



Ride Leader Training

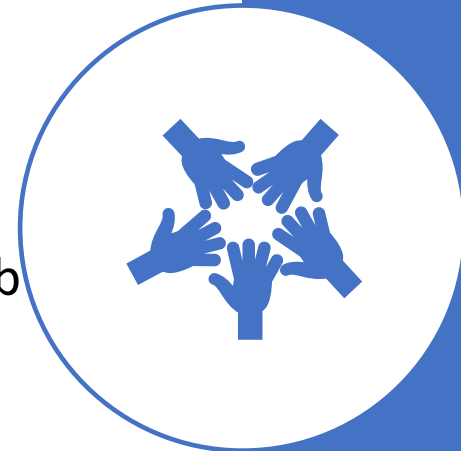
DESIGNED FOR ADULT CYCLING CLUBS IN BC

A 1-DAY INTERACTIVE COURSE TO PREPARE CYCLING BC ADULT CLUB MEMBERS
WITH THE SKILLS AND CONFIDENCE TO LEAD A GROUP RIDE ACTIVITY.

Contributions

Cycling BC would like to thank the following members for their contributions to this material:

- Vicki Greenwood WOWRide Cycling Club
- David Gillam Glotman Simpson





Topics

1. Intro (Club Purpose + Riding Route)
2. Responsibilities & ICBC References
3. Emergencies
4. Traffic Safety & Road Hazards
5. Group Etiquette & Formations
6. Pre-ride Briefing
7. Outdoor Practice Ride





Objectives

- Safe & Fun Rides
- Educated Leaders
- Confident Members
- More people riding bikes!





Materials

Slide Deck Resources: Page 1-134

Ancillary Resources: Page 135-178



White Board Activity

Brainstorm & share with your partner:

- What brought you to this workshop?
- What do you hope to get out of this workshop?
- What has been your involvement in cycling so far?



Club Purpose Map

Activity: Brainstorm moto or key words of your club

- How is your club meeting these ideal?
- How can your club improve this season?
- How can we integrate these methods into our weekly group activities?



Route Planning

Activity: Create a common route for your club ride

- Highlight:
 - Dangers
 - Meet-ups
 - Fast-zones



Responsibilities

Activity: Draw a ride leader, include all key attributes

- Rotate groups
- Label attributes of drawing
- List 5 qualities of a ride leader



Responsibilities

- Cycling BC Membership (Best Practice)
- Cycling BC waiver, signed (2 Rides Max!) (Required)
- Emergency Contact Information (Best Practice)
- Skill & Fitness Assessment (Best Practice)
- Cell Phone (charged) (Best Practice)

Negligence & Liability

Negligence refers to behavior or action that falls below a “reasonable standard of care.”

While negligence refers to conduct, liability refers to the responsibility for consequences of negligent conduct.

Liability – if negligence is established, what follows is the question of liability. Who is liable?

Negligence & Liability

- All Cycling BC members are covered under our general liability coverage with Jones Brown.
- There is no additional coach or ride leader liability coverage required or earned by completing this course.
- However, using a risk management plan and completing training, like this course, illustrate your good intent and care for creating safe and enjoyable experiences for all participants, and therefore strengthens your case in the event of legal action.



Creating a Risk Management Plan

1. What types of risks are involved in cycling?
2. What kind of information needs to be collected?
3. What steps should be taken in an accident?

Risk Management

Information to gather	Actions to take
<ul style="list-style-type: none">• Risks of the activity• Participants' medical information• Participants' contact information in case of emergency• Facility safety checklist• Past injury reports <p><i>Sample forms are provided in toolbox</i></p>	<ul style="list-style-type: none">• Planning• Designing an Emergency Action Plan• Inspecting equipment and facilities• Informing participants and parents• Supervising activities



Risk Management Plan

1. Educate yourself
2. Assess participants
3. First aid supplies
4. Emergency Action Plan
5. Pre-event inspection
6. Appropriate liability waiver documents signed
7. Liability insurance
8. Stop activity if unreasonable risks develop
9. Common sense & intuition
10. Actively pursue continued professional coach training





Creating an EAP

Activity: p. 21-24 Resource Section

Create an EAP for your riding route

Use the below resources:

- Download CAC EAP Template (cyclingbc.net/eap)
- Screenshot/Draw route with extraction/RV address
- Practice an accident report (cyclingbc.net/accident)



EMERGENCY ACTION PLAN (EAP)

Date: _____

Event: _____ Location: _____



Charge Person



Call Person

Backup

Backup

Backup

Backup



Important Addresses

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information



Emergency Phone Numbers

Emergency Services

Facility Manager or Superintendent

Other



EMERGENCY ACTION PLAN (EAP)

Date: _____

Event: _____ Location: _____

Directions to site/facility

Charge Person Responsibilities

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

REMINDERS

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.



Summary

- Cycling BC Members or signed Cycling BC Waiver (2x. Max)
- Be aware of all risks, manage as best as possible
- Emergency contact information
- Route plan & emergency action plan
- Headcount (Start, Rest Stops, End)
- Report accidents



What if . . .

Someone joins our ride (non-member or no waiver)

- Gray zone of liability
- Parties more likely to seek damages in event of accident

Politely explain . .

- Cannot ride with us today
- Join us next week, contact us ahead of time, sign CBC waiver

What if . . .

