



Ride Leader Guide

Thank you for being a Bike East Bay member and for volunteering to lead a group ride! Your help spreading the joys of discovering by bike is valuable, and we are grateful for your time and efforts. Please review the following information, which we've put together to support you and to ensure a safe and enjoyable ride for all.

Planning Your Route

Be realistic about how much ground you can cover

You don't have to visit every ice cream shop in your town (three is plenty), and you can always plan a "Part Two" ride.

Determine your audience

Who should attend this ride or event? Who shouldn't? Consider ages, skill levels, ride speed, level of fitness, and include clearly in the ride description.

Consider distance, climb, pace, tone

It's fine to have a short flat ride, a longer hilly ride, and anything in between! You just need to communicate it appropriately.

Select a clear starting point

Be specific. Outside of BART stations or cafes make good meeting points. Avoid large, busy places where your group will be hard to find. If starting at a BART station, take that day's train schedule into account.

Plan breaks at appropriate points in your route

Allow for bathrooms and snacks, but beware of momentum-killers if you want to keep things moving (a pause at the farmers market can become a longer stop than you planned). Make sure there is a good place at your stops for the group to get off the road or trail.

Map your route

Google maps, Bike Mapper, hand-drawn, and others are good options. If planning a long ride, consider adding mid-way "bail" points at BART stations or other transit connections where a participant can choose to cut their ride short. How large the group will be may influence your route: a narrow, busy pathway may be appropriate for a small group, but for a large ride you may need to stick to wider streets and roads.

Notify any businesses and others that you're coming

Confirm that they will be open and are receptive to your group.

What will happen to bikes at your stops?

Do you want to assign a friend to help watch bikes? Do all riders need to bring their own lock? Is there bike parking nearby? *Where* will people leave their bikes?

Where will the ride finish?

One-way or round-trip? Bring them back to the start, or leave 'em someplace useful, like BART.

Recruit help

Plan one volunteer for every 10 people. Recruit your friends or have a confident plan for assigning people to this ride at your meeting place if you've requested volunteers from Bike East Bay. Sweeps help keep the group together, wrangle people, and maintain pace. This is also a good excuse to have a few friends join you for your ride.

Required Supplies, Provided by Bike East Bay

- Clipboards and pens
- Bike East Bay membership postcards and sign-up forms
- Crash checklist + rules of the road
- Envelope for donations, membership forms, and completed sign in sheets
- Sign in sheet/ride waiver form
- Bike map for city/cities of ride
- Printed maps of ride and route

Supplies Provided by Ride Leader (nice to have)

- Patch kit and pump
- Multitool
- First aid kit
- Camera (to take pictures of your ride!)
- A couple spare energy bars or trail mix, to help out any riders who might be running low on "fuel"

Ride Timeline

1-3 Weeks Before Start

- ___ Complete full ride scout/survey
- ___ Confirm with involved businesses (double-check hours)
- ___ Create route map using Google maps, Bike Mapper, drawing by hand, etc.
- ___ Complete "Ride Details" form
- ___ Triple check your online listing is accurate
- ___ Alert Rachel of any detail or description changes
- ___ Promote to all of your networks, social media, by email, call friends, etc.

3 Days Before Start

- Send Rachel any final updates to share with attendees
- Confirm you have all required supplies in hand
- Make copies of the route map for volunteers and half of the riders
- Make "Ride Details" forms for volunteers

48 Hours Before Start

- Automatic reminder email will be sent to RSVP list
- Rachel will email the check-in list to the leader

24 Hours Before Start

- Check the forecast and create a plan
 - If heavy rain is predicted, it's usually best to make the call to cancel
- Review your talking points for ride logistics and the features you'll be pointing out or the information you'll be sharing. Use our "Guide Talking Points" to get you started.

4 Hours Before Start

- Make the final call to cancel if needed, and text Rachel so she can email attendees
- All rides are promoted as "rain cancels". What if it's drizzling on and off the day of the ride? If it's not obvious that a typhoon is taking all traffic off the streets, it's good etiquette to show up at your ride's starting point ten minutes early and let anyone who shows up know that the ride is off.

See next page for at-the-ride checklists.

Print it out, fold it up, and take it with you.

After the Ride

- Mail or drop off sign-in sheet and donations to Bike East Bay office
- Send photos
- Give us feedback - ride route, numbers of riders, good spots to stop
- Plan another ride or event!

