



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 at the beginning of each ride season. To lead a ride, a Tour Leader must be a current, paid-up member.

For cycling safety purposes, larger groups may be split into smaller groups. This would be at the discretion of the Tour Leader and based on the number present and on the ride route. If a large group is split, each group would have a Tour Leader and a Sweep. The Tour Leader will determine when each group will start riding.

Before Ride

- Check the Ride Schedule on the website well in advance to remind yourself of your commitment.
- Confirm the start location of the ride.
- If possible, 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, reroute where possible. If you cannot change the route, discuss the problem area(s) at the ride start. If the route has not been checked in advance, let the riders know there is the possibility that there could be problem areas and they will be dealt with as they occur.
- From the website (listed at end of document), print the following:
 - Required cue sheets/maps with a minimum of 4 copies (possibility of 2 Tour Leaders and 2 Sweeps). Riders have been asked to bring their own cue sheet/map.
 - Liability Release Form; bring a pen.
 - Incident Report Form. 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
- 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

Beginning of Ride

- Arrive at the ride start location at least 15 minutes before the start time.
- Verify that all riders are current members, paid-up members, or guests. Members should sign the Liability Release Form and guests should sign the Guest Release Form (reverse side of Liability Release Form). Signing in and helmets are mandatory on every ride, and the use of aero bars is not permitted.
- 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.
 - Remind riders to carry identification, current emergency contact information, and pertinent medical information when they are cycling.
 - Review the Top Ten Safety Points and remind 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.
 - 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 Leader(s) and Sweep(s).

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, 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.

Document Locations on Website

- Tour Leaders tab on menu bar:
 - Responsibilities of a Tour Leader During COVID-19
 - Liability Release Form
 - What to Expect on an 'A-B-C' Ride
- Safety tab on menu bar:
 - Incident Report Form
 - Top Ten Safety Points to Review Before a Ride
 - Safety Rules
 - Emergency Preparedness
- Cue Sheets/Maps (Routes folder):
 - Home page > Ride Info & Cue Sheets > Cue Sheets/Maps
 - Rides page (from Home page, click either on Full Ride Schedule or Rides tab from menu bar) > Ride Info & Cue Sheets > Cue Sheets/Maps
 - Note: Cue Sheets/Maps can also be accessed from pop-up boxes for specific rides.

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

Website: thefreewheelers.com