



RIDE POLICIES AND PROTOCOLS

Version 2.12

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Table of Contents i

1. DEFINITIONS1

 1.1. TERMS USED IN THIS DOCUMENT1

2. POLICIES2

 2.1. PREAMBLE2

 2.2. RIDES PROGRAM POLICY2

 2.3. SAFETY AND RISK MANAGEMENT2

 2.4. TRAINING NEW LEADERS3

 2.5. RESTRICTIONS ON PARTICIPANTS4

 2.6. CONDUCT ON RIDES4

 2.7. PARTICIPANTS WITH SPECIAL NEEDS4

 2.8. RIDE CONDITIONS4

3. BEFORE THE RIDE5

 3.1. THE RIDES PROGRAM5

 3.2. MATCHING RIDERS TO RIDES5

 3.3. EXTENDED / OVERNIGHT RIDES6

 3.4. PLANNING A RIDE6

 3.5. ROUTE MATERIALS7

 3.6. GRADING OF RIDES7

4. DURING THE RIDE9

 4.1. BEST PRACTICE IN LEADING A RIDE9

 4.2. CANCELLING OR MODIFYING A RIDE9

 4.3. LEADER DUTIES10

 4.4. MARKING THE ROUTE10

 4.5. SIZE OF RIDING GROUPS11

 4.6. KEEPING THE GROUP TOGETHER11

 4.7. RIDERS JOINING OR LEAVING THE RIDE11

 4.8. EMERGENCY PROCEDURES12

 4.9. FIRST-AID12

 4.10. INCIDENT REPORTING14

 4.11. MECHANICAL AND TOOLS14

5. FOR THE RIDE PARTICIPANTS16

 5.1. PREPARING FOR THE RIDE16

 5.2. WHILE ON THE RIDE16

 5.3. COMMUNICATION ON A RIDE17

6. APPENDIX 1 - RIDE LEADERS ASSESSMENT PACK19

7. APPENDIX 2 - RIDE GRADES FOR HALF DAY AND ONE DAY RIDES26

8. APPENDIX 3 - RIDE GRADES FOR MOUNTAIN BIKE RIDES27



1. DEFINITIONS

1.1. TERMS USED IN THIS DOCUMENT

- 1.1.1. BNSW means Bicycle New South Wales Inc, the state-wide advocacy and cycle promotion organisation.
- 1.1.2. Bike North Inc. means the "Bike North Incorporated Bicycle User Group", which is a local cycle advocacy and cycle promotion group covering areas in the northern part of metropolitan Sydney, Australia.
- 1.1.3. Ride means a Cycle Ride provided by Bike North Inc. under the control of a Leader.
- 1.1.4. Leader means the person in charge of the Ride, which the Rides Coordinator has appointed to supervise/control a programmed Ride.
- 1.1.5. Participant means a cyclist who participates on a Ride.
- 1.1.6. Ride Group means the group of Participants on a ride. A Ride Group may not be actually riding in a group on the road or bike track.
- 1.1.7. Route means the advertised Ride course.
- 1.1.8. Search party means a Rider or Riders who have been asked to locate any missing members of the Ride Group who have not joined up at a Regrouping Point.
- 1.1.9. Signpost means the Participant, which is appointed by the Leader to, be stationed at a fork in the route to provide the correct route for following Participants.
- 1.1.10. Sweep means the Participant who is appointed by the Leader to remain at the tail of Ride in order to assist any accident or breakdown.
- 1.1.11. Sign-On Sheet means the log sheet which is provided by the Leader on each Ride and which each Participant is required to complete prior to the starting the Ride or at the first available point after joining a Ride. It contains emergency contact details for the Participant and an acceptance of the conditions of the Ride.
- 1.1.12. Rides Coordinator means the member or members that have been appointed by Bike North Inc.'s to plan and manage the Bike North Inc. Rides Program.
- 1.1.13. Rides Program is the schedule of Bike North Inc.'s Rides which needs to be accepted by the Rides Coordinator several months in advance in order for selected rides to be listed in Australian Cyclist "Push On".
- 1.1.14. Qualified Ride Leader means a Leader who has completed BNSW Leaders Program and been accepted by BNSW.
- 1.1.15. Recognised Ride Leader means a Leader who has been recognised under these Ride Leader Protocols as satisfying the requirements of a BN Leader and is a member of BNSW or holds a recreational or racing licence with Cycling NSW with appropriate insurance cover.
- 1.1.16. Rides Committee means the small group of Qualified Ride Leaders, appointed by the Bike North Inc. Executive, who ensures the appropriate assessment of Recognised Ride Leaders and appoints Qualified Assessors. The Ride Coordinator shall be a member of this committee.



2. POLICIES

2.1. PREAMBLE

- 2.1.1. Bike North Inc. rides are part of a planned series of regular cycle rides provided free of any charge to the general public which promote cycling as an appropriate means of local transport without adding to pollution or traffic congestion. They also provide recreation and social activities that build fitness and health.
- 2.1.2. The aims of the riding program are to:
 - a) encourage people to use their bikes for fitness and transport,
 - b) provide an educational environment to develop cycling skills,
 - c) demonstrate appropriate cycling routes,
 - d) provide graded riding challenges with the target of cycling further and more often,
 - e) demonstrate appropriate cycling and road skills required to develop confidence in using bikes,
 - f) foster the social community of cyclists which work to further the other aims of Bike North Inc.
 - g) provide a cycling presence in the community and build support for cycling and Bike North Inc. .

2.2. RIDES PROGRAM POLICY

- 2.2.1. Bike North Inc. rides provide a structured environment in which participants are taken care of appropriate to the level of experience expected of a rider participating in that grade of ride. A Qualified or Recognised Leader, who follows the protocols outlined in this document, shall lead each ride.

2.3. SAFETY AND RISK MANAGEMENT

- 2.3.1. Participants attend Bike North Inc. Rides ("Rides") for a variety of reasons but it must be stressed that these rides are quite different from just riding around with friends. Care is taken to ensure that rides are conducted safely, however Bike North Inc. takes no responsibility for any injury, accident and/or damage.
- 2.3.2. The Leader shall assess and manage risks as appropriate for the group involved with the degree of risk management varying considerably depending on circumstances.
- 2.3.3. It is Bike North Inc.'s understanding, if an incident occurs, that knowing and following these Leaders Protocols would reduce the risk of litigation against Bike North Inc. and the Leader. The test may be whether a reasonable person in this situation (leading a ride) could have foreseen and managed any risks. This document assists Leaders to take reasonable steps to ensure that situations are planned and managed.
- 2.3.4. Ride participants are partially under the care of the Leader who shall ensure that they are not exposed to unnecessary risks that are beyond their capability to handle.
- 2.3.5. Bike North Inc. is covered by the insurance policy of Bicycle NSW and/or Cycling NSW which covers all formal Bike North Inc. activities including the Rides as part of our normal business.
- 2.3.6. Where potentially dangerous situations are ahead, the Leaders shall warn the Participants about what to expect and how to handle the potential problem.



- 2.3.7. Riders responsibilities are to ride in a safe and responsible manner and to obey all Australian Road Rules.