A rider is not skilled enough to safely ride in the group?

- Stop & wait for next group (if same route)
- Buddy up and separate from group

Solution:

- Use a skill assessment at beginning of ride
- Promote Cycling BC self-assessment tool (cyclingbc.net/skills)

What if . . .

A rider not fit enough to stay with the group?

- Stop & wait for next group (if same route)
- Buddy up and separate from group

Solution:

- Require new club riders to participate in no-drop “C” rides before trying the “A” or “B” rides.

What if . . .

Two groups merge during the ride?

- Stop to discuss safe group size (for chosen route)
- Stop to discuss if riders wish to switch groups

Solution:

- Increase gap between group departure times
- Include your plan for this scenario in your pre-ride briefing



What if . . .

A rider does something offensive?

- Ask yourself 3 questions:
 - Does something need to be said?
 - Am I the person to say it?
 - Is this the right time?

Solution:

- If safety is an immediate concern, politely discuss with the rider
- If it can wait, politely discuss at the end of the ride

What if . . .

If someone flats or experiences a mechanical problem?

- Call out “flat!” or “mechanical”
- Stop and wait with the group

Solution:

- Ensure all riders have tube/patches, levers, co2/pump
- Run a “fixing a flat” clinic at your club’s 1st annual meeting

What if . . .

If someone crashes?

- Call out and pause the ride
- Stop and follow the emergency protocol (following slides)

Solution:

- Help ensure riders are in the right group (skill / fitness)
- Offer skill clinics at your club
- Partner with a certified NCCP coach or get your club members trained
 - *Minimum: Basic Skills + Discipline Name Skills & Tactics*

What if . . .

A rider wishes to depart the ride early?

- Tell the ride leader or at least 2 other ride participants
- Ensure that you self-supported and know the route home

Solution:

- Send the day's route to the club prior to the ride
- During pre-ride briefing, ask if anyone is going to leave the group early
- Ask them to notify you before the start & again when they leave

What if . . .

A rider has unexpectedly left the group and is missing?

- Pause the ride and do a head-count
- Ask other riders if they have any information, plan to double-back to find the riders

Solution:

- Remind riders to buddy up throughout the ride
- Remind riders that is okay to leave the ride early, but the ride leader needs to be notified



What happens if there is a crash?

Wai-Ben Wong BSc MD CCFP (EM)

UBC Department of Emergency Medicine,

Emergency physician and Trauma Team Leader, Lions Gate Hospital

Following section courtesy of David Gillam, Glotman Simpson

Disclaimer

- Ride leader ≠ medical professional
- Ride leader = bystander with a telephone
- Good Samaritan Act of BC:
 - unless grossly negligent, lay rescuers are not liable for injury / death of someone you are trying to help
- Material presented here is based on expert opinion and not a validated governing body



Injury Classification

RED

Do not get up, do not move, call 9-1-1

YELLOW

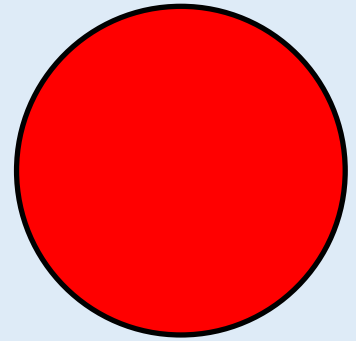
Your day is done, call for a ride

GREEN

Continue to ride if you like



RED Injuries



- STATUS:
 - Unconscious, or not alert
 - Can't breathe, can't get up, can't move something
- ACTION:
 - Leave helmet on,
 - Limit movement of body or neck ("don't move your neck")
 - Call 9-1-1
- POSSIBLE INJURY:
 - Suspected neck injury
 - Major body injury
 - Distracting injuries may mask a potential neck injury

Looks Like ...



© Sporza

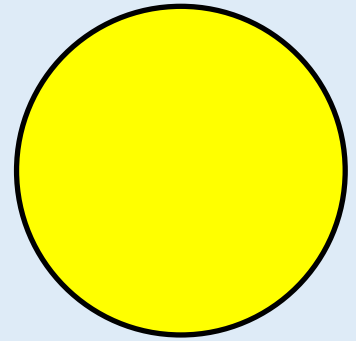
Looks Like ...



Looks Like ...



YELLOW Injuries



- STATUS:
 - Conscious, alert
 - Something hurts, not right
- ACTION:
 - Ride is over
 - Call for a vehicle (private or 911)
- POSSIBLE INJURY:
 - Minor body injury
 - Road rash, equipment broken

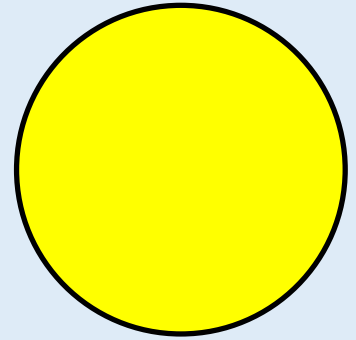
Looks Like ...



Looks Like ...



