



## **Edmonton Bicycle and Touring Club Ride Leaders Handbook (2024)**

**Our Mission Statement:** To provide safe and fun recreational cycling and social activities for adult members in the Edmonton area.



# Part 1: EBTC Cycling Program Principles



## Scope and Delivery

EBTC endeavors to offer a diverse cycling program that meets the needs of EBTC members including:

- Rides that follow safety rules established by the club and the Highways Act.
- Ride descriptions and ride scales to guide members in selecting appropriate rides.
- Easier, shorter distance rides that appeal to new riders and veteran riders with lower distance goals.
- Incremental, more challenging rides for those seeking enhanced endurance and increased elevation.
- Social rides and/or thematic rides, Unique rides, pop up rides, and social events.
- Full-day and overnight rides in a variety of locations.
- Specialized cycling outings including paved and nonpaved trails as well as winter riding.

## EBTC Cycling Rides/Trips

All EBTC day rides are organized by volunteer leaders. They are giving of their time to create a pleasant riding experience for club members with safety of all riders as their first priority. They will respectfully communicate safe riding practices throughout all rides, and as needed, based on the nature and location of the ride.

## Expectations of Participants

Cycling trip participants will:

- Maintain current EBTC membership.
- Complete the approved EBTC waivers (new member, guest, etc.)
- 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.
- Become familiar with the Ride with GPS website and App.
- If a ride REQUIRES participants to have the route in order to participate, rider must come ready with the route downloaded or paper copy.
- 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.
- If possible, stay with the group, especially if it is a supported or no-drop ride, and follow ride leader instructions.
- Be prepared to self-support when necessary to complete the chosen ride, or ride with someone who knows the way to the starting point.
- Confirm completion of the ride with trip leader verbally or through a text.

## Choosing a Ride



Buying a EBTC membership allows members access to all the rides guided by seasoned ride leaders whose primary goal is to provide a positive and enjoyable riding experience. The best compliment a ride leader can receive is that the ride was “fun,” and “enjoyable,” and “When is the next ride?”. In order for this experience to get underway, the ride descriptions must be accurate, clear, and detailed. Whether it be a spring training ride, a pop-up, an overnighter, or winter fat bike loop, ride descriptions are the place to find the necessary information for cyclists to participate.

**In order to choose the ride that best suits a personal skill level, refer to the Road Riding Scale before registering for a ride.**

**Why a riding scale?** EBTC road rides use a ride rating scale so that members can select rides to suit their riding ability. Be aware that weather, road conditions, and the conditioning of the riders will vary with each ride, so use the following rating as a guide only. Every ride posted in Karelo has a more detailed description to help members to make informed choices. Generally, rides increase in difficulty from **Easy** to **Intermediate**, and **Challenging**. Rides also tend to get more challenging as the season progresses.

Road Ride Scale				
	Easier	Intermediate	Challenging	Social
Distance	20-40 km	40-65 km	70+ km	30-100 km
Average Pace -flat/no wind	15-20 km/h	18-22 km/h	22+ km/h	16-22 km/h
Regroup Frequency	Often	Some regroup stops	Ride independently	Ride dependent
Elevation Gain	0-200 metres	200-400 metres	300+ metres	Less than 300 metres

**Note: Ride with GPS has a wealth of information regarding kilometres, elevation by chart and numbers, and auditory/visual cues to assist rides stay on the selected route.**

### What is Ride with GPS (RWGPS)?

Ride with GPS is an online software and App. that EBTC uses to plan and conduct rides. **This App. is free with an EBTC membership. The home page provides the location to register and download the software.** When a member goes to a ride description, they will find a link to the RWGPS map to download. Members can use RWGPS to navigate during a ride, or can print their own paper map at home and bring to the ride. EBTC no longer supplies paper maps. **All ride descriptions will indicate whether or not cyclists require RWGPS . Challenging rides within the club will most certainly require cyclists to self-navigate in order to participate in the ride.**

## Easier Road Rides

These are shorter slower paced rides designed to allow cyclists to enjoy a more relaxed ride. They are usually a NO DROP ride and include more frequent breaks. These rides are planned to include 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. Cyclists can maintain an average/minimum pace of at least 18 km/hr. Rides may have a designated sweep, or meet up at identified rest stops. Roads will vary from flat to rolling hills with steeper climbs, and may include busy road crossings. Ride with GPS may often be required, depending on the distance.