15-30 Minutes Before the Start

- Arrive at the start location
- Give ride helpers maps and specifics on roles

0-15 Minutes Before the Start

- Greet riders as they arrive and have everyone sign in because it includes the waiver
- Ask if they've checked out their bike to make sure it's in good working shape
- If there's time, ask them how they heard about the ride

Ride Start Time

- Use your Guide Talking Points to introduce yourself, the ride, how we ride, and your helpers.

At Each Stop

- Make sure there is plenty of room on the sidewalk for pedestrians and wheelchairs to easily pass
- Make sure all riders are safe from traffic while you're stopped
- Check in with the sweep to confirm everyone arrived
- If riders leave bikes, make sure everyone locks up
- Share details on the route and location of the next stop

Final Stop

- Take a group photo!
- Share a short story about why you're a member of Bike East Bay and why you wanted to volunteer to lead this ride.
- Ask for a show of hands of current Bike East Bay members
- Thank the riders with raised hands and invite others to also support better biking by joining Bike East Bay or making a donation
 - Pass out membership postcards to interested riders
 - Process any memberships from very interested folks
 - Accept any donations offered
- Thank everyone for riding with you
 - Invite everyone to check out other Bike East Bay rides
 - Ask if anyone would like help navigating home

Notes:

Ride Details

Contact and Route Details

Leader: _____ Cell Phone: _____

Co-Leader: _____ Cell Phone: _____

Co-Leader: _____ Cell Phone: _____

Call or text the ride leader in case the group gets separated or there is a mechanical issue.

Other Ride Helpers: _____

1st Stop Location: _____

2nd Stop Location: _____

3rd Stop Location: _____

Other Stops: _____

Bike East Bay Staff

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Call anytime with questions or issues.

Guide Talking Points

Hi, my name is _____. I've been a member of Bike East Bay since _____, and I wanted to lead this ride because _____.

Bike East Bay promotes healthy, sustainable communities by making bicycling fun, safe, and accessible. Bike East Bay is a member-based nonprofit organization, and works throughout Alameda and Contra Costa Counties to improve infrastructure for biking, offer free bike education classes, and celebrate bicycling.

Our ride today will take us through _____ and we will be stopping to look at/look for/learn about _____. It'll be about _____ long. There are bathroom stops at _____, and we'll be ending up at _____.

Before we get rolling, let's go over a few important safety tips for group riding on urban streets. How many of you have done group rides in a city? [show of hands] Great! The most important thing on group rides is communication.

- As leader, I'm going to signal and call out turns, lane changes, slowing or stopping, and hazards I see. Repeat these when you see or hear them so everyone in the group gets the message. [Demonstrate left, right, stopping, hazard]. If there's a car ahead we need to work around, I'll call out "car up". If there's a car approaching from the rear of the group, whoever notices it should call out "car back" to alert the rest of the group.
- We are **not** going to call "clear" to tell other people it's safe to cross an intersection. Each person is responsible for making their own decision about if it is safe to cross.
- We will be obeying traffic laws, including stopping at red lights, stop signs, yielding to pedestrians, and not riding on the sidewalk. If there are bike lanes, we will try to stick to them. If needed, we'll take the lane. Would anyone like me to explain how or why we do that?
- It's fine to ride two abreast while taking the lane or on trails, but in bike lanes or on busy trails, we'll go single file. On trails, we'll slow down, call out, and ring our bells to let other trail users know we're passing. It's helpful for each person to ride predictably, in a straight line, with signals before changing speed or direction.
- When we stop, we'll get all the way off the road and make sure the sidewalk is still passable to anyone who needs to get through.

Will my co-leaders and sweep raise your hands? Let's go around and say your names and roles. [pause] Any questions? [answer] Who would like a copy of the route or my phone number in case they get lost? Raise your hand and _____ will pass them out. If you need to peel off early, make sure the group doesn't stop with you or follow you off the route! It's your

responsibility to communicate with other riders what you're doing. Then we'll head out this way!
[point]

How We Ride

General Guidelines

Follow the law

Obey traffic signals and stop signs. Pedestrians always have the right-of-way. Stop behind crosswalks, and mind the signs and lights. When possible, stick to the bike lanes. Take the lane if needed. Ride with traffic; use the rightmost lane headed in the direction you are going.

Be predictable

Make your intentions clear to everyone on the road. Ride in a straight line and don't swerve between parked cars. Signal turns and lane changes, and check behind you well before turning or changing lanes.

Be conspicuous

Ride where people can see you and wear bright clothing. Use a front white light, red rear light and reflectors when visibility is poor. Make eye contact with others and don't ride on sidewalks except where permitted.