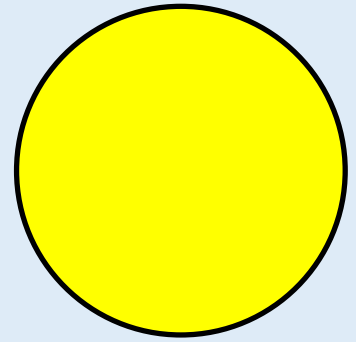
Orienting Questions



- QUESTIONS TO ASK:
 - “I want to ask you some questions to test your memory”
 - Can you explain what happened?
 - What day is it? Where are we now?
 - Describe details of ride from the start

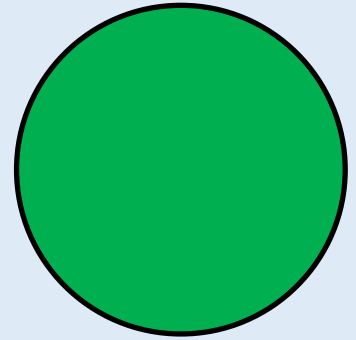


Concussion?



- THINGS TO LOOK FOR:
 - Any loss of consciousness
 - Any confusion or memory loss
 - Headache or dizziness
 - Helmet damage or facial injury
 - Irritability / personality change
 - Difficulty with balance / coordination
 - Blank or vacant look

GREEN Injuries



- “I’m Okay” “Really? Let’s check before we restart the ride...”
 - Did you hit your head?
 - Did you hit your body (sudden jerk to head/neck)?
 - Hit to head = YOUR DAY IS DONE
 - Orienting questions
 - Bike inspection
- IF ALL GOOD:
 - Continue with discretion
 - Check on the person occasionally during remainder of ride
 - We are all adults

INJURED RIDER ASSESSMENT

Not alert **RED**

Suspected neck injury **RED**

Major body injury/ can't get up **RED**

Alert, possible concussion **YELLOW**

Something hurts, not right **YELLOW**

Everything seems OK **GREEN**

Crash Management

- TAKE A DEEP BREATH – stay calm
- Clear the roadway
- Assign traffic controllers
- Designate assistant(s)
 - Identify and classify injured riders
 - Make phone calls (if necessary)

GLOTMAN SIMPSON CYCLING

INJURY MANAGEMENT GUIDE

RED Leave helmet on. Limit movement of body or neck. Call 911.

YELLOW Ride is over. Call for vehicle (911 or emergency contact).

GREEN Try to ride. Monitor situation.

INJURED RIDER ASSESSMENT

Not alert **RED**

Suspected neck injury **RED**

Major body injury/ can't get up **RED**

Alert, possible concussion **YELLOW**

Something hurts, not right **YELLOW**

Everything seems OK **GREEN**

GLOTMAN SIMPSON CYCLING

INJURY MANAGEMENT GUIDE

Concussion symptoms

Any loss of consciousness

Any confusion or memory loss

Headache or dizziness

Helmet damage or facial injury

Irritability / personality change

Difficulty with balance / coordination

Blank or vacant look

Orienting questions

Can you explain what happened?

What day is it? Where are we now?

Describe details of ride from the start

Crash scene management

1. "Get off the road!"
2. Assign traffic controllers
3. Designate assistant(s) to help with assessment and phone calls
4. Identify and classify injured riders

Hands-Only CPR

[Click To Watch Video](#)



Summary

1. Take control of the crash scene
2. Manage each injured rider calmly
3. Use a systematic approach

“Remind yourself of these steps BEFORE EACH RIDE”

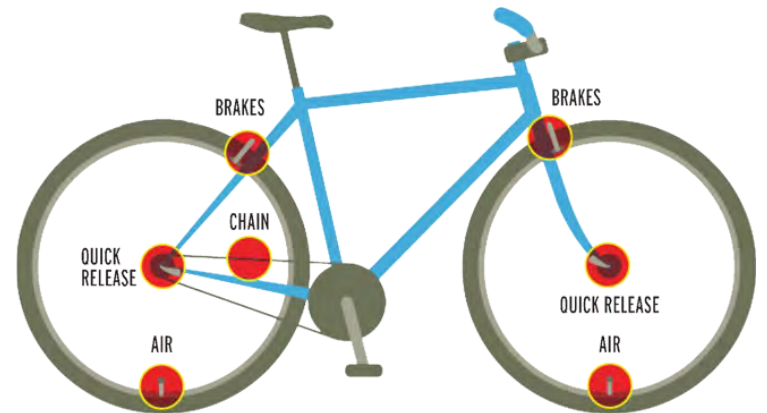
Safety Check

This section will review common elements of a pre-ride bike & helmet check.



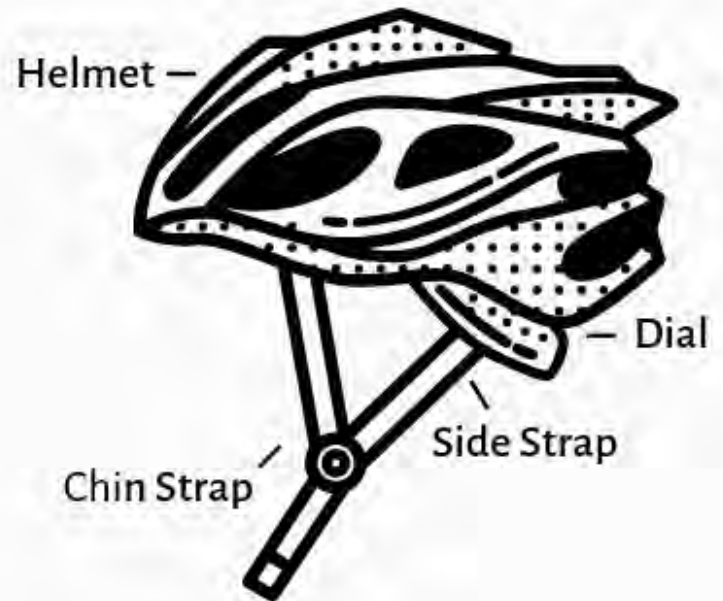
A-B-C-D's

- A – air
- B – brakes/bolts
- C - chain/controls
- D – drop test (sounds?)
- S – Skewers / Quick Release



