

Introduction

The following updated guidelines are presented to encourage members to join group rides. By providing communication on leadership, participation and stats credit, the proposed guidelines are meant to allow for a wide variety of rides and leadership styles. These guidelines are designed to accommodate both leaders and participants while promoting rider safety on club rides.

Updated: Jan 15, 2013 – updates in **red text**.

Ride Leader Guidelines

1. Provide sufficient detail in ride listings to ensure that participants come prepared with proper expectations of the route. This includes identifying long stretches without potential places to obtain food or water, lack of any bailout route, or unusually difficult terrain for the given terrain rating.
2. Rides should start at time listed in the Ride Schedule.
3. Lead rides at the pace listed in the Ride Schedule. The ACTC pace calculator is available at: <http://www.actc.org/ridestats/pace/pace-calc.php>
4. Bring ride sign-in sheet and at least one LAB incident report and take both along on the ride. Be sure to sign in as the leader and enter your emergency number and cell phone.
5. Arrive early enough to ensure that all participants' sign the Ride Sign-In Sheet, make introductions and announcements about regroupings or other items of importance.
 - a) *First time participation by a guest on a club ride is covered as supplemental insurance should an accident occur. Any subsequent participation dates are not covered by the insurance provider. Leaders should understand this and convey this info to guests on their ride.*
6. Route sheets are highly encouraged.
 - a) Distribute in either hard copy at the ride start or soft copy (if available) in advance via the ACTC elist (copy/paste as attachments are not enabled).

- b) Route sheets are more helpful when the distance to the next turn and overall mileage total at each turn is provided. See examples of suggested ride sheet formatting here: <http://bikemaster.org/routes/index.htm>
 - c) Include the ride leader cell phone on the route sheet - this is helpful if a rider is lost
 - d) If chosen route is posted on "Bikemaster" site, route code can be included in ride schedule for advance review of route by participants
 - e) For rides that are lead without a route sheet or for large groups, designate a sweep, someone who knows the route and can help any rider who may develop a problem on the ride.
7. Friendly introductions prior to the start of the ride provide notice to tenured members of guests and new members present who can benefit from special consideration.
8. Prior to start of ride, discuss the route, regroup or bail out points, and whether or not there will be a sweep. If not, provide instructions to the group on expectations so that no rider is lost due to missing a turn – i.e., make sure the rider behind you makes the turn, etc.
9. Periodic re-group points are recommended especially on routes with hilly terrain to keep the group from getting too spread out and to make sure all riders are present and accounted for.
- a) Rides that have no scheduled re-group point should have a cautionary note in the ride description that states "riders should be prepared to ride alone".
 - b) When regrouping after a climb, a head count is a good idea to ensure all riders are accounted for. Be sure to allow enough time before rolling for the last rider to recover as necessary.
10. Cancellations and reschedule of rides are allowed for weather conditions – rain, extremely **hot or cold temperatures**, or poor air quality.
- a) For all other situations (health, schedule conflicts, or other reasons) the leader should either find a replacement leader (via the elist or personal contacts) or ensure that someone is at the start location prior to the start time to announce the ride cancellation.

- b) Ride reschedules due to weather cancellations must take place **within 3 days of original ride scheduled date after which time the leader can alternatively have posted an Impromptu ride**

11. Changes to ride start location or posted route are not allowed once the ride is posted in the on line schedule.

- a) Changes to the posted route and/or start location are acceptable if needed due to road or weather conditions
- b) Rides may be posted without a starting location. Description must include a note to contact ride leader in advance of the ride date for start location details.

12. Impromptu rides may be scheduled in the On Line Schedule up as late as **3 days prior to the ride date and "stats credit" will be provided as long as the ride is posted in the on line schedule.**

- a) "No stats credit" impromptu rides may be arranged at any time via the elist
- b) Impromptu rides are considered official ACTC sponsored rides for purposes of insurance
- c) All participants must sign in on the ride sign in sheet in order to be eligible for insurance should an accident occur
- d) Only members and 1st time guests are eligible for insurance coverage under the ACTC club insurance plan

Any issues regarding Ride Leadership should be sent to the Rides Coordinator at Rides@actc.org.

Ride Participation Guidelines

1. Bikes should be mechanically safe and sound.
2. Be prepared – Bring a spare tube of the correct size for the tires on the bike, a pump and preferably know how to fix a flat tire. Additional items of importance are a patch kit, identification, cash, food, water and emergency contact info.
3. Helmets that conform to a CPSC approved standard are required on all club rides – No helmet, no ride participation allowed.
4. All California Vehicle Code laws **shall** be obeyed during a Club ride.

