

## Introduction

The following updated guidelines are presented to encourage members to join group rides. By providing communication on leadership, participation and stats credit, the proposed guidelines are meant to allow for a wide variety of rides and leadership styles. These guidelines are designed to accommodate both leaders and participants while promoting rider safety on club rides.

Updated: Jan 4, 2022 – updates in **red text**.

## Ride Leader Expectations

1. Provide sufficient detail in your ride listings to ensure that participants come prepared with proper expectations of the route. This includes identifying long stretches without potential places to obtain food or water, lack of any bailout route, or unusually difficult terrain for the given terrain rating.
2. Rides should start at time listed in the Ride Schedule.
3. Lead rides at the pace listed in the Ride Schedule. The ACTC pace calculator is available at: <http://www.actc.org/ridestats/pace/pace-calc.php>
4. Bring ride sign-in sheet and at least one LAB incident report and take both along on the ride. Be sure to sign in as the leader and enter your emergency number and cell phone. **The modified sign-in sheet for Billy Goat and Grizzly Bear rides is found [here](#). Mountain Goat rides require the use of a special 2-sided sign-in sheet [here](#) with signatures of all riders, to be compliant with our club insurance requirements. This form may be used for any ride at the ride leader's discretion.**
5. Arrive early enough to ensure that all participants sign the Ride Sign-In Sheet, make introductions and announcements about regroupings or other items of importance.
  - a. First time participation by a guest on a club ride is covered as supplemental insurance should an accident occur. Any subsequent participation dates are *not covered by the insurance provider. Leaders should understand this and convey this info to guests on their ride.*

6. Leaders are strongly encouraged to include route/cue sheets and/or RideWithGPS route links.
  - a. If using RideWithGPS, the link should be included in the ride description found in the ride lists or distributed via the e-list.
  - b. If using hard copy route sheets, distribute them at the ride start.
    - I. Route sheets are more helpful when the distance to the next turn and overall mileage total at each turn is provided. See examples of suggested ride sheet formatting here:  
<http://bikemaster.org/routes/index.htm>
    - II. Include the ride leader's cell phone on the route sheet -- this is helpful if a rider is lost.
    - III. If chosen route is posted on "Bikemaster" site, route code can be included in ride schedule for advance review of route by participants
7. For rides that are lead without a route sheet or for large groups, designate a sweep, someone who knows the route and can help any rider who may develop a problem on the ride.
8. Friendly introductions prior to the start of the ride provide notice to tenured members of guests and new members present **who might appreciate extra attention.**
9. Prior to start of ride, discuss the route, regroup **and/or** bail out points, and whether or not there will be a sweep. If there's no sweep, provide instructions to the group on expectations so that no rider is lost due to missing a turn – i.e., make sure the rider behind you makes the turn, etc. **Do not assume that everyone is familiar with the route, even if it is repeated regularly.**
10. Periodic re-group points are recommended, especially on routes with hilly terrain, to keep the group from getting too spread out and to make sure all riders are present and accounted for.
  - a. Rides that have no scheduled re-group point should have a cautionary note in the ride description that states, "riders should be prepared to ride alone".
  - b. When regrouping after a climb, a head count is a good idea to ensure all riders are accounted for. Be sure to allow enough time before rolling for the last rider to recover as necessary.

11. Cancellations and rescheduling of rides are allowed for weather conditions – rain, extremely **hot or cold temperatures**, or poor air quality.
  - a. For all other situations (health, schedule conflicts, or other reasons) the leader should either find a replacement leader (via the e-list or personal contacts) or ensure that someone is at the start location prior to the start time to announce the ride cancellation.
  - b. Rides rescheduled due to weather cancellations must take place within **2 days of original ride scheduled date**.
12. Changes to ride start location or posted route are generally not allowed once the ride is posted in the online schedule. **With sufficient lead time, a leader may request the ride coordinator to make small corrections to a listing, but the coordinator may not be able to respond in time.**
  - a. Changes to the posted route and/or start location are acceptable if needed due to road or weather conditions.
  - b. Rides may be posted without a starting location. Description must include a note to contact ride leader in advance of the ride date for start location details.
13. **Copies of ride sheets must be archived by emailing a photo/scan of the finished sheet to the address found on the new ride sheets.**

Any issues regarding Ride Leadership should be sent to the Rides Coordinator at [Rides@actc.org](mailto:Rides@actc.org).

## **Ride Participation Guidelines**

1. Bikes should be mechanically safe and sound.
2. Be prepared – Bring a spare tube of the correct size for the tires on the bike, a pump and preferably know how to fix a flat tire. Additional items of importance are a patch kit, identification, cash, food, water, and emergency contact info.
3. Helmets that conform to a CPSC-approved standard are required on all club rides.
  - No helmet, no ride participation allowed.

