

Ride Leader Apprenticeship Program



1. Introduction

The Bike North rides program is one of the many Bike North activities to actively promote cycling within northern Sydney. Bike North strives to make it a first class experience for all riders who join one of our numerous rides. To successfully achieve this aim we need to be always adding to our team of experienced ride leaders. This document describes how we train our ride leaders and to show that it is an enjoyable riding experience.

The Bike North Ride Leader apprenticeship program is designed around the premise that the best training is done on regular rides. The Bike North Rides Protocol, Section 2.4, lays out the rules around training new leaders. This document gives an overview of how the rules are to be followed throughout the apprenticeship program.

While this document is a good guide for information on the apprenticeship program, it does not replace the rides protocols. The Bike North Ride Protocols document is the foundation document for all ride activities undertaken by Bike North.

2. The Protocols

The Bike North Rides Protocols document governs all Bike North ride activities. The latest version of the Rides Protocols can always be found in the quick links in the "Our Rides" section the Bike North web site.

All active Ride Leaders and apprentices should be well up to date with the current protocols. Changes to the Rides Protocols will be advertised on the Ride Leaders email list. If you require a printed copy please contact the Rides Coordinator.

Section 2.4 of the Rides Protocols describes the process of training a Bike North Ride Leader. The next section of this document provides some background to these rules.



2.4.1 The Rides Committee shall ensure that all Leaders are experienced cyclists who are Qualified or Recognised and satisfy all the requirements below before accepting a Ride.

This rule makes good sense. Apprentice Ride Leaders need to gain experience in leading rides. The difference between Qualified and Recognised is based on whether a Ride Leader has also passed Bicycle NSW Ride Leader training which gives them the Ride Leader status of Qualified. All other Ride Leaders who pass the requirements are recognised.

All Leaders shall be given a copy of this document.

As already stated, the Bike North Rides Protocols is a very important document. Please download your copy from the link above and get to know its contents well.

2.4.3. All Leaders will be expected to read and be familiar with this document and be provided with an opportunity to discuss the content or clarify any issues.

Read the Rides Protocols document well. If you are unsure of any parts, take time to approach a current Ride Leader who will be able to give you further assistance.

2.4.4. All Leaders will be invited to two Ride Leader Days per year and must attend at least one of the two unless granted an exemption by the Rides Committee

Nothing beats face to face interaction. Bike North Ride Leader Days (meetings) are a great opportunity for Ride leaders to meet face to face. Topics at these meetings will include safety, ride management, route planning and incident management including real life reviews in all these areas. The two meetings generally fall in May and November.

2.4.5. All Leaders must undergo a self-assessment review every 12 months. This review will be an online question and answer form that the ride leader is expected to complete. Where a ride leader does not have Internet access a special arrangement can be made with the rides coordinators to complete the online assessment.

We all need to keep up to date. Also, the review is a requirement of our insurers. Bicycle NSW runs an online assessment each year towards the end of the year. You will be given information on how to complete the assessment nearer to the time it is due.

2.4.6. Leaders self-assessment will be augmented by peer assessment and review by other Bike North ride leaders on regular Bike North rides.

Our continual learning is well supplemented by review from our peers. We should all look towards other Ride Leaders for both inspiration and guidance and accept constructive guidance where it is appropriate.

2.4.7. All Leaders must undergo an on ride review every 3 years unless granted an exemption by the Rides Committee.

Bike North must ensure that all Ride Leaders are up to date with their skills. The 3 yearly reassessment is the tool that we use to do this.

2.4.8. Any Leader that does not lead a ride for a period exceeding 3 years must redo the assessment. The Assessment Pack is detailed in Appendix 1.

Bike North requires that all our Ride Leaders have current skills. If a Ride Leader has not ridden a ride in a long time then it would be fair to say that their ride leading skills will have deteriorated.



2.4.9. All Leaders must be at least 18 years old and have undergone the program set out below:

A valid requirement as most leadership skills are best displayed in mature adults.

2.4.10. All Leaders shall serve an apprenticeship and be assessed before being able to lead Rides in their own right of the grade required. The Assessment Pack is detailed in Appendix 1. The apprenticeship shall consist of:

The apprenticeship program is outlined in the rest of this document.

3. Apprenticeship Program

Stage 0 – Riding

2.4.10 h) Attendance on at least one Ride as a participant with the group at the grade being led.

Bike North requires that all Ride Leaders be familiar with how we run our rides. There is no better way to do this than being on our rides. We suggest that all apprentices get out on as many Bike North rides as possible.

Stage 1 – Sweeping

2.4.10 i) Attendance on at least one Easy, Easy Medium or Medium Ride as a sweep.

The sweep is an important part of Bike North rides of grade Medium and below. By being a sweep you will get an understanding of what a sweep requires from a Ride Leader as the leader works to control a ride. You will also see firsthand how a Ride Leader's actions flow down through the group of riders being led.

Most Ride Leaders will be very appreciating of an apprentice volunteering to be sweep. Just double check and contact them before the ride to make sure they do not have another sweep for the ride.

