

## CSCC Ride Leadership Responsibilities

### Pre-Ride Prep

- Select a route from the CSCC Ride Library or develop a route for the ride. It is always best if you have ridden the route prior to the ride. If the ride is more than 20 miles, a ride route cue sheet should be provided describing the route by street names and direction of turns. If possible, mileage between turns can be provided. Total mileage should be provided. Decide if this will be a regularly scheduled ride or a single event.
- If the ride leader is not credentialed to post directly to Meetup; the ride needs to be submitted to one of the Colorado Springs Cycling Club Meetup organizers for publication. You are encouraged to post suggested rides as far in advance as possible. This will allow time for the CSCC Meetup coordinators to review and post your ride and still give interested parties time to see and join your event.

### During the Ride

- Arrive early at the ride start so you can welcome riders. Introduce yourself and the ride. Describe the ride as a CSCC ride. Remind riders that all rides and activities are listed on Meetup. Provide as much information about the ride as possible and describe how you would like the riders to function on the ride for their pleasure and safety. Ask riders to inform you or the sweep, if there is one, if they are going to drop out of the ride. Enlist a sweep whenever possible.
- Record all riders on the ride sheet and waiver. The ride sheet can be downloaded from the website. If they are current members just mark them as members. It is good to collect an emergency number in case something occurs with them on the ride. If they are new, we would like to collect their e-mail and phone, so fill in the form completely and legibly.
- Assist riders who have mechanical or physical problems. In case of accidents, assess the situation, call 911 if necessary. If an accident has occurred, contact Lisa Hickey, 719-964-5526 or [president@bikesprings.org](mailto:president@bikesprings.org) and download an [Incident Report Form](#) from the website when you return. You may have to send other riders on if problems are significant. Enlist other riders to help at these times. This is a primary reason for riding as a group. Complete the Incident Report Form and send to Lisa Hickey by email.
- Have everyone PULL OFF the road, onto the sidewalk, away from corners, when waiting for riders.
- Keep track of the riders to the best of your ability and upon return account for any riders not returning.
- Thank riders for attending and remind them of the website and other activities happening in the club.
- After the ride, promptly mail in or email a PDF copy of the ride sheet as described on the ride sheet.

(see start-of-ride instructions on next page)

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BELOW ARE “AT THE RIDE START” POINTS TO COVER. Tear off and keep with you as a guide, if desired.

- If you'll be using a sweep, request a sweep prior to the ride and exchange phone numbers for communication.
- Welcome riders / Introduce yourself
- Make sure everyone is signed in
- Explain CSCC – Direct people to the website
- Explain the sweep and the posting system
- Do the safety brief: Wear a helmet, don't use Earbuds, stopping at stop signs, being in correct lane of travel, checking for traffic
- Explain the route
- Ask for and /or give any announcements