

**gonecycling.com**

Cycling Safety & Education,  
Commuting & Camping.

For People who want to do more  
on their Bicycle.

If you would like to contribute to future editions,  
or comment on the contents of this handbook,  
please call Bruce Mol at (604) 519-1442  
or email [bruce@gonecycling.com](mailto:bruce@gonecycling.com)



Mail: Box 40074  
Royal City Postal Outlet  
New Westminster, BC V3M 6J7  
Phone: (604) 693-1093  
Email: [vacc@canada.com](mailto:vacc@canada.com)  
Web site: [www.vacc.bc.ca](http://www.vacc.bc.ca)



\$4



Learn to plan and lead  
a safe, successful  
bike ride.

Created for the  
**The Vancouver Area Cycling Coalition**  
by  
**Bruce A. Mol**



Dear Cycling Enthusiast,

We hope the information in this handbook fits your needs and allows you to plan and lead a safe, successful bike ride.

Ride leaders are important to cycling. They are models of attitude, ability, etiquette and safety. They are also fun-loving, responsible and patient people who want to demonstrate that cycling is a great adventure.

This handbook contains information and checklists based on the experiences of VACC members and some common practices of outdoor leadership. Although we have tried to make this information as complete as possible, we do not claim it is all you need to know.

Help us make the next edition of this handbook even better by sending us your suggestions. We will be trying to update the following web page so everyone can benefit from your ideas.

Please see [www.vacc.bc.ca/leader](http://www.vacc.bc.ca/leader) or the back cover of this handbook for VACC and Bruce Mol contact information.

Have fun !

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**Example of Waiver ( this is only a portion of an actual waiver)**

In consideration of being permitted to participate in any way in sponsored Bicycling Activities I, for myself, my personal representatives, assigns, heirs, and next of kin:

Acknowledge, agree, and represent that I understand the nature of Bicycling Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further acknowledge that the Activity will be conducted over public roads and facilities open to the public during the Activity and upon which the hazards of travelling are to be expected. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.

Fully understand that: (a) bicycling activities involve risks and dangers of serious bodily injury (b) these risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the activity, the condition in which the activity takes place, or the negligence of the person named below; (c) and I fully accept all responsibility for losses I incur as a result of my participation in the Activity

RIDE: Name      Ride Leader: Signature      Member Y/N      DATE: E-mail/Phone      # Emergency Contact & Tel

