

SACRAMENTO WHEELMEN

Ride Leader Guidelines & Suggestions

These guidelines and suggestions are just that. They should not be construed as absolute rules or directives. Ride Leaders should use their own good judgment to promote safe and fun rides.

Ride Leaders are the representatives of the Sacramento Wheelmen and the first contact that potential new members have with the Club. Be as informative and friendly as possible. Take the time to ride with them and be available to help or answer questions. Your planning, enthusiasm, and leadership on the ride will make the ride more enjoyable for everyone.

1. **Ride Roster:** Use the Sacramento Wheelmen [Ride Roster Form](#), single day or multi-day as appropriate (both include a waiver), and have all riders sign the Ride Roster before starting the ride. Remind riders to initial out upon their return. Forward the Ride Roster to the [Club mileage](#) coordinator. All non-members need to sign the [Accident Waiver and Liability Release](#) (AWRL) as described below to be part of the ride.
2. **Helmets – Mandatory on all rides.** We cannot stop a person from doing a ride, but we will not allow him/her to sign the [Ride Roster](#) or obtain a map of the route if he/she is not wearing a helmet.
3. **Membership Applications:** Before the ride begins let guests know about the Club and availability of [Membership Applications](#). Have Membership Applications available. You can mail completed applications and fees along with the [Ride Roster](#).
4. **Club Website:** Mention the Club [Website](#) as a source of information.
5. **Ride Report:** If you are interested in writing a short story about the ride or any interesting happenings, feel free to do so. Contact the [Newsletter Editor](#) about details and possible publication. Pictures are good.
6. **Recognition:** Ride Leaders are [recognized](#) based on **rider miles led**. The intent is to encourage more Ride Leaders to lead more rides, attracting more riders, riding more miles. For mileage recognition, we equate flat and hilly miles. For Ride Leader recognition, we equate rider miles led on day rides, series rides, tours, and event rides.

PLANNING THE RIDE

1. Route sheets ideally include directions in text and a map indicating the route. The map should be legible and depict other roads; riders may need to take another road if a turn is missed or an emergency arises. If you need help or would like to use a previous route sheet, contact the [Ride Director](#). The Club has a [library of route maps and route directions](#) online that you are welcome to use.
 - a. List turns, mileage and elevation gain if possible.
 - b. Use large enough print that reading glasses aren't necessary.
 - c. Try to fit on left half of lengthwise sheet to fold for handlebar clip.
 - d. Note rest/regroup stops and availability of water, food, and restrooms.
 - e. Tracing the route on a map with a highlighter is helpful.
 - f. Make at least 20-50 copies pending other rides scheduled that day.
2. Restrooms at the ride start are desirable. Be considerate of businesses and don't block their parking spots.
3. A shorter or easier option makes the ride accessible to more riders. Often another rider will be happy to sweep the optional route for you.

4. Members want different start times and locations, rides, etc. Ride Leaders are given discretion on when, where, and what route to ride. If you don't see a ride you'd like, lead one.
5. Few beginner rides. Although not a racing club, the Wheelmen Mission Statement states that, "club rides are geared toward the intermediate to advanced rider." New riders should try rides from Wheelmen and other local club schedules with consideration of location, distance, and difficulty.
6. The Club will reimburse Ride Leaders for expenditures, such as copying, incurred in planning and executing the ride. Send a note of explanation and receipts with the [Ride Roster](#).
7. Drive or ride the route about a week before the scheduled ride for any last minute changes or road hazards.

SCHEDULING THE RIDE

1. A ride is not an official Wheelman ride eligible for [Club mileage](#) unless it is published in the quarterly [WheelNews](#) Ride Schedule. The [Ride Schedule](#) is also published on our [website](#) under [Rides](#).
2. Ride Leaders schedule a ride by submitting a [Ride Description](#) online to the [Ride Director](#) before the quarterly cutoff.
 - a. **November 1** cutoff for first quarter rides (January, February, March)
 - b. **February 1** cutoff for second quarter rides (April, May, June)
 - c. **May 1** cutoff for third quarter rides (July, August, September)
 - d. **August 1** cutoff for fourth quarter rides (October, November, December)
3. Deadlines for ride submittals are published in each [WheelNews](#). Rides cannot be accepted after the [Ride Director](#) has sent the [Ride Schedule](#) to the [Editor](#), much less after already published and mailed in the [WheelNews](#).
4. There are 4 types of rides for scheduling:
 - a. **Day Rides** are scheduled individually. A ride scheduled in a previous quarter can be scheduled for a subsequent quarter by e-mailing the [Ride Director](#) with the previous date, new date, and any changes. Ride Descriptions should include water and food availability, and relevant elevation info. Away start day rides should have a provision in the Ride Description for canceling the ride, such as contact the Ride Leader at least by the day before to be notified of cancellation.
 - b. **Series Rides** run year round on the same day each week and are confirmed quarterly by the cutoff date with any seasonal changes such as start time.
 - c. **Tours** are contiguous day rides, preferably scheduled a year in advance for rider planning. Ride Description should include SAG or loaded, hotel and/or camping/RV, cooking or restaurant meal combinations, contact Ride Leader for details and cancellation, etc.
 - d. **Event Rides** (Party Pardee, Davis Double, Napa Century, Chico Wildflower, Death Ride, etc.) are sponsored by other clubs but may be accepted and scheduled as Wheelman rides eligible for [Club mileage](#) when a Ride Leader submits a [Ride Description](#) containing words similar to: "Wheelmen must register for the ride with the host club and pay the entry fee, sign in and out on the Wheelmen [Ride Roster](#), and wear the Wheelmen Jersey on the ride to be eligible for Club mileage." Ride Leader discretion is used to monitor these requirements. A ride website URL is recommended in the description.
5. Look at the online [Ride Calendar](#) with the planning Ride Schedule (day rides and event rides), Series Rides, and Tour Schedule to see what rides are already scheduled. Compliment the scheduled rides in terms of starting in a different part of town with opposite terrain (hilly or flat) and offering variety.
6. After the [Ride Director](#) has updated the online [Ride Calendar](#) with your ride:

