



Edmonton Bicycle and Touring Club Ride Leaders Handbook (2026)

Our Mission Statement: EBTC continues to build a welcoming community of adult riders and outdoor enthusiasts through member-led and coordinated cycling activities. We embrace the off-season with other outdoor activities that keep our members connected, year-round.

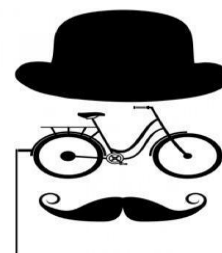




Table of Contents	
Part 1: EBTC’s Cycling Program	3
Scope and Delivery of the Program.....	3
Expectations of Participants.....	3
Resources for Ride Participants and Leaders Too.....	4
a. Choosing Your Ride.....	4
b. Ride with GPS.....	5
c. Registering for Your Ride or Event in Karelo.....	6
d. Ride Descriptions in Karelo.....	7
e. Bring a Friend.....	8
f. Equipment, etc. Permitted/Not Permitted on Rides and Why.....	8
Part 2: Part 2: EBTC’s Safety Program: “Ride Safely; Make Safety Your Priority”	10
Part 3: The Alberta Highway Traffic Safety Act	11
Part 4: The Ride Leader	14
Part 5: On the Ride	16
Leading.....	16
People Just Want to Have Fun.....	16
Weather.....	17
Problems During a Ride.....	17
EBTC’s Insurance.....	20
Part 6: Fun Ride Ideas and Proposing Rides	22
Attachments:	
Guest Registration and Waiver of Liability	
Day Ride Proposal	
Incident Report	

Part 1: EBTC's Cycling Program

Scope and Delivery of the Program



EBTC aims to offer a diverse cycling program which serves the needs and interests of members.

- All of EBTC's types of rides must follow the safety rules established by the Club and the Highways Act.
- **Weekly Series** (season-long or short series) rides so that members can plan their schedules.
- **Unique once-a-season** feature rides: Full Day rides and Multi-Day Trips.
- **Pop-up rides** which are weather-dependent and available close to the ride date.
- Rides for members with different cycling skills and experience, classified in ways that help members choose the right rides for themselves:
 - **Level of difficulty:** easy, intermediate, challenging)
 - **Intent: Social or Training**, the latter with a focus to build strength as well as endurance)
- Rides that are progressive in distance and pace during the season as members gain strength and endurance,
- Specialized cycling outings including paved and nonpaved trails as well as winter riding, depending on ride leader availability.
- Other events to complement cycling, such as walking/rucking, and maintain member attachment to the Club, e.g., Socials.

The Ride Program that EBTC can offer members annually depends on volunteers who organize and lead rides. The Club recognizes and appreciates the time leaders dedicate to their role.

By providing Ride Leader training and equipping leaders with this Handbook, EBTC's objectives for the delivery of the Program are as follows:

- to provide positive and enjoyable riding experiences for Club members. The best compliment a Ride Leader can receive is that the ride was "fun," and "enjoyable," and "When is the next ride?"
- to keep the safety of all riders as the top priority, ensuring that safe riding practices are modelled and communicated throughout all rides as needed, based on the nature and location of the ride.

Expectations of Ride Participants

Ride participants are expected to:

- Maintain current EBTC membership which includes signing the Waiver of liability.
- Register in the Club's on-line Karelo registration system.
- Wear a CPSC approved helmet.
- Attend EBTC rides with a well-maintained bike and appropriate tools (including spare tube, patch kit, and air pump).

- Select rides at appropriate ride level; be realistic about skills, or seek advice of the Ride Leader of the desired ride as needed.
- Become familiar with the Ride with GPS (RWGPS) website and App. when participating in rides with this requirement.
- For rides requiring RWGPS, come ready with the route downloaded or a paper copy.
- Be prepared to find the group or the way back if lost on a ride requiring RWGPS
- Ride safely in groups using EBTC safety protocols, while being aware that those members who often violate the EBTC Safety Program, may lose member status.
- Follow Ride Leader instructions and, if possible, stay within site of the group.
- Confirm completion of the ride with trip leader verbally or through a text.
- Behave in accordance with EBTC's Code of Conduct



Resources for Ride Participants and Leaders Too

The EBTC website, <https://bikeclub.ca/> has important information with the Calendar and also under other tabs such as Resources. **Ride Leader familiarity with the website can be helpful in guiding members.**

a. Choosing Your Ride

Ride Scale for Level of Difficulty: Ride Leaders can direct members to ‘Choosing Your Ride’ with the website Calendar: <https://bikeclub.ca/choosing-your-ride/>

The website descriptions of easier, intermediate and challenging rides are based on EBTC's road ride scale below. This is a ‘general’ guide as weather, road conditions and rider conditioning will vary with each ride. Every ride has a more detailed description in Karelo to help members make informed choices. Many Series rides are progressive, getting longer and faster paced as the season progresses and riders get stronger.

Road Ride Scale*			
	Easier	Intermediate	Challenging
Ride Intent	Social	Social or Training	Social or Training
Distance	20-40 km	40-70 km	70+ km
Average Pace -flat/no wind	15-20 km/h	18-22 km/h	22+ km/h
Regroup Frequency Ride-with-GPS Use	Frequent	Ride Leader decides frequency (more often on Social than Training rides) and need for RWGPS	
Elevation Gain	0-200 metres	200-400 metres	300+ metres
*General guide for rides ‘out on the road’; rides to build strength such as hill repeats and Outbacks can be short but tough.			

EBTC aims to offer members ‘No Drop’ rides, regardless of level of difficulty. The reasons are twofold: members have joined a club to ride with and meet others with similar interests; the Club's priorities are to serve and retain members through positive riding experiences.

Therefore, Ride Leaders should not leave riders behind to ride alone for extended periods. This can be achieved through the frequency of group-up points, a sweep who remains with slower riders or two ride leaders (faster group; slower group).

Easier Road Rides

These are shorter slower-paced rides designed for beginning riders or for veteran cyclists to enjoy a more relaxed ride. Series rides may start in spring as easier and progress in difficulty as riders get stronger. Easier rides include frequent breaks. They are planned for flatter terrain, gentle hills, and the avoidance of busy roads or highways. Ride with GPS is not required, but may be suggested by a ride leader in their ride description.



Intermediate Road Rides

These rides are designed for cyclists who are interested in longer, faster rides. As noted above, Series rides may progress from easier to intermediate over the season. On these rides, cyclists can maintain an average pace of at least 18 km/hr. Roads will vary from flat to rolling hills with steeper climbs, and may include busy road crossings or sections of busy road. The Ride Leader will determine the frequency of group-up points, more for Social than on rides with a Training focus. The Ride Leader also decide whether Ride with GPS is required, typically on rides with fewer group-up points than meet-up-at-every-turn rides.



