

NWTA Ride Leader Check-list

Remember, group rides are not a time to do a personal fitness ride. As the ride leader, your focus needs to be on the needs of the group as a whole. This is a great opportunity to ride with new people and encourage new riders. Being the ride leader does not mean you have to stay at the front of the pack the whole time. As long as you tell the group where to stop, it's ok to let others take the lead while you ride behind slower riders, giving pointers or encouragement. Part of the fun of group rides is watching people with more advanced skills ride through technical sections and then encouraging others to try it, if they want to of course. Take the time to stop in more difficult areas, definitely stop at the viewpoints, and Have Fun!

Thank you so much for volunteering your time to lead a group ride! You rock!!

Six weeks before your ride date:

- Pre-ride your chosen trail
- Note the location of the closest hospital
- Email ride details to the NWTA Ride Director **no later than 4 weeks before** your ride. The pace of your group ride will be determined by your slowest participant, so posting specific details are key. Details needed:
 - Ride Date
 - Trail name
 - Meet location & directions
 - Meet time: Be specific on how long you will wait; riders tend to be late
 - Ride distance & expected duration of the ride
 - Pace
 - Terrain description
 - Skills needed (beginner, advanced beginner, intermediate, advanced?)
 - Things to bring (are parking passes required?)
 - Your contact info
- Either you or the Ride Director will post the group ride details to the nw-trail.org calendar and to the Facebook page **at least 4 weeks before the group ride.**
- Start talking up your upcoming ride. Invite people; Spread the word!!!
- Post a ride reminder to the Facebook page a couple days before your scheduled ride. If any details have changed, be sure to note those changes.
- Print an NWTA Ride Waiver, NWTA Ride Leader Check-list and NWTA Ride Check-in form from the nw-trail.org website (hover over "Resources", click on "Forms")
- Pack the forms and a pen/pencil with your ride gear for tomorrow

Ride Day Check-list

- Introduce yourself to the group
- Everyone signs the Waiver and Ride Check-in forms
 - Be sure people write their **EMERGENCY CONTACT #**, not their cell #
 - Be sure all information is legible
 - Put waiver in your pack and check-in form under your wiper blade
 - Explain everyone needs to sign in at your car at the end of the ride
- Confirm everyone has a helmet, plenty of water and food
- Do a quick bike check if you are comfortable
Air in tires; quick release, headset, cranks tight; wheels spin; brakes work
- Ask if anyone has allergies, medical conditions, or is 1st aid certified
Note you are carrying everyone's emergency #'s in your pack
- Give a description of the route and group dynamics
 - What the trail is like
 - Plant or Wildlife concerns
 - Keep space between riders; Don't ride right behind another rider
 - If you want to pass, please ask politely and wait for a safe spot
 - If you can't ride something or stop on the trail, don't block other riders
 - Respect the trails ~ Don't skid
 - The group will stop at all intersections to regroup and do a head count
 - If a rider becomes lost, stop and stay put until the group finds you
 - If anyone decides to bail, they **MUST** tell the leader and sign out at the car
 - Remind everyone they need to sign out at the end of the ride
 - Note to Leader: **DO NOT DROP ANYONE!**
- Do a head count and split up into smaller groups if necessary
- Ask for volunteers to sweep and be sure to rotate so no one gets stuck at the back of the group for the whole ride
- Stop the entire group within the first mile to confirm bikes are working properly and everyone is ok
- Stop at all intersections and do a head count
- Take occasional breaks to re-group, check for fatigue, and remind everyone to eat and drink
- Do a final head count at the end of the ride and be sure every rider has signed in
- Turn in the two forms to a Board Member at the next General Meeting. Thanks!!