Why Lead a Ride?

There are many reasons to lead a ride for the club...

First and foremost, you’ll ride the ride that YOU want to ride! The route, the pace - it’s all up to you!

You’ll also find you may just make new friends as riders show up to your rides. Club rides can be a fun social event filled with conversation, compelling you to ride even more!

Club rides can also help to attract new club members. As new riders hear about our rides and participate, we help to grow the club membership. Those new riders then might participate in helping to run the club and offer new experience.

You’ll also find a great satisfaction on a ride well done, helping to encourage you to try new routes and ride farther distances than you may currently!

Lastly, the club recognizes frequent ride leaders at our annual Christmas party. Ride leaders are the heart and soul of our organization - we want to make sure you get the recognition you deserve!

Problems You’ll Face

Let’s be honest - sometimes there are problems! While bikes are generally reliable, they’re still a machine and things can go wrong, including but not limited to:

- Flat/cut tires (probably the majority of problems)
- Loose parts like headsets
- Broken/skipping chains
- Mis-adjusted/rubbing brakes

Not to mention other potential issues like:

- Rain/wind/snow/cold
- Forgotten water bottles
- Crashes/accidents
- Insect/bee stings

That’s not meant to discourage you however - because although problems can happen, they are rare and the majority are very minor problems that are easily fixed or ignored until the end of the ride.

Just know as ride leader you are not expected to be a bike mechanic or EMT. People will however generally lend a hand to fellow cyclists, and in rare event of emergency there is 911.
Planning Your Ride

Route Planning

So you’ve decided you want to lead a ride. Great! Now what to do? Fear not, we’re here to guide you!

First and foremost you’ll want to plan your route. It’s easy to create routes/maps on the following sites:

http://www.mapmyride.com
http://www.ridewithgps.com
http://www.strava.com
http://connect.garmin.com

We can’t provide you specific directions for each site but they are all very similar, just a little different. For the most part you click a start point, then click along the roads of the route you want to plan. When you’re done, save the route. Give it a good name!

Don’t forget while you’re planning you’ll want to include rest stops if the ride is of considerable distance. Try to plan a water stop every 20-25 miles if possible, or at the very least a place to pull over and rest.

Lastly - you may want to check the route. Drive it in your car or ride it - make sure roads aren’t closed and that roads aren’t gravel (unless you want gravel!)

Cue Sheets and GPX/TCX files

Once your ride is planned out and all is good you’ll want to create a cue sheet. If you don’t have a GPS that can give you directions, you’ll need a cue sheet to keep you on route, and for other riders to find their way. Try to print out several cue sheets so riders can have one if they want one.

You can find a cue sheet template in Excel format on the club website under the ride leader tab. You’ll have to manually enter the route:

http://www.hanovercyclers.org/rideleader

Online sites like mapmyride, Strava or ridewithgps can also allow you to print out your route as a cue sheet, but may have limited format options to do so.

Make sure your cue sheet is accurate with street names, and at least approximately accurate with distances. Make sure all turns are clearly communicated, and note any special instructions like rest stops, etc.
Planning Your Ride

Cue Sheets and GPX files

You may also wish to provide a GPX file for club members with GPS units, like the popular Garmin Edge series. GPX files can be used by Edge units like the 800 and 1000, or the Touring models to provide turn by turn navigation, in lieu of a cue sheet. Other models such as the 500 series can provide a breadcrumb display to follow.

The on-line sites like mapmyride, Strava or Ride-withGPS allow you to export your route in several formats. Choose the GPX format for maximum compatibility. It may name the GPX file as a number (usually the route number the site uses) but you can change the name to the name of your ride when saving.

To share the GPX file, you may email it to: rides@hanovercyclers.org and we will place the file in our dropbox and provide you a share link. GPX files can be accessed by anyone on the club website by clicking the button on the left side of the main page. This accesses our dropbox and rides are categorized by area.

So now your ride is planned. Now what? Now you’ll want to pick a date and get it on our ride calendar! You can do this one of two ways -

1- Email the ride information to rides@hanovercyclers.org and we will put the ride on the ride calendar and communicate it to the club.

2 - Use the club calendar and list it yourself. This is very easy to do and encouraged!

The ride calendar is web based and available several places:

http://www.hanovercyclers.org/event-and-ride-calendar/

Our Facebook Page (click the ride calendar tab)

Or simply bookmark this web page: https://teamup.com/ks315b9485e45b95a5/

All of these locations provide the same calendar that you can add your rides to. You cannot modify them after they are created however (we have to do that).
Planning Your Ride

Hanover Cycler’s Ride Calendar

The ride calendar works just like any other calendar you’ve used - switch between months at the top left of the calendar. Switch to month, week, agenda views, etc at the top right.