Challenging Road Rides

These longer rides are designed for experienced, stronger, faster cyclists who need fewer breaks. Some Series rides may progress to this level. Riders maintain a pace of 22 km/h. These routes include steeper climbs or significant elevation in addition to busier roads. The Ride Leader determines the frequency of group-up points and need to use Ride with GPS, which is typically required on these rides.

b. Ride-with-GPS

Information on RWGPS can also be found with the Ride and Event Calendar on the website, including the how to get the App. and the basics of using it: <https://bikeclub.ca/getting-and-using-ridewithgps/> Ride Leaders do not provide paper maps at rides. A benefit of joining EBTC is that **RWGPS is free with EBTC membership.**



When a member registers in Karelo for a ride, the ride description will state whether RWGPS is required for the ride. If required, they will see a link to the RWGPS route to download. Leaders of Social rides where RWGPS is not required due to frequent group-ups may also provide a link for members who choose to use the App.

Members can use RWGPS to navigate during a ride, or can print their own paper map at home and bring to the ride. RWGPS routes can also be loaded to a Garmin or Wahoo. Advantages of using RWGPS vs paper maps are the auditory/visual cues to assist riders to stay on the route and the wealth of other information for distance, elevation, etc.

EBTC's contact for assistance with RWGPS is the Membership Coordinator, membership@bikeclub.ca



c. Registering for Your Ride or Event in Karelo

Also accompanying the Ride and Event Calendar is <https://bikeclub.ca/registering-for-your-ride-or-event/>

All EBTC rides and other events require members to register in the Karelo on-line registration system.

This website link has tips on registration, waitlists and cancelling a registration. A common question for Ride Leaders is, "How do I cancel my registration?". The link provides a couple of ways, including the easiest: "Go to your Karelo registration confirmation email. You'll see a Change Registration link near upper right. Click and cancel."

The website link also advises members when rides and events normally open for registration:

- Series rides: one week before each ride
- Unique rides: 14 days before each ride. "Pop-up" rides may be added to the Calendar and open closer to the ride date
- Overnight rides: determined by ride leaders based on needs for deposits, etc.
- Other Events (Socials, Classes, etc.): determined by the event organizer

d. Ride Descriptions in Karelo **Karelo.com** Online Registrations made easy!

Members depend on the ride description in making a decision on whether or not to register. Leaders who 'organize' rides are responsible for the content in Karelo. Leaders who serve on an Alternate Ad Hoc basis to support organizers do not have this duty.

Ride organizers can receive access and orientation to enter their rides in Karelo from the Membership Coordinator, membership@bikeclub.ca, i.e., the best approach if you organize multiple rides because you can readily access and edit your rides later.



Ride organizers can also provide the ride details to postit@bikeclub.ca which is a group of Board members who will enter rides in Karelo.

Ride Descriptions should include the items listed below. However, as seen by the examples, Ride Organizers can present the information in their preferred way to describe their ride:

- if relevant, some general information about the ride
- start time (and meet up time if earlier); start location
- the intent (Social; Training); distance; difficulty (easier, intermediate or challenging)
- whether RWGPS is required; the RWGPS link if required or provided as optional
- if relevant, the type of bike allowed or not allowed
- reminders such as ‘bring water and money for a lunch break’

Examples of Ride Descriptions:

Hill Tops and Coffee Shops is an intermediate fitness ride that combines the best of Edmonton hill training and coffee-shop culture, capitalizing on our beautiful river valley and ravines. The routes are mostly along paved multi-use paths and local roads, linking together a series of climbs in and out of the river valley.

This week, our ride starts and finishes at Mandolin Books and Coffee Company in Highlands (6419 - 112 Avenue NW). It will challenge us with about 323 m of elevation gain over a distance of about 32 km. We will use RWGPS for navigation, but for the most part, the group will stay together as each hill is conquered.

Please Note: Start time is 9:30 a.m.

Your bike can be a well-maintained road, hybrid, or gravel bike, with well-functioning brakes and a bell. **This ride is not intended for e-bikes.**

Please arrive at least 20 minutes prior to ride time and be ready for the pre-ride briefing 10 minutes before ride time.

Each week, locations and start times vary, so please read ride descriptions carefully and book your reminders.

Route [Map](#)

This social ride will progress to longer distances in the summer. It is a no drop ride with coffee and socializing during or after the ride. Pedal Assist e-bikes are permitted but not turbo e-bikes as per club policy.

Arrive early for a 10:00 start to ride an easier **42 km** loop north of Ardrossan. We'll have a pit stop at 15 km at Partridge Hill (outhouses). At 30 km, we'll take a break at the Fox Run Golf Course. Bring money to buy a drink/snack or bring your own. On these social rides, we group up at intersections.

Location: Ardrossan Recreation Centre (rear parking lot)

Distance 42 Km



e. Bring A Friend

Members can be directed to this link with the Ride and Events Calendar for information on the initiative and the Waiver of Liability guests are required to sign <https://bikeclub.ca/bring-a-friend/>

The initiative requires that guests be accompanied by a member, who is responsible for riding with them, and only attend one EBTC ride.

In 2024, EBTC only had about 20 guests. However, it's good for Ride Leaders to have a copy or two of the Waiver in their vehicles (see Attachments) in the event that a guest shows up for a ride with a member. Signed guest Waivers should be provided to Secretary@bikeclub.ca (typically scanned and emailed) for record keeping and reporting to EBTC's insurer.

f. Policies: Equipment, etc. Permitted/Not Permitted on Rides and Why

E-Bike Policy

'Pedal assist' E-bikes are generally permitted on EBTC rides if they have the following characteristics:

- can be propelled by the rider's muscular power alone;
- cease power assistance immediately when the rider stops pedaling. No other type of speed control such as handlebar throttles are allowed.
- have a total power output of 500 watts or less
- have a power assist limit of 32 km/hour on level ground
- have a safety mechanism preventing the motor from being engaged before the bike reaches a 3 km/hour speed (i.e., no fast acceleration).

If E-bikes are not considered appropriate for a particular ride (e.g., hill training), the Ride Leader will state this in the **ride description**.

EBTC members who are new to E-bike riding are strongly advised to become proficient in the use of their bike before joining a group ride with the Club. Ways to gain proficiency include taking a course, riding on both flat and on hilly terrain, and riding in rural and urban settings with various types of intersections.



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When riding with EBTC, E-bike riders should anticipate and control any speed surges so as not to impact others in the group. If it is necessary to pass another rider - particularly on hills where most riders to lose speed - this should be clearly communicated, i.e., "passing on your left."