HELMET

- Level (2 fingers to brow)
- Dial (Hang& wiggle test)
- Chin Strap (2-fingers to chin)
- Side Strap (V around ears)



Traffic Safety

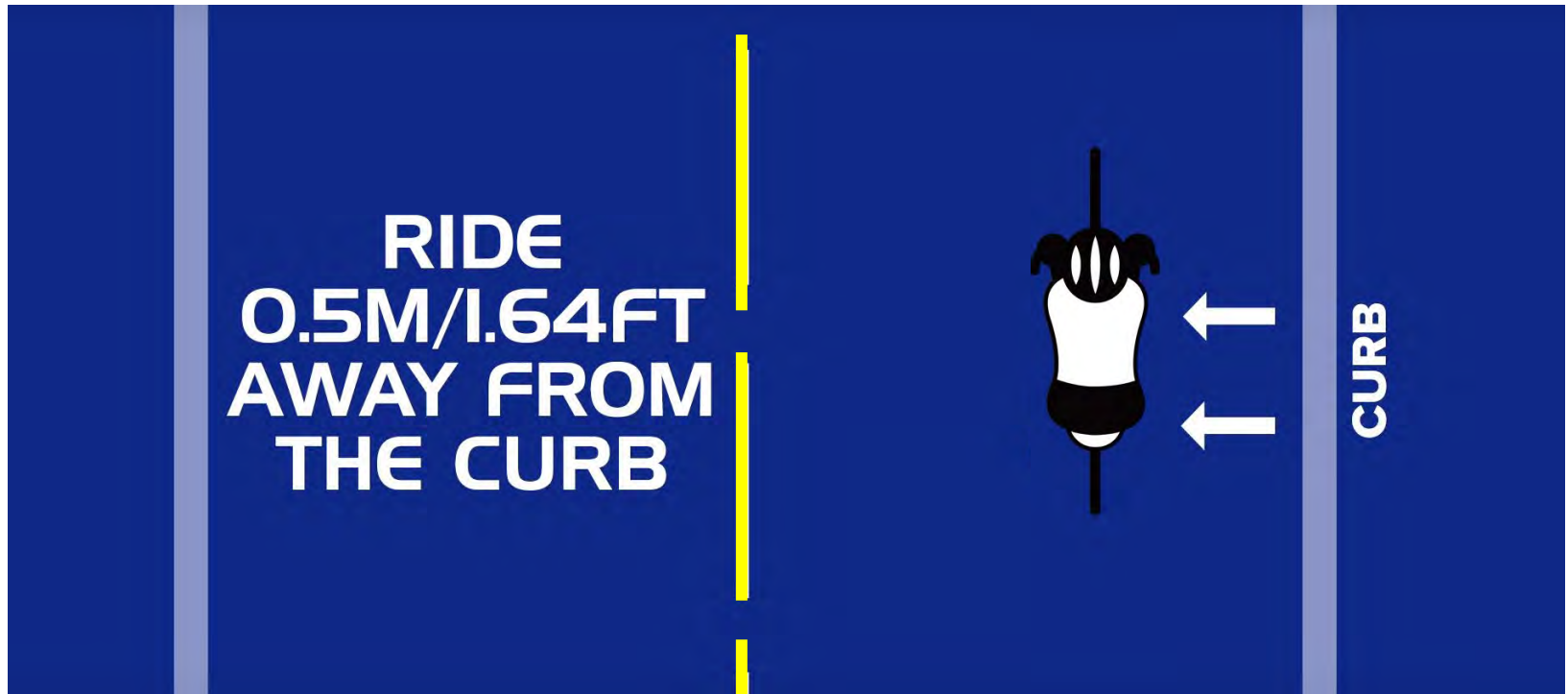
This section will review common traffic hazards faced by cyclists riding on a road.



Yellow Line

Do not cross

- Stay to curb side of the lane





Lane Changes

When riding single file (max. 6 riders):

- Leader signals
- Shoulder check,
- Eye contact with driver*
- Call out “clear”
- Change lanes

*if possible



Lane Changes

When riding double (max. 12 riders):

- Leader signals and **Tail rider signals**
- **Leader and tail rider shoulder check**
 - Make eye contact with driver*
- Tail calls out “clear” to leader
- Leader and tail rider change lanes
- Remaining riders follow