- a. Verify that your ride was entered correctly on the Ride Calendar.
- b. Scroll down to the Ride Schedule, Series Rides, or Tour Schedule to verify that your [Ride Description](#) is the way you want it to appear in the [WheelNews](#).
- c. Let the [Ride Director](#) know immediately if there is anything you want changed.

DAY OF THE RIDE

Pre-Ride

1. Assemble the group of riders and introduce yourself and any guests. Let guests know about the Club and the availability of [Membership Application Forms](#). Have Membership Applications available.
2. Be certain all riders have signed the [Ride Roster](#), guests have signed the [Accident Waiver and Liability Release](#), everybody has a route map or directions, and everybody has a helmet.
3. Briefly describe the route, hazards, tricky turns, and rest/regroup stops.
4. Remind riders to initial out on the [Ride Roster](#) at end of ride so you won't have to worry about lost riders.
5. Stress the need to **ride single file** and stop at intersections in addition to obeying other traffic laws. Remind riders to point out hazards, approaching vehicles, and upcoming turns for following riders.
6. For groups of 20 or more riders, a staggered start may be advised. If everyone starts at the same time, it can cause a traffic problem and present a poor image to the motoring public.
7. Rides cannot be canceled by e-mail or online alone since guests and non-techie members may not have access to the Internet. The Ride Leader needs to show up at the scheduled start location by the scheduled start time to inform potential riders of the ride cancellation. It is not sufficient to say "rain cancels" because of riders coming from different geographical areas. Ride Leader discretion is used on series rides. Away start day rides should have a provision in the Ride Description for canceling the ride, such as contact the Ride Leader at least by the day before to be notified of cancellation. Tour Ride Leaders should know who to contact, if the Ride Description requires riders to contact the Ride Leader for details. Event rides are not canceled.

Ride

8. Sweeping the course is not a policy, but one of courtesy. It is important that new members, guests, and slow riders are not left behind or forgotten.

Post-Ride

9. Make sure all the riders have returned and have signed out on the [Ride Roster](#). You may have to drive the route in reverse to assure that all riders are ok. If you sweep the ride, this may not be necessary.
10. Check the [Ride Roster](#) for completeness, legibility, and accuracy. You are the final determiner of rider miles. Email or mail the Ride Roster to the Mileage Coordinator. Both addresses can be found on the Wheelmen website under [For Ride Leaders](#). If your ride is canceled, send in your Ride Roster showing canceled or send an email with "Ride Canceled – mm/dd" in the subject line.
11. The Ride Leader decides the mileage to be reported for the Long, Medium, and Short ride miles. Riders that log in their own miles cannot record more miles than the longest mileage option available for the ride, or their actual mileage, whichever is less. The Ride Leader has total discretion as to what to record for riders who deviate from the prescribed route and is the final determiner on [Ride Roster](#) miles.

12. All [Ride Rosters](#) should be sent promptly to the mileage coordinator as soon as the ride is completed. Ride Rosters must be received no later than the 7th day of the following month. Ride Leaders are encouraged to keep a copy of their Ride Roster.
13. A ride is to be a social and enjoyable experience for everyone. Your abilities and enthusiasm will ensure safety and camaraderie for all the participants.

IMPORTANT INSTRUCTIONS

We have a [Liability Waiver Form](#) to use from our insurance carrier. We need to do our best to make sure all participants on our rides sign the proper waiver. Please do the following at rides:

1. **Non-Members:** Have all non-members sign the [Accident Waiver and Liability Release](#) (AWLR) Form with twelve lines, then you sign as witness and Ride Leader. You will keep this on file for one year.
2. **Minors:** Riders under 18 must complete the [Parental Consent Agreement](#) and have it signed by their legal guardian.
3. **Accidents:** If an individual on your ride has an accident, please contact the [Ride Director](#) as soon as possible at the number listed in the [WheelNews](#). An [Accident Report Form](#) will be completed and submitted to our insurance carrier.

Thank you for being a leader! Our pampered members appreciate your leadership. The Club wouldn't be much fun without Ride Leaders and their rides. Mentor a younger member with Ride Leader potential, they are the lifeblood of our Club.

Revised 6/13/09