

# Ride Leader Workshop Instructor Manual

## WORKSHOP OBJECTIVES

Welcome participants to venue and Ride Leader Workshop .....	2
Review Agenda and workshop handouts .....	3
Define terms for ride lengths .....	4
Define types of organisers .....	5
Define Qualities of a Ride Leader .....	6
Coffee break .....	7
How to become a better Ride Leader .....	7
How to Plan a Riding Event .....	8
Learn about common accident types and how to improve skills .....	9
Learn how accidents occur and how to reduce them .....	10
How and why to create an Emergency Plan .....	11
Learn the responsibilities of the Ride Leader .....	12
Discover Ride Leader resources.....	13
Voice individual concerns or request information .....	14
Lunch break.....	14
Practice being a ride leader .....	15
Ensure you are satisfied with the workshop .....	16



# Ride Leader Workshop Instructor Manual

9:30 A.M. 30 minutes	Coffee, tea and cookies	Socialization to meet host group.	
<b>LESSON 1 OBJECTIVE: Welcome participants to venue and Ride Leader Workshop</b>			
10:00 A.M. 15 minutes	Workshop business		
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Distribute workshop materials Describe Facilities Introductions Rationale	- workshop agenda, Ride Leader Handbook, Bike Sense Manual, evaluation form. - fire exits and washrooms. - workshop facilitator, volunteers, special guests, etc. - why the host group has organised the event.	<b>Slide1</b>

**WELCOME !**

- Facility review
- Handouts

**Introductions**

- Workshop organisers
- Workshop rationale



# Ride Leader Workshop Instructor Manual

<b>LESSON 2</b>		<b>OBJECTIVE:</b>	
		<b>Review Agenda and workshop handouts</b>	
10:15	Workshop Overview		
<b>15 minutes</b>			
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Narrative introduction of workshop materials	Workshop agenda, Ride Leader Handbook, Bike Sense Manual, evaluation form.	<b>Slide 2</b>

**Workshop Overview**

- Agenda, Workbook and Survey
- Ride Leader Handbook
- Bike Sense Manual



# Ride Leader Workshop Instructor Manual

<b>LESSON 3</b>		<b>OBJECTIVE: Define terms for ride lengths</b>	
10:30	Types of rides		
<b>10 Minutes</b>			
<b>Equipment:</b> Flip Charts or Overhead Projector	<b>METHOD</b> Pose questions Solicit responses	<b>EXAMPLE</b> “How long are short, medium and long rides” Allow 1 minute for thoughts. Ask participants to compare thoughts with a neighbour. Ask participants to reveal findings Record and compare responses Draw attention to variety and reoccurring themes.	<b>Slide 3</b>
	Proposed Findings	Ride descriptions should include time, distance and effort. Short Rides are usually < 3 Hours including breaks. Medium Rides are usually < 5 Hours and include 1 meal break. Longer Rides are usually > 5 Hours.	

**Defining Ride Lengths**

**How long are short, medium & long rides?**

- Short Rides < 3 Hours
- Medium Rides < 5 Hours
- Longer Rides > 5 Hours



# Ride Leader Workshop Instructor Manual

<b>LESSON 4 OBJECTIVE: Define types of organisers</b>	
10:40 5 Minutes	Types of organisers
	<b>METHOD</b>
	Pose questions Solicit responses
	<b>EXAMPLE</b>
	“Who organises group rides.”
	Proposed Findings
	There are many types of organisers
	<b>Slide 4</b>

**Define types of organisers**

**Who organises group rides?**

- Clubs
- Charities
- Service groups
- Recreation Centres



# Ride Leader Workshop Instructor Manual

<b>LESSON 5</b>		<b>OBJECTIVE: Define Qualities of a Ride Leader</b>	
10:45 <b>15 Minutes</b>	Introduction	Ride Leaders have varying degrees of experience and ability but the qualities or characteristics of Ride Leaders can be agreed upon.	
<b>Equipment:</b> Flip Charts or Overhead Projector and POST-It notes	<b>METHOD</b> Think, Pair, Share with foursome. Use Post-Its Groups Read aloud their sentence.	<b>EXAMPLE</b> “Write down a sentence that tells me what the Bike, Clothing, Helmet, Attitude, Etiquette a good ride leader is like?”	<b>Slide 5</b>
	Proposed finding	Ride Leaders have clean mechanically sound bikes, they wear bright clothing and safety vests, their helmets sits on their head correctly and their straps adjusted closely to their head, they are helpful and polite and they are pleasant to be with.	<b>Slide 6</b>

**Qualities of a Ride Leader**

A sentence that includes a description of a Ride Leaders  
Bike, Clothing, Helmet,  
Attitude, Etiquette

**Qualities of a Ride Leader**

*Ride Leaders have clean, mechanically sound bikes, they wear bright clothing and safety vests, their helmets sit on their heads correctly and the straps are adjusted closely to their head, they are helpful and polite and they are pleasant to be with.*



# Ride Leader Workshop Instructor Manual

<b>Coffee break</b>			
11:00 15 Minutes			
<b>LESSON 6 OBJECTIVE: How to become a better Ride Leader</b>			
11:15 5 Minutes			
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Prepared Material	Ride Leaders work at: 1. Planning events 2. Safety on the road and considerations before taking people out 3. Responsibilities of Ride Leaders and some resources to help	<b>Slide 7</b>

## Becoming a better Ride Leader

### Ride Leaders work at:

- Planning events
- Safety, both On-Road & before the ride
- Responsibilities of Ride Leaders & Resources



