

NMTS Policy

Topic: Ride Leader Responsibilities

Date: November 2010, Revised October 2017

Introduction:

- NMTS recognizes that ride leaders are volunteers who give their own time to support the club.
- The ride leader is the individual in charge of the ride on behalf of NMTS and is expected to exercise his/her best judgment in all situations.
- If you are a potential ride leader but are a bit uncertain or nervous about volunteering, NMTS has a number of experienced ride leaders who will be happy to assist you in planning and leading an NMTS ride. You are encouraged to contact any NMTS officer (listed on the second page of the club newsletter, *The Freewheel*) to ask questions or ask for assistance.

To Propose a Ride:

- Decide on a route. Many existing ride routes and maps are available on the NMTS web site for use in planning a ride, but the ride route can also be something new and different.
- Compose a description that includes the ride name, day(s), date(s), start time, leader's contact information, pace, terrain, mileage, start location, and other details (route summary, regroup points, etc.).
- The preferred method to submit the ride description is via the Ride Submission Form in the Members Only section of the NMTS web site, www.nmts.org, at least 72 hours prior to the proposed ride start time. Enter the ride description and click "Submit." Rides that require more extensive preparation (multi-day tours, out-of-state, or out-of-country rides) should be proposed much further in advance. The alternative is to contact the Ride Chairman by email (ridechairman@nmts.org) to provide the information. In that case, also send a copy to *The Freewheel* editor (freewheeleditor@nmts.org) and the webmaster (webmaster@nmts.org). If you don't use email or the Internet, contact the Ride Chairman by phone.

Prior to the Ride Date:

- Respond to questions from prospective riders.
- Prepare a route map or cue sheet handouts. Include your cell phone number on these.
- Print out a waiver/sign-in sheet (available on the NMTS web site or from the Ride Chairman).

At the Ride Start:

- Introduce yourself as the ride leader and, if appropriate, ask for rider introductions.
- Talk to new or less-experienced riders to make them feel welcome.
- Everyone should sign and fill in their contact information on the waiver/sign-in sheet. Riders must provide their contact information since the ride leader must know who is on the ride and who to contact in order to inform their family of an emergency situation.

- Hand out maps or cue sheets or give explicit route instructions. Review the ride highlights, including regroup locations, food stops, unusual road/traffic conditions and hazards.
- Ask the riders if they have any concerns about route and address any needed route alternatives.

During the Ride:

- Start the ride on time; you are not obligated to wait for latecomers.
- Take the waiver/sign-in sheet with you so that emergency contact information is available.
- Account for all riders by, for example, designating re-group points or providing the leader's cell number. The ride leader is not required to escort the last rider, but in a group with new or less-experienced riders it may be appropriate to designate a sweep rider.
- It is not the ride leader's responsibility to repair bikes but it is a good idea to bring some basic tools and a spare tube.
- Account for all riders at the end of the ride.

After the Ride:

- Determine the mileage ridden by each rider based on the NMTS mileage guidelines.
- Report the list of riders and rider mileages to the Mileage Chairman within a day or two.
- Send the waiver/sign-in sheet to the NMTS Treasurer.
- Fill out and submit an email accident report promptly to the President and the Treasurer if an accident occurs.
- Send a narrative of the ride to *The Freewheel* editor. This is optional but helps inform current and prospective NMTS members about club activities.

Other Responsibilities:

- Ride leaders must show up at every ride they are leading or find a responsible substitute.
- Contact the Ride Chairman if you have questions or must cancel a scheduled ride.
- If a ride leader cannot lead a ride (especially recurring rides) they should consider announcing that they cannot lead the ride and ask if anyone is willing to take their place as the leader.
- For a ride that has been cancelled less than 72 hours before the planned start, the ride leader or his/her designated representative should still show up at the planned ride start location and time (if possible), in case some NMTS members do not catch the cancellation notice and come out for the ride.
- For some rides, especially recurring ones, the ride leader may not want to ride due to the weather. In this case, ride leaders are encouraged to allow anyone showing up for the ride and willing to do the ride (even with a modified course in consideration of the weather) to lead the ride (Acting Ride Leader) and report the results to the ride leader.