'Throttle E-bikes' are not permitted on EBTC rides because cycling is safest and most enjoyable for all participants in a group ride when the bicycles used perform in a similar and predictable manner. Unlike 'pedal-only' bikes and 'pedal assist E-bikes', a handlebar throttle



allows more rapid acceleration from a stop, on the flat and passing up hill. While throttle e-bikes can be useful in some cycling situations, they can pose a risk in group riding with a mix of bikes.

Policy re Bike Trailers on Rides: Trailers are not permitted on EBTC rides.

Cycling is safest and most enjoyable for all participants on group rides when the riding environment (i.e., the riders and their equipment) is as predictable as possible. Introducing a bike trailer to a group ride adds an element of unpredictability (and risk of an accident), e.g., the fact that a bike with a trailer handles/tracks differently than a bike alone raises issues for passing or cornering with a group of cyclists.

Policy re Pets on Rides: Pets are not permitted on EBTC rides.

Cycling is safest and most enjoyable for all participants on group rides when the riding environment is as predictable as possible. Adding a pet to a ride introduces uncertainties and risks for a group event, e.g., the acceptance of pets at facilities where a group may stop for a coffee break (golf courses, campgrounds, cafes), the pet's behaviour, the Club's insurance coverage, etc.

Part 2: EBTC's Safety Program: "Ride Safely; Make Safety Your Priority"

EBTC's rules for Ride Safety are as follows. At the start of a ride, Ride Leaders give riders a quick reminder of 1 to 4 and 8.



1. Cycle single file except when passing.
2. Ride as close to the edge of the road as is practicable – generally about 1 meter.
3. Leave adequate space between cyclists.
4. Communicate with other cyclists and pedestrians (walkers and runners), so:
 - Call out "on your left" when passing. Pass only on the left.
 - When you wish to turn, slow or stop, use hand and verbal signals.
- Call out to other riders when there are other vehicles approaching ahead and from behind. "Car up," "Car back."
- Alert other riders to hazards on the road, point out or call out.
- Call out to pedestrians that you are approaching especially if from behind. Use your bell politely!
5. As a recreational riding Club, EBTC prefers no drafting at rides. However, if this occurs (e.g., into a strong headwind), members should:
 - draft only when riders around you are experienced and comfortable cycling closer together
 - pull up to draft behind another cyclist ONLY with their awareness and explicit approval. Therefore, ask them if it's okay
 - rotate to the front in a paceline
 - Note: The cyclist following (drafting) is responsible and at fault for any accident.
6. Be visible!
 - a. Wear bright colours (orange, yellow, safety vests)
 - b. Have a headlight and taillight (use in overcast or rainy conditions as well as after dusk).
7. Be aware!
 - a. Watch for other cyclists.
 - b. Watch for vehicles ahead and behind.
 - c. Have an escape route, preferably to the right to a shallow ditch.
8. Follow the 'Rules of the Road'

Part 3: The Alberta Highway Traffic Safety Act



The Alberta Highway Traffic Safety Act As It Applies to Cyclists

The Traffic Safety Act (TSA) and its associated regulations govern cyclists' use of highways in Alberta.

It applies, in general, to highways, which are defined as:

- “highway” means **any** thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes...
 - a. a sidewalk including a boulevard adjacent to the sidewalk,
 - b. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - c. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but **does not** include a place declared by regulation not to be a highway.

Alberta Regulation 304 – Traffic Safety Act

Rules of the road are not written in the Act itself, but rather are part of the regulations, which define the application and enforcement of the legislation.



Use of Highway and Rules of the Road Regulation

Bicycles are not motor vehicles, but all the rules of the road that apply to all vehicles (as opposed to exclusively motor vehicles) also apply to bicycles. Below are some of the laws that are specific to bicycles.





Use of Lamps

At any time on a highway during the period of night time or when, due to insufficient light or unfavourable atmospheric conditions, objects are not clearly discernible on the highway at a distance of at least 150 metres ahead, a person **shall not** do any of the following:

1. Have a bicycle in motion on the highway unless the lamp or lamps with which the bicycle is required to be equipped are turned on;
2. Have a vehicle in motion on the highway unless,
 - a. In the case of a self-propelled vehicle that is less than 0.8 metres in overall width, the vehicle is equipped with one headlamp that complies with the requirements of the Vehicle Equipment Regulation and that is turned on.
 - b. In the case of a self-propelled vehicle that is 0.8 metres or more in overall width, the vehicle is equipped with 2 headlamps that comply with the requirements of the Vehicle Equipment Regulation and that are turned on.
3. Have a cycle on the highway unless the cycle is equipped with one reflector that is located at the rear of the cycle.

Rights and Duties of Operator

Unless the context otherwise requires, a person who is operating a cycle on a highway has all the rights and is subject to all the duties of a person driving a motor vehicle under Part 1 and this Part and Division 2 of Part 5 of the Act.

Operation of Cycle

A person who is operating a cycle on a highway:

1. Shall keep both hands on the handlebars of the cycle, except when making a signal in accordance with this Regulation or shifting the gears of the cycle,
2. Shall keep both feet on the pedals or foot rests of the cycle other than when stopped,
3. Shall not ride other than on or astride a regular seat of the cycle, and
4. Shall not use the cycle to carry more persons at one time than the number for which the cycle is designed and equipped.

A person who is operating a cycle, other than a motor cycle, on a highway shall operate the cycle **as near as practicable to the right curb or edge of the roadway** unless that person is in the process of making a left turn with the cycle.

Notwithstanding the previous paragraph, a person who is operating a cycle, other than a motor cycle, on a one-way highway in an urban area **shall ride as near as practicable to either curb or edge of the roadway** unless that person is in the process of crossing from one curb or edge of the roadway to the opposite curb or edge of the roadway.

A person who is operating a cycle, other than a motorcycle, on a highway that has shoulders:

1. In the case of a highway that has paved shoulders, shall operate the cycle on the right shoulder, and
2. In the case of a highway that does not have paved shoulders, shall operate the cycle as far to the right of the roadway as practicable, unless that person is in the process of making a left turn.

A person who is riding as a passenger on a cycle

1. Shall not ride other than on a regular seat of the cycle that is designed to be used by a passenger, and
2. Shall keep both feet on the foot rests provided for the use of the passenger riding on the seat.

Travel Single File

A person who is operating a cycle on a highway in the same direction in the same traffic lane, **except when overtaking*** and passing another cycle,

1. Shall not operate the cycle adjacent to another cycle travelling in the same direction, and,
2. In the case of a cycle other than a motor cycle, where more than one cycle is travelling in the near vicinity of and in the same direction as another cycle, shall operate the cycle directly in line with and to the rear or front of the other cycle.