*if possible

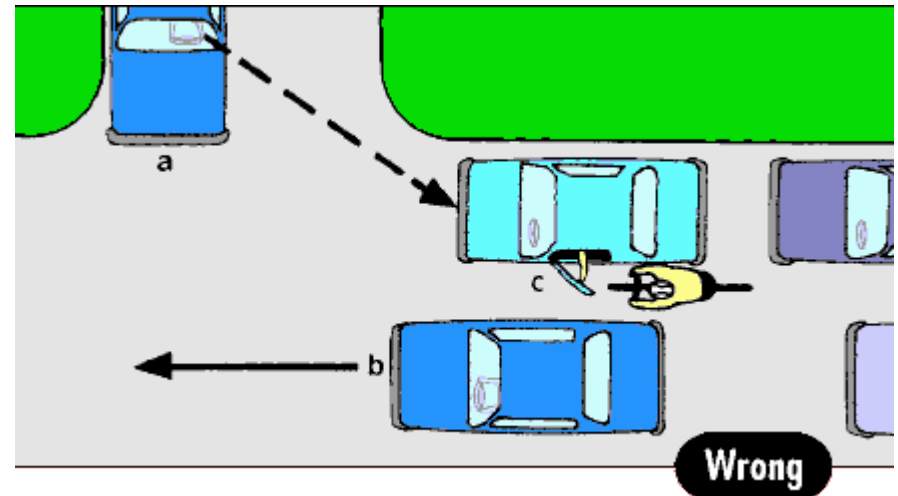
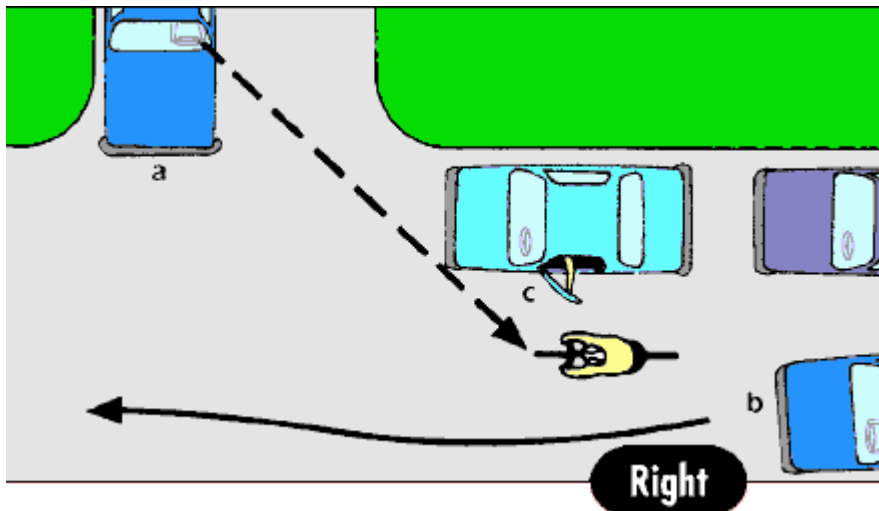




The Danger Zone

Riding a safe distance from roadside hazards, you are...

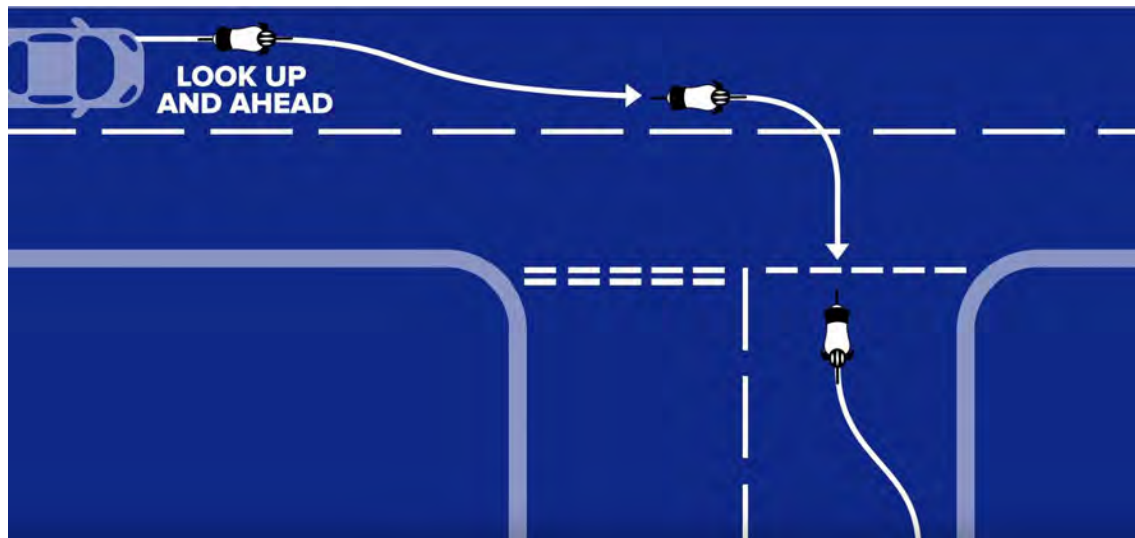
- More visible to drivers in the driveway and behind you
- Being “doored” is not a threat



Taking The Lane

Steps:

- Signal & Shoulder Check
- Make eye contact with drivers (if necessary)
- Take the lane