# Ride Leader Workshop Instructor Manual

<b>LESSON 7 OBJECTIVE: How to Plan a Riding Event</b>	
11:20 5 Minutes	
<b>METHOD</b> Review list of considerations when planning a ride.	<b>EXAMPLE</b> Ride Leader Handbook to page 4 and 5
	<b>Slide 8</b>

**Planning Guidelines**

**Considerations when planning a ride.**

- Time, Distance & Ability required
- Conditions of travel
- How to participate





# Ride Leader Workshop Instructor Manual

<b>LESSON 8</b>		<b>OBJECTIVE: Learn about common accident types and how to improve skills</b>	
11:25			
<b>5 Minutes</b>			
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Open discussion	“Since most cycling incidents do not involve motorists, what are the most common errors cyclists make that incur injuries?”	<b>Slide 9</b>
	Proposed findings	The common errors are: stopping by hitting blunt objects like curbs or roots, skidding on sand or oil, front wheel diverted by railroad tracks or pavement layers, falling over from insufficient speed	
	Proposed way to build skills	Bike Sense Manual page 10 Skills section Ride lots, ride with good cyclists, take CanBike course	<b>Slide 10</b>

## Accidents & Improving Skills

### List the common cyclists accidents

- stopping by hitting blunt objects like curbs or roots,
- skidding on sand or oil,
- front wheel diverted by railroad tracks or pavement layers,
- falling over from insufficient speed

## Accidents & Improving Skills

### Bike Sense Manual

- page 10 - Skills section
- Ride lots,
  - Ride with good cyclists
  - Take a CANBIKE course
  - “Effective Cycling”  
By John Forester



# Ride Leader Workshop Instructor Manual

<b>LESSON 9 OBJECTIVE:</b>		<b>Learn how accidents occur and how to reduce them</b>	
11:30 10 Minutes			
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Open discussion	“Where do most CAR/BIKE collisions occur and why do they occur there?”	<b>Slide 11</b>
	Analysis of traffic accidents and locations	Bike Sense page 28	
	Proposed findings	Car / Bike collisions most often occur at intersections	
	Note the 3 most common motorist caused errors.	Bike Sense page 28	<b>Slide 12</b>
	Suggestions about how to reduce incidents	Ride Leader Handbook page 7 The 5 Traffic Principles – adherence reduces cyclist caused accidents	<b>Slide 13</b>

**On-Road Safety**

**Where do most CAR/BIKE collisions occur?**

- 63% at intersections
- 57% sites had no signs
- 40% in residential areas

**On-Road Safety**

**List 3 common motorist errors?**

- An oncoming driver turns left in front of cyclist
- A driver on a cross street stops, then pulls out directly in front of cyclist
- A driver barely passes the cyclist and turns right

**On-Road Safety**

**How can we reduce Car/Bike accidents ?**

**The 5 Traffic Principles** by John Forester

1. Ride on the right
2. Yield to cross traffic
3. Yield to new lane traffic
4. Destination positioning
5. Speed positioning



# Ride Leader Workshop Instructor Manual

<b>LESSON 10 OBJECTIVE: How and why to create an Emergency Plan</b>		
11:40 5 Minutes		
<b>METHOD</b>	<b>EXAMPLE</b>	
Review of items in Handbook	Handbook page 9 Incident Report page 23	<b>Slide 14</b>

**Emergency Plans**

- Handbook page 9
- Incident Report page 23



# Ride Leader Workshop Instructor Manual

<b>LESSON 11 OBJECTIVE: Learn the responsibilities of the Ride Leader</b>	
11:45 5 Minutes	
<b>METHOD</b> Review of items in Handbook	<b>EXAMPLE</b> Handbook page 12 Check lists beginning page 15
	<b>Slide 15</b>

**Ride Leader Responsibilities**

- Handbook page 12
- Check lists beginning on page 15



# Ride Leader Workshop Instructor Manual

<b>LESSON 12 OBJECTIVE:</b>		<b>Discover Ride Leader resources</b>	
11:50	5 Minutes		
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Review of items listed in Handbook	Handbook page 19	<b>Slide 16</b>

**Ride Leader Resources**

- Handbook page 19
- Web page



# Ride Leader Workshop Instructor Manual

<b>LESSON 13</b>		<b>OBJECTIVE: Voice individual concerns or request information</b>	
11:55	5 Minutes		
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Open discussion	"Please feel free to ask for more information or ask about something we haven't discussed."	<b>Slide 17</b>
<b>Lunch break</b>			
12:00	30 Minutes		

**Your concerns or requests**

*Is there anything we should discuss?*



# Ride Leader Workshop Instructor Manual

<b>LESSON 14 OBJECTIVE:</b>		<b>Practice being a ride leader</b>	
12:30 60 Minutes			
	<b>METHOD</b>	<b>EXAMPLE</b>	
	Outdoor Exercise	Group practice ride with volunteers and experts.	<b>Slide 18</b>
	Ask a participant to check a bike		
	Ask a participant to go over the pre-ride check list		

**Ride Leader Practice**

**Group practice ride with volunteers and experts.**

- Do a bike check
- Go over the pre-ride check list
- Take a group on a short ride



# Ride Leader Workshop Instructor Manual

<b>LESSON 15 OBJECTIVE: Ensure you are satisfied with the workshop</b>		
1:45 15 Minutes		
<b>METHOD</b>	<b>EXAMPLE</b>	
Return indoors wrap up any discussions, give closing remarks. Collect evaluations and Distribute Certificates		Slide 19

**How was the Workshop ?**

- Stick around if you wish
- Please fill out the survey
- Pick up your participation certificate