4. All California Vehicle Code laws **shall** be obeyed during a Club ride.
  - a. Stop at stop signs and red lights.
  - b. Allow faster traffic to pass when safe to do so.
  - c. Pull over and stop when emergency vehicles have red lights flashing and/or sirens on.
  - d. Don't ride on the sidewalk or in reverse direction of traffic.
5. Be courteous to other riders and traffic on the road by passing other riders on the left and calling out "on your left" when passing.
6. When traffic is detected from the rear, call out "Car back".
  - a. Move right into a single file formation.
  - b. When it is unsafe for the car to pass, maintain center lane position.
  - c. When it is safe for the car to pass, move to the right side of the lane.
7. Arrive early enough before the ride start time to ready your gear and bike to depart at the posted starting time.
8. Each rider is required to sign the Ride Sign-In Sheet in person. The participant's name needs to be "Clearly Printed" and participant must provide an emergency contact number. Although bringing a cell phone is optional, it is very helpful for the ride leader should the group or rider get separated along the route. Note your cell number on the sign-in sheet.
  - a. Riders below age 18 may participate in rides if they are accompanied by a parent or legal guardian. A medical release form is required for all minors. The club medical release form can be found on this page:  
<http://www.actc.org/membership/release.php>
  - b. Guests/Non-Members must also sign the Ride Sign-In Sheet at the bottom of the page under the liability release.  
*NOTE: First time participation by a guest on a club ride is covered as supplemental insurance should an accident occur. Any subsequent participation dates are not covered by the insurance provider. Leaders should understand this and convey this info to guests on their ride.*
  - c. If a rider does not sign in, the Ride Leader is not required to provide stats credit.
  - d. If a rider arrives late and catches up to the ride in progress, they will get credit provided they sign in.

- e. Riders may contact Ride Leader in advance to prearrange joining the ride in progress. Riders must sign in with the Leader upon joining the ride to qualify for stats credit.
9. Attend only rides where you feel comfortable riding at the listed pace. If unsure, contact the Ride Leader prior to joining the ride.
    - a. To determine rider pace ability and understand the Ride Classification system check these web pages:
      - I. Ride Classifications Page:  
<http://www.actc.org/schedule/classification.php>
      - II. Pace Calculator:  
<http://www.actc.org/ridestats/pace/pace-calc.php>
    - b. If a rider wants to ride at a slower pace than listed, they must contact the rider leader at least a day in advance and obtain approval.
  10. Club members are encouraged to make new members and guests feel welcome on club rides.
  11. It is the responsibility of the rider to ensure that they don't get lost by consulting the route sheet and/or staying with someone who knows the route. Riders off the front are considered on their own and are responsible for finding their way back to the group or the start.
  12. Riders are expected to wait at designated regroup points until the last rider arrives and has had a chance to recover.
    - a. Large groups with a wide spread of speed capabilities can be split to allow "rolling regroup", whereby groups of similar paced riders collect and continue.
  13. If leaving a ride for any reason, the Ride Leader **must** be informed.
    - a. If a participant on a ride leaves prior to the group start or rides faster than the listed pace and goes off the front, it is at the Ride Leader's discretion whether ride credit will be provided.
  14. Rain, extreme heat, or poor air quality cancels a ride unless otherwise stated in the ride description.

- a. If a rider is unsure whether a ride will be cancelled, contact the ride leader.
- b. A ride cancelled by weather may be rescheduled by the Ride Leader and will be a credited ride.
- c. If a ride has been cancelled by weather, contact the Ride Leader to find out if or when it will be rescheduled.

Ultimately the Ride Leader makes the decision on what stats credit is provided to each participant, provided the decision is within the parameters of the ACTC Ride Guidelines. It is up to the Leader to **enter** the stats for what are acceptable statistics for their posted rides.

Any issues related to rides or stats should be sent to the Ride Leader **and/or** the Ride Coordinator at [Rides@actc.org](mailto:Rides@actc.org).

## **Stats / Ride Credit Provisions**

1. Ride Leaders must enter stats credit for their listed rides **using the online stats entry page: <https://www.actc.org/ridestats/submit-stats.php>**. Leaders are allowed the freedom to determine what, if any, additional stats credit (miles, goats) they will provide for each rider.
2. Ride type considerations:
  - a. Only 1 Grizzly Bear credit is allowed per ride. A Grizzly route cannot have a designated Billy Goat or Mountain Goat on the route.
  - b. No more than 2 Mountain Goats are allowed per ride.
  - c. No more than 10 Billy Goats are allowed per ride.
3. No more than 2 Ride Leaders can be provided Ride Leader credit.
4. No more than 1 participant can be provided Sweep credit.
5. No credit is provided for Guest participants.
6. Last-minute (impromptu) rides with no stats credit may be scheduled using the club e-list. ACTC club insurance applies to impromptu rides provided notice of ride was made through the e-list and all riders are signed in.