## Challenging Road Rides

These longer rides are designed for experienced, faster cyclists who need fewer breaks, or simply choose their own. However, many groups connect at appointed stops, while maintaining a pace of 22 km/h or more. These routes include steeper climbs or significant elevation in addition to busier roads. Ride with GPS is usually required.

## Social Rides

Our social rides usually have a specific destination/theme, often involving food or coffee, and an opportunity to meet fellow cyclists and socialize. Distances may vary from 25 to 60 or more km to a full day of riding. It is important to read the ride description carefully so all the details of the ride fit within the fitness and skill level of the cyclist. Ride descriptions may also indicate what bike is best suited, and the terrain that the route embodies. Therefore, RWGPS may be helpful for a lot of riders as routes can be loaded to a Garmin or Wahoo.



**Note: Even social rides require a CPSC approved helmet. Also, EBTC strongly recommends carrying a cell phone at all times.**

## Can I Bring a Guest?

**Policy:** With the goal of increasing membership, the Board approved the following policy:

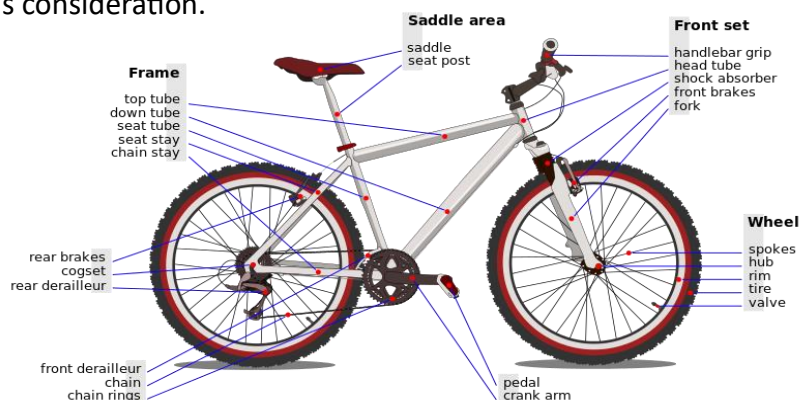
- Each member can host multiple guests in a year, including on one ride.
  - Each guest, however, can only participate in one EBTC ride in a year.
  - If the guest wishes to continue riding with the EBTC, they are welcome to purchase a membership.
- The Ride Leader must agree to having the guest(s) on their ride.
- Each guest must complete and sign the Guest Registration and Waiver Form before they ride.
- The host member is responsible for their guest(s) at all times during the ride, even if the guest finds the pace too fast or too difficult, the member must remain with the guest.
- The Membership Coordinator will track members and their guests for the program evaluation and insurance purposes. Our premium may increase if EBTC exceeds 50 guests in a year.

### Process:

- The member emails the Ride Leader to communicate the desire to bring a guest.
  - In Karelo, the Ride Leader's contact information should be filled in on the waiver form.
  - The Ride Leader communicates with EBTC member by email.
  - The EBTC member brings the filled out and signed waiver form to the ride.
  - The form is available to all members on the EBTC website (bikeclub.ca), and to ride leaders in Resources – Resources for Ride Leaders.
  - Ride Leaders should carry copies in their car, as any guest cannot ride without it.
  - All guests must complete and sign the Guest Registration and Waiver Form.
  - The waiver should be presented to the ride leader 15 minutes prior to ride commencing.
  - The Ride leader takes picture of waiver, collects the paperwork, and ensures the information is sent to \_\_\_\_\_?
  - At some point, the Ride Leader may have to adjust the number of registrants for the ride if guests begin appearing regularly, as guests cannot be registered in Karelo.

**Just as important as knowing the ride that is right for you, knowing the route and being able to self-navigate is riding a well-maintained bike that is suitable for the ride.**

Therefore, details communicating the types of bikes cyclists can bring to have “fun” with are critical for assisting cyclists choose a ride that's right for them and enjoy a positive experience. One in particular needs consideration.





## EBTC E-bike Policy

Pedal assist e-bikes are permitted on most EBTC rides, but they must have the following characteristics:

- Can be propelled by the rider's muscular power alone.
- Cease power assistance immediately when the rider stops pedalling.
- Have a total power output of 500 watts or less.
- Have a power assist limit of 32 km/hr. on level ground.
- A bike equipped with a throttle option is not permitted.



Have a safety mechanism preventing the motor from;

- being engaged before the bike reaches a 3 km/hr speed (no spontaneous acceleration)
- Finally, the rider must be able to control the bike and be no danger to other cyclists.
- Ride leaders will have the right to post in their ride descriptions that an E-bike is not suitable for a particular ride



### EBTC Safety Program: "Ride Safely; Make Safety Your Priority"

To Ride Safely Members will:

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 meaning:
  - 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.
  - Riders are expected to rotate to the front in a paceline.

Note: The cyclist drafting(following) is responsible and at fault for any accident.

4. Communicate with other cyclists and pedestrians (walkers and runners), so:
  - a. Call out "on your left" when passing. Pass only on the left.
  - b. When you wish to turn, slow or stop, use hand and verbal signals.
  - c. Call out to other riders when there are other vehicles approaching ahead and from behind. "Car up," "Car back."
  - d. Alert other riders to hazards on the road, point out or call out.
  - e. Call out to pedestrians that you are approaching especially if from behind. Use your bell politely!
5. 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).
6. 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.



## 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.

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.



### Alberta Regulation 304 – Traffic Safety Act



#### 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.

### **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**

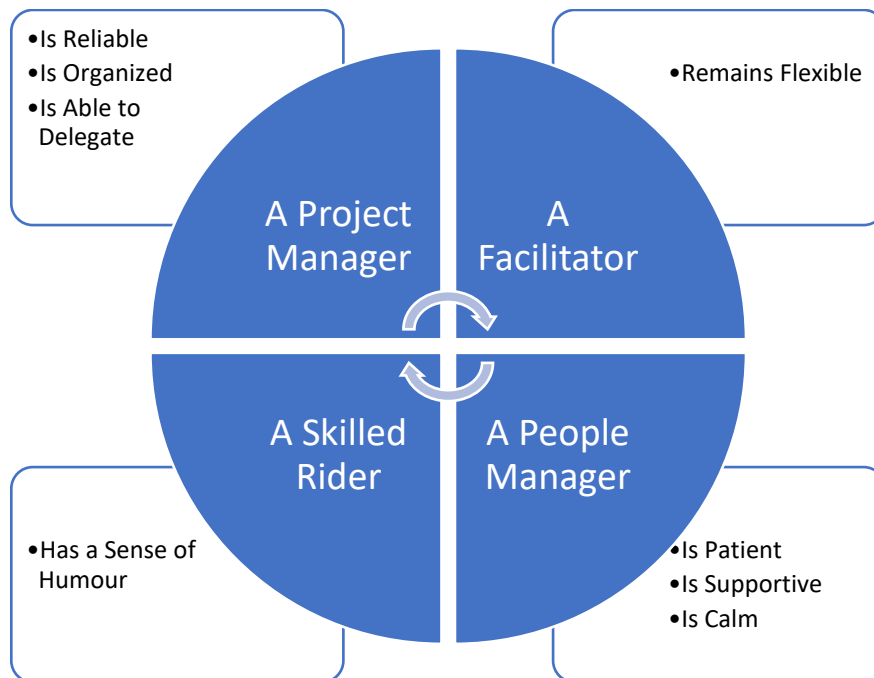
A person shall not ride a bicycle at unless the bicycle has the following:

- 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.

# 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.

## On the Ride

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 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.





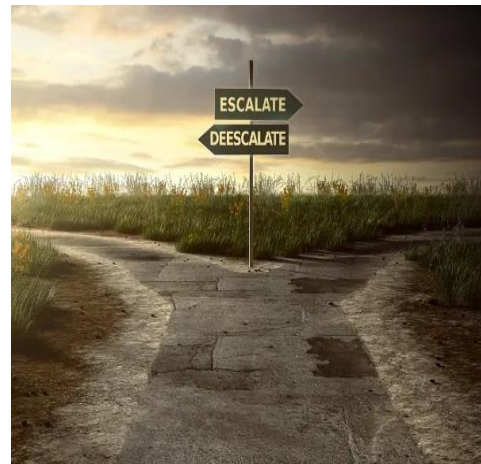
## Managing Weather

- 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. 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 (eg. 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 Accident Report paperwork on their bike if they are 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.

## 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 the use of Ride with GPS. However, you as a ride developer requires that you have special access. 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.

All your initial planning should be done on your personal account prior to uploading to the EBTC Ride with GPS account. The membership coordinator is in charge of granting access, so do contact this EBTC member.

The current contact is Audrey Sonnenberg (agsonnen@icloud.com)

## New Ride Proposal (See Attached Handouts)

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 ride date there will a registration list will emerge, and 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 *escheleon* 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 waiver must be completed by any 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 ride.

### Ride Information

Ride Name: \_\_\_\_\_

Date of Ride: \_\_\_\_\_

Ride Leader: \_\_\_\_\_

### Guest Registration Information

Guest Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Accommodations: Do you require a support rider/assistance due to a disability?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what or who is your support? \_\_\_\_\_

Please ensure that the ride leader has been notified through the email provided on the registration page.

Permission to receive emails from EBTC regarding rides and events. Yes \_\_\_\_\_ No \_\_\_\_\_

EBTC event schedule and other news/information is available on the club website at [www.bikeclub.ca](http://www.bikeclub.ca). Visit our Facebook page at [www.facebook.com/EBTClub](https://www.facebook.com/EBTClub).

### Accompanying EBTC Member

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

Name: \_\_\_\_\_

.

Cell Number: \_\_\_\_\_

As the guest, **PLEASE READ CAREFULLY.** You are waiving certain legal rights including the right to sue the Edmonton Bicycle and Touring Club.

My completion of this Edmonton Bicycle and Touring Club (EBTC) Ride Registration Form confirms that I have read and agree to be bound by the Release of Liability, Waiver of Claims and Assumption of Risk described below.

### **Assumption of Risk, Waiver and Release of Liability**

In consideration of being permitted to participate in cycling, or social activities organized by the Edmonton Bicycle and Touring Club or its agents (hereinafter called "EBTC") I acknowledge and agree:

1. That the sport of cycling, cycle touring and any other cycling related programs and activities of EBTC expose participants to inherent risks, hazards, and dangers foreseeable and non-foreseeable due to the nature of the sport itself and others which could result from human error and negligence on the part of persons involved in preparing and organizing these activities.
2. I freely and voluntarily assume all the risks of personal injury, death or personal or property loss or loss of any kind resulting from any cause whatsoever arising from participation in EBTC activities, and accordingly, my preparation for or participation in cycling or other programs and activities shall be entirely at my own risk.
3. I understand that neither EBTC nor its members, officers, directors, organizers, contractors, or agents assume any responsibility for my safety during the course of my preparation for or participation in cycling or other programs and activities.
4. I understand that cycling is an activity governed by the terms and conditions of the Traffic Safety Act and I agree that I will obey the laws and regulations set out in the Act.
5. I understand that neither EBTC nor its members, officers, directors, organizers, contractors, or agents will be liable for contraction of Covid-19 arising from participation in any cycling or other program and activity.
6. I do hereby release EBTC, its members, officers, directors, organizers, contractors, and agents from all liability, and do hereby waive as against EBTC, its members, officers, directors, organizers, contractors and agents all recourses, proceedings, and causes of action of any kind whatsoever in respect to all personal injuries or property losses which I may sustain arising out of or connected with my preparation for or participation in cycling or other programs and activities, notwithstanding that such injuries or losses may have been caused solely or partly by the negligence of the EBTC or any of its members, officers, directors, organizers, contractors or agents.
7. I have carefully read this ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY agreement. I fully understand it and I am freely and voluntarily executing it.
8. I understand that this ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY is binding on myself, my heirs, my next of kin, executors, administrators, and personal representatives.
9. By accepting this waiver, I acknowledge the following: a. I have the skills and conditioning required to complete the cycling rides or other programs and activities in which I participate. b. I will wear a helmet which meets current safety standards to all EBTC cycling events c. My equipment is in good condition.

I HAVE READ, UNDERSTOOD AND ACCEPT THIS WAIVER, RELEASE AND INDEMNITY. I am aware that by Accepting this agreement I am waiving substantial legal rights (on my behalf and on behalf of my heirs, executors, administrators and next of kin), including the giving up of my right to sue.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



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, overnight trip, touring, series), guests welcome.</i>	