2.4. TRAINING NEW LEADERS

- 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.
- 2.4.2. All Leaders shall be given a copy of this document.
- 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.
- 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
- 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.
- 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.
- 2.4.7. All Leaders must undergo an on ride review every 3 years unless granted an exemption by the Rides Committee.
- 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.
- 2.4.9. All Leaders must be at least 18 years old and have undergone the program set out below:
- 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:
- h) Attendance on at least one Ride as a participant with the group at the grade being led.
 - i) Attendance on at least one Easy, Easy Medium or Medium Ride as a sweep.
 - j) Attendance on at least one Ride as co-leader at the grade being led.
 - k) A successful Ride Leader assessment on an existing Bike North Easy, Easy Medium or Medium ride.
 - l) Approval by the Bike North Inc. Rides Committee.
 - m) Holds a Cycling Australia license or Bicycle New South Wales membership and provides license/membership details to the Rides Coordinator.
 - 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.
- 2.4.11. A Leader will be deemed active for a calendar year if they have led a ride in the previous calendar year and satisfy requirements 2.4.5 through 2.4.10. A non active Leader can become active again by leading a ride under review. At the discretion of the Rides Committee, non active Leaders may be removed from Leader communication lists.
- 2.4.12. Ride Leader assessments will be conducted by Qualified Assessors. A Bike North Qualified Assessor is appointed by the Rides Committee. Applicants are required to have been a Bike North Ride Leader for a period of two years or a Master Ride Leader. In either case, Ride Leaders need to be sufficiently active which in this context requires the



running of at least ten rides over the past year. In addition, applicants require knowledge of Section 4 and Section 6 of the Ride Policies and Protocols. The Rides Committee will assess this knowledge via formal/informal means.

2.5. RESTRICTIONS ON PARTICIPANTS

- 2.5.1. Leaders shall provide an accurate grade, ride description and indication of required experience in the published material about a Ride. They should also include a means to contact the Leader for further information.
- 2.5.2. Leaders are able to restrict participants from the group before the Ride starts, either by phone or in-person, if they believe that the person is not capable of completing the scheduled Ride.
- 2.5.3. Bike North Inc. Rides are generally suitable to adult cyclists over the age of 18. Rides that are suitable for participants under 18 shall always have a note in the Ride description. All Participants under 18 must be accompanied by an adult carer who signs the risk warning on behalf of the minor and who continually supervises them during the ride..
- 2.5.4. Leaders are able to exclude participants from the group during the Ride if they believe that the person is acting in an unsafe and/or irresponsible manner.

2.6. CONDUCT ON RIDES

- 2.6.1. Participants on Bike North Inc. Rides shall always ride safely and obey traffic regulations and road rules.
- 2.6.2. Participants shall always present cycling in a positive light to any non-cyclists.
- 2.6.3. The wishes of landowners and / or managers shall be respected.
- 2.6.4. When riding off-road, any gates shall be left as they are found.
- 2.6.5. When riding off-road, Participants shall give way to walkers or horse riders at all times
- 2.6.6. When riding on shared paths, Participants shall give way to pedestrians and signal their presence with bell, horn or voice in a appropriate way.

2.7. PARTICIPANTS WITH SPECIAL NEEDS

- 2.7.1. Participants with special needs can participate in Bike North Inc. Rides by arrangement with the Leader. Those arrangements shall include the nature of the special needs, the abilities of the person, any restrictions on their activities, any cautions that need to be exercised and any special care or treatment that may be required.
- 2.7.2. Special need participants may include those with health conditions, chronic problems or physical disabilities or intellectual impairment.

2.8. RIDE CONDITIONS

- 2.8.1. The following Ride Conditions will be printed on the Sign-On Sheet and all participants shall sign their agreement prior to joining the ride.
RISK WARNING: As a participant in this dangerous recreational activity, you may be exposing yourself to a risk of harm. Bike North Inc., the ride organisers and leaders wish to warn you of the risks and hazards that are an inherent part of cycling, and to take care to prevent putting yourself, your fellow participants and/or others into danger. By signing this form, you agree to ride in a safe and responsible manner and to obey all Australian Road Rules.



3. BEFORE THE RIDE

3.1. THE RIDES PROGRAM

- 3.1.1. The Rides' Program shall be developed in advance of the contribution deadlines for the BNSW Newsletter *Push On*, where it will be advertised. . Other media will include the Bike North Inc. Newsletter *Chain Mail*, the Bike North Inc. Web Site and Bike North Inc. email lists.
- 3.1.2. Bike North Inc. Rides shall be run over the full range of grades as defined in the separate document, "Grading of Bike North Inc. Rides". The grades shall range from those suitable for beginner riders to those who challenge most recreational riders.
- 3.1.3. Rides are graded according to factors including distance, terrain, pace, traffic and duration. Overnight Rides and mountain bike Rides are graded differently due to the different requirements of those Rides.
- 3.1.4. Additional descriptions shall be added which highlight attractions or expected competencies for Participants.
- 3.1.5. The Rides Coordinator shall co-ordinate the Bike North Inc. Rides' program to offer the greatest possible variety of rides in terms of area covered, terrain and range of difficulty.
- 3.1.6. The Rides Coordinator shall plan to spread the Rides evenly throughout the program in terms of ride location and grade, so that participants are offered a wide choice to match their needs over each month.
- 3.1.7. The leader shall supply the Rides Coordinator with the following information about each ride by the closing date set by the Rides Coordinator:
 - a) Day and date of the ride,
 - b) Title which is succinct, descriptive and catchy,
 - c) Grade of the ride including total riding distance in kilometres,
 - d) Name and contact details of the leader including phone and email details (where appropriate),
 - e) A ride description of 20 to 40 words which indicates the type of riding, terrain, start point and route. It may include other details such as the starting time, estimated finishing time, type of bike or equipment expected.
- 3.1.8. Rides shall be accepted at the discretion of the Rides Coordinator and the information published shall be selected and edited by the Rides Coordinator.
- 3.1.9. The program should be biased to offer a greater number of easier grade Rides because:
 - a) all Participants can do easy rides; and
 - b) competent Participants are able to ride in their own groups or singly without the support of others if necessary.

3.2. MATCHING RIDERS TO RIDES

- 3.2.1. The published grading and the conduct of the Ride shall be consistent. Problem mismatches can occur either from participants -
 - a) expecting a more difficult Ride and then riding off the front making it difficult to keep a cohesive group; or
 - b) expecting an easier Ride and dropping behind making it difficult to keep a cohesive group



- 3.2.2. If the participant has not done a ride of the published grade, and the participant is not known to the Leaders, then Participants should contact the Leader before the Ride. During this contact Leaders should gain an understanding of the Participant's fitness and experience and match to the proposed Ride. A Leader can recommend that a Participant does not come on a particular Ride, or even refuse to take a Participant on a Ride.
- 3.2.3. The Leader can't assume that every Participant who starts a Ride is capable of riding with the group and finishing the Ride. The Leader can recommend that a Participant leave the group when a suitable opportunity arises to do so, for example while passing a railway station, by ringing for a pick up, or where a section of the Ride can be bypassed. The Leader shall attempt to ensure that any Participant leaving the Ride is able to safely reach their destination.
- 3.2.4. The Leader may decide to split the group or shorten any Ride if that is considered the best way to ensure Participants safely return.
- 3.2.5. All Participants shall be treated equally and accepted into Bike North Inc. activities, irrespective of their background while assisting to match their ability to the Rides Program.

3.3. EXTENDED / OVERNIGHT RIDES

- 3.3.1. Most Bike North Inc. Rides will last up to one day in length, however longer rides may be arranged which involved overnight accommodation or camping. Great care shall be taken to ensure that Participants are aware of all the situations that will be encountered.
- 3.3.2. As these Rides could be more remote from assistance, extra tools and spares should be carried in case of mechanical breakdown.
- 3.3.3. These Rides will likely involve the carrying of extra loads and bicycles and luggage must be in very good condition to withstand the stresses of the journey.