*Technically, a paceline or two-up (double) paceline is legal as all cyclists are passing continuously.

Bicycle Safety Helmet

1. No person who is less than 18 years old shall operate or ride as a passenger on a bicycle unless that person is properly wearing a safety helmet.
2. A parent or guardian of a person who is less than 18 years old shall not authorize or knowingly permit the person to operate or ride as a passenger on a bicycle unless that person is properly wearing a safety helmet.
3. No person shall operate a bicycle on which a passenger who is less than 18 years old is riding unless the passenger is properly wearing a safety helmet.



Bicycle Equipment

A person shall not ride a bicycle at unless the bicycle has the following:

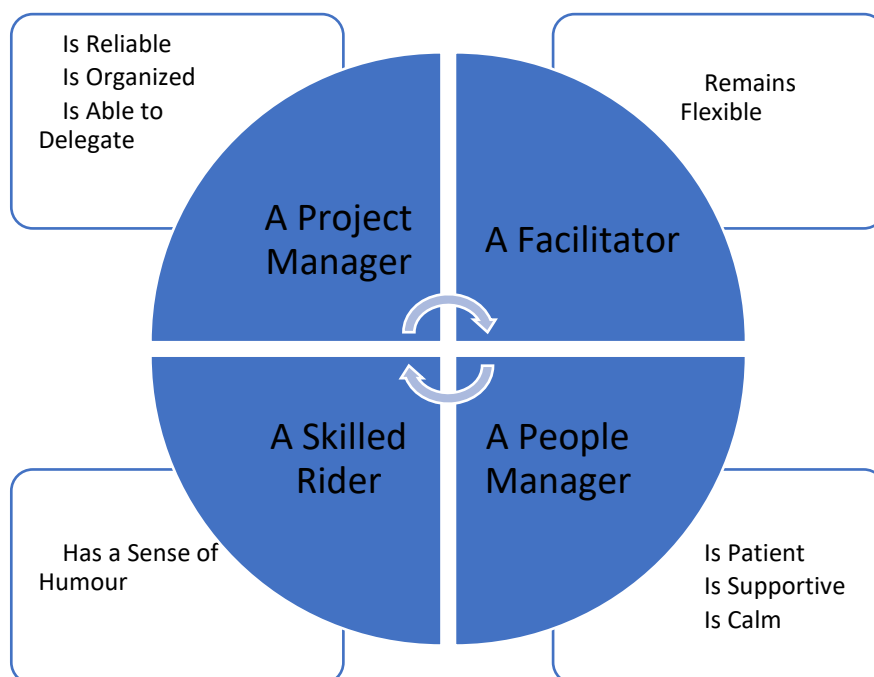
- a. At least one headlamp, but not more than 2 headlamps, and
- b. At least one red tail lamp, or
- c. At least one red reflector mounted on the rear.
- d. A horn or a bell.



A person shall not ride a bicycle unless the bicycle has a brake.

Part 4: The Ride Leader

Who is a Ride Leader?



Why Lead Rides?



You're the Boss! You get to do exactly the kind of ride you like!

- You choose the pace, distance, destination, stops, etc.
- You may enjoy a route, but not another ride leader's style.
 - Does/doesn't wait for slower riders.
 - Does/doesn't have a designated food stop.
 - Doesn't ride at the advertised pace.
- A chance to give something back to EBTC.
- The satisfaction of a job well done.
- Help a ride leader out when they need help, or are unable to lead.
- Recognition:
 - Volunteer Appreciation Event
 - Volunteers who lead a minimum five day rides (Series or Unique such as Pop-Up rides) in a cycling season have the opportunity to be given priority to skip the queue once during that or the next cycling season to participate in a Unique Ride or Multi-Day Trip.
 - Volunteers who lead/organize a minimum of 8 rides in one cycling season will earn a free membership for the next cycling season.

Why Not Lead Rides?

- Mechanical Problems
 - Mechanical problems are few, flat tires are usually the worst
 - You are not expected to be a mechanic as there is usually someone on the ride who can help out.
 - There are always solutions to the problem at hand; riders are very helpful when situations arise. They will pitch in.
- People Problems
 - Most members are out to have a good time and will understand that you are new or a volunteer.
 - Set expectations at the beginning of the ride.
 - Should you have an issue with a participant, let the Ride Program Coordinator know. They will take it from there.

Management Styles



Laissez-Faire

- Let everyone do their own thing (if people want to ride ahead and go off course, that's their prerogative).



My way or the highway...

- You're the boss, no questions asked.



Collaborative

- Gather consensus.



Situational

- The specific situation will dictate how things are handled. There's a time and place to use each style.
- No drop rides.

Part 5: On the Ride

Leading

Leading from the front versus sweeping from the rear.

- Often a matter of style, but from the front is usually the norm.
- Advantages of leading from the front:
 - Nobody makes a wrong turn
 - You know the route (many of your riders do not have GPS or map).
 - You set the pace/keep advertised pace.
 - You also set the rest or gathering points.
- Disadvantages of leading from the front:
 - You can lose people at the rear.
 - If mechanical issues occur, you are not aware.



Compromise

- Lead from the front but wait at/for traffic lights, traffic, key turns, ensure stragglers are allowed to catch up.
 - Disadvantages:
 - Stragglers dictate the pace.
 - Stronger/Faster riders get frustrated having to wait and stop often.

Lead From the Front and the Rear

- Have a co-leader with whom you can switch front to back. Also allows you to get to know your cyclists. And, allows you to determine how everyone is doing.
- Have someone who is your designated sweep. They would be responsible for telling you that someone is off course, has a mechanical problem, or is struggling in some way.

Solicit feedback and Observe Other Riders

- Enables you to anticipate problems and garner respect as a ride leader by knowing your cyclists needs.
- People often need a “call of nature” stop.
- Mechanical issues/wrong bike may hold someone up,
- Or, simply some days, some riders need more support.



People Just Want to Have Fun



- If things go well, you’ll get all the credit, and people will listen to you!
- If things go poorly, anticipate problems in attitude (though there is an expectation for all members to behave according to the Code of Conduct).
- Being as prepared as possible goes a long way to helping things go right.
- Don’t get lost too often. However, a ride is an adventure in its own right.
- Just get your cyclists home within the time allotted to your ride description and all will be well.



