves and then welcome them

### ORAL INSTRUCTIONS TO RIDERS

*Following is the minimum information that you will need to convey to the riders.*

- Remind everyone, including non-members, to sign in on the Roster Sheet.
- Non- members must also sign the Waiver.
- Minors must be accompanied by a parent or a guardian and the parent or guardian must sign the Minor Release form.
- Please remind riders to obey the rules of the road. Remind them that they are representing the Sacramento Bike Hikers while on the ride.
- Route Review - Briefly overview the route and identify any special cautions.
- Sign out - Advise the group where the Roster (sign-out sheet) will be located and remind them to sign out at the end of the ride. Secure any leftover maps before the ride begins. Extra maps should not be left out. Riders should not be encouraged to sign out before the start of the ride.
- Prompt riders to use the comments sheet.
- Wish everyone a good and safe ride.

### ON THE RIDE

To the extent practical make new riders feel welcome during the ride. It may be desirable to identify a club veteran who is willing to ride along with any newcomers. Assist (or arrange for someone to assist) inexperienced riders as needed (e.g. help with flat tires or minor mechanical repairs).

### IN CASE OF AN ACCIDENT

In the event of an accident in which a rider is unconscious for any time or is seriously injured, contact 911 immediately and keep the rider comfortable until emergency personnel arrive. Also, get names and contact information from any witnesses to the accident. After the ride the "Silent Sports Association Incident Report" form must be completed to the best of your ability and mailed to the club President.



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

### AFTER RIDE

Attempt to account for any rider who has failed to sign out.

In the case of an accident fill out the Insurance form as completely as possible and mail it to the club president or other officer if the president is unavailable as soon as possible.

Mail the Ride paperwork\* to the mileage recorder using the envelope provided. Please do this as soon as possible. Include:

- Roster
- Ride Comment Sheet
- A copy of the Route Sheet (If one was used.)
- Accident Report Form
- Waiver
- Guardian Sheet
- Any pertinent personal comments about the ride.

*\* Include all forms and sheets whether they are used or unused*



# RIDE LEADER INSTRUCTIONS

## SACRAMENTO BIKE HIKERS

Updated: May 5th, 2011

### RIDE GRADES EXPLAINED

Ask any group of riders about a particular ride and you'll get at least three different ride Grades - Guaranteed! Listed after each grade are three different systems for estimating the correct grade. Please try to balance these systems when arriving at the optimum rating.

#### "A" GRADE

Mostly steep grades, strong riders only  
Typical hills: Prospector, Marshall Grade, Snows Rd

#### "B" GRADE

Steep to Moderate grades with some relief from steep grades  
Typical Hills: Chili Hill, Indian Hill

#### "C" GRADE

Moderate grades, hilly and a challenge for the average rider  
Typical Hills: Sierra College Blvd

#### "D" GRADE

Moderate to easy grades, rolling hills, a challenge to beginner riders  
Typical Hills: Bike Trail from Hazel Ave to Beales Point

#### "E" GRADE

Easy, some gentle grades, but no problems  
Typical Hills: Bike Trail between Geothe Park and Hazel Ave

#### "F" GRADE

Flat, if any route is really flat.  
Typical Hills: None