3.4. PLANNING A RIDE

- 3.4.1. All Rides shall be carefully planned by the Leader to ensure that the route, the distance, the hazards and the facilities are well known to the Leader. It is preferable to ride the route in advance, at the same time and on the same day of the week, as it is planned to run it, to enable an assessment of probable traffic conditions.
- 3.4.2. Alternate routes shall be investigated in case the planned route is not possible or desirable due to changed conditions.
- 3.4.3. Any stops at refreshment stops shall be planned in advance and where necessary notice given to the manager to indicate likely time of arrival and group size.
- 3.4.4. Where possible rides shall start and end close to public transport. Ride start times shall be planned considering public transport service times to encourage public transport use. Leaders should provide normal public transport service details to inquirers and advise callers how to find out about service changes by 131 500 or checking the web site at www.131500.com.au.
- 3.4.5. The ride briefing will start at the advertised time and the ride will depart at the conclusion of the ride briefing.
- 3.4.6. Any other services used within the ride itself, such as public transport, shall be considered during the ride planning. In general, no special arrangements need to be made because the public transport such as trains and ferries can easily cope with the groups' sizes on Rides, even on larger Rides. However, small services such as ferry from Palm Beach to Patonga should be arranged first with the manager of the service and at some times extra arrangements will need to be made.



- 3.4.7. If a Ride is dependent on public transport, then the service shall be checked close to the Ride date and an alternative Ride be offered should services be unavailable. It is suggested that these Rides do not give starting time details and that all Participants are requested to contact the Leader before the Ride.
- 3.4.8. A ride Leader has the option of limiting the number of riders on a ride for any reason. Any limitation must be published before the ride.

3.5. ROUTE MATERIALS

- 3.5.1. When running a Ride, a variety of materials may be useful depending on the difficulty, distance and ability of the Participants. On the easiest of Rides and also when the route is very tricky (lots of turns) the best approach is to provide personal guidance to Participants in the form of a single group riding together formed by keeping the pace low or else by providing persons as 'signposts'.
- 3.5.2. The Sign-On Sheet (as defined in the definitions section), must be brought to the ride by the Leader.
- 3.5.3. The following may be prepared and distributed and/or posted on the web site:
 - a) Description of the ride: A description of the ride at varying levels of details, but preferably enough to follow the route. It could also point out stops, highlights and an estimated time of return (ETR).
 - b) Map: A map that shows enough detail to allow the route to be completely followed. Routes that are followed shall be marked. Major crossing landmarks such as rivers and railways should be clearly visible. A map does not need to be to scale but should provide detail when it is needed, such as where many turns are taken. Long sections with no deviations can be shortened on the map perhaps by 'discontinuity lines'. A map should allow a competent cyclist to follow the route. Possibly maps are sketch maps (Mud Maps), a marked up copy of pages of a street directory, a printout of an online map or a portable GPS or other electronic mapping device.
 - c) Cue sheet: This is a sheet, preferably single page, which contains each turn required to complete the route. A simple cue sheet might include columns for: Distance to next intersection or turn, Name of road at intersection or turn and Next turn direction (or straight ahead).

3.6. GRADING OF RIDES

- 3.6.1. Day and Half-Day Rides shall be graded by giving both a level and a distance. There are five levels: Easy, Easy Medium, Medium, Medium Hard and Hard. Distances are in kilometres. This reflects that there may be easier terrain and / or paced longer rides or shorter harder rides. Example rides may be Easy 25, Easy 50, Medium 30, Medium 80 etc.
- 3.6.2. If a leader thinks that the grades do not properly identify a ride then they should choose the closest grade and give any variations in the ride description.
- 3.6.3. Descriptions of Ride grades are noted in Appendix 2 and Appendix 3.
- 3.6.4. Multi-Day Rides will also be given the following extra descriptors as required:
 - a) Supported Tour: This Ride will be accompanied by a vehicle, which can carry some gear and provide support services during the Ride. It may be possible for the vehicle to carry a bike and a Participant.
 - b) UN-Supported Tour: Participants are expected to be able to carry everything that is required for the Ride on their bicycle. Usually panniers, rack top bags and handlebar bags are used.



- c) Camping: The accommodation will be at a camp ground and will require the Participant to bring clothes, tents, sleeping bags, cooking facilities and possibly water.
- d) NON-Camping: The accommodation will be in hotels, motels, cabins or bed and breakfasts. Participants usually need to only bring clothes and money. Participants will usually need to carry food for consumption during the day, but will eat at various establishments at each end of the day.



4. DURING THE RIDE

4.1. BEST PRACTICE IN LEADING A RIDE

- 4.1.1. The Leader must be a competent cyclist, know the route to be taken and be able to deal with any reasonable situation that can be foreseen. If a Leader does not have all the required skills, then they should arrange for help from other competent Participants.
- 4.1.2. Attitude is an important part of leading a Ride and the Leader shall always present a calming and competent demeanor where necessary. Patience shall always be demonstrated to the Participants, no matter what their ability or mis-match to the Ride.
- 4.1.3. Leaders shall come adequately prepared (see sections below) and brief the Participants at the start regarding route, highlights, hazards, major stops and return time. Leader shall adopt the most appropriate method for pointing out hazards depending on the group's competence and may consider shepherding selected Participants through perceived hazards on the easier level rides.
- 4.1.4. Leaders shall ensure that each Participant has signed on the Sign-On sheet for the ride and shall introduce new Participants and find out their cycling experience and expectations.
- 4.1.5. Leaders shall Regroup at regular intervals throughout (and at the end of) the Ride according to the grade and ensure that all expected Participants are present. If Participants are missing at a Regrouping point, then steps shall be taken to locate those missing while still managing the remainder of the group. Often a smaller Search Party will be sent to locate the missing Riders.

4.2. CANCELLING OR MODIFYING A RIDE

- 4.2.1. Rides which are advertised shall run if at all possible, however depending on circumstances a Ride may be cancelled or route changed.
- 4.2.2. Leaders have the responsibility of deciding whether a ride should be cancelled
- 4.2.3. A change of plans or unavailability of the Leader shall not be a reason why a Ride is cancelled. Where a Leader cannot be present then usually an alternative Leader can be found to lead the Ride. This can work well on a "favour basis" which may need to be returned.
- 4.2.4. In general, poor weather conditions shall not be a reason to cancel a Ride unless the conditions constitute a safety hazard that cannot be mitigated by riding appropriately or the group is deemed to have insufficient skills to handle the conditions.
- 4.2.5. If a Ride is to be cancelled the Leader shall turn-up at the designated starting point of the Ride and then announce that the Ride is cancelled.
- 4.2.6. Possible legitimate reasons for cancelling a ride could be:
 - a) When a Leader cannot meet their commitment to attend and then after extensive efforts to find a replacement it has not been possible to find an alternate Leader.
 - b) Where the Leader considers the Ride route to be too hazardous due to some unplanned event to change the weather, traffic or road conditions.
 - c) Track or path closures which mean that alternate routes can't be used.
 - d) Public transport difficulties if they were planned to be part of the Ride and there are no reasonable alternatives.
 - e) If no-one but the Leader turns up.
 - f) By agreement with all the participants



- 4.2.7. Once the Ride is cancelled all Participants shall be informed and if they continue they do so without the support of Bike North Inc. .
- 4.2.8. The Ride may need to be modified by the Leader in response to conditions, Participant abilities, accidents or mechanical failures. In these cases the Leader can change the route or stops. There shall be consultation with the Participants to ensure that they can all make alternate arrangements to reach their required destinations.