To enter a ride, just click on the date you want. A window will pop up on the screen where you type in the ride information:

Now you just type in the information! Be sure to give the ride an interesting and unique title to attract riders. Uncheck the “all day box” and enter the start and approximate end times of the ride.

Enter your name and email address in the “who” field - and note that rides without this information WILL BE DELETED.

Pick the ride class from the drop down menu, and enter the street address for the start location. Entering the actual street address, rather than “meet at Joe’s” will allow others to click the pointer and see it on the map! If the ride is going to repeat daily or weekly, click the repeat button and enter appropriate start/end dates.

Finally, click the “more” button to expand the field and enter any other information you’d like communicated. Include things like ride length, description (where are you going?), and any special instructions like cancellation in case of rain or temperatures.

Finally, if you have questions or need help please email rides@hanovercyclers.org and we will assist you!
Communicating Your Ride

Once your ride has been added to the calendar, we receive a notification by email. The club will tweet out the ride if it takes place after the weekly rides report has been sent out on Sunday. This will also show up on the club's Facebook page.

If the ride takes place in an upcoming week, it will be added to the weekly ride report which is sent to every club member.

You may also easily share the ride (or other rides) personally through the club calendar. Clicking on an existing event on the ride calendar brings up the event details. At the top is a share button, which allows you to share the event via Facebook (your own page), Twitter, or email. Please feel free to send it to your friends to get as many riders to attend as you can!

Ride Waiver

The last piece of the ride puzzle you will be responsible for is the club ride waiver. You will need to print out and bring along the waiver (sign in sheet), and are responsible for ensuring all riders sign the sheet.

The sign in sheet does several things:
1. Protects the club and ride leader from negligence and assumption of risk for the ride.
2. Provides written proof of riders in attendance for club insurance. If a rider does not sign, they cannot make a claim on the insurance.
3. Provides quick reference for emergency numbers.

Note that non-club members **ARE NOT** covered by club insurance, and you should communicate this to them at the start of the ride.

Any riders that refuse to sign are not allowed to attend the ride. You cannot actually stop them from following the ride, but make it clear they are not part of the ride.

Keep the waiver in your jersey for the ride, to have access to cell phone numbers in case someone gets lost.

After the ride, email points@hanovercyclers.org with rider names and ride info for points (you will receive a reminder email).
**LET’S RIDE!!!**

It’s ride day, time to lead your ride!! We know you’re excited, so calm down and review this checklist first:

1. Do I have cue sheets? Bring along 5 or so at least.
2. Do I have ride waivers? This is mandatory!
3. Don’t forget your helmet!
4. Check your gear (spare tubes, etc)
5. Don’t forget a PEN to sign the waiver with!

Do a quick check of your bike before leaving - **AIR, BRAKES, CHAIN** and **QUICK RELEASE**.

Plan to arrive at least 15 minutes early. Use this time to get your waiver ready, and have riders sign in as they arrive. While you will likely have ridden with a lot of the riders before, introduce yourself to anyone you may not have ridden with and identify yourself as the ride leader. The new riders/non-club members will appreciate this gesture. Welcome non-club members and explain the ride to them, and encourage them to join the club if they enjoy the ride!

Once the group is assembled, take a moment before leaving and give everybody a quick overview of the ride. Pass out any cue sheets to people who want them.

**RIDING YOUR ROUTE**

When you are leading the ride it is your responsibility to keep the group on direction and on pace. If you advertised a 15 mph average pace ride, don’t try to make the group ride at 25 mph. Likewise, don’t advertise a 20 mph ride and ride at 10 mph pace. During any ride, you will be riding at various speeds from slow to fast so try to pay attention to your overall pace, not necessarily what you may be doing up a hill.

Pay attention to your cue sheet, and call out turns well ahead. Use appropriate hand signals so the group can see when a turn is about to take place, and aren’t surprised by it. Basically - just point in the direction you are going to turn. Left hand pointed down, palm out indicates you are stopping.
LET’S RIDE!!!

RIDING YOUR ROUTE

You are also responsible in making sure the group rides safely, and follows applicable traffic laws. All club members are given the Pennsylvania bicyclists handbook when they join. Review it if you are unfamiliar, or might have forgotten cycling laws.