Think ahead

Anticipate what drivers, pedestrians, and other people on bikes will do next. Watch for turning vehicles and ride outside the door zone of parked cars. Look out for debris, potholes, and other road hazards. Cross railroad tracks at right angles.

Ride ready

Check that your tires have enough air, brakes are working, chain runs smoothly, and quick release levers are closed. Carry tools and supplies that are appropriate for your ride. Wear a helmet.

Group Riding

You are responsible for your own safety when riding in a group.

Be predictable

It's even more important to be predictable in a group than riding alone. Other riders expect you to continue riding at a constant speed and lane position, following the road or trail, unless you indicate differently.

Signal and announce

- **Use hand and verbal signals** to communicate with others in the group and with motorists. Ride leader should demonstrate signals we'll be using so everyone is clear what they are.
- Announce and signal changes in direction or speed. The lead rider should **call out "left", "right", or "stopping"** in addition to a hand signal. The lead rider should announce the turn well in advance of the intersection, so members of the group have time to position themselves and can turn without conflict.
- Pass others on their left. **Say "on your left"** to warn others that you are passing. If you need to pass someone on the right, **say "on your right" clearly** and be careful since this is an unusual maneuver.
- Most riders in a group will not have a good view of the road surface ahead, so it is important to announce hazards. Indicate hazards by **pointing down to the left or right and calling out, "hole" or "bump."**
- Since those in front cannot see traffic approaching from the rear, it is the responsibility of the riders in back to inform the others by **saying "car back."** Around curves, on narrow roads, or when riding double, it is also helpful to warn of traffic approaching from ahead with **"car up."**

Be careful at intersections

- When approaching intersections requiring yielding or stopping, the lead rider should **say "slowing" or "stopping"** to alert those behind them.
- It is **unacceptable to call "clear"** if there is no cross traffic. Each person is responsible for themselves, and should decide if it is safe to cross the intersection.
- If one person elects to dismount and act as temporary traffic controller and stop traffic so everyone can get through quickly on a difficult crossing ("corking"), you should still look both ways and make sure traffic has indeed stopped.
- At red lights, a ride leader can dismount and press the pedestrian walk button to request a longer green light and allow more riders to cross the intersection at once.

Leave a gap for cars

When on narrow roads or going up hills, leave a gap between every few bicyclists so motorists can pass smaller groups.

Move off the road to stop

When the group stops, move all the way off the road so you do not interfere with traffic. When you start again, each bicyclist should look for, and yield to, traffic.

Ride single file or two abreast

Ride single-file or two abreast as appropriate to the roadway and traffic conditions. In California, it is not illegal for narrow vehicles such as bicycles and motorcycles to ride two abreast within the lane. Courtesy dictates that you ride single file when cars are trying to pass you if the lane is wide enough for them to safely do so. Riding more than two abreast is almost always illegal unless the road is closed to motor-vehicle traffic.

Riding on trails

Your route may include portions of multi-use, off-street trails where people on bikes share the pathway with pedestrians, kids, dog walkers, etc. The same street rules apply to paths when crossing intersections, signaling, and pointing out hazards. It is extra important on trails to **slow down, call out or ring your bell** before passing, and to stick to the right side of the path except when passing. Riding two-abreast is also allowed on trails, but be courteous to other trail users and single up when passing, or when there is an oncoming trail user.

Crash Checklist

Immediately after a crash

- Tell the driver to stay until the police arrive. If they refuse to stay or don't provide ID, get their and the car's description, vehicle's license plate # and state of issue. Failure to provide identification legally constitutes a hit and run.
- Call (or ask someone to call) 911 and ask for the police to come to the scene.
- Get name and contact info for any witnesses. Ask them to remain on the scene until police arrive, if possible.
- Ask for the driver's license and insurance card. Write down name, address, date of birth, and insurance information.
- Not all injuries are external or immediately apparent after a crash. If medical attention is not sought, then the person who was involved in the incident should be monitored in case any later signs of injury arise.

When the police arrive

- Ask them to take an incident report (required for all bike collisions).
- Get reporting police officer's name and badge number.
- If you've been doored, ask the officer to cite the motorist for dooring (a violation of CVC 22517).
- Ask the officers to speak to witnesses, if possible.
- While a doctor's report of your injury is important for insurance and/or legal action, you do not need to take an ambulance. If there is any complaint of pain, police must take an incident report.

In the days soon after a crash

- Contact witnesses to ask them to email you their version of what happened while it's fresh in their mind. Email yourself a description of what happened with relevant information and capture as much detail as you can.
- Take good photos of your injuries and any bike damage. Get an estimate from a bike shop before making repairs.
- Request a copy of the incident report from the police.