



RESPONSIBILITIES OF A TOUR LEADER DURING COVID-19

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.

Overview of Ride Protocol During COVID-19 (Excerpt from COVID-19 - Guidelines for Cycling)

- All riders should carry hand sanitizer, a mask, and disposable gloves for personal safety and follow all COVID-related government protocols, ensuring 2 metres of social/physical distancing at the start of a ride/end of a ride and at all stops. Wear a mask if you cannot maintain the required physical distancing.
- Group size is no longer restricted. However, for cycling safety purposes, larger groups can be split into smaller groups. This would be at the discretion of the Tour Leader and be based on the number present and on the ride route. If a large group is split, each group will have a Tour Leader and a Sweep. Groups will leave 15 minutes apart, and riders will stay in their assigned group.
- Riders should maintain a distance greater than 2 metres while riding to avoid possible droplets which may be in the slipstream of the rider in front.
- Riders should safely move to the back of the group, if they need to sneeze, cough, spit or blow their nose during a ride.

Read COVID-19 - Guidelines for Cycling (Website: Safety tab on menu bar)

Before Ride

- Check the Ride Schedule (Website: Home page > Full Ride Schedule) 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(s) at the ride start.

- From the website, print the following:
 - Required cue sheets/maps with a minimum of 4 copies (Website: Home page > Ride Info > Cue Sheets/Maps) for 2 Tour Leaders and 2 Sweeps; riders have been asked to bring their own cue sheet/map.
 - Liability Release Form (Website: Tour Leaders' tab on menu bar); bring a pen.
 - 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 & Top Five COVID Guidelines to Review Before a Ride (Website: Safety tab on menu bar).
- Bring hand sanitizer, a mask, and disposable gloves (in case first aid is required) to all rides.
- If you cannot lead your ride, it is your responsibility to find a replacement Tour Leader by asking another member to replace you.
- 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.
- By asking those present, verify that all riders are current, paid-up members or guests.
- Record the names of members on the Liability Release Form and guests on the Guest Release Form (reverse side of Liability Release Form). Individual riders should not sign the form. If a rider refuses to be signed in 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.
 - Review the Top Ten Safety Points and Top Five COVID Guidelines so that all riders understand how the ride will be managed with COVID-related government protocols.
 - Remind all riders to obey the Highway Traffic Act.
 - Give an overview of the ride, pointing out any unique aspects, e.g. regrouping 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, if there is one, noting that all COVID-related government protocols must be observed during all stops.
 - Remind riders to notify the Tour Leader or another member if they plan to leave the ride at any time.
- Hand out cue sheets/maps to Tour Leaders and Sweeps (if 2 groups).

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, observing all COVID-related government protocols during THE stop.
- 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