

TRISTATE RAMBLERS BIKE LEADER GUIDELINES

*Both experienced and new bike leaders are welcome and valued.
You are the core of our TSR mission, both in care and enjoyment.*

Summary

SAFETY SHOULD BE THE TOP PRIORITY

In Advance of the Trip:

1. Learn the route for your trip.
2. Carefully write a description with distance and duration that welcomes bikers with similar abilities. Confirm/provide directions.
3. Post your trip.
4. Check your bike and gear; have your helmet and ECC (TSR Emergency Contact Card).
5. Communicate any trip changes.
6. Follow the rules for guest requests.

Just Before the Trip:

1. Check your travel time and plan to arrive half an hour before the start of the ride.
2. Assess your group's preparedness, check equipment (helmet, tire inflation, brakes, etc.), and address any questions. Address any guests.
3. Appoint a sweep or co-leader, circle up for introductions, and check for emergency cards
4. Start on time.

During the Trip:

1. Keep all bikers between you and the sweep and help them when needed. When riding on roads or crossing roads, be mindful of traffic and proceed in a safe manner.
2. Choose places for separations, clothing adjustments, rest, drink, and food.
3. Address injuries, if any.
4. Oversee decisions on unanticipated situations.

After the Trip:

1. Account for all bikers.
2. Remind members bringing guests to submit the signed waiver form.
3. Address any post-trip issues.

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Details

In Advance of the Trip:

1. **Learn the route:** Scout the area by biking your route before the trip date. Find possible stopping spots and points for early outs. Obtain contact information for the park office or staff in case of emergency.
2. **Write the trip description:** This is important to set expectations. Give distance, speed, and duration so bikers can tell if the trip might be too strenuous or too easy. Make sure that the meeting location is clear, especially if the location is not in the [TSR Directions document](#). The Outing Coordinator for biking is a good resource if you need assistance. If applicable, refer to the [Guidelines for Add-on and Show and Go Events](#). It is permissible to coordinate your event with another club but it must be disclosed in the description (e.g. This bike ride is jointly offered to members of ABC Club).
3. **Post your trip:** Learn how from the [TSR Leader FAQs](#).
4. **Check your equipment and be prepared for possible emergencies:** A TriState Ramblers Emergency Contact Card is required (available online at www.tristateramblers.org/forms). Bring a TSR Incident Report Form (available online at www.tristateramblers.org/for-leaders). Also, bring a first aid kit, whistle, and extra water (for others).
5. **Consider other equipment:** Food, hat, additional clothing, tire repair kit, cell phone, sunscreen, insect repellent.
6. **Change of schedule:** If needed, communicate your new plan (e.g., on a different day or with a different leader) or cancellation. Learn how from the [TSR Leader FAQs](#).
7. **Approve any guest requests:** If there are no members on the waitlist and you are willing to allow a guest, approve any members who have requested to bring a guest. Approval is solely at the discretion of the leader.

Just Before the Trip:

1. **Don't forget to pack your helmet, ECC, and bike accessories:** A helmet is mandatory.
2. **Leave early to arrive early:** Allow extra time for traffic delays. Build in time for things such as checking your bikers' equipment.
3. **Take attendance:** Check attendees against the list of registrants in SignUpGenius; members not registered cannot participate in the event (unless a Show and Go). Confirm that any guests have a signed waiver form complete with emergency contact information.
4. **Help the bikers reassess their capability:** Describe the day's activity, including its level of difficulty. Common problems are hills and a fast group pace. Listen to the bikers and advise them if the trip will be comfortable for them or if there are future trips that would be better. TSR wants trips to be safe and enjoyable for everyone. It is the leader's discretion to not allow a participant to join the group.
5. **Determine** who will be the sweep or co-leader.
6. **Introductions:** Form a circle, state your name and hometown, and remind bikers to stay between you and the sweep. Lead introductions. Offer to speak with anyone at the end of the ride about becoming a TSR leader.

7. **Be ready to start on time:** Out of courtesy to bikers who are ready, you are encouraged to start at the time listed in the schedule. Waiting for late bikers is not recommended because it may lead to a tradition of later arrivals and complicate the preparation to begin riding. You are responsible only for bikers who are with your group.

During the Trip:

1. **Enjoy the trip:** Remember that you are an ambassador of TriState Ramblers. If you are having a good time, others will, too! Going together has a substantial advantage in safety as well as in building friendships.
2. **Communicate:** You and your sweep should remain in touch to help keep your biking group together. Being nearby will improve the response time to problems and encourage socialization.
3. **Check bikers for their needs:** Watch for anyone having trouble keeping up early in the trip and discuss a solution with them. If anyone needs to leave your group (drop out), the leader should see if someone in the group can help as a companion. Tell them that the part of the group with the leader is the leader's only responsibility. **If someone leaves, they should have the leader's cell phone number to report that they arrived safely at the trip's starting point.** The leader should respond to requests to stop for water, rest, separation, or other breaks.
4. **Lunch breaks:** Following breaks during the trip, ensure that everyone cleans up the area and checks for items that might be left behind (trash, clothing, helmet, etc.). Give a 5-minute warning and take a headcount to ensure all bikers are ready to depart. Occasionally, a group may plan to dine together after the trip.
5. **Changes:** Explain to the group any change in route and inform them of an option to shorten or modify the trip when necessary (for bad weather, lightning, etc.).
6. **Handle accidents:** *If an accident occurs:* The safety of the group is your primary responsibility. Minor problems can often be handled on your own; an adhesive bandage and antiseptic cream are often sufficient. If the injured person needs professional assistance, call 911.

After the Trip:

1. Remain long enough to ensure that all participants start their cars and leave the parking area. Help people with directions, if necessary.
2. Remind members bringing a guest that they must submit the signed waiver form after the hike; follow the instructions on the form.
3. Complete the Incident Report form if someone was injured while riding and had, or is likely to require, treatment at a medical facility. Scan or take a photo of the report and send it via email or text attachment to the club treasurer.
4. In the event of a major accident involving rangers/police/EMS, notify the TSR president at your earliest opportunity and no later than the end of the day by providing a full written report, including whether medical attention was offered but refused.

5. Contact information for club officers is available on the Officers page of our website.
6. Keep copies of the document(s) for your own records.