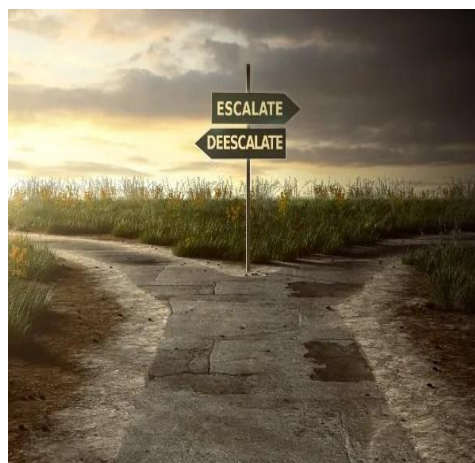
Managing Weather

- Whatever you are comfortable with (below freezing, wind, rain, etc.).
- **Generally**, EBTC only cancels a ride due to safety concerns such as ice on roadways/paths, excessive rain or wind, threat of lightening, or tornado.
- Best to list it as part of your ride description what determines a cancellation, so registered riders check email often and prior to leaving for the ride.
- Check the detailed weather forecasts as it changes hourly, and use the Government of Canada 3 hour radar map to determine how it will affect your ride.
- What's happening outside your door/window is not necessarily what will happen at start time or during the ride, so take your ride route into consideration in your decision to start or end the ride.
- By using Karelo, you can easily communicate to your registered cyclists how you will proceed.
- This past year, smoke was an issue, and EBTC has level 6 as our benchmark as to whether a ride will go or be cancelled. However, it is up to the ride leader and the individual cyclists to decide whether a ride will occur. All cyclists are in charge of their health, and should decide what is best for themselves.

Problems During a Ride

The Rider Who Would Be King or Queen

- If they want to lead a ride, suggest they lead a ride of their own on their own terms on another day, but today this is your ride.
- Such a rider may claim they know the right answer because they're more experienced than you.
- Seek another experienced rider's advice or your buddy for support.
- You may also get backup, or you may learn you are wrong and need to adjust how to proceed – best solution rules.
- Use democracy to your advantage and it is okay to seek what cyclists in your group may wish.
- During the process maintain the stance the ride is for them, so will concede with what makes everyone comfortable and happy. (All mitigating factors taken into consideration).
- **However**, you are the ride leader, and when overall safety for him/her and the group is at risk, deliver an ultimatum to the person that your decision is final.



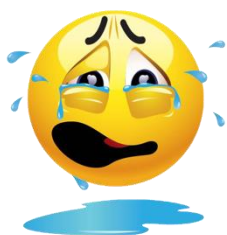
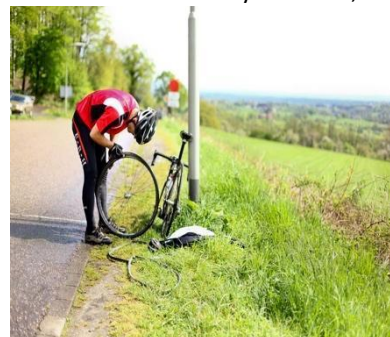
A rider who shows up who refuses to wear a helmet, or has none, or a rider is using noise cancelling technology with earphones.

- The Club prohibits:
 - Joining a ride without a helmet. (CPSC approved. No paddling, climbing, or skiing helmets)
 - The use of ear phones in both ears. (No safety ear plugs)
 - Using earbuds (only Bone Conducting earphones worn on the outside of the ear is permitted).
 - Joining a ride without being registered or on the waiting list.
 - E-bikes that do not meet EBTC safety criteria.

What if the person insists on joining the ride?

- Explain politely and in front of witnesses (there will be many), they are not permitted to ride, and you will not be looking out for them.
- They must also ride at the very back or far ahead away from club members.
- Be assertive as possible. Be clear as to EBTC guidelines on this matter.
- This holds true also for any rider who feels they can ride in an unsafe manner, or decides to disavow their helmet and use earbuds.
- However, even though a rider may not be permitted to ride with EBTC, we cannot forbid them from riding on the road.
- **Mechanical Problem – When To Stop Or Not To Stop**
- At the safety talk, let your cyclists know how you will proceed.

- Eg. We stop for flats briefly until a group agrees to assist; then proceed.
- Major issues, like broken spoke, seat, tire, etc. Call for assistance from family member, friend, etc. NEVER LEAVE A CYCLIST ALL BY THEMSELVES!
- Will be a balancing act: what mechanical talents do I have on the ride?
- Other riders want to keep going.
- Assess problem quickly – best decision is safety first and timely solution even if it means that cyclist's ride is done.
- Monitor progress and keep in touch via email/text.
- Consider where you are on the route – how to best get cyclist back riding, or to their car.
- If person insists on their own repair, the ride will have to continue. Usually there is a friend or volunteer who will stay. Maintain communication, as you may have to go back for them if it is a no drop ride when the rest of the riders are back at the parking lot.



A Mechanical Problem You Can't Solve

- Ask for help from the group.
- Odds are, someone in the group will know how to fix what you have.
- If not? A nearby bike shop?
- You could search online for closest place to get repair.
- A bike shop may help you over phone, or can send repair van to you.
- If there is no cell access – in the wilderness? You should have the repairs with you or a back-up plan.
- Hopefully your AMA coverage may provide assistance if you have it.
- Be creative! A fast rider can get to the cars. The unlucky rider may have to call a friend. Taxi? Always solutions. **Again, do not leave cyclist alone on the road.** Get to a public place prior to continuing on your ride, or have buddy stay as well.

Crash or Injury

Ride leaders should have an accident report form and a pen with them. When there is such an incident, we tend to get agitated and having the form will make it easier to collect all the necessary information the club may require for insurance purposes. (A form is available online and at the end of this document.)

Most importantly, always look after the needs of the injured cyclist first. Once the person and situation become stabilized, then seek to fill out the necessary details. You can also assign someone else to do it if you are involved in treating an injured cyclist.

Assess the Situation

- Condition of the rider both physically and mentally.
- **The most important question:** Should the rider be moved? If there is a possibility of a neck or back injury the answer is **NO!**
- Check for Road ID/Medical Bracelet.
- You may need to assign riders to act as traffic cops to divert traffic around the accident scene.
- Assign other members to get the contacts of any witnesses.
- Have a member use a phone camera to take pictures of the scene and any licence plate numbers, as well as all people involved.
- Delegate a member to assess the condition of the crashed bike.
- Communicate these conditions to others: don't assume they know as much as (or what) you know.
- It is a balancing act between victim, the other riders, and the public (pedestrians and cars).



You may discover that someone else in the group may take charge due to medical training.

- Some people are used to crisis management and are good at it.
- Is there a Doctor/Nurse on the ride (may or may not volunteer).
- You are still the “leader,” and need to take as much responsibility as needed, balanced with what you are capable of.