- a) Stop at stop signs and red lights
 - b) Allow faster traffic to pass when safe to do so.
 - c) Pull over and stop when emergency vehicles have red lights flashing and/or sirens on.
 - d) Don't ride on the sidewalk or in reverse direction of traffic
 - e) Be courteous to other riders and traffic on the road by:
 1. Passing other riders on the left and calling out "on your left" when passing
 2. "Car back" means:
 - a. Move right into a single file formation
 - b. When it is unsafe for the car to pass, maintain center lane position.
 - c. When it is safe for the car to pass, move to the right side of the lane.
5. Arrive early enough before the ride start time to ready gear and bike to depart at the posted starting time.
6. Each rider is required to sign the Ride Sign-In Sheet in person. The participant name needs to be "Clearly Printed" and provide an emergency contact number. Although bringing a cell phone is optional, it is very helpful for the ride leader should the group or rider get separated along the route. Note your cell number on the sign in sheet.
- a) Riders below age 18 may participate in rides if they are accompanied by a parent or legal guardian. **A medical release form is required for all minors.** The club medical release form can be found on this page:
<http://www.actc.org/membership/release.php>
 - b) Guests/Non-Members must also sign the Ride Sign-In Sheet at the bottom of the page under the liability release.
 1. *First time participation by a guest on a club ride is covered as supplemental insurance should an accident occur. Any subsequent participation dates are not covered by the insurance provider. Leaders should understand this and convey this info to guests on their ride.*

- c) If a rider does not sign in, the Ride Leader is not required to provide stats credit.
 - d) If a rider arrives late and catches up to the ride in progress they will get credit provided they sign in
 - e) Riders may contact Ride Leader in advance to prearrange joining the ride in progress. Riders must sign in with the Leader upon joining the ride to qualify for stats credit.
7. Attend only rides where you feel comfortable riding at the listed pace. If unsure, contact the Ride Leader prior to joining the ride
- a) To determine rider pace ability and understand the Ride Classification system check these web pages:
 - 1. Ride Classifications Page:
<http://www.actc.org/schedule/classification.php>
 - 2. Pace Calculator: <http://www.actc.org/ridestats/pace/pace-calc.php>
 - b) If a rider wants to ride at a slower pace than listed, they must contact the rider leader at least a day in advance and obtain approval.
8. Club members are encouraged to make new members and guests feel welcome on club rides.
9. It is the responsibility of the rider to ensure that he/she doesn't get lost by consulting the route sheet and/or staying with someone who knows the route. Riders off the front are considered on their own and responsible for finding their way back to the group or the start.
10. Riders are expected to wait at designated regroup points until the last rider arrives and has had a chance to recover.
- a) Large groups with a wide spread of speed capabilities can be split to allow "rolling regroups" whereby groups of similar paced riders collect and continue on.
11. If leaving a ride for any reason, the Ride Leader **must** be informed.
- a) If a participant on a ride leaves prior to the group start or rides faster than the listed pace and goes off the front, it is at the Ride Leaders discretion whether ride credit will be provided.

12. Rain, extreme heat, or poor air quality cancels a ride unless otherwise stated in the ride description.

- a) If a rider is unsure whether a ride will be cancelled, contact the ride leader
- b) A ride cancelled by weather may be rescheduled by the Ride Leader and will be a credited ride.
- c) If a ride has been cancelled by weather, contact the Ride Leader to find out if or when it will be rescheduled.

Ultimately the Ride Leader makes the decision on what stats credit is provided to each participant, provided the decision is within the parameters of the ACTC Ride Guidelines. It is up to the Leader to turn in the stats for what is acceptable statistics for their posted rides.

Any issues related to rides or stats should be sent to the Ride Leader and or the Ride Coordinator at Rides@actc.org.

Stats / Ride Credit Provisions

1. Ride Leaders must turn in stats credit for their listed rides and are allowed the freedom to determine what stats credit they will provide for each rider. Stats are submitted to stats@actc.org.
 - a) Additional mileage stats can be requested, but it is at the discretion of the Ride Leader to determine their individual policy pertaining to additional mileage or Billy Goat stats credit. Ride Leaders do not have to provide credit for additional miles or goats.
2. Only 1 Grizzly Bear credit is allowed per ride:
 - a) A Grizzly route cannot have a designated Billy Goat on the route
 - b) When offering a choice of either a Billy Goat or a Grizzly Bear, the ride description must provide details on the route choices being either Billy Goat or Grizzly Bear.
 - c) Grizzly Bear credit cannot be combined with any type of Goat credit on the same ride
3. No more than 2 Mountain Goats is allowed per ride.

4. No more than 10 of any type of Goat is allowed per ride. Mountain and Billy Goats may be mixed on the same ride for credit.
5. No more than 2 Ride Leaders can be provided Ride Leader credit
6. No more than 1 participant can be provided Sweep credit
7. No credit is provided for Guest participants
8. Riders are encouraged to ride at their own pace, but also strive to regroup on occasion to stay with the Ride Leader. If a rider “goes off the front” it is at the Ride Leaders discretion whether to award credit.
9. Impromptu rides may be scheduled but no stats credit can currently be awarded. *(Pending Stats Tool development.)*
 - a) Email to the elist at any time to schedule an impromptu ride
 - b) On line schedule at least a week in advance to allow time for processing
 - c) Be sure to do have all riders sign in on the Ride sign in sheet for all Impromptu rides
 - d) ACTC club insurance applies to impromptu rides provided notice of ride was made thru elist or schedule tool and all riders are signed in.