Names and addresses of witnesses

1. Tel.
  2. Tel.
  3. Tel.
- Badge#
- Name of Police Department and Officer (if notified)
- Tel.
- Name of Ride Leader

If incident involves a motor vehicle, please complete the following

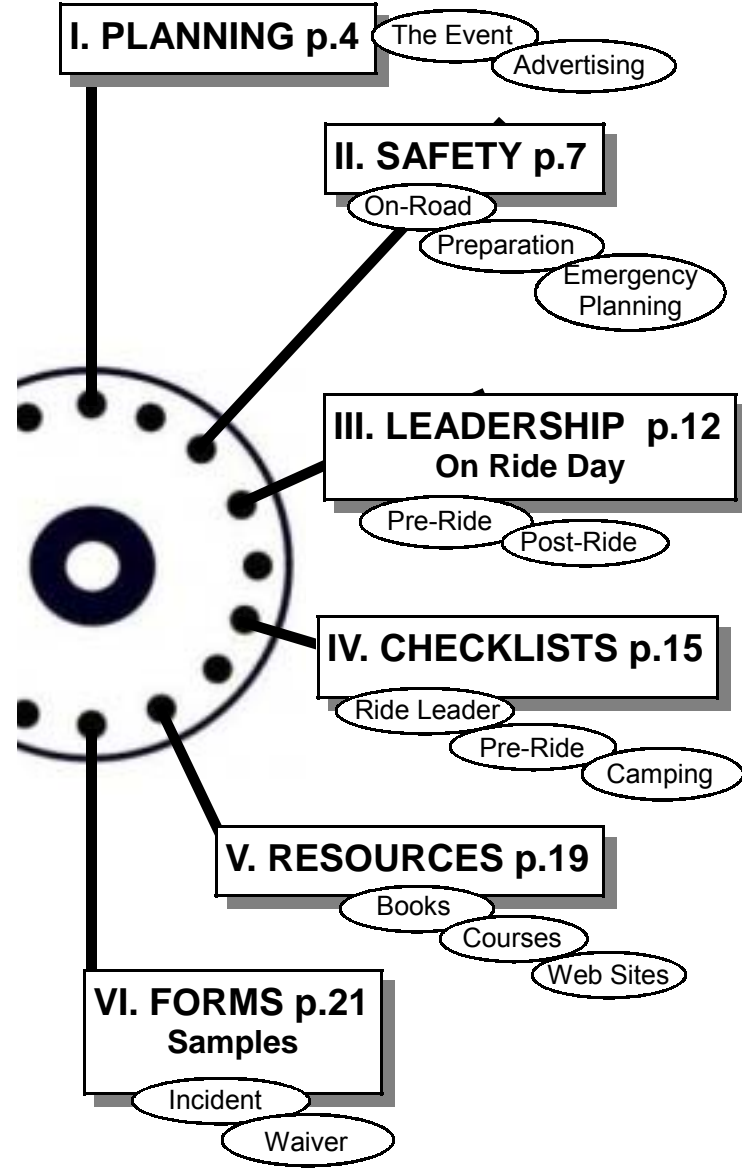
Licence of Vehicle (Specify province or State)

Name and address of vehicle operator

Name and address of vehicle owner

If the motorist is not covered by ICBC, name address and policy information of vehicle insurer

Signed Date



## I. Planning and Advertising the Ride

**WEDNESDAY** night bike ride. Meet at Rec. Centre 7PM 743 Activity St. North Side, Bring Helmet & good bike 2Hr, beginner OK, Call Sally 604 555-2242 details

If possible, ride the route prior to the scheduled ride and note rest stops, lunch stop, special points of interest and parking if needed

Place a descriptive ad in the local newspaper, community activity guide or on web sites, etc. Include the following information whenever possible

- Where and when to meet. (Find a venue with washrooms and parking if possible.)
- Description of the trip, rendezvous points and special equipment needs such as rain gear, lights, food, camping equipment, etc.
- The difficulty, length, elevation change, on or off-road etc. and generous estimate of ride duration
- Estimate of ability required. i.e. beginners, intermediate, etc.

Continued next page

## RIDE INCIDENT REPORT

Location of Incident	Date of Incident	Hour of incident
Name of injured person	Age	Telephone #
Address of injured person		
Nature of injury/details of how incident occurred (use back of form if more room needed)		
Weather	<input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog/Mist <input type="checkbox"/> N/A	
Surface Conditions	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice <input type="checkbox"/> Under repair <input type="checkbox"/> Other (specify)	
Light Conditions	<input type="checkbox"/> Daylight <input type="checkbox"/> Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Darkness <input type="checkbox"/> Artificial	
Type of incident	<input type="checkbox"/> Fall <input type="checkbox"/> Car/Bike <input type="checkbox"/> Ped/Bike <input type="checkbox"/> Other (specify)	
Medical Service Obtained	<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, name hospital and address
Name of Attending Physician		
First Aid administered		

## VI. Sample Forms

### *Ride Incident Report*

The Ride Incident Form is intended to capture data related to extraordinary events.

- Complete the form as soon as possible
- Augment with witness accounts
- Get some photos of the area if possible
- Do your best to record information clearly and without bias

### *Ride Waiver Form*

The Ride Waiver Form is to inform participants they are engaging in a potentially dangerous activity.

