

I) Choosing the starting location

- A. Plenty of free, secure parking
- B. Restrooms nearby
- C. Easy to travel to get to
- D. Close to lunch venue

II) Planning the ride

- A. Decide on the distance and route
- B. Use an existing ride route
- C. Ride the route, check the distance
- D. Adjust route as needed
- E. Finalize the route
- F. Create the map
 - 1. Mapmakers
 - a. Bill Orchard
 - b. City of Arvada
 - c. Your software
 - 2. Map should show
 - a. Start/stop point
 - b. Clearly defined route
 - c. Mileage
 - d. Lunch location & phone number
 - e. Ride Leader's phone number
 - f. Directional arrows
 - g. Dangerous areas
 - h. Rest stops, if any
 - i. Restroom locations, if any
 - j. Places of interest

- 3. Make copies of your map (15-25)

III) At the start of the ride

- A. Bring signup sheet, maps, clipboard and pen
- B. Greet people as they arrive, introduce yourself
- C. Make sure everyone signs in and gets a map
- D. At the start time, gather everyone around you
- E. Introduce and tell a little about yourself
- F. Go over the route and explain the expected pace
- G. Note any dangerous areas during the ride
- H. Recruit someone to ride last or "sweep"
- I. Explain to the riders that you expect them to ride between you and the sweep most of the time
- J. If a rider gets lost they should follow the map back to the start point or call the ride leader to report in
- K. Tell the riders that if they expect to leave the group before the end of the ride to let you know
- L. Count the number of riders
- M. Talk about where lunch will be after the ride
- N. Have riders introduce themselves by first name
- O. Take the signup sheet with you

IV) During the ride

- A. Lead the ride, use hand signals
- B. Use a "sign post" for significant turns
 - 1. The person riding directly behind you is the sign post
 - 2. At a turn ask them to stay there to make sure everyone in the group makes the turn

3. When the sweep has made the turn, the signpost rejoins the group
- C. Pay attention to new riders, make them feel welcome
- D. Make a stop to collect riders about every 5-7 miles
- E. Take a group photo during the ride.
- F. Finish the ride and take a head count.

V) After the ride

- A. Make sure everyone is accounted for
- B. Thank everyone for coming on the ride
- C. Invite everyone to lunch
- D. Encourage new riders to join BFA
- E. Enjoy your lunch
- F. Send one copy of sign up sheet to BFA
- G. Volunteer to lead another ride!

VI) What to do if:

- A. Flat tire or breakdown - You are not expected to fix flats or repair bikes. Make sure someone else from the group stays with that person to assist with their repairs. They can rejoin the group later or at lunch.
- B. Accident - If minor, the group can usually deal with it. If major, have someone call 911 and stay as a group until help arrives and the problem is resolved.
- C. Lost rider - If it's an adult, they have a map, they can ask for directions, they have your phone number. If it's a child you need to do what it takes to find them.

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**Bike Friendly Arvada
RIDE LEADERS' GUIDE**