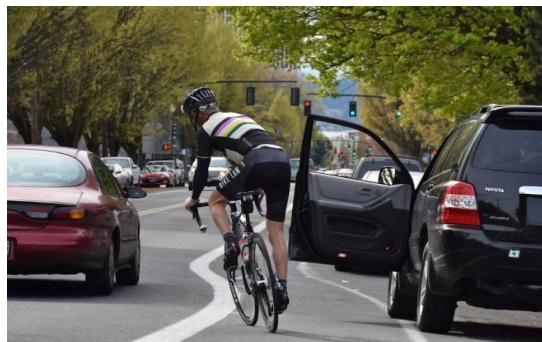
Who to call (depending on the severity of the injuries).

- 911 or local emergency number. They will determine which first responders will attend the scene.
- Be sure to have an address or range/township road – emergency services will give you a number so they can geolocate you via satellite.
- If the area is remote, the victim's life is in jeopardy and there isn't any cell service, activate the emergency locator beacon, if it is available. Most I-phones 14/I-watches have this capability.
- Can also send a fast rider to get to cell service – location in route key.
- If the ride is supported, call forward/back the vehicle. The vehicle should be equipped with a first aid kit, and it may also be used as an ambulance.
- Once the general condition of the member is determined, and a plan going forward is in place, it's time to call the victim's emergency contact (available on Karelo) and let them know what the situation is and where to meet the victim.

Note: The injured rider will obtain quicker medical care when arriving to emergency in an ambulance.

When first responders arrive:

- Identify yourself as the Ride Leader.
- Record the name of the investigating police officer and their badge number.
- Make note of what you said to all first responders. Your phone often has a voice message function.
- Relay all the facts that you and other members assigned to gather information have collected. This would include:
 - Sequence of events
 - Images
 - Names of witnesses
 - Licence plate numbers
- Once you have returned home, fill out the EBTC documentation of the accident/incident for the Club's insurance provider.



As the ride leader, it is also your responsibility to check up on the condition of the accident victim, and when necessary, ensure there is a plan to return their bike and personal belongings.

EBTC's Insurance: What's Covered and What's Not

Consistent with other similar clubs, EBTC has "third party liability" insurance. "Third party" excludes EBTC members; members cannot sue the Club under the terms of the Waiver we all sign at registration with the Club. Medical expenses are NOT covered by EBTC's insurance.

Note: "ride" and "Ride Leader" below also mean other outings and their leaders (e.g., Walks, snowshoeing, skiing).

- "Third party liability" coverage is for the personal and property harm/damage to third parties (claims; law suits) arising from the Club's actions or decisions. Examples include:
 - Member riders are scattered about, crossing a road and, in trying to avoid us, two vehicles crash or one vehicle hits a pedestrian.
 - Member riders are two or three abreast up a blind hill or on a road with oncoming traffic. A driver from behind avoids hitting us by moving to the left and crashes into an oncoming vehicle or goes over into the ditch and hits a power pole.
- In the event of an accident, the Club's insurer requires written proof that all participants in the ride are Club members. (EBTC reports all more serious accidents to our insurer, including those not obviously involving third parties as in the examples above). Therefore:
 - Member registration in Karelo and signed Guest Waivers are critical. If Ride Leaders allow others to come on rides, the Club's insurance coverage may not apply.
 - Ride Leader completion of the Incident Report (attached at back) as soon as an accident occurs is also critical. It is important to gather information before witnesses forget.
 - Of course, EBTC members are expected to follow the rules of the road.
- EBTC's insurance does not include medical coverage. Members are expected to have their own medical insurance, which is especially important for out of country trips.



Reminder: Ride Leaders must carry the Incident Report form on their bike (see Attachments) when leading a ride.

- Do solicit assistance to help you record any details of the event.
- Take pictures if you can.
- Don't stress and remain calm.
- Simple, clear facts are required.

Part 6: Fun Ride Ideas and Proposing Rides

Leading a Day Trip with Themes

Ride and Eat

Cycling and eating go hand in hand. That is why these types of rides are so popular. There are rides to restaurants, picnic rides, chocolate lover's rides, and bakery rides. A trip could also be organized to end at an eatery or everyone goes for food at the conclusion of the ride.



Cycle to a Local Attraction



Club members love to ride their bikes, but they also have other interests outside of cycling. You as a Ride Leader can tap into those interests. Explore local tourist attractions, historical sites, natural areas, architecturally significant districts, arts and crafts fairs, cultural exhibitions, etc.

Choose an Area for its Features

Develop a route through an area because of its quiet roads, its scenic interest, or its diverse and challenging terrain.

Make Distance the Key

Routes can be based on distance, altitude gained and lost, or speed over distance. These rides tend to be fitness rides or rides to build up endurance.

Determine Who Your Ride is Best Suited To

Objectively determine where your ride falls on the Ride Rating Scale.

Choose a Date for Your Ride

If you are planning pre-season, negotiate a date within the Ride Calendar. If you are planning in season (Pop-up ride) try to avoid overlaps by consulting Karelo, the online Ride Calendar, and/or the Ride Coordinator.

Produce a Route Map

Your club membership provides all members with access to use Ride with GPS. However, you as a ride developer require Route Manager access. Membership is in charge of granting access, so do contact this EBTC member - membership@bikclub.ca

Your ride will be a success if you:

- Drive/Ride the route prior to your ride date.
- Edit the route for construction/impassable roads, gravel, etc.
- Allow for food and rest stops.
- Safety – as in, adequate shoulders, quiet roads, truck/car traffic.

New Ride Proposal (See Attachments)

NOTE: For Multi-Day Trips, start by contacting rideprogram@bikeclub.ca

Once you have considered the type of ride you would like to lead and have planned out a route, it is time to fill out the Ride Proposal Form and inform the ride coordinator.



1. The Ride Proposal includes a brief description for the website, social media and weekly e-mail in addition to:
 - a. The Ride Title – Be creative with your title.
 - b. Start Time – Use the 24 hour clock as it prevents any confusion.
 - c. Starting Point – Street address (parking lot) and/or GPS coordinates.
 - d. Ride Leaders – Your name + Sweeps/Assistants.
 - e. Skill Level – Using the Ride Rating System.
 - f. Link to GPS Route – Cue Sheet.
 - g. Ride Description – Distance, road conditions, type of bike recommended/not recommended.
 - h. Whether guests are welcome.
 - i. E-bikes permitted.

Promote the trip by word of mouth and EBTC Newsletter. The Ride Program Coordinator will ensure that your ride appears in the web calendar and newsletter.

2. Once approved, the ride leader will need to create the Karelo form. Then, the Ride Program Coordinator, will input the ride into the Karelo calendar with a date to open registration (usually minimum 1 week prior to ride).

Prior to the ride date, a registration list will emerge, and the ride leader can determine who and how large the group will be.

A wait list is automatically generated during registration as registration occurs. However, it is the ride leader who determines how big the group will be and if the group can be split with overall safety of the group as a priority.



