



RESPONSIBILITIES OF A TOUR LEADER

NFBTC Objectives

- To promote and encourage recreation and utilitarian bicycling primarily in and around the Niagara Region.
- To educate our members directly and the public indirectly, on legal, safety and technical matters pertaining to bicycling.
- To assist in the establishment and protection of the rights of cyclists.

The responsibilities of a Tour Leader are very important for the safety and operation of the NFBTC. Our goal is that all riders have a safe and positive ride experience and that no rider is ever left behind. It is recommended that all Tour Leaders review the Safety Rules (Website: Safety tab on menu bar) at the beginning of each ride season. To lead a ride, a Tour Leader must be a current, paid-up member.

Before Ride

- Check the Ride Schedule (Website: Rides tab on menu bar) well in advance to remind yourself of your commitment.
- Confirm the start location of the ride.
- Ride the route or travel it in your car to ensure that the roads are in good condition and that there are no road closures. If there is a section of road that is unsuitable, you may change the route if needed. If you cannot change the route, discuss the problem area at the ride start.
- From the website, print the following:
 - Required cue sheets/maps and make copies for riders (Website: Information tab on menu bar).
 - Liability Release Form (Website: Tour Leaders' tab on menu bar).
 - Incident Report Form (Website: Safety tab on menu bar). Familiarize yourself with this form so you know the difference between a reportable and non-reportable incident, what other concerns should be reported, and how to complete the form.
 - Top Ten Safety Points to Review Before a Ride (Website: Safety tab on menu bar).
- If you cannot lead your ride, it is your responsibility to find a replacement Tour Leader by referring to the Substitute Tour Leaders' List (Website: Tour Leaders' tab on menu bar).
- Read What to Expect as a Tour Leader on an 'A-B-C' Ride (Website: Tour Leaders' tab on menu bar)

Beginning of Ride

- Arrive at the ride start location at least 15 minutes before the start time in order to have riders sign the Liability Release Form.
- Verify that all present are current members and have signed the Liability Release Form or are guests and have signed the Guest Release Form on the back of the Liability Release Form. If a rider does not sign the Liability Release Form or does not have a helmet, he/she cannot join the ride.
- At the designated start time, the Tour Leader should:
 - Do a quick introduction, where appropriate. Ask riders to identify themselves, and in particular, identify any new members. Welcome new members and ask if they have any questions.
 - Enquire which riders have a cell phone in case there is an emergency, if the tour leader does not have a cell phone.

- Hand out cue sheets/maps, if appropriate.
- Give an overview of the ride, pointing out any unique aspects, e.g. re-grouping points, cue sheet changes, any safety issues specific to the ride, such as busier roads or trail sections, gravel roads, steep downhill sections, single file riding, etc.
- Indicate the refreshment stop location and advise the restaurant for large groups.
- Remind all riders to obey the Highway Traffic Act and review the Top Ten Safety Points with the riders.
- Leave a spare cue sheet/map on a car as a courtesy for any late comers. If a rider does not catch up, he/she is not considered to be part of the ride. If a rider catches up, ensure he/she signs the Liability Release Form.
- Remind riders to notify the Tour Leader or another member if they plan to leave the ride at any time.

During Ride

- A Tour Leader (or designated Sweep) always rides at the end of the ride (except for 'Group' rides).
- Where appropriate, a Tour Leader may ask another rider to lead the ride, since he/she will be at the end of the ride. If a Tour Leader leads from the front, he/she MUST have a designated Sweep who will stay at the end of the ride.
- Never leave any rider alone or behind the Tour Leader/Sweep.
- A Tour Leader should never ride faster than the posted speed designation for the ride.
- Stop and regroup where appropriate/necessary in a safe area off the road.
- Keep in mind that the most common concerns expressed by both new and current members are:
 - "The Tour Leader did not stay in position at the end of the ride and I ended up alone and lost."
 - "The Tour Leader rode faster than the posted ride speed and I could not keep up."
- If there is a reportable incident during the ride, it is the responsibility of the Tour Leader to record the information on the Incident Report Form at the scene of the incident.
- Make note of any other concerns that should be reported, e.g. unsafe road conditions, dogs, etc.

After Ride

- If there has been a reportable incident, report it to the Safety & Education Director at safetyandeducation@thefreewheelers.com and the Tour Director at tourdirector@thefreewheelers.com within 24 hours, if possible. Scan the written Incident Report Form and email it to the Safety & Education Director. If you cannot scan the document, you should mail it to the Freewheelers PO Box or give it to a member of the Executive.
- The Tour Leader should follow up with the rider(s) involved in a reportable incident.
- Report any other concerns to the Safety & Education Director.
- Remember to hand in the Liability Release Form to the Tour Director or any other member of the Executive. These sheets are kept for insurance purposes.
- Submit any necessary, permanent changes in a ride cue sheet/map to the Tour Director.

**Thank you to all our Tour Leaders for volunteering to lead rides.
We appreciate all that you do!**

Website: thefreewheelers.com