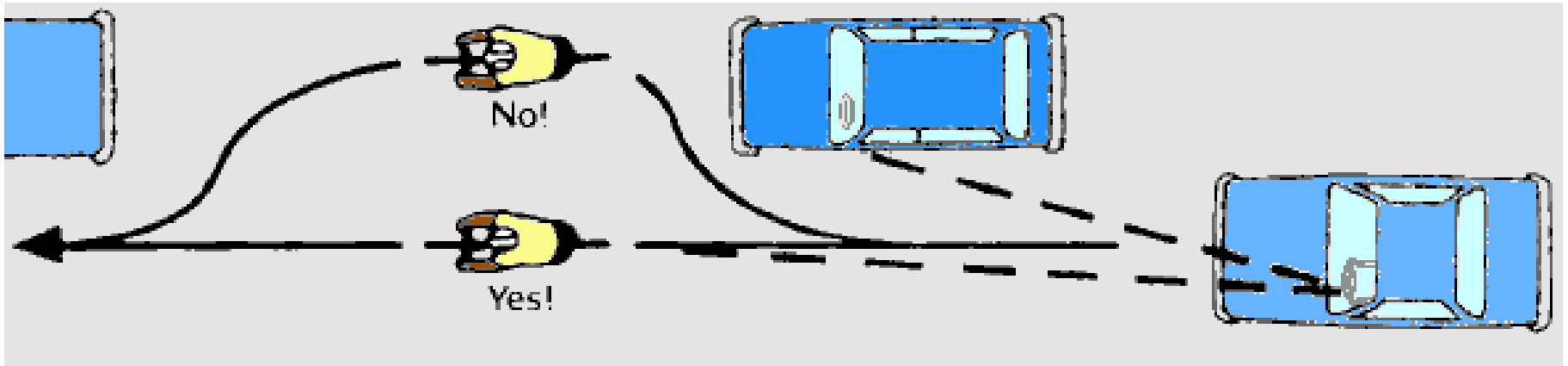




Be Predictable

DO NOT WEAVE BETWEEN PARKED CARS

- Maintain visibility with drivers
- Maintain predictable, straight path
- Avoid the “danger zone”, within “dooring” range





Parked Cars & Obstacles

Signal in advance of any obstacles that may cause a crash

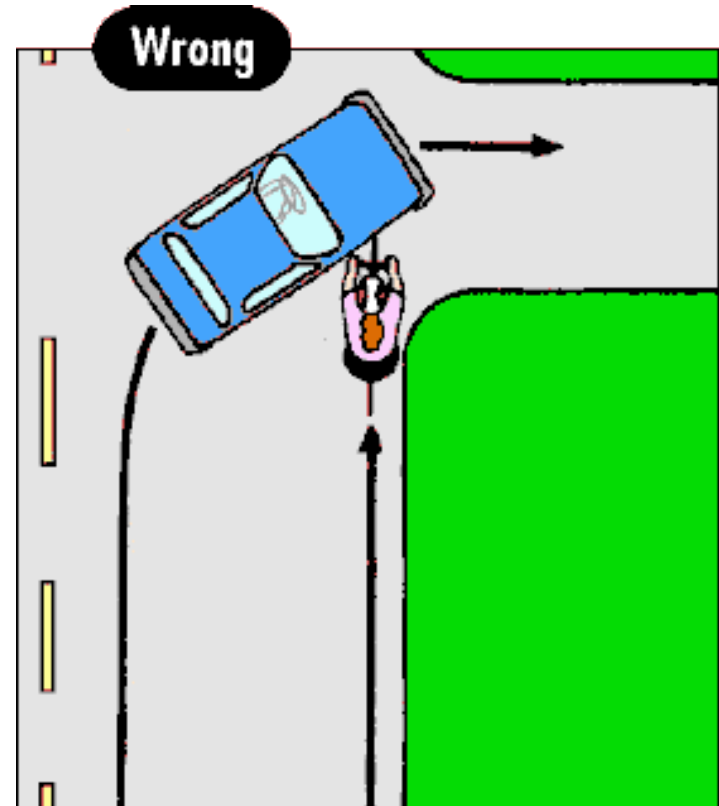
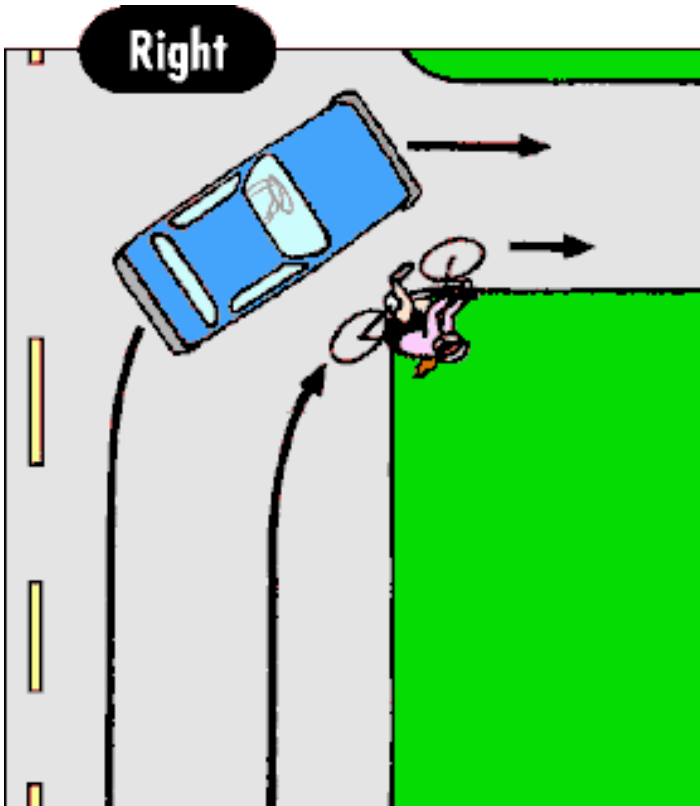
- Wave “in” and call out for:
 - Parked cars, Potholes, Longitudinal joint or “cracks





Extra-Wide Lanes

Riding a safe distance from the curb will make you more visible to the drivers and help you see overtaking drivers earlier.