Now Focus on the Details

- Double check road conditions and confirm distances
- Double check the availability of food, water and washrooms. Careful of holidays and weekends, as some facilities may not be open.
- Double check road hazards, Texas Gates, railway crossings, rough road, busy roads, intersections, and those notorious loose dogs.
- Determine alternate routes should you need to make changes on the fly.
- On mountain bike day trips familiarize yourself with the area so that hazardous situations can be avoided.
- If the ride involves a restaurant, confirm reservations either the day before or the morning of the ride.
- Most importantly, know the route as you have driven or ridden it prior to publishing the ride on Karelo.

Day of the Ride

- Go to Karelo or consult your printed sheet. If you are not leading the ride, be sure your ride leader has the information to take attendance. Note anyone who is absent.
- No rider can join without being registered.
- **Fifteen minutes** prior to the commencement of the ride, the ride leader gives a safety talk which includes:
 - reminders of safe cycling rules
 - Lights on
 - Water in place/snacks
 - Single file riding
 - Pass on the left
 - Hand signals
 - Voice signals
 - No Drafting
 - Identify those with tubes/pumps/repair kits
 - common rest/bathroom stops, and
 - obstacles the cyclists will encounter.
- Sometimes a sweep is required if the group is 12 or more members, or the ride leader deems it necessary. The sweep's job is to:
 - Remain cheerful and helpful with slow riders.
 - Communicate progress with ride leader via chat, text or phone call.
 - Most importantly, ensure all riders make it to the next rest stop, or end of the ride.
 - May also communicate mechanical issues with riders along the way.
 - Be mechanically capable of light repairs, and possess some First Aid training.

At Rest Stops

Regroup the cyclists. Before anyone disperses to the washrooms, restaurant, etc. provide a timeline for continuation of the ride. However, must also watch for the slower riders to determine whether entire group waits, or continues with the ride. Sometimes during a ride, it is necessary to:



- Lock bikes, or
- Volunteer to supervise them.
- Buy water and share the bottle.
- Give a five minute warning to continue.

At the End of the Ride

- **Do not leave the finishing point until the last rider and sweep arrive.**
- If very far behind, a support vehicle may have to be dispatched to ferry riders and bikes to the finish. Communication with the sweep determines this choice.
- If all is successful – there will be nothing but great things to say about a beautiful ride that was safe, well-organized and fun!



Commonly Used Terms and Definitions

Bone Conducting Earphones

Bone conduction headphones, also commonly referred to as bone phones work by sending vibrations through your jaws and cheekbones up towards your inner ear. These headphones are often used by scuba divers, people experiencing hearing loss, as well as for military communications. Bone conduction headphones helps increase awareness of your surroundings, thus allowing you to remain connected to the outside world while having a great listening experience or hearing route directions.

Drafting

Drafting is the formation of cyclists one behind the other in a straight line or staggered line to reduce wind resistance. Riding in a *paceline* or *echelon* saves riders up to 30% in their effort. Drafting should only be practiced when **all** the riders in the group are on-board with doing so. **Never** join a group without being invited first.

Drop Ride

When a ride is designated as a drop ride, slower riders are allowed to fall off the back of the group. There is no sweep, and each rider is expected to use Ride with GPS to identify the route and complete the ride.

Pedal Assist E-Bike

These Electric Assist bikes use strain gauges in the crankset to help determine the amount of assist the electric motor will apply. This means that if the cyclist is not pedaling there will not be any assist. Note: Some models have a rest mode where they operate as a motor bike for 20 second intervals to give the rider time to recuperate.



Supported Ride

When a ride is designated as such, it means there will be a vehicle moving back and forth within the group of cyclists providing mechanical assistance, food and water, as well as picking up cyclists and their bikes when they cannot continue.

Sweep

The sweep or sweeps are experienced riders who volunteer to assist a ride leader, usually at the back of the group to ensure all riders finish the ride.

Unsupported Ride

This type of ride means all riders are expected to be equipped and trained with respect to water, food, and repairs. This means that riders must oversee their own nutritional and hydration needs as there is no support vehicle to assist.

Wheel Sucking (Drafting without Permission)

Cyclists who attach themselves to a group or single rider and draft without being invited or asking permission from the lead rider. They also do not take their turn at the front to assist other riders combat wind conditions. Heavily frowned upon and can lead to serious accidents.



EBTC Guest Registration and Waiver

This form must be completed and the Waiver signed by each guest in order to participate in an EBTC event. Guests must be invited and hosted by a current EBTC member. Please bring the signed form with you to your event.

Ride Information

Ride Name: _____

Date of Ride: _____

Ride Leader: _____

Guest Registration Information

Guest Name: _____

Cell Number: _____ Email: _____

In case of emergency contact:

Name: _____ Phone: _____

Items to note about EBTC's active events (rides, walks/hikes, Nordic skis):

- EBTC is an adult-only (18+) Club, run entirely by volunteers
- Pedal assist e-bikes are welcome, unless otherwise stated in the ride description. Throttle e-bikes are not permitted.
- EBTC is not in a position to provide a support rider/equipment or other assistance for a person with a disability.
- Trailers and pets are not allowed on EBTC rides.

Google bikeclub.ca for EBTC's weekly Newsletter, event calendar and other information. In the Newsletter, you'll also find links to the Club's Facebook page and Instagram account.

Accompanying EBTC Member

You are responsible for your guest during the entirety of the ride. If you require assistance, please contact the ride leader regarding the nature of the support needed.

Name: _____ Phone: _____



EDMONTON BICYCLE AND TOURING CLUB (“EBTC”) ASSUMPTION OF RISKS, RELEASE OF LIABILITY, WAIVER OF CLAIMS, AND INDEMNITY (ADULT PARTICIPANT)

1. DEFINITIONS

In this Agreement:

- a) “Activities” means any activity, event, ride, tour, trip, program, gathering, or service organized, sponsored, promoted, led, facilitated, or hosted by EBTC (paid or unpaid), including, but not limited to: single-day cycling rides, cycle touring, multi-day trips (including camping), EBTC social events, walks, cross-country skiing, other outdoor activities, and travel to, from, and between Activity locations.
- b) “Released Parties” means EBTC and its past, present, and future directors, officers, members, ride leaders, volunteers, employees (if any), contractors, agents, representatives, insurers, and (where applicable) any third-party tour operators, guides, instructors, venues, sponsors, and service providers involved with the Activities.
- c) “Locations” means any public or private roads, paths, trails, parks, facilities, campgrounds, venues, and other places where Activities occur in any Canadian province or territory except Quebec.
- d) “Adult” means a person who has attained the age of majority in the province or territory where the Activity occurs.
- e) “Participant”, “I”, “me”, “my” means the person accepting this Agreement.

