

T&DCC Ride leaders training guidelines

Step	Step Desc	Step instructions
1	Selection of ride leader	Criteria to be a ride leader. <ol style="list-style-type: none"> 1. Be agreeable to following the club's guidelines for members and ride leaders. 2. Should be familiar with the route agreed to by them. 3. Should be confident to address the riders at the start, and during the ride. 4. Should be comfortable taking advice from more senior ride leaders 5. Be comfortable speaking to riders who don't obey the safety & etiquette guidelines.
2	Before the first ride issuing of related documents	<p>The new ride leader should be issued with and be familiar with the club's guidelines for general members, and guideline for ride leaders, that include the following. (All general members are given a copy when joining, plus it is on our web page.</p> <p>For all general members.</p> <ol style="list-style-type: none"> 1. TDCC safety & etiquette guidelines for members. (Issued to all members). 2. NSW Hand Signals for bicycle riders. (Issued to all members). 3. NSW Reference for bike riders. (Issued to all members). 4. Guide to riding in hot conditions (Issued to all members). <p>For ride leaders.</p> <ol style="list-style-type: none"> 1. Ride managers guidelines. (To be read before first ride as leader). 2. Dangerous roads to avoid. (To be read before first ride as leader). 3. Basic flow chart for an accident/medical episode. (To be taken on the ride) 4. Detailed Procedure for an accident/medical episode. (To be read before first ride lead)
3	Discussion with ride leader	A senior ride leader should meet with the new ride leader before their first ride, and discuss matters relating to the ride, such as hazards on the proposed ride, what to include in the briefing, what to do in case of an accident or incident etc as per the mentioned documents.
4	Pre ride preparation	<ol style="list-style-type: none"> 1. Ensure the leader knows will call "000" in case of an incident and who has the first aid kit and experience in first aid. 2. Have a contingency plan in place routes are blocked. 3. Have a contingency plan if other circumstances unexpectedly occur. 4. Ensure the sweep and companion ride plus marshals have means of communicating with each other, either by WhatsApp or exchanging phone numbers
5	Pre ride briefing	<p>The ride leader should include the following in the ride briefing</p> <ol style="list-style-type: none"> 01. Ensure new riders have read the Risk Warning on the sign on sheet. 02. Ensure all riders signed onto the sign on sheet. 03. Ensure all riders have helmets on. 04. In the ride briefing explain the route giving details of major points along the route. 05. Advise members of the first part of the route, and where the first regroup will be. 06. Advise members where water and toilet breaks are to be held. 07. Advise all members not to overtake the leader unless instructed it is ok; this method allows to meet up at the next regroup point. 08. Advise all members to give warnings of hazards on paths or roads.
6	During the ride.	<p>During the ride the ride:</p> <ol style="list-style-type: none"> 1. On the ride leaders first ride, a senior ride leader should ride with them and give advice and instructions where required. 2. Ensure all riders are accounted for on ride by consulting with the sweep, sweep companion rider and marshals. 3. Appoint corner marshals as required. 4. If a member is riding dangerously then immediately let them know. 5. Take note which riders are leaving before the finish of the ride. 6. In case of an unexpected incident the ride leader should return to the incident and should stay with the members at the incident until the situation is sorted and a revised plan is put into place, either waiting till a repair is completed or medical issue resolved as per the club documents relating to medical episodes.
7	At the end of the ride	<p>The ride leader should:</p> <ol style="list-style-type: none"> 1. Thank the sweep, sweep companion rider, marshals and members for participating. 2. Forward the sign on sheet to the Secretary <p>The Senior ride leader should:</p> <ol style="list-style-type: none"> 1. Review the ride with new leader & mention improvements that can be made.