

T&DCC guidelines and roles for ride managers, sweeps and companion riders & marshals

Before the ride:

1. Check and ensure all riders signed on to the sign on sheet. Available on the club web page.
2. When a person or persons is available for 1st aid duties, advise the riders who will look after the 1st aid, who will call "000" if needed, and who will perform CPR if required. Rides can go ahead in cases if no one is available for 1st aid care duties.
3. Appoint a sweep and their companion rider, exchange mobile phone numbers between ride management team.
4. Guest & visitor riders should read the Risk Warning on sign on sheet. Mark the sheet that they are guests/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, regroup locations, hazards, toilet stops.
7. It is important to inform the group not to overtake the leader unless told they are advised it is ok to do so, this way they can go ahead and wait at the next regroup point for the rest of the group to arrive.
8. Check with the sweep & marshals before you start the ride that all riders are ready 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.
11. Get the ok from the sweep when the ride is clear to proceed.

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 if needed and allow the group to close the gap, no need to stop unless informed by the sweep or marshals that 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 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. Slow 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, use the marshals to assist when a lot of riders.
7. Wait till the sweep gives the go-ahead signal before starting after a regroup and at the start of the ride.
8. When crossing roads at lights and you have many riders, break the group into two 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. On returning to the affected rider, stay with them until problem is under control, that is the bike is fixed, or the relevant medical help is at hand for a medical incident, see club procedures re medical incidents.
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. Wait until resolved.
11. When a medical episode occurs and a nominated 1st aider is available, have the nominated first aider assess the situation and give care as needed. If the 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. See basic flow chart attached to this set of documents for further information. If no first aider is not present, then attract people in the area for assistance.
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. If the rider is conscious after a serious incident, best not for them not to move till cleared by ambulance officer.
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.
14. During a mechanical incident such as a puncture, the role of the sweep, sweep companion, and marshals is to notify the leader of the incident and attempt to repair the bike. The leader and group should stay with the rider until repair completed.

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, companion rider, 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.