4.3. LEADER DUTIES

- 4.3.1. The Leader shall ensure the following:
- 4.3.2. Decide, at every point, whether a Ride shall continue or be cancelled depending on conditions and events.
- 4.3.3. Require every attendee to complete the Sign-On Sheet prior to starting the Ride, or if joining along the route at the first available opportunity.
- 4.3.4. Provide a Ride briefing to all Participants starting from the starting point including:
 - a) Description of the Ride route.
 - b) Mud Map and/or Cue Sheet where appropriate.
 - c) Description of the route conditions likely to be encountered.
 - d) List of hazard types and locations that the Leader is aware of.
 - e) Regrouping points for harder Rides where there is no Sweep.
- 4.3.5. Appoint a rider to act as sweep as appropriate for the ride, preferably arranging this duty before the ride.
- 4.3.6. Take steps to keep the group together and quickly identify and find any missing Participants.
- 4.3.7. Accompany weaker or inexperienced Participants and shepherd them through hazardous cycling or traffic conditions.
- 4.3.8. Ensure that at least one regulation first-aid kit is carried on the Ride, preferably two on larger rides that are likely to become spread out.
- 4.3.9. Where possible a mobile phone shall be carried on rides. These shall be loaded with numbers for emergency services, taxi services and other ride Participants.
- 4.3.10. Administer or manage basic first-aid when required.
- 4.3.11. Provide a mechanical breakdown service as necessary.
- 4.3.12. Forward the Sign-On Sheet to the Ride Coordinator after the Ride and enter statistics, ride report and any incident reports on to the Bike North Inc. Rides Database.
- 4.3.13. At the end of the Ride the Leader shall report any incidents to Bike North Inc. by phone or email to the Rides Coordinator and perhaps to other Leaders. (See section on Incident Report.)

4.4. MARKING THE ROUTE

- 4.4.1. The route should be described in the Ride Briefing and depending on the navigation difficulty may provide Cue Sheets, Mud Maps, or Text Descriptions of the Ride as well as the verbal Briefing.



- 4.4.2. At each Regrouping point the Leader should describe the next Regrouping point and the Route, navigation and any Hazards along the way in that section. The Regrouping point shall be safe and appropriate to the size of the group.
- 4.4.3. The Leader may ask Participants from the front of the Ride Group to act as 'Signposts' by waiting at a location, usually an intersection, in order to direct following Participants and/or to point out hazards. The 'Signpost' shall remain at their designated place until the Sweep joins them and indicates that they should rejoin the Riding Group.

4.5. SIZE OF RIDING GROUPS

- 4.5.1. The larger the size of the Ride group the more the problems are magnified. There is more chance of becoming separated by traffic or traffic lights, by mechanical failure, by accident and injury or by differences in ability.
- 4.5.2. The maximum party size shall be governed by the ability of the Participants, the type of terrain and the hazards. In some circumstances a Ride Group can better be managed by formally splitting into smaller groups.
- 4.5.3. A Ride Group shall only be split if there are enough competent Leaders to take each Ride Group. Those Leaders shall know the Ride Route and any Regrouping points.
- 4.5.4. If a Ride Group is not formally split then it shall completely regroup at each designated Regrouping point.

4.6. KEEPING THE GROUP TOGETHER

- 4.6.1. The Leader shall provide navigation advice to the next Regrouping point.
- 4.6.2. Participants should be instructed to keep the group compact and close up any large gaps that are forming in the Riding Group.
- 4.6.3. For Easy, Easy/Medium or Medium grades rides a designated Sweep shall be selected to ride at the back of the group.
- 4.6.4. The Sweep should know the route, and should have basic first-aid and basic mechanical knowledge. They shall be aware of the main Regrouping points and be able to contact the Leader via mobile phone or by relaying a message via other Participants.
- 4.6.5. The Leader shall keep a running count of all Participants at Regrouping points and identify any missing Participants.
- 4.6.6. If a Participant is missing then, after a reasonable time, the Leader shall arrange for a Search Party to form and retrace the steps of the group to pick up that Participant. Clear instructions shall be left with the Search Party as to where and when they will meet the main party again.

4.7. RIDERS JOINING OR LEAVING THE RIDE

- 4.7.1. At various points Participants may wish to join or leave the Ride other than at the planned starting and finish points.
- 4.7.2. Participants often ask for pickup points after the start of the Ride. This should generally be discouraged because it creates problems, because Ride briefings need to be repeated and Ride materials handed out to each Participant. The exceptions would be for regular Participants who have already done the Ride and are familiar with the Ride conditions.
- 4.7.3. The Leader can determine whether to pick-up Participants on the way and the most appropriate places and times to do so. The number of pick-up points shall be limited and brief to avoid disruption to the ride. At the next major stop new participants shall sign on and be given an appropriate ride briefing.

- 4.7.4. Participants may choose to leave the Ride at any point and they shall inform the Leader so that they are not counted as Missing Participants. If they are unable to inform the Leader directly then they shall inform the sweep (or another Participant) who shall convey the information back to the Leader.
- 4.7.5. If a Participant is having difficulty on a Ride due to illness, injury or inability to match the pace of the Ride, then the Leader may advise them to consider leaving the Ride and making their own way. This can be by dropping behind the Ride group or by taking a different route or public transport. The Leader should be confident that the Participant is able to make their way and has the resources (e.g. puncture repair skills or train fare) to do so. If a Participant does not have these resources then the Leader shall make other arrangements. The most typical other arrangements would be to formally split the group and send most Participants home under a competent alternative Leader, if one is present. The Leader should then bring the Participant having difficulty back to the destination.

4.8. EMERGENCY PROCEDURES

- 4.8.1. Standard emergency procedures shall be used on rides.
- 4.8.2. Danger. Check for danger to yourself, bystanders and casualty. Act only if safe to do so. In particular with accidents on the roads the site shall be made safe from traffic danger by posting people to warn and slow down approaching traffic from one or both directions.
- 4.8.3. Emergency first-aid for the casualty according to the recognised sequence and practice (Response, Airway, Breathing, Circulation, External Bleeding Control). See next section.
- 4.8.4. Obtain assistance if necessary from emergency services. While emergency services should always be called when necessary, consideration should be given to self-help where it is considered safe to do so. This might involve continuing to ride, walking, changing routes/destinations or calling for assistance from non-emergency service personnel such as relatives or friends. While mobile phones are helpful many places for our Rides have poor or even no reception.
- 4.8.5. Some Rides may take place in inaccessible areas such as closed roads, behind barriers on fire trails or on single track. Great care should be taken in these situations because emergency services may be difficult to contact, and may be delayed or unable to respond.
- 4.8.6. If a Participant cannot continue on the Ride then they shall not be left by themselves. A volunteer from the group shall remain with the Participant until they are safely in the care of friends or medical professionals. If no competent volunteer in the group is available then the Leader shall take this task on. The rest of the group may need to wait or proceed under an alternative Leader.
- 4.8.7. All incidents which result in personal injury, or significant property damage should be included in a report to the Ride Coordinator. (See Incident Reporting below.)

