

RIDE LEADER CHECKLIST

1. Route Research and Planning

- a. Ride/drive the route, noting:
 - Total distance
 - Possible danger points
 - Toilets and parks
 - Food and water points, checking to see if shops are open when you plan the ride to be coming through
 - Suitable regrouping points
- b. Examine public transport options, noting train timetables if possible. This is useful for people going to the ride, or later for those in mechanical or physical difficulty
- c. Ascertain the level of difficulty of the ride and grade it. (F1, MF2, etc). Take into account the distance and number/difficulty of hills. Ask a friend what they think or consult the Rides Coordinator.
- d. Document the route to as great an extent as you can. This will help in making your day a lot easier and will help in organising future rides. It will also help if you do a map for riders.
- e. Get your ride leader logon for the BBTA website – plan this at least a week out from your ride taking place
- f. Put your ride up on the ride calendar – let the Rides Coordinator know if you would like a promotional snippet on the website as well – the earlier the better!

2. Ride Day

- a. Carry
 - BBTA indemnity & ride register form
 - Pen/pencil
 - Map/instructions where applicable
 - Basic bike tools and your personal first aid kit
- b. At the start
 - Introduce yourself and assist in introducing others
 - Ensure all riders fill in the BBTA indemnity & ride register
 - Explain the route and distribute any maps
 - Ensure all riders have helmets and any other safety gear required by law e.g. lights at night
 - Explain the procedure for regrouping and the first regrouping spot
 - Appoint a tail marker where necessary so that riders are not left behind, lose their way or are left stranded by breakdowns
 - Go through any relevant hand signals or calls to be used on the ride
 - Do not assume that all riders will know the route or will be able to keep up with the leader

3. Breakdown/Retirements

- a. In the event of a breakdown, and in the spirit of the BBTA, riders should render assistance to others. You, or someone in the group may possess the skills, experience or tools to fix the problem.
- b. If a cyclist is unable or unwilling to continue on a ride they should advise the leader or another rider of their intentions.
- c. In case of an accident stay calm, call 000, render first aid where necessary and advise the emergency contact as provided on the ride sheet. Complete the BBTA Incident Report (on reverse of Indemnity and Ride Register) and send to the Rides Coordinator.

4. Post ride

- a. Send the completed BBTA Indemnity & Ride Register along with any other information used on the ride within one week of the ride to rides@bbta.org or to BBTA Rides Coordinator, PO Box 286 Ashgrove, Qld 4060. (Scanned electronic copies to the email address above are preferred)
- b. Plan your next ride!