Extra-Wide Lanes

EXCEPTIONS:

- When cresting a hill, stay to the right
- When/if riding on highway shoulders, stay to the right to avoid “truck blast”

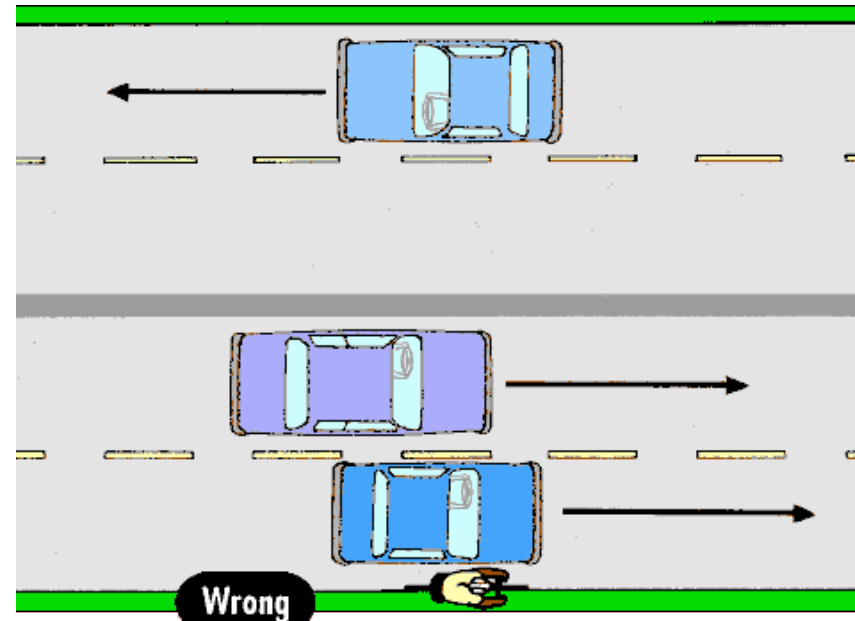
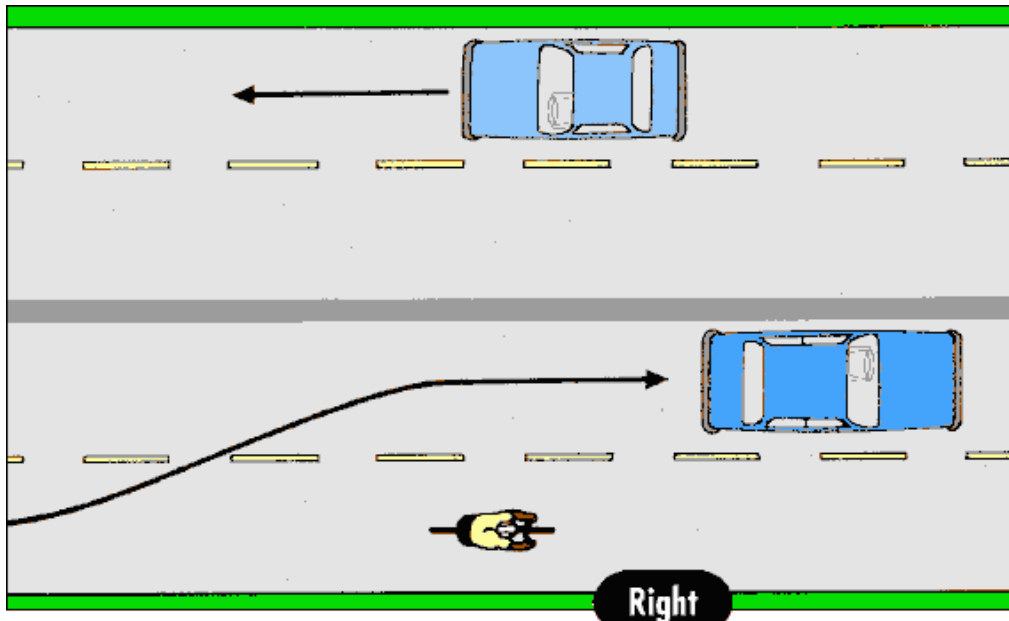




2+ Lane Roads

Ride a safe distance from the curb and roadside hazards

- More visible to drivers in the driveway and behind you
- Being “pushed off the side of the road” is not a threat

