



## TSR Guidelines for Bicycle Leaders

Anyone who has a favorite ride can be a Leader and share the ride with the group

### **Planning a ride suitable to TSR riders**

Assume riders have bikes and take them out to ride in places they like to ride, though they may not be familiar with riding in groups or under certain conditions, such as hills. The leader may want to build some flexibility into the plan until he/she is familiar with the riders. Per TSR rules and insurance contract, TSR events are only on trails, with the exception of roads with very light automobile traffic.

Print a TSR Sign-In Sheet to bring with you as well as some TSR membership applications. Find the sheets at our website: [tsr.nynjtc.org](http://tsr.nynjtc.org). under Forms.

It is recommended that all leaders carry some basic bike tools (air pump, tire wrenches, adjustable wrench, quick link) to perform basic repairs for simple mechanical issues that may occur during the ride. Also basic first aid supplies—band aids, wipes.

**Posting the message about the ride --** Rides are posted in the club schedule and are usually held Wednesdays, Saturdays or Sundays.

- Provide day of the week, date, time and location (stated as a town with street address if possible).
- Indicate the specific Meeting Place
- State leader's name and contact information.
- Clearly describe the terrain and, if possible, post a web page showing the trail.
- Give length of ride in miles, time required and possibilities for early out, if any.
- Indicate surface condition and type of bike best suited to the ride.
- State pace guidelines and possibilities for various paced riders.
- Include information about lunch, restroom stops, monetary charges and weather impact.
- Must state – HELMET REQUIRED – Per TSR rule and insurance contract.
- Give leader's registration preference. MUST REGISTER is suggested. Give a registration deadline. If there are no registrants by the stated deadline, the leader is not required to go to the meeting place. Transporting a bike takes time and effort; also, the leader will be left to ride alone if nobody shows up.
- If the meeting place is not listed in the club "Directions to Meeting Locations" on our website, provide clear driving directions and exact location to meet the leader.

### **Greeting the Riders**

Locate your riders at the meeting place; answer questions; account for missing attendees if possible.

Evaluate the riders. Participants must arrive with a bike in good working order, have a helmet and agree to wear it when riding, as well as be dressed for the weather. A person without a helmet cannot sign the attendance sheet.

Circulate the Sign-In Sheet. Be sure to have guests sign at the appropriate location and include all required information. Explain TSR guest policy – after the third event as a guest, participants must join the club.

Ask the riders to form a circle.

- Review Safety Rules
  - All riders must wear a helmet
  - Do not ride too close to the rider ahead
  - Pass left always
  - Single file is standard format for group rides, rule relaxed for off-road riding in low traffic
  - Bicycles yield to pedestrians; for horses, be prepared to pull off and stop
  - Demonstrate arm signals for turns
  - Review audible signals: slowing, stopping, passing on your left, car/bike/pedestrian up (approaching), car/bike/ back (trying to pass the group from the rear) as well as how to call out surface hazards
  - Review special hazards of the day
- Designate a Sweep
- Review the ride plan--Participants who leave the TSR route for their own purposes are off the ride for the time they are off the route. On route discussions, the leader's judgment trumps.
- Riders leaving early should check out with the leader.
- Inquire if there are any health issues to share with leader in confidence, i.e. carry a medical pen for allergies, diabetes? Suggest everyone carry a medical emergency contact sheet in personal pack.
- Suggest that all riders should carry a spare tube of the appropriate size for their bike.
  
- Last but not least--Go around circle with participants announcing their name and town.
- **NOTE:** It is highly recommended that the leader and participants share cell phone numbers.

### **Leading the ride**

Set a pace and check frequently at first to determine if it suits the group. Stop and regroup from time to time.

Assess the plan and the group as the ride unfolds. Make changes if necessary, but remember, doing the planned route is always best, if possible, because the leader has prepared for that event. Side trips may look good at first and then become unsuitable for all riders or require too much time.

### **Returning to the Meeting Place**

Make sure everyone is back and assess each rider's overall condition. A rider could be tired and need some rest before driving home. Observe the loaded bikes to be sure all are secure. Encourage non-members to join. Thank everyone for coming and say "Good-by".