Be courteous to drivers and other vehicles on the road. Remember we represent not just our club, but all cyclists and want to present as positive and responsible users of the roadways. Be sure to wave thanks and smile when a car lets you go at a stop sign. A little goes a long way!

When you are at the front, be sure to point out obstacles that might be block from the view of riders behind you. Point at things such as potholes, grates, debris and other things littering the roadway.

Keep track of those behind you regularly, and stop as necessary to let the group catch up. If the pace is fast, or it’s a particularly hot day stop a minute and encourage everyone to take a drink and stay hydrated. DON’T assume people are drinking, make sure they are!

Finally - the entire reason we ride - HAVE FUN!!!

Uh-Oh! Now What?!?

Unfortunately, not every ride is going to be problem free. If you lead enough rides, problems will occur. People will get flat tires. People will have parts break. They may even crash.

Fear not! Come prepared!

Hanover Cyclers recommends that you have a saddle bag on your bike (or carry stuff in your jersey pockets). At minimum you will want:

1 - A multi-tool with a chain breaker
2 - Quick release links (KMC or CONNEX) for your chain
3 - Spare tubes (2)
4 - CO2 inflater and cartridges (2), or frame pump
5 - Tire levers (2 or 3)
6 - Dollar bill or candy bar wrapper

For simple things like a flat tire (the most likely thing you’ll ever have happen), stop the group. If the rider is no proficient in changing a flat tire, offer assistance or ask if anyone can help - usually help is offered without asking. Offer a tube or inflater if the rider doesn’t have one.

For mechanical problems like a mis-adjusted dérailleur, most can be solved, or at least adjusted enough to get rolling again with a multi-tool.
Another common problem with STI shifters is a cable breaking. If a rider has a shift cable snap, this too is a relatively quick and easy fix with a multi-tool and a simple trick. Remove the shift cable from the dérailleur using the appropriate Allen key on the multi-tool.

If it’s the front dérailleur, it will default to the small chainring. This is normal, and they will have to pedal with the small ring. Adjust the set screw so the chain doesn’t rub.

If it’s the rear dérailleur, turn the HIGH set screw in as far as it will go. This will push the dérailleur in a few cogs so you’re not riding in the tallest gear, and you can use the small and large chainrings. It will be tough, but the rider can pedal back.

In the event of a failure that cannot be fixed and the bike cannot be pedaled or ridden (like a crank arm breaking off), ask for volunteers to stay with the rider. Give the stranded riders a cue sheet, and ask them to stay where they are if safe, or to walk the route to the safest pickup spot. Finish the ride as quickly as possible, and ask for volunteers to go with you to pick the riders and their bikes up.

**IN EVENT OF A CRASH**

Unfortunately, we are humans and make errors. Riders sometimes crash, or may be struck by other vehicles. In such an event, **STOP THE RIDE IMMEDIATELY**. Most importantly, stay calm and don’t panic!

Assess the situation, and the riders involved. They may simply have a scrape or two and be fine. They may however need medical attention. You may be riding with someone who is a trained EMT or doctor, and may want to take charge. If so, allow them. However, you may be the one who needs to stay in charge of the situation. If that is the case, the following checklist may be handy:

1 - HAVE A RIDER CALL 911.
2 - DON’T MOVE THE RIDER.
3 - Have riders direct traffic as necessary.
4 - MOVE EVERYONE ELSE OFF THE ROAD.
5 - Have members who witnessed the crash provide the police with a description of what happened.
6 - Ask the police if they can transport/store the rider’s bicycle.
7 - Refer to the sign in sheet or rider’s Road ID and contact their emergency contact. Be brief and don’t speculate on the rider’s condition. Tell the emergency contact where the rider has been taken so they can make appropriate arrangements.
8 - Make sure the remaining riders get back to the start area safely and quickly.
### Hand Signals and Calls