Stage 2a – Co-lead (assisting)

2.4.10 j) Attendance on at least one Ride as co-leader at the grade being led.

The Bike North apprenticeship program generally breaks the co-leads into two types. The first one is where the apprentice assists an active Ride Leader in leading a Bike North ride. They may take on leading duties such as mid ride briefings or step in to control the ride at certain points. However the ride is still under the ultimate control of the experienced Ride Leader.

While undergoing an assisting style co-lead, an apprentice gets the chance to learn in close proximity to an experienced Ride Leader. When on such a ride, an apprentice should pay particular attention to every action of the Ride Leader and ask questions to learn why different actions were undertaken.

Stage 2b – Co-lead (leading)

The second stage of the co-lead is where an apprentice will take on most aspects of leading a Bike North ride. This is done under close supervision of an experienced Ride Leader. An apprentice should only do this style of co-lead after discussion with an experienced Ride Leader. Such a discussion will often happen after an assisting style co-lead.

During the leading style of co-lead, an experienced Ride Leader will monitor and make note of any areas where the apprentice may still need to improve their skills. If the improvements required are many then it may be that the experience Ride Leader will step in and take over leading the ride in the regular way.

Depending on improvements required, there may need to be a few leading style co-leads. The experienced Ride Leader will discuss their skills at the end of the ride and determine whether they believe they are ready for their assessment.

Stage 3 – Assessment

k) A successful Ride Leader assessment on an existing Bike North Easy, Easy Medium or Medium ride.

When an apprentice is ready they can take on their Ride Leader assessment. This is conducted by a Bike North Qualified Assessor. Generally the apprentice Ride Leader will organise with the Rides Coordinator a ride of their choice, of a medium grade or lower, at which an assessor can be present. The full set of documents used for an assessment can be found at the end of the Rides Protocols.

Stage 4 – Approval and Final Requirements

2.4.10 l) Approval by the Bike North Inc. Rides Committee.

The final approval step of the apprenticeship program is approval by the Bike North Rides Committee. The Rides Committee will confirm that the correct training process has taken place.

2.4.10 m) Holds a Cycling Australia license or Bicycle New South Wales membership and provides license/membership details to the Rides Coordinator.

This final requirement is to ensure that all Bike North Ride Leaders have public liability insurance through other cycling bodies that provide this type of insurance to Ride Leaders. Bike North prefers all Ride Leaders to have Bicycle New South Wales membership. However Cycling Australia membership will satisfy the requirements of having public liability insurance.

Recognition for prior learning

2.4.10 n) In the case that a prospective Ride Leader is a Qualified BNSW Ride Leader and satisfies point (m), that Leader can be accelerated through the Bike North apprenticeship process to the level of either (j) or (k), the choice of which can be negotiated between the Ride Leader and the Rides Committee

Bicycle NSW has ride leader courses that teach ride leading skills in a full one day course. If a Bike North apprentice has been qualified by BNSW at one of these courses then they can be given recognition for prior learning. This means they can be accelerated through the Bike North apprenticeship program. The level they are accelerated to is based on factors like knowledge of Bike North ride routes and overall experience in leading rides (e.g. for other BUGs).

Stage 5 – Active Leading

2.4.11. A Leader will be deemed active for a calendar year if they have led a ride in the previous calendar year...

As well as the 3 yearly assessment requirement, Bike North will only keep Ride Leaders on an active list if they have led a ride during the last calendar year. This is to ensure that Ride Leaders who lead our rides are those who are active in leading rides and have been continually practicing their Ride Leading skills.

4. Ride Leader – post assessment

The next section of this document describes some post assessment requirements as well as benefits of being a Bike North Ride Leader.

Rides Calendar

All Bike North ride scheduling is done via an online electronic database system. Ride Leaders access this system via the Calendar page on the Bike North web site using the login tab at the top right of the web site. Login details will be provided during the apprentice program. Ride Leader information can be found at the Our Rides page on the Bike North website – see the menu selections in the left hand menu.

First Aid

As per the Rides Protocols, all Bike North Ride Leaders are required to carry a first aid kit. The initial purchase price and cost for subsequent stocking of the first aid kit will be reimbursed by Bike North. Submit any claims to the Bike North treasurer via email to treasurer@bikenorth.org.au. As all Bike North payments are electronic, you will also need to submit your banking details, BSB and Account No.

Bike North also recommends that all Ride Leaders undertake First Aid training at the Senior First Aid level. Bike North will reimburse 50% of the cost after a Ride Leader passes a first aid course. Furthermore, Bike North will retrospectively reimburse the 2nd 50% after 3 years if the Ride Leader has ridden a minimum of 6 rides per calendar year during those 3 years.

Bike North Jersey

After successful completion of the Ride Leader assessment a newly appointment Ride Leader will have the opportunity to purchase a Bike North jersey at a substantial discount. \$50 short sleeve, \$55 long sleeve. It is expected the Ride Leaders will wear a Bike North jersey while leading Bike North rides.