4.9. FIRST-AID

- 4.9.1. By preference Leaders shall be an accredited first-aider through a standard St John's or Red Cross first-aid course, or higher qualification. Such courses should be refreshed every three years in order to maintain currency, however, an out-of-date certificate is preferable to none at all.
- 4.9.2. If Leaders are not formally trained in first-aid then they should undertake private study on first-aid by review of accredited material from St John or similar source. It is important that any information on first-aid be based on standard material and not personal history or preference.
- 4.9.3. At any incident the patient has the right to refuse any type of treatment for personal reasons.

- 4.9.4. The primary aim of first-aid in a ride is to save lives, then if possible to reduce discomfort, stabilise and call for assistance. If the injury is not serious it may be possible for a participant to continue after treatment
- 4.9.5. At least one standard first-aid kit must be carried on each ride. It is preferable for this kit to be carried by the leader and if possible a second kit shall be carried by the Sweep. The kit should contain enough material to support life if necessary (stop bleeding) and immobilise fractures. After treatment the patient continue with the Ride if they so desire and they have no signs or symptoms which would preclude that happening.
- 4.9.6. A standard light weight first-aid kit obtained from St John Ambulance contains the materials shown below in a compact soft case weighing about 250 grams and measuring 17cm x 12cm x 5cm. Bike North Inc. owns a number of these kits and they are available for Leaders.

4.9.7. First-Aid kit contents

| Item | Number | Purpose |
|---------------------------------|---------|----------------------------|
| First-aid Quick Reference Guide | 1 | Easy read book |
| Bandage conforming 5cm | 1 | Secure dressing |
| Bandage triangular | 1 | For slings padding etc |
| Pad combine 9 x 20 cm | 1 | Bleeding control |
| Pad non-adherent 7.5 x 7.5 cm | 1 | Wound cover |
| Pad Eye Large | 1 | Emergency eye cover |
| Swabs antiseptic | 2 | Clean wounds |
| Scissors Disposable | 1 | Cut dressing bandages |
| Tweezers metal 8cm | 1 | Remove splinters |
| Saline Steritube 10ml | 1 | Eye/wound irrigation |
| Safety pins | 3 | Secure bandages, dressings |
| Adhesive strips | 6 | Minor wound cover |
| Tape Hypo-Allergenic 1.25 cm | 1 | Secure dressings |
| Gloves disposable | 2 pairs | Hygiene |
| Bag Plastic Resealable Medium | 1 | Severed parts/other uses |

- 4.9.8. Common injuries while cycling are abrasions and bruises resulting from falls and extra material may be required to adequately deal with this problem. In particular the techniques and extra items on the list below have proven useful in the past.

4.9.9. Extra First-aid material suggested for rides are:

| Extra items | Number | Purpose |
|---|--------------|---|
| Extra disposable gloves | 1 pair | for use when dealing with blood (to help protect both parties) |
| Solution | 2 containers | for cleaning out abrasions (recommend saline solution, if not available then use water from patient's water bottle) |
| Gauze swabs. | 4 | for wiping contamination out of the wounds |
| Wound closures (Steristrips or similar) | 6 | Pulling deep cuts and wounds together. |
| Antiseptic solution (Betadine or similar) | 1 | for putting under wound dressings |
| Large non-adherent wound dressings 3cm square | 3 | to cover gravel rash |
| Extra gauze bandage | 2 | for wrapping around the injury site to either contain swelling, or anchor wound dressings or both. |
| Glucose sweets | 6 | Diabetic applications |
| Field dressings | Option | this contains both a gauze bandage and a wound dressing can be useful instead of them. |
| Aluminium 'Space Blanket' | 1 | use for warming patient or patient with shock (remote ride use only). |



- 4.9.10. Any materials used in treating injuries shall be disposed of in an appropriate manner and never re-used. A small plastic bag shall be carried to collect all the rubbish such as used gloves, swabs and dressing packages
- 4.9.11. All first-aid materials shall be initially purchased and replenished by Bike North Inc. . Leaders shall purchase replacement material and claim the expense back from Bike North Inc. .

4.10. INCIDENT REPORTING

- 4.10.1. In case of an accident or incident a report shall be submitted to the Ride Coordinator and in some cases to other Leaders.
- 4.10.2. A report must be submitted where there was any personal injury or substantial property damage but may also be submitted at other times at the discretion of the Leader.
- 4.10.3. The report shall be forwarded within one week of the ride.
- 4.10.4. The report shall list:
 - a) the Leader, date, name of Ride
 - b) place where the incident occurred
 - c) names of people involved including those outside the group if known
 - d) brief description of the incident including riding, traffic and surface conditions
 - e) list of injury and / or damage
 - f) action taken at the site
 - g) outcomes, including treatment after the ride (if known)
 - h) recommendations for future rides

4.11. MECHANICAL AND TOOLS

- 4.11.1. The Leader shall pre-arrange for at least one person to attend each ride who has basic mechanical knowledge and tools enough to keep a bike mobile after minor problems such as tyre or drive chain problems. In many cases this will be the Leader but in other cases it will be a separate person. Where this person is separate from the Leader the most appropriate place for them to ride is as the Sweep.
- 4.11.2. The following types of maintenance that can be expected to be encountered on a ride and be ably repaired by the leader or mechanical assistant. Instruction and practice at dealing with these problems is recommended for all Leaders.

| Problem | Required Tool(s) or components |
|---------------------|--|
| Loose pedals | 15mm open end spanner or pedal wrench |
| Seat adjustment | Quick release. 13mm, 14mm or 15mm spanner |
| Gear adjustments | 5mm Allen. Small screwdriver. 9mm spanner. Pliers |
| Brake adjustment | 5mm or 6mm Allen, 10mm spanner. Pliers. |
| Missing bolts | Replacement bolts or cable ties. |
| Loose bolts | Appropriate Allen or spanner. |
| Loose steering stem | 6mm Allen, 14mm spanner |
| Axle nuts | Quick release. 14mm or 15mm spanner. |
| Flat tyre | Axle nuts, tyre levers, tubes, patches, pump |
| Damaged tyre | sleeve to insert inside tyre. |
| Loose cranks | 8mm Allen. 14mm socket, crank extraction tool. |
| Broken chain | Chain breaking tool, spare links, spare pins. |
| Out of true wheels | Caused by crash. Spoke key. |
| Bent components | subtle force |
| Loose items | Duct tape, electrical tape, cable ties, wire or string |

- 4.11.3. Enough basic tools and spares should be carried for the majority of the bikes that may attend, not just one type or style of bike. Older and cheaper bikes require more tools and also more frequent adjustment. Easier rides tend to require more tools than harder rides due to the wider variety of bikes that tend to be present. A list of tools that should be carried is given below.

| Tool | Possible use |
|--|---|
| Allen keys from 3mm up to and including 8mm | various adjustments from cleats to cranks |
| 9/10mm ring spanner | brakes, cable nuts |
| 14mm socket/tube (on m-tool) | crank bolt |
| 12/13mm open end spanner | nuttied seat adjustment |
| 14/15mm open end spanner | pedals, nutted axles, seats |
| Spoke key(s) | catering for different spoke nipple sizes |
| Small pair of needle nose pliers with side cutters | tension cables, cut cables |
| small flat or triangular file | modify or remove metal |
| Chain breaker. Spare chain links, Shimano chain link pins | shorten or replace links in chain |
| Pump (Schraeder and Presta fittings) | pump tyres |
| Tyre levers x 3 | remove and replace tyres |
| Tube patching kit with at least 6 patches | repair punctures |
| Spare inner tubes | for leaders bike |
| Spare Schraeder valve core and extracting tool | replace faulty or damaged valves |
| Tyre sleeves of thick plastic or canvas | Temporary repair for tyre damage |
| Cable ties various sizes | Missing bolts, loose fittings |
| Several nuts and bolts of various sizes | Missing bolts |
| Duct tape | General repairs |
| Electrical tape | makes a temporary rim tape |
| Single core copper wire or string | Tie things together |
| Chain lube | Lubricate chains or cables as required |
| Rag or Wipes | Keep your hands clean |