<table>
<thead>
<tr>
<th>Call</th>
<th>Hand Sign</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Turn left&quot;</td>
<td>Left arm out shoulder level.</td>
<td>The bunch will turn left when the road is clear.</td>
</tr>
<tr>
<td>&quot;Turn right&quot;</td>
<td>Right arm out shoulder level.</td>
<td>The bunch will turn right when the road is clear.</td>
</tr>
<tr>
<td>Changing Lanes</td>
<td>Arm raised up high pointing in the direction of the lane.</td>
<td>The lead rider will do this hand signal when the group wants to change lanes. The bunch will wait for the lead rider's call to cross over.</td>
</tr>
<tr>
<td>&quot;Wait&quot;</td>
<td>The rear rider's call for not changing lanes yet.</td>
<td>The rear rider's call for the lane is safe to change into.</td>
</tr>
<tr>
<td>&quot;Over&quot;</td>
<td>The rear rider's call for not changing lanes yet.</td>
<td>Used when continuing to pass the rider.</td>
</tr>
<tr>
<td>&quot;Clear&quot;</td>
<td>No cars in the roundabout.</td>
<td>When overtaking another rider warn them at your passing...</td>
</tr>
<tr>
<td>&quot;Car left / right&quot;</td>
<td>There is a car left or right in the roundabout.</td>
<td>Used when signaling the group that there is a car to your left or right.</td>
</tr>
<tr>
<td>&quot;Roundabout&quot;</td>
<td>The bunch needs to stay in the lane.</td>
<td>This could be a two lane roundabout.</td>
</tr>
<tr>
<td>Changing Speeds</td>
<td>Hand lowered, putting back.</td>
<td>The bunch needs to slow down consistent with the bunch.</td>
</tr>
<tr>
<td>&quot;Slow up&quot;</td>
<td>Hand lowered, putting back.</td>
<td>Used when the front is going to slow down.</td>
</tr>
<tr>
<td>&quot;Stop&quot;</td>
<td>Hand lowered, putting back.</td>
<td>Used when the lights have turned yellow but it's safe and there is enough time for the bunch to go through.</td>
</tr>
<tr>
<td>Changing Line up</td>
<td>One raised open hand above your head.</td>
<td>The bunch needs to go into single file.</td>
</tr>
<tr>
<td>&quot;Single up&quot;</td>
<td>The bunch needs to go back to 2 abreast riding.</td>
<td>It is safe to do so but you must be aware of your new line of traffic.</td>
</tr>
<tr>
<td>&quot;On your right / left&quot;</td>
<td>A person is holding the bunch back to go around you.</td>
<td>A person is holding the bunch back to go around you.</td>
</tr>
<tr>
<td>Obstacles</td>
<td>Hand behind head back.</td>
<td>A person in car may or may not have opened their door.</td>
</tr>
<tr>
<td>&quot;Near&quot;</td>
<td>Paints towards the hole.</td>
<td>If a hole is approaching.</td>
</tr>
<tr>
<td>&quot;Door&quot;</td>
<td>Hand behind head back.</td>
<td>A person in car may or may not have opened their door.</td>
</tr>
<tr>
<td>&quot;Car up&quot;</td>
<td>Hand behind riders back pointing to your right.</td>
<td>Approaches from the side or object that may need you to move off your lane but it is a narrow lane, has long to the left.</td>
</tr>
<tr>
<td>&quot;Wall up&quot;</td>
<td>Hand behind riders back pointing to the wall.</td>
<td>Approaches from the side or object that may need you to move off your lane but it is a narrow lane, has long to the left.</td>
</tr>
<tr>
<td>&quot;Car back&quot;</td>
<td>Usual call by the rear rider.</td>
<td>Car behind the bunch wants to overtake.</td>
</tr>
<tr>
<td>&quot;Car inside&quot;</td>
<td>Used on multi-lane roads when a car is passing on the inside.</td>
<td>Used on multi-lane roads when a car is passing on the inside.</td>
</tr>
</tbody>
</table>
HANOVER CYCLERS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT (“AGREEMENT”)

IN CONSIDERATION of being permitted to participate in any way in Hanover Cyclers sponsored Bicycling Activities (“Activity”) I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of Bicycling Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further acknowledge that the Activity will be conducted over public roads and facilities open to the public during the Activity and upon which the hazards of traveling are to be expected. I further agree and warrant that if, at any time, I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.

2. FULLY UNDERSTAND that: (a) BICYCLING ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH (“RISKS”); (b) these Risks and dangers may be caused by my own actions, or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE “RELEASEES” NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation or that of the minor in the Activity.

3. HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE the Hanover Cyclers, LAB, their administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE “RELEASEES” OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

RIDE NAME: ______________
RIDE DATE: ______________
RIDE START LOCATION: ______________

RIDE LEADER SIGNATURE: __________________________
PRINTED NAME: __________________________
EMERGENCY #: __________________________

PARTICIPANTS SIGNATURE: __________________________
PRINTED NAME: __________________________
EMERGENCY #: __________________________
HC MEMBER (Y/N) __________________________

I HAVE READ AND UNDERSTAND THIS WAIVER