- It absolves neither party of proceeding without due care
- Try to ensure that participants clearly indicate who to contact in the event of an emergency

Planning and Advertising continued

- Whether or not children will need to be accompanied by an adult
- Whether or not transportation to and from start point is needed and available
- A clear statement that helmets and mechanically sound bikes are mandatory for participation

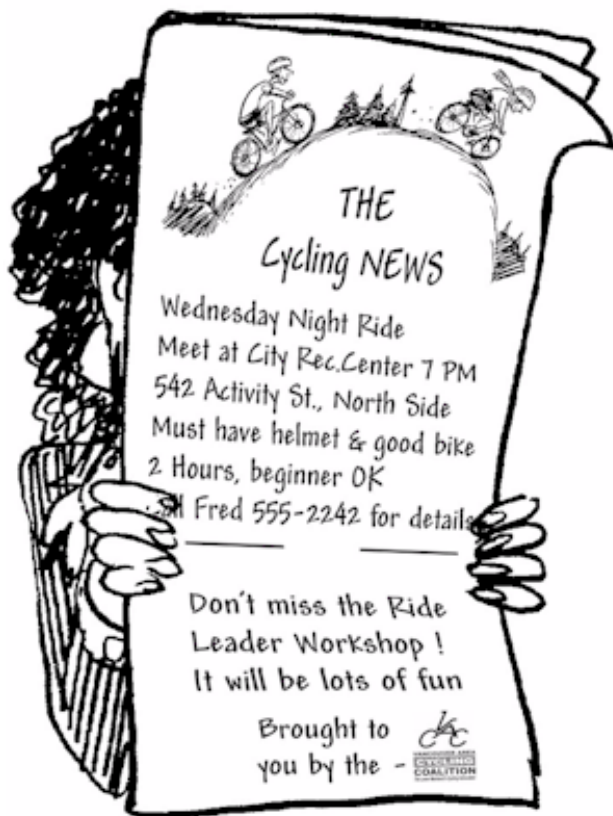
**Weekend** Bike Camping trip  
 May 22,23, &24 to Sechelt BC  
 Carpool to/fm Horseshoe Bay  
 Must have your own equipment  
 18 yrs & up, novice rider OK  
 Org. by local bike group. More  
 info call Sally 604 555-2242

- Arrange for co-leaders and ensure they know their position and duties on the ride
- Provide contact information for questions about the ride
- Create maps and route sheets if needed

Continued next page

Planning and Advertising continued

- Prepare an emergency plan (see page 9)
- Obtain permission to occupy or cross private property or advise owners and operators of facilities you may use such as: ferries, campsites, parks, etc.



## V. Resources

**BikeSense:** The British Columbia Bicycle Operator's Manual is an excellent guide to the rules of the road, bike handling, traffic skills and the enjoyment of cycling for life. See web site, [bikesense.bc.ca](http://bikesense.bc.ca)

**CANBIKE:** Cycling skills course offered throughout Canada. The premier On-Road Cycling Safety and skills course for adults. Based on Effective Cycling by John Forester, video also available. See web site, [gonecycling.com](http://gonecycling.com)

**Camping:** see articles at [gonecycling.com](http://gonecycling.com)

**Off-Road:** Mountain biking schools offers many excellent courses to build Off-Road skills. See web site [wcsmb.com](http://wcsmb.com) & Cycling BC's Shimano Dirt Series

**Coaching Courses:** Check the BC Recreation and Parks Association web site, [www.bcrpa.bc.ca](http://www.bcrpa.bc.ca)

**Ride Clubs:** offer fun rides and always need leaders  
Vancouver Bike Club, [www.vbc.bc.ca](http://www.vbc.bc.ca)  
Cross Can. Cycle Tour Soc., [www.vcn.bc.ca/cccts/](http://www.vcn.bc.ca/cccts/)  
Clubs listing at Cycling BC, [www.cycling.bc.ca](http://www.cycling.bc.ca)

*Do you have any tips, suggestions or web URL's for ride leaders?  
Send them in - we'll post them at  
[www.vacc.bc.ca/leader](http://www.vacc.bc.ca/leader)*



Safety continued

*Preparation*

**Equipment for short and long rides**



**Short rides:** First aid kit, tools, a variety of tubes, patch kit & pump, cell phone, extra gloves, water and sunscreen

**Longer rides**

In addition to items listed for Short Rides, consider:

- Distributing maps and route sheet with emergency contact phone numbers
- Encourage participants to carry an extra set of clothing, medications, toiletry and sanitary supplies, money and credit cards

NOTE:

The back of this book contains Pre-Ride, Short Ride and Camping Trips Checklists.