2. ASSUMPTION OF RISKS

I understand that participating in the Activities involves inherent risks, dangers, and hazards that may result in serious injury, illness, death, or property damage.

Without limiting the generality of the foregoing, I understand risks may include: collisions with vehicles, cyclists, pedestrians, or objects; road/trail hazards (potholes, gravel, uneven surfaces, construction, debris); weather and visibility conditions; wildlife/animal encounters; equipment failure or improper maintenance; group-riding dynamics (drafting, close riding, sudden stops/turns); physical exertion and medical events; remote locations and delayed access to medical care; camping/outdoor hazards where applicable; travel-related risks; and exposure to communicable diseases.

I freely and voluntarily assume all risks arising from or related to my participation in the Activities, to the fullest extent permitted by law.

3. PARTICIPANT RESPONSIBILITIES

I agree that I am solely responsible for my own safety and conduct. I will:

- a) wear a properly fitted helmet meeting applicable safety standards while cycling;
- b) ensure my bicycle/equipment is in safe working condition and suitable for the Activity;



- c) comply with applicable laws and regulations (including traffic and trail-use rules);
- d) follow reasonable instructions from EBTC ride leaders/organizers and exercise due care;
- e) participate only if I am physically and medically able, and stop if conditions become unsafe; and
- f) not participate while impaired by alcohol, cannabis, illegal drugs, or any substance that affects safe cycling.

4. RELEASE OF LIABILITY; WAIVER OF CLAIMS; INDEMNITY

In consideration of being permitted to participate in the Activities (which permission EBTC may revoke at any time), I agree, to the fullest extent permitted by law, as follows:

- a) Release / Waiver: I waive any and all claims that I have or may in the future have against the Released Parties, and I release the Released Parties from any and all liability for any loss, damage, expense, cost, or injury (including personal injury, death, and property loss/damage) that I may suffer, or that my heirs or representatives may suffer, arising out of or in any way connected with my participation in the Activities, including claims based on the negligence of one or more of the Released Parties.
- b) This Agreement does not release liability for a Released Party's wilful misconduct or intentional wrongdoing.
- c) Indemnity: I will indemnify and hold harmless the Released Parties from and against any claims, demands, actions, losses, damages, costs, and expenses (including reasonable legal fees on a substantial indemnity basis) brought by any third party arising from: (i) my participation in the Activities; (ii) my breach of this Agreement or applicable rules/instructions; or (iii) my negligent, reckless, or wrongful acts or omissions, except to the extent such claims are finally determined by a court of competent jurisdiction to have been caused solely by the wilful misconduct or intentional wrongdoing of a Released Party.
- d) Binding Effect: This Agreement is binding upon me, my heirs, next of kin, executors, administrators, assigns, and representatives.

5. THIRD-PARTY PROVIDERS

I understand some Activities may involve third-party tour operators, guides, instructors, venues, accommodations, or transportation providers, who may require additional waivers. Participation remains at my own risk, and this Agreement benefits those third parties where included in the definition of Released Parties.

6. SEVERABILITY

If any provision of this Agreement is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the invalidity, illegality, or unenforceability of such provision shall not affect the validity, legality, or enforceability of the remaining provisions of this



Agreement, which shall remain in full force and effect. The parties agree that any invalid, illegal, or unenforceable provision shall be reformed or construed in a manner that most closely approximates the original intent of the parties to the extent permitted by applicable law.

7. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the province or territory where the Activity occurs and the federal laws of Canada applicable therein, without regard to conflicts of law principles. For Activities in Alberta, the laws of Alberta apply.

Any litigation involving the parties shall be brought in the courts of the province or territory where the Activity occurs or, at EBTC's election, in the courts of Alberta. For Activities in Alberta, the parties irrevocably attorn to the exclusive jurisdiction of the courts sitting in Edmonton, Alberta.

8. ACKNOWLEDGMENT

I HAVE READ AND UNDERSTOOD THIS AGREEMENT. I WARRANT THAT I AM AN ADULT (HAVING ATTAINED THE AGE OF MAJORITY IN THE PROVINCE OR TERRITORY WHERE THE ACTIVITY OCCURS). I UNDERSTAND THAT BY ELECTRONICALLY ACCEPTING IT I AM WAIVING CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE FOR NEGLIGENCE, TO THE FULLEST EXTENT PERMITTED BY LAW. I HAVE HAD THE OPPORTUNITY TO SEEK INDEPENDENT LEGAL ADVICE AND HAVE EITHER DONE SO OR VOLUNTARILY CHOSEN NOT TO DO SO.

THIS WAIVER IS FOR ADULT PARTICIPANTS ONLY. MINORS MAY NOT PARTICIPATE IN EBTC ACTIVITIES.

I have read, understood, and agree to this Assumption of Risks, Release of Liability, Waiver of Claims, and Indemnity as an Adult Participant.

Participant Name: _____

Signature: _____

Date: _____



DAY RIDE PROPOSAL	
Ride Leader:	
Working Title of Proposed Ride:	
Road Ride Scale Descriptor:	
Possible Date(s) for Ride:	
Distance/RWGPS:	
Type of Bike :	
Short Description of Ride: <i>(think of descriptors such as riding pace, stops, no-drop, sweep, theme, coffee or snack break, guests welcome.</i>	

To Propose a Multi-Day Trip, Contact Touring touring@bikeclub.ca. You will be advised of the requirements depending on the nature of the trip, i.e., pay-as-you-go (also called meet up) trip or trip with a Club fee.



EBTC Incident Report

Location of Incident:

Date/Time of Incident

Descriptions of Incident:

Name of Injured Party:

Phone:

Nature of Injury:

Weather Conditions: ___ Clear ___ Raining ___ Snowing ___ Fog/Mist

Surface Conditions: ___ Dry ___ Wet ___ Snow/ice ___ Construction

Light Conditions: ___ Daylight ___ Dawn ___ Dusk ___ Darkness Type of

Incident: ___ Fall ___ Bike/Bike ___ Car/Bike ___ Pedestrian/Bike

First Aid Administered: ___ No ___ Yes If Yes, Describe

EMS Contacted: ___ No ___ Yes

Transported to Hospital: ___ No ___ Yes If Yes, Hospital Name:

Witness 2 Name: Phone:

Witness 1 Name: Phone:

Witness 3 Name: Phone

Police Contacted: ___ No ___ Yes If Yes, Policy Organization:

If Yes, Officer Name:

Badge No:

If Incident License Plate:

Involves a Vehicle Make/Model:

Motor Vehicle:

Driver Name: Phone:

Insurance Co: Policy #:

Ride Leader Name: Phone:

Signed: Date: