

QUICK REFERENCE GUIDE for Sweep (S), Ride Leader (RL), Ride Organizer (RO)

Introduction:

The following is a brief description of the **Day of the Ride** duties for EBTC sweeps and ride leaders and the additional duties for a Ride Organizer. It is highly recommended that ALL EBTC members read the Ride Leader Handbook found here: <https://bikeclub.ca/wp-content/uploads/Resources/RideLeaders/2025-04-07-Ride-Leader-Handbook-V3.pdf>

1. Sweep

- a. Know exactly where you are to meet to start the ride and arrive early (suggest ½ hour before start of ride).
- b. Be familiar with the route for the ride, preferably having downloaded it from RWGPS.
- c. Ensure you have the phone number of the RL so you can keep RL informed of any issues.
- d. Cycle towards the back of the group of cyclists so know whereabouts of all.
- e. Encourage slower cyclists.
- f. Assist a rider by calling for assistance if needed due to mechanical bike or personal/medical issue.

2. Ride Leader

- a. Check the weather and smoke conditions: Environment Canada (weather.gc.ca) **at least two hours** prior to start time. Email/phone participants if the ride is to be cancelled. There is a “button” in Karelo to e-mail riders of a cancellation.
 - i. Cancelling a ride: Link to the Bike Club’s webpage with instructions on “**Cancelling a Ride**”. DO NOT DELETE the ride. <https://bikeclub.ca/wp-content/uploads/Resources/RideLeaders/Cancelling-a-Ride.pdf>
- b. Know the route for the ride, preferably having downloaded it from RWGPS.
- c. Check phone for emails and texts from participants (cancellations, etc.)
- d. Ensure you have:
 - i. List of Registrants and their emergency contact info from Karelo. (printed or a screen shot).
 - ii. Accident Report form and pen. <https://bikeclub.ca/wp-content/uploads/Resources/RideLeaders/Accident-Report.pdf>
 - iii. Guest waiver form (2 pages). <https://bikeclub.ca/bring-a-friend/>
 - iv. Small first aid kit (Band-Aids, antiseptic wipes and gloves)
- e. **Arrive (as a leader) – ½ hour prior to ride start.**
- f. Be ready for safety talk at 15 minutes prior to start.
 - i. Tell all riders they must have helmets, a rear reflector and bell.
 - ii. Check that any e-bikes, if allowed on the ride, are pedal assist. (throttle bikes are not permitted).
 - iii. Check for new members/Guests. Guests must complete a Guest Waiver form. Welcome them to the club and answer any questions.
 - iv. Introduce your sweep if you have one, and where they will be. Make sure you have sweep’s contact info on your phone.

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- v. Describe the type of ride and your route/RWGPS with the group, including meet-up points, coffee or rest stops, known hazards etc.
- vi. Ask for volunteers to sweep or to lead a faster or slower group.
- g. Discuss Safety Rules applicable to your ride. Riders **should**:
 - i. Turn front/rear lights ON.
 - ii. Have water and/or snacks.
 - iii. Ride single file, at least 1 to 2 bike lengths apart (no drafting). Suggest that e-bikes leave 2 to 3 bike lengths apart due to their added weight.
 - iv. Pass **only on** the left. Call out “Passing on your left.”
 - v. Use hand signals to indicate left or right hand turns, stopping or slowing down. Explain hand signals. In congested areas, suggest also calling out turns or slowing/stopping.
 - vi. Point out or call out hazards on the road.
 - vii. Call out vehicles approaching from ahead or behind: “Car up” or “Car back”
 - viii. Use your bell to warn pedestrians or other riders.
- h. Know that pets, bike trailers and throttle e-bikes are not permitted on EBTC rides.
- i. After the ride, confirm that all riders are accounted for.
- j. Do not be afraid to ask for help from the group.

3. Ride Organizer

- a. Using RWGPS for EBTC members:
 - i. link to RWGPS on EBTC’s website: <https://bikeclub.ca/getting-and-using-ridewithgps/>
 - ii. develop a new route. If you need help with this, please contact a board member so that training may be provided, OR
 - iii. choose one from the many available in the club catalogue that will meet the objectives of the specific ride. Use the filter functions to help find a suitable ride more easily.
- b. Enter the ride details in Karelo, completing all fields as necessary. Link to creating ride in Karelo: <https://bikeclub.ca/wp-content/uploads/Resources/RideLeaders/Creating-a-Ride-in-Karelo.pdf> If you do not know how to do this, email Postit@bikeclub.ca with the details and someone will post it for you. Email as soon as possible as it may take some time for it to show up in the club calendar. NOTE: If you would like training in how to enter events into Karelo, please contact a board member.
- c. Ensure RL is arranged for the date of the ride, has the necessary information and understands their duties for the Day of the Ride (as outlined above).