



RIDE CAPTAIN INSTRUCTIONS

Thank you for volunteering to be a Ride Captain. The following information provides an outline of the duties of a Ride Captain to help you.

Before the ride.

- Familiarize yourself with the scheduled ride routes (maps on the website). It is important to travel the routes in advance (by car or cycle) to identify any safety issues or road conditions which should be passed on to members prior to the rides. Any major issues on the route please contact the Ride Coordinator.
- Check the ride schedule to see if a restaurant has been planned for lunch and note the phone number of the restaurant (you'll need it later!)
- Members are responsible for printing and bringing their own maps for each ride.
- Arrive a few minutes early so that you are there to answer any questions.

At the start of the ride.

- Gather the group for instructions about 5 minutes before the 10:00 ride start.
- Inquire if there are any new members or guests. Record their names and welcome them to the club. Collect waiver forms (also on the web site) from guests and pass these to the Ride Coordinator or another director.
- Communicate lunch plans noted on the ride schedule. If a restaurant lunch is planned, ask for a show of hands and call the restaurant with approximate numbers.
- Briefly describe each route for the day (distances are on the ride schedule and ride maps).
- Provide any safety related information concerning the routes (potholes, gravel, traffic etc.)
- Remind riders "Travel in single file and not in long continuous lines ... be courteous, leave plenty of room for vehicles to pass and pull in easily between small groups of riders. For your own safety, someone else in attendance should know the route you intend to follow and to confirm that you have returned. Club policy recommends that all members should ride with a buddy or in a group. No one should be riding alone."

- Direct members to gather in groups based on their intended ride distance or route. Ensure that guests and newcomers are in an appropriate group based on their riding skill, and connect them with someone who can act as a 'buddy' for their first ride.
- Start the riders such that the faster riders depart first, and slower riders depart last to avoid unnecessary passing and congestion at the start of the ride.

If for any reason you are unable to be Ride Captain on your assigned day, please find a replacement and inform the Ride Coordinator.

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