- 4.11.4. Many of the items above can be usefully combined in a quality "multi-tool" and a 150mm shifting spanner instead of individual tools, saving a lot of weight and bulk.
- 4.11.5. All tools shall be of good quality and reliable and the tool carrier should know how to operate each one correctly.
- 4.11.6. Note that different bikes may require different sizes spare parts and that it is not possible to cover all possible needs. Particular problem areas would be different chain types type and tube size.
- 4.11.7. On longer rides and tours, which may travel a long way from assistance, every participant should carry extra spares and tools.

5. FOR THE RIDE PARTICIPANTS

5.1. PREPARING FOR THE RIDE

- 5.1.1. Potential Participants should match their ability to the Rides by reading the Ride grade descriptions provided. Ride choice should be made from a combination of the grades and other descriptions which may including information about levels of fitness, cycling experience, traffic knowledge and competence, stamina and mechanical competence. If unsure please contact the Leader.
- 5.1.2. Participants shall bring along:
 - a) a bike in good mechanical condition suitable for the type of ride,
 - b) an approved safety helmet which is adjusted to fit correctly and properly fastened,
 - c) a water bottle filled with water and food for sustenance suitable to the ride,
 - d) money for snacks or public transport
 - e) material for fixing a puncture consisting of a spare tube, pump and patching kit,
 - f) appropriate clothes suitable to the ride and the weather conditions,
 - g) any medication necessary to cover known medical conditions.
- 5.1.3. Participants should check their bike to ensure that it is mechanically sound for the ride including checks of the tyres, brakes, secure attachment of wheels, and loose bearings, bolts or fittings.
- 5.1.4. Participants shall inform the Leader of any medical conditions or injury that may become an issue during the ride.
- 5.1.5. Participants shall possess enough skills and experience suitable to the ride being attempted.
- 5.1.6. Where possible Participants should bring along a mobile phone and leave it turned on. They shall record the phone number on the Sign-On Sheet. A mobile phone is useful in case of emergency or separation from the group but remember that mobile phones are not always in range and should not be relied on.
- 5.1.7. Where appropriate Participants should carry enough money for public transport home in case of the ride being delayed or the in case of mechanical failure or injury.

5.2. WHILE ON THE RIDE

- 5.2.1. All Participants shall ride together as much as possible in a single Riding Group, suitably spaced to avoid collision and no more than two abreast according to the Australian Road Rules.
- 5.2.2. Participants shall increase their effort and close up any gap that opens up in front so that two or more groups don't form.
- 5.2.3. Participants shall help others wherever necessary
- 5.2.4. Participants shall follow instructions and directions given by the Leader and follow the group unless arrangements have been made to split the group.
- 5.2.5. Participants should know their position in the group and whether they are the last rider.
- 5.2.6. When reaching an intersection where they are uncertain of the route, Participants should look left or right. If the direction is uncertain they should wait for other Participants to come up to them from behind or a Participant to be sent back from in front.



- 5.2.7. Participants should inform the Leader if they are leaving the group to avoid lengthy and pointless searches.
- 5.2.8. Participants should develop a road sense awareness of what is around them. In particular, be aware of those around them know when others are coming up from behind.
- 5.2.9. The last Participant in any group, whether designated Sweep or not, shall not ride past and leave a single Participant broken down or injured at the rear of the group. The companion can then bring a message to the Leader if required when the group waits at a designated spot.

5.3. COMMUNICATION ON A RIDE

- 5.3.1. During a Ride the Leader and also other Participants shall communicate clearly in relation to hazards and the intention of the group.
- 5.3.2. Messages about cyclists or incidents should be passed up and down the group by voice and hand signals.
- 5.3.3. In addition to hazard briefings at the start of the ride, additional hazard briefings shall be given at the start of each section. Hazards briefings shall consist of identifying hazards and recommended action.
- 5.3.4. While riding in a group some standard voice calls shall be made by all Participants.
 - a) "Car back!" Indicates a car is approaching from the rear in the cyclists' lane and that Participants should move over to accommodate it passing.
 - b) "Bike back!" Indicates a cyclist is approaching from the rear in the cyclists lane and that Participants s should move over to accommodate it passing.
 - c) "Car up!" Indicates a car is approaching from the front and that Participants should move over to accommodate it passing
 - d) "Bike up!" Indicated a cyclist is approaching from the front and that Participants should move over to accommodate his passing
 - e) "Stopping!" Indicates that riders are coming to a half.
 - f) "Lights!" Indicates that riders are stopping at a red light.
 - g) "On your right!" Indicates that a rider is passing and other rides should hold their line or move slightly to the left if there is room.
- 5.3.5. While riding in a group some standard hand signals shall be made by all riders. [This section need to have diagrams added.]
 - a) Stop sign. Right hand at shoulder level, arm bent, palm open with fingers pointing up and palm facing forward.
 - b) Slowing sign. Right hand at hip level, arm extended, palm open with fingers pointing out and palm facing down. Arm is moved in an up and down motion.
 - c) Right turn. Right hand at shoulder level, arm extended, palm open with fingers pointing out and palm facing forward.
 - d) Left turn. Left hand at shoulder level, arm extended, palm open with fingers pointing out and palm facing forward.
 - e) Debris or pothole. Either hand depending on where the debris are, at knee level, arm extended, finger pointing down at the debris.
 - f) Glass. Either hand depending on where the debris are, at knee level, arm extended, palm open with fingers splayed and hand shaken horizontally.



- g) Obstacle, parked vehicle or slow rider on the left. Same as for debris except that the arm is swung from pointing ahead past the left side of the body and behind the back. The arm ends up pointing to the right behind the back.



6. APPENDIX 1 - RIDE LEADERS ASSESSMENT PACK

6.1. Assessment Conditions

- 6.1.1. The ride leader being assessed is to conduct a ride un-supervised. An individual demonstrating these competencies would be able to:
- 6.1.2. demonstrate knowledge by recall in a wide range of areas.
- 6.1.3. demonstrate practical riding skills commensurate with the type of ride being lead.
- 6.1.4. perform a sequence of tasks without any direction, and
- 6.1.5. This competency can only be assessed in the ride environment.
- 6.1.6. This competency can only be assessed on a known Bike North ride.

6.2. Instructions for Assessor:

- 6.2.1. Provide the Candidate with a copy of the assessment instrument.
- 6.2.2. Brief the Candidate on the:
venue/format/duration of the assessment,
where/how their responses are to be provided, and
equipment requirements.
- 6.2.3. Brief the Candidate about mandatory assessment items
- 6.2.4. Ask the Candidate if they have any questions on the assessment.
- 6.2.5. Direct the Candidate to begin the assessment / ride.
- 6.2.6. Monitor the progress of the assessment in accordance with the checklist
- 6.2.7. Clarify any questions or item for the Candidate as necessary during the assessment.
- 6.2.8. At the completion of the assessment time, direct the Candidate to stop.
- 6.2.9. Debrief the Candidate on the assessment.
- 6.2.10. Record the results of the assessment as necessary.
- 6.2.11. Provide the final results of the assessment to the Candidate.
- 6.2.12. Resolve any discrepancies.
- 6.2.13. Complete the Assessment Results Record and Assessment Feedback Sheet.
- 6.2.14. Return all the forms to the Bike North Rides Coordinator.

6.3. Instructions for Ride Leader

- 6.3.1. Read and confirm that the assessment is complete.
- 6.3.2. Ask for clarification of any questions that appear to be unclear or ambiguous.
- 6.3.3. Undertake the assessment.
- 6.3.4. Begin the ride.
- 6.3.5. Conduct the ride in accordance with the Bike North Ride Leaders Protocols

- 6.3.6. Respond to incidents and situations encountered on the ride in accordance with the ride leaders protocols.
- 6.3.7. Notify the Assessor when the ride is completed.
- 6.3.8. Answer any further questions asked by the Assessor during the debrief.
- 6.3.9. Check the results of the assessment and raise any discrepancies with the Assessor.
- 6.3.10. Complete the Assessment Results Record and Assessment Feedback Sheet.

6.4. REQUIREMENTS: (ie Personnel, Material, Equipment)

- 6.4.1. Assessor,
- 6.4.2. Candidate,
- 6.4.3. Assessment Procedure,
- 6.4.4. Assessment Checklist,
- 6.4.5. Group of riders,
- 6.4.6. Known Bike North ride of grade Medium or easier.

6.5. Notes for the Assessor:

- 6.5.1. - Items marked with a tick are mandatory
- 6.5.2. - Tick the areas for completion, cross the item for non-completion
- 6.5.3. - Trainees are to be debriefed on crossed items
- 6.5.4. - Competent = all mandatory items ticked
- 6.5.5. - Not Yet Competent = any mandatory item crossed

6.6. Assessment Checklist “Before the Ride”

The Ride Leader ...

| | Mandatory | Checklist | Items |
|---|-------------------------------------|--------------------------|---|
| 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | correctly submitted the ride to the rides co-ordinators ie correct date, name, contact information, start time |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | correctly graded the ride |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | provided an adequate description of the ride that clearly indicated to prospective participants the level of competency required to participate on the ride |
| 4 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | has previously ridden the route |
| 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | knows the distance of the ride |
| 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | can state the known hazards for the ride |
| 7 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | can state where the water/refreshment stops and toilet facilities can be found on the ride |



| | | | |
|----|-------------------------------------|--------------------------|---|
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | has informed the proposed coffee stop about the ride |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | has ridden the route recently to check for any changes |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | has alternate routes for the ride |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | where possible, has ensured that the ride begins and ends near public transport |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | where appropriate, has ensured that the start time ties in with the public transport timetables |
| 13 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | has an up to date sign on sheet |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | has a cue sheet |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | has a mud map |
| 16 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | is a competent cyclist for the expected level of difficulty for this ride or has arranged for help from other competent participants |
| 17 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | briefed the participants at the start regarding route, highlights, hazards, major stops and return time. |
| 18 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | made all reasonable attempts to ensure that each participant signed on the Sign-On sheet |
| 19 | <input type="checkbox"/> | <input type="checkbox"/> | introduced new participants and found out their cycling experience |
| 20 | <input type="checkbox"/> | <input type="checkbox"/> | appointed a rider to act as sweep, preferably arranging this duty before the ride. |
| 21 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ensured that at least one regulation first-aid kit is carried on the ride |
| 22 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | pre-arranged for a person with mechanical knowledge and tools enough to keep a bike mobile after minor problems to attend the ride (if the leader does not possess the skills and tools themselves) |

6.7. Assessment Checklist “During the Ride”

The Ride Leader ...

| | Mandatory | Checklist | Items |
|----|-------------------------------------|--------------------------|--|
| 23 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | presented a calming and competent demeanour during the ride |
| 24 | <input type="checkbox"/> | <input type="checkbox"/> | accompanied or arranged for more experienced riders to accompany weaker or inexperienced participants and shepherded them through known hazardous cycling or traffic conditions. |
| 25 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | regrouped at regular intervals throughout the ride according to the grade |
| 26 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | took appropriate steps to find any participants that were missing at a regrouping point while still managing the remainder of the group. |



- | | | | |
|----|-------------------------------------|--------------------------|--|
| 27 | <input type="checkbox"/> | <input type="checkbox"/> | decided, at every point, whether the ride shall continue or be cancelled depending on conditions and events. |
| 28 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | administered or managed basic first-aid when required. |
| 29 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | provided or arranged for minor mechanical assistance as necessary |
| 30 | <input type="checkbox"/> | <input type="checkbox"/> | At each regrouping point, described the next regrouping point and the route, navigation and any hazards along the way in the next section. |
| 31 | <input type="checkbox"/> | <input type="checkbox"/> | where appropriate, asked participants from the front of the ride group to act as 'Bike North Signposts' |
| 32 | <input type="checkbox"/> | <input type="checkbox"/> | if appropriate split the ride into smaller groups so that each group could be better be managed |
| 33 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | the sweep was made aware of the main regrouping points |
| 34 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | kept account of all participants at regrouping points and identified any missing participants. |
| 35 | <input type="checkbox"/> | <input type="checkbox"/> | adequately manage pickup points after the start of the ride and riders leaving the ride early |
| 36 | <input type="checkbox"/> | <input type="checkbox"/> | properly managed all emergencies |

6.8. Assessment Checklist “After the Ride”

The Ride Leader ...

- | | | | |
|----|-------------------------------------|--------------------------|---|
| 37 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | reported any incidents to Bike North by phone or email to the Rides Coordinator |
| 38 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | forwarded the Sign-On Sheet promptly to the Ride Coordinator after the Ride |

Comments:

RESULT:

Is Competent:

Not Yet Competent:

SIGNED:

Assessor

Assessee



6.9. Assessment Feedback Sheet Assessee

This form is used to allow you to provide feedback on your assessment. Complete the information below and return the form to your assessor or to The Rides Committee:

Date of Assessment: _____

Name of Assessment Ride: _____

Purpose of Assessment: Bike North Ride Leader Recognition

Name: _____

Bike North Assessor: _____

Please answer the following questions:

Did the assessment assess the skills you had been taught?

YES NO

Were the conditions of the assessment adequate?

YES NO

Did the training you received provide all the information you needed?

YES NO

Were the assessor's instructions clear and concise?

YES NO

Was the location of the assessment adequate?