Continued next page

- Bike Check**
- Brake alignment
  - Brake pad wear
  - Brake cables
  - Gear cables
  - Pannier racks
  - Tires (cuts)
  - Rims (wear)
  - Spokes (tight)
  - Hub (cracks)
  - Axle (adjustment)
  - Crank (adjustment)
  - Pedals (adjustment)
  - Chain (lubed)
  - Gears (shifting OK)
  - Lights/reflectors
  - Water bottles

- Camping Considerations**
- Tools**
- Tube
  - Tire lifters
  - Patch kit (check glue)
  - Pump
  - Allen Keys 4,5,6 mm
  - Sockets 8,9,10 mm
  - Adjustable Wrench
  - Chain tool
  - Chain links & pins
  - Extra nuts & bolts
  - Special tools
  - Multi-tool
  - Chain lubricant
  - Tire boot
  - Duct tape
  - Freewheel tool
  - Spokes & wrench
  - Air gauge
  - Brake Cable
  - Gear Cable

- Safety**
- Helmet
  - Gloves
  - Safety Glasses
  - Safety vest
  - First Aid Kit
  - 
  - 
  - Miscellaneous
  - Safety pins
  - Sewing kit
  - Zip ties
  - Fishing line
  - Table Cloth
  - Sun shower
  - Bike lock
  - Water carrier
  - 
  - 
  -



## Pre-Ride Checklist

### MUST DO

- Waiver signed
- Helmets adjusted
- Bikes checked

### OPTIONAL Equipment

- Lights
- Rain gear
- Camping gear – (see camping checklist)

**Introduce yourself, co-leader(s) and briefly explain duties**

**Describe the route (distribute map)**

**rest stops & meeting points**

**estimated ride time**

**estimated distance**

**estimate ability required**

**describe potential or unusual route hazards**

**Review hand signals and expected behaviour i.e. signs & laws**

Safety continued

## Emergency Planning

An Emergency Plan is designed to help ride leaders and participants deal with uncommon and emergency situations. Make sure everyone in your group knows there is an emergency plan in place and name the people in charge of implementing the plan.

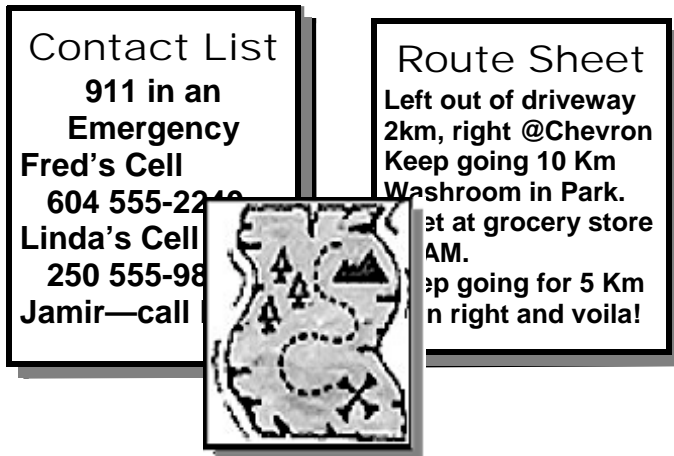
Emergency plans include, but are not limited to:

- a phone number list, maps, route sheet
- who is in charge of First Aid
- who can fix bikes
- procedure in case someone gets lost
- procedure if the ride leader is incapacitated
- procedure for reporting emergency incidents

<p><b>Emergency Plan Contacts</b></p> <ul style="list-style-type: none"> <li>- First Aid Sally</li> <li>- Fix Bikes Fred</li> <li>- Co-Leader Jamir</li> </ul>		<p><b>Emergency Plan Procedures</b></p> <ul style="list-style-type: none"> <li>- Lost Person</li> <li>- Leader Hurt</li> <li>- Reporting Emergencies</li> </ul>
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Safety continued



It would be difficult to draft a comprehensive plan that considers all the external factors that may affect your ride. No one can think of everything, so get your group involved in planning for emergencies. Perhaps your destination has existing emergency plans (e.g. parks operators may have an evacuation plan).

