



RESPONSIBILITIES OF A TOUR LEADER

The responsibilities of a Tour Leader are very important for the safety and operation of the Niagara Freewheelers Bicycle Touring Club. Our goal is that all riders have a safe and positive ride experience and that no rider is ever left behind. It is essential 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.

Before Ride

- Check the Ride Schedule on the website well in advance to remind yourself of your commitment.
- Confirm the start time and 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 (see Appendices A & B), print the following:
 - Required Cue Sheets/Maps with a minimum of 1-2 copies. Riders have been asked to bring their own Cue Sheet/Map.
 - Ride 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.
 - 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. If you cannot find a replacement, notify the Tour Director.

Beginning of Ride

- Arrive at the ride start location at least 15 minutes before the start time.
- Ask riders if they are paid-up members or guests. Members must sign the Ride Liability Release Form and guests must sign the Guest Release Form (reverse side of the Ride Liability Release Form). Signing in and helmets are mandatory on every ride, and the use of aero bars is not permitted.
- Based on the number of riders present and the ride route, decide whether the group should be split into smaller groups for cycling safety purposes. If a large group is split, each group should have a Tour Leader and a Sweep. The Tour Leader will determine when each group will start riding.
- If it is a combination ride (AB or BC), decide whether the group will ride as two groups or as one group at the same pace (pace of slowest rider).
- Identify and appoint a Sweep(s). Discuss the possibility of occasionally rotating the Tour Leader/Sweep positions during the ride

- At the designated start time, the Tour Leader should:
 - Do a quick introduction, where appropriate. Ask riders to identify themselves, their usual ride pace, and if they are 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 Safety Points to Review Before a Ride and remind riders to obey the Highway Traffic Act.
 - Identify the ride pace. The pace should accommodate the slowest rider.
 - 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.

During Ride

- The Tour Leader typically rides at the front of the ride, and the designated Sweep rides at the end after the last rider. If it is mutually agreeable, the Tour Leader and Sweep may rotate positions at any point during a ride. Most importantly, no rider should be left alone or behind the Sweep.
- Take the Ride Liability Release Form/pen on the ride for riders to sign in, if they join the ride during the route.
- The 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:
 - “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. Where appropriate, take photos, e.g. pot holes, railroad tracks.
- 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 within 24 hours to:
 - Safety & Education Director at safetyandeducation@thefreewheelers.com
 - Tour Director at tourdirector@thefreewheelers.com
- Scan or take a take a cellphone photo of the completed 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 Director will follow up with the rider(s) involved in a reportable incident.
- Report any other safety concerns to the Safety & Education Director.
- Scan or take a take a cellphone photo of the completed Ride Liability Release Form and email it to the Membership Director at membership@thefreewheelers.com as soon as possible after a ride.
- Submit any necessary, permanent changes in a ride Cue Sheet/Map to the Tour Director.

APPENDIX A

Document Locations on Website

- Tour Leaders tab on yellow menu bar:
 - Responsibilities of a Tour Leader
 - Ride Liability Release Form
- Safety tab on yellow menu bar:
 - Incident Report Form
 - Safety Points to Review Before a Ride
 - Safety Rules
 - Emergency Preparedness
- Information tab on yellow menu bar:
 - Ride Cancellations/Changes

APPENDIX B

Cue Sheets/Maps (Routes Folder)

- From Home page:
 - Click on Ride Info & Links / Cue Sheets
 - Click on Cue Sheets & Maps
 - Opens in Routes folder
 - Search alphabetically for the desired Cue Sheet
 - Click on the Cue Sheet to download & print
- From Rides page*:
 - *Access Rides page from the home page: click either on Full Ride Schedule or Rides tab from menu bar
 - Click on Ride Info & Links / Cue Sheets
 - Click on Cue Sheets & Maps
 - Opens in Routes folder
 - Search alphabetically for the desired Cue Sheet
 - Click on the Cue Sheet to download & print
- From a pop-up box for a ride on the Ride Schedule:
 - If a ride has a designated route, a Cue Sheet link will be available in the pop-up box, and a RWGPS (Ride with GPS) link may also be available.
 - For events, 'More Information' will appear in the pop-up box. Click on this link to go to the event page, where Cue Sheets and RWGPS links may be available.

RWGPS (Ride with GPS) Links/Cue Sheets

- To use our RWGPS routes for turn-by-turn navigation on a smartphone (RWGPS app) or a compatible GPS bike computer, you can join the Niagara Freewheelers RWGPS Club Account (minimum of a free basic RWGPS personal account also required).
- Once registration is completed, you can access the Freewheelers' library of RWGPS cycling routes, download routes for turn-by-turn navigation (phone or bike computer), and print Cue Sheets directly from the RWGPS Route Library.
- To access the RWGPS Club Account after joining, log into to your personal RWGPS account and click on the yellow 'F' icon on the dashboard page, or click on the RWGPS logo on the website's home page (top right corner or bottom of page).

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

Website: thefreewheelers.com