YES NO

Comments:



6.10. Assessment Feedback Sheet Assessor

This form is used to allow you to provide feedback on the assessment. Complete the information below and return the form along with all the other assessment material to the Rides Committee:

Date of Assessment: _____

Name of Assessment Ride: _____

Purpose of Assessment: Bike North Ride Leader Recognition

Name of Assessee: _____

Bike North Assessor: _____

Please answer the following questions:

Did the assessment run smoothly? YES NO

Were all the materials required for the assessment available? YES NO

Were all the conditions of the assessment in place? (location, etc) YES NO

Comments:



7. APPENDIX 2 - RIDE GRADES FOR HALF DAY AND ONE DAY RIDES

| Level | Fitness | Experience | Approximate Distance | Terrain | Pace | Traffic | Grouping | Duration |
|-----------------|--|--|----------------------|---|--|---|---|--|
| Easy | For any healthy person or child over 13 years old. (Note cyclists under 18 years of age must be accompanied by a cycling adult carer present on the ride.) | Little cycling experience necessary. The Leader can instruct beginners with simple riding techniques such as use of brakes and gears | up to 40 km | Gentle terrain with shallow hills less than 500 metres long | Pace will be slow and average 15 to 18 km/hour | Experience with traffic and knowledge of road rules is necessary | Parties stay together and Regroup approximately every two kilometres where the route dictates. A designated "sweep" rider is at the rear | Rides typically last 4 hours including a coffee break and some rest breaks |
| Easy/ Medium | For healthy adults or children over 13 years old. (Note cyclists under 18 years of age must be accompanied by a cycling adult carer present on the ride.) | Requires competence with bicycle riding such as slow speed balance, and use of gears and brakes. Questions on more advanced riding may be answered | from 20 to 60 km | Easy terrain with hills of less than a kilometre in length | Easy pace with an average of 17 to 21 km/hour | Experience with traffic and knowledge of road rules is necessary | Parties stay together and Regroup approximately every five kilometres where the route dictates. 'Signposts' will be left at turns where there is no Regrouping. A designated "sweep" rider is at the rear | Rides typically last 4 hours including a coffee break and some rest breaks. |
| Medium | For fit adults | Requires competency in every aspect of bike handling and riding including fast downhill sections | from 30 up to 80 km | May include more challenging hills of up to five kilometres in length | Medium pace with an average of 20 to 24 km/hr | Experience with traffic and knowledge of road rules is necessary | Parties may break up a little according to ability but will Regroup every ten kilometres or so. Some familiarity with the route is beneficial. "Signposts" will be posted at difficult turns where there is no Regrouping. A designated "sweep" rider is at the rear | Rides typically last up to 5 hours including a coffee break and some rest breaks |
| Medium -Hard | For athletic adults | Requires superior competency in all aspects of bike riding including rough road riding | from 50 km to 100 km | Includes challenging hills up to eight kilometres in length | Brisk pace with an average of 23 to 26 km/hour | Very experienced with traffic and knowledge of road rules is necessary | Parties will tend to get separated by hills and traffic. Regroup at least every fifteen kilometres. Every cyclist shall be briefed on the route. "Signposts" and "sweeps" are typically not used. Every cyclist should be self-contained for minor repairs such as punctures | Rides typically last up to 5 hours including a coffee break and some rest breaks |
| Hard | For athletic adults | Requires superior competency in all aspects of bike riding including rough road riding | from 75 to 150 km | Difficult terrain will include hills of over ten kilometres up and down | Fast pace with an average of 25 to 30 km/hour | Extremely experienced with traffic and knowledge of road rules is necessary | Parties may ride separate and cyclists ride solo for long distances. Regroup at least every 30 kilometres. Every cyclist shall be briefed on the route and given a mud-map contain approximate directions. "Signposts" and "sweeps" are typically not used. Every cyclists shall be self-contained for punctures and other mechanical repairs | Rides last for 6 hours or more including a coffee break and some rest breaks |



8. APPENDIX 3 - RIDE GRADES FOR MOUNTAIN BIKE RIDES

| Level | Fitness | Experience | Distance | Terrain | Pace | Rules of the Trail | Traffic | Grouping | Duration |
|---------------|--|---|-------------|--|-------------------|----------------------------------|--|--|---|
| Easy | For any healthy person or child over 13 years old. (Note cyclists under 18 years of age must be accompanied by a cycling adult carer present on the ride.) | Requires competence with bicycle riding such as slow speed balance, and use of gears and brakes. Prior mountain biking experience not essential | up to 25 km | Gentle terrain with shallow hills less than 500 metres long. Travels along well-surfaced fire trails with no singletrack sections | Pace will be slow | Knowledge of Rules of the Trail. | Experience with traffic and knowledge of road rules is necessary | Parties stay together and Regroup approximately every kilometre where the route dictates. A designated 'sweep' rider is at the rear. | Rides typically last 4 hours including some rest breaks. |
| Easy / Medium | For healthy adults or children over 13 years old. (Note cyclists under 18 years of age must be accompanied by a cycling adult carer present on the ride.) | Requires competence with off-road bicycle riding such as slow speed balance, and the use of gears and brakes | up to 25km | Relatively flat terrain with hills of less than one kilometre in length - with no steep climbs or descents. Rides generally travel along fire trails that may be rough in sections. May include short sections of non-technical singletrack | Easy pace | Knowledge of Rules of the Trail. | Experience with traffic and knowledge of road rules is necessary | Parties stay together and Regroup approximately every five kilometres where the route dictates. Every cyclist shall be briefed on the route and terrain. 'Signposts' will be left at turns where there is no Regrouping. A designated 'sweep' rider is at the rear. | Rides typically last 4 hours including some rest breaks |
| Medium | For fit adults. Bikes and equipment may need to be carried over obstacles. | Requires competency in every aspect of off-road bike handling and riding including steep climbs and descents, and rough trails. | up to 50km | May include more challenging hills of up to five kilometres in length, and may also include very steep climbs or descents up to two kilometres in length. Trails are rough in many sections. May include singletracks with short technical sections or low drop-offs. Bikes may have to be carried up or down steep sections. May also include several river crossings | Medium pace | Knowledge of Rules of the Trail. | Experience with traffic and knowledge of road rules is necessary | Parties may break up a little according to ability but will Regroup every five kilometres or so. Every cyclist shall be briefed on the route and terrain. 'Signposts' will be posted at difficult turns where there is no Regrouping. A designated 'sweep' rider is at the rear. Every cyclist should be self-contained for punctures and other mechanical repairs. Riders should be self sufficient for food water and tools. | Rides typically last 6 hours including some rest breaks |
| Medium-Hard | For athletic adults. Bikes and equipment may need to be carried over obstacles. | Requires superior competency in all aspects of mountain bike riding including very steep climbs and descents and riding on rough trails. | up to 60km | Includes several very steep climbs and descents of up to eight kilometres in length. May include technical singletracks. Bikes may have to be carried up or down steep sections. May also include several river crossings | Brisk pace | Knowledge of Rules of the Trail. | Experience with traffic and knowledge of road rules is necessary | Parties will tend to get separated by hills. Regroup at least every five kilometres. Every cyclist shall be briefed on the route. Every cyclist should be briefed on the route and terrain. 'Signposts' and 'sweeps' are typically not used. Every cyclist should be self-contained for punctures and other mechanical repairs. Riders should be self sufficient for food water and tools. | Rides typically last 6 hours including some rest breaks |
| Hard | For athletic adults. Bikes and equipment may need to be carried over obstacles. | Experienced mountain bike riders only - includes competency in very steep climbs and descents, rough fire trails and technical singletracks | up to 100km | Difficult terrain, including several long, very steep climbs and descents of up to ten kilometres on rough trails, and technical singletracks. Bikes may have to be carried up or down steep sections. May also include several river crossings | Fast pace | Knowledge of Rules of the Trail. | Experience with traffic and knowledge of road rules is necessary | Parties will get separated by hills and traffic. Regroup at least every five kilometres. Every cyclist shall be briefed on the route and terrain. 'Signposts' and 'sweeps' are typically not used. Every cyclist should be self-contained for punctures and other mechanical repairs. Riders should be self sufficient for food water and tools. | Rides last for up to 8 hours or more including some rest breaks |