- Take all precautions necessary to ensure that the participants, their bikes and equipment, are prepared for the ride. Unprepared participants are a liability to others
- Encourage participants with special needs to identify their emergency requirements so you can help in an appropriate manner. (diabetics, asthmatics, etc.)

Continued next page

### Ride Leader Checklist

<input type="checkbox"/> Waiver & Pen	<input type="checkbox"/> Incident forms
<input type="checkbox"/> First Aid kit	<input type="checkbox"/> Energy food
<input type="checkbox"/> Tool kit (see camping checklist)	<input type="checkbox"/> Route map
<input type="checkbox"/> Extra tubes, 26" & 27"	<input type="checkbox"/> Permissions
<input type="checkbox"/> Sun screen	<input type="checkbox"/> Water
<input type="checkbox"/> Cell phone & contact list	<input type="checkbox"/> Extra gloves
<input type="checkbox"/> Extra light jacket	<input type="checkbox"/>
	<input type="checkbox"/>

## IV. Checklists

### ***Ride Leader Checklist***

- a list of items to show up with

### ***Pre-Ride Checklist***

- a list of items to check just before the ride begins

### ***Camping Considerations***

The camping list was created to stimulate thought about what to take on longer trips. Needs will vary depending on the type of trip planned.

The items are broken down into ten categories:

1. Bike Check
2. Tools
3. Safety
4. Miscellaneous
5. Toiletries
6. Clothing
7. Sleeping
8. Cooking
9. Entertainment
10. Food

Safety continued

For remote tours consider an emergency transponder, survival supplies (food, water, warmth), radio and flashlight with spare batteries, candles and waterproof matches.

### **Coping with emergencies**

If there is an incident that requires your emergency plan:

#### **Remain calm - Prioritise your actions**

- Help those in need of First Aid
- Communicate with your group to explain what is happening and let people help out
- Consult your emergency plan and gather information for your Incident Report
- Debrief after the incident has passed to alleviate fears and concerns
- After the ride, report incidents and re-evaluate the emergency plan

9-1-1  
POLICE - FIRE  
AMBULANCE

### III. Leadership on Ride Day

#### Duties on Ride Day

All riders must:

- sign waiver & supply emergency contact info.
- have a helmet
- have a mechanically sound bike



#### **Pre-ride**

- Ride leader or designate should arrive early at agreed assembly point. Cancel ride if conditions are too hazardous
- Perform a bike and helmet check as participants arrive. Advise those without helmets or with mechanically insufficient bikes that they may not participate. Do not let someone who is unprepared ride with you. Consider the needs of the rest of the group
- Do not hesitate to draw attention to poor equipment
- Do not hesitate to mention in private if you think an intended participant may not be physically ready for the challenges presented on the ride. This is especially important if there are no co-leaders and one person may get dropped off the end

Continued next page

Leadership on Ride Day continued

- Ensure people have time to approach you privately, before the ride begins, to disclose their medical concerns or conditions (allergies, diabetes, medication, etc.)
- Introduce co-leaders and their responsibilities (Leader, Sweep, First Aid, etc.)
- Describe the route, rest stops and announce any changes from the advertised route. Some rides may require that everyone be provided with a map
- Establish expectations of behaviour; follow laws and signage, etc.
- Demonstrate hand signals
- Ensure participants have adequate supplies of food, water and equipment

#### **Post Ride**

- Ensure everyone arrives at the end location
- Thank everyone for attending
- Announce future rides
- Be the last to leave
- Review emergency plans and submit any incident reports