

T&DCC guidelines for ride leaders

The following guidelines are to assist ride leaders in T&DCC rides

Before the ride:

1. Check and ensure all riders signed on to the sign on sheet. Available on the club web page.
2. Advise the riders who will look after the 1st aid, who will call "000" if needed, and who will perform CPR if required.
3. Appoint a sweep and their co-rider, exchange mobile phone numbers.
4. Guest and visitor riders should read the Risk Warning on the sign on sheet. Mark on the sheet beside their name that they are guests or visitors.
5. Give any guest riders a copy of the T&DCC safety and etiquette document, available on the club web page.
6. Perform a ride briefing, giving a short description of the ride including the hazards of the first section of the ride, advise where the first regroup will be, and where the toilet stops will be. Thereafter give a briefing at the next regroup about the next section of the ride, explaining the route, hazards, toilets stops, and where the coffee break will be taken.
7. It is important to tell the group not to overtake the ride leader unless instructed by them that they can go ahead to the next regrouping point.
8. Check with the sweep before you start the ride that all riders are ready to ride and have their helmets on.
9. Assess whether the ride should go ahead due to weather conditions, that is either too hot, or chance of thunderstorms. The club will postpone rides in extreme weather conditions.
10. On hot days, remind the riders to carry enough water for the conditions, people have suffered heat exhaustion in the past.

During the ride:

1. Keep the sweep in view where possible and appoint corner marshals when in areas that the riders are unfamiliar with, slow down and allow the group to close the gap, no need to stop unless informed by the sweep there is a problem.
2. Avoid riding on busy road or other dangerous routes even though they may be on the ride calendar. We are always changing routes to bypass dangerous sections of the rides. See the document on club web site regarding roads to avoid and the best place to cross them.
3. Obey the road rules, aside being a requirement of the law, it will also encourage the other riders to do so the same. Do not ride across pedestrian crossings unless a there is a bike symbol, and it is green.
4. Warn the following riders of any hazards on the path such as walkers, other cyclists etc, when on roads warn of any potholes, debris etc using hand signals and calling out the hazard name.
5. Slows down around walkers with children or dogs and give warning to them using your bell and calling out "walkers up", "cyclists up" or similar. On the road call out "car back" or similar.
6. Check the number of riders is correct at each regroup point.
7. Wait till the sweep gives the go-ahead signal before starting after a regroup and at the start.
8. When crossing roads at lights and you have a large number of riders, break the group into two so as to allow an ordered crossing. Don't press the lights button till all riders are present to achieve an orderly crossing.
9. Always return to any incident that occurs during the ride, whether mechanical or medical to determine what action needs to be taken.
10. When a mechanical problem occurs, check with the sweep and the affected rider what is the status of repair and whether they can continue, or arrangements need to be made to retrieve the rider and the bike.
11. When a medical episode occurs, have the nominated first aider assess the situation and give care as needed. If he first aid person deems that the ambulance should be called, then the "000" nominated person should call the ambulance. The first aid person shall give whatever assistance is needed, including CPR if required.
12. Make sure the other riders are clear of the injured rider and out of harm's way. If the rider is unconscious do not move the person in case vertebrae are broken, this can cause damage to the spinal cord. The "000" operator will give you this instruction. When conscious the rider can inform the first aider is pain in the spinal area, if pain do not move.
13. Where the person affected cannot continue to ride on, and is not taken to hospital, then arrange for them to be taken home or to a doctor as required and arrange to have their bike retrieved.

At the end of the ride:

1. Make sure you have the correct number of riders left in the group accounting for those who left the ride.
2. Thank the sweep, marshals and the riders for their help and coming on the ride.
3. Follow up with any person who had to leave the ride for mechanical or medical reasons.
4. Fill out the incident report form if any serious injury or hospitalisation occurs and give it to the Club Secretary.
5. Send the sign on sheet to the club Secretary via e-mail or other means.