

## EBTC Bicycle Trip Coordinator's Script

Last updated June 16, 2004

*What's this script about?*

As you are aware, the EBTC sponsors many bicycle trips. On all of these trips there is potential for an accident or injury among the participants. Although the EBTC has "participant liability" insurance (provided through the ABA) and all members must sign a waiver form when they join our club, we need to be more consistent in regards to the instructions that we give participants at the beginning of each trip.

This script is intended to be a standard trip introduction used by all trip Coordinators/ leaders. Your comments on changes are requested!

The intention is that you will gain the attention of all trip participants at the beginning of each bicycle trip and go over this text and that provided to you as a checklist:

### Introduction

Hi, my name is \_\_\_\_\_ (insert your name here) and I'm a fellow member of the Edmonton Bicycle and Touring Club. This is the EBTC's \_\_\_\_\_ (insert trip name here) and I'm acting as your tour leader today.

### Non-Members:

Are there any non-EBTC members here today? Non-members are allowed to join day rides as long as they have an appropriate certified bicycle helmets, sign our club waiver and either pay a \$20 insurance fee or sign up as a full member of the EBTC. The \$20 fee can be used toward your yearly membership fee, which then gives you all the advantages of an EBTC member.

You should have the Ride Waiver form. Review that with all the participants but also get the non-members to sign the waiver and collect the fee. Make sure you have the name and address of the person.

AND/OR Get out copies of the EBTC Membership Application Form and Register new members.)

### Waiver & General Safety Tips

This is a reminder that all EBTC members signed a waiver when they joined the club. You, and you alone, are responsible for your own personal safety on this trip. Its up to you to ensure that your bicycle is mechanically sound, that you are wearing a helmet, understand the trip route and cycle in a safe manner. For everyone's information, please put up your hand if you have First Aid training. (*Wait until everyone has complied.*)

The EBTC strongly recommends that:

- € everyone cycle in single file when on roadways
- € you have a bicycle bell or noisemaker and you use it to warn pedestrians and other cyclists, or at minimum, use a voice warning when passing - use the phrase "passing on your left".
- € (for evening trips) you have a bicycle light
- € you don't follow too close, or draft any cyclist in front of you unless BOTH are experienced in paceline riding and are aware and agree to the pace line / drafting intentions
- € you don't weave in and out of traffic; cycle predictably signal your turns or planned stops using the appropriate hand signals
- ^ you warn others behind you by pointing at road hazards (e.g. Potholes, glass on road)
- ^ that you obey the laws of the Province of Alberta (e.g. signal, and STOP at STOP signs)

**Organizational Details**

(Hand out trip maps.)

(Do you need to poll today's riders for restaurant reservations?)

(Do you need to ask someone to write a newsletter article?)

(Pick someone to sweep. This should be a strong rider with mechanical knowledge and the tools to assist with minor repairs and preferably one of your first aiders identified earlier) introduce him/her.)

**Today's Route**

(Tell everyone about today's route, with particular emphasis on any dangerous road conditions, construction or turns that they don't want to miss. Remind them of the 1st rest stop. Introduce the support driver, if any. Does anyone have any final questions? If not, let's go!

**End script**