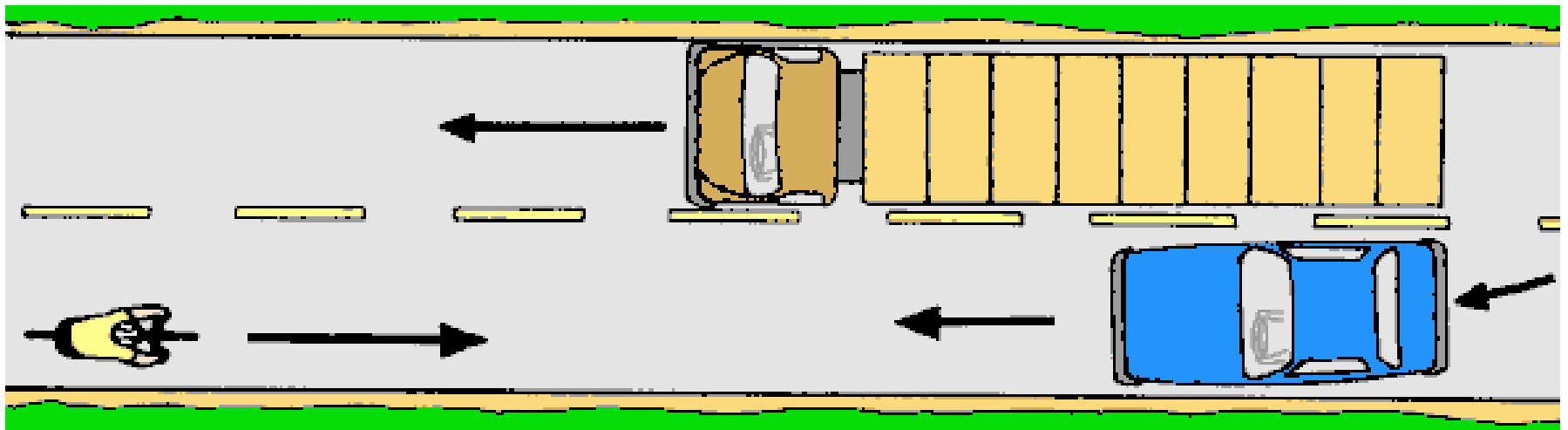




Narrow Lanes

Stay alert to on-coming drivers:

- Ride on the side of the lane that maximizes your visibility
- Be prepared to quickly exit the roadway in an emergency

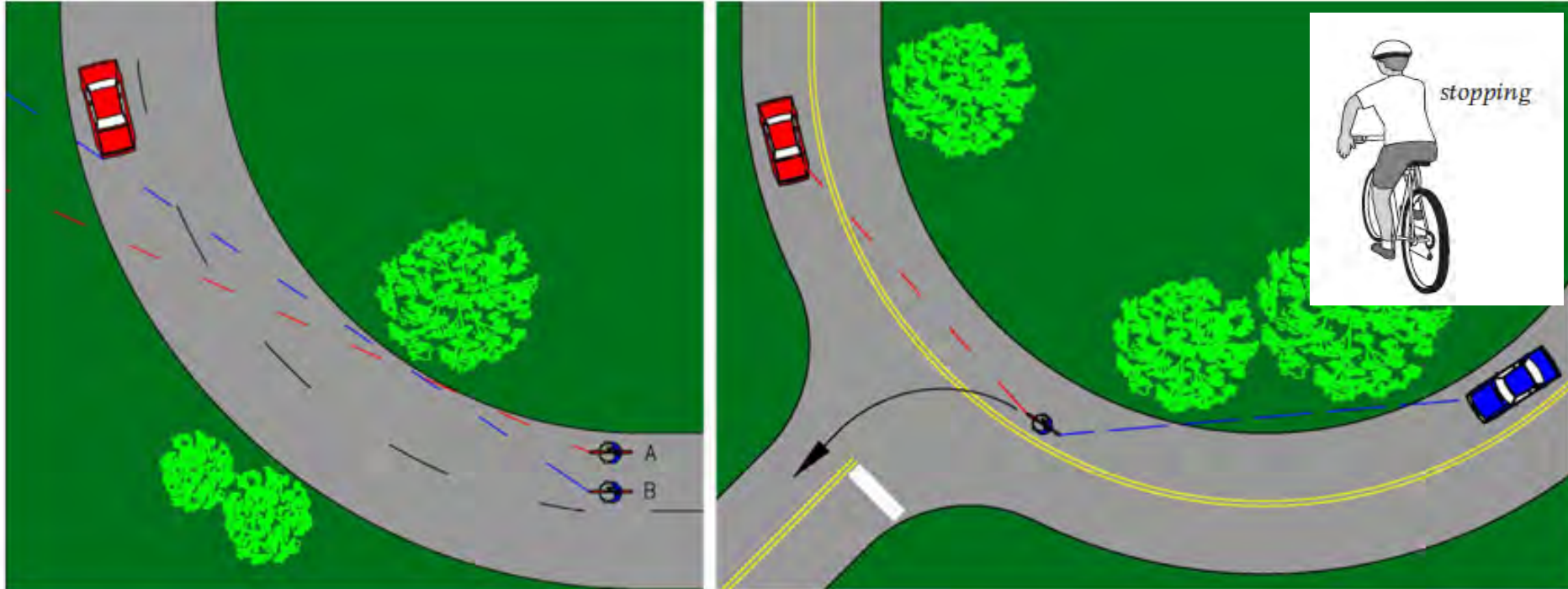




Curved Lanes

Use your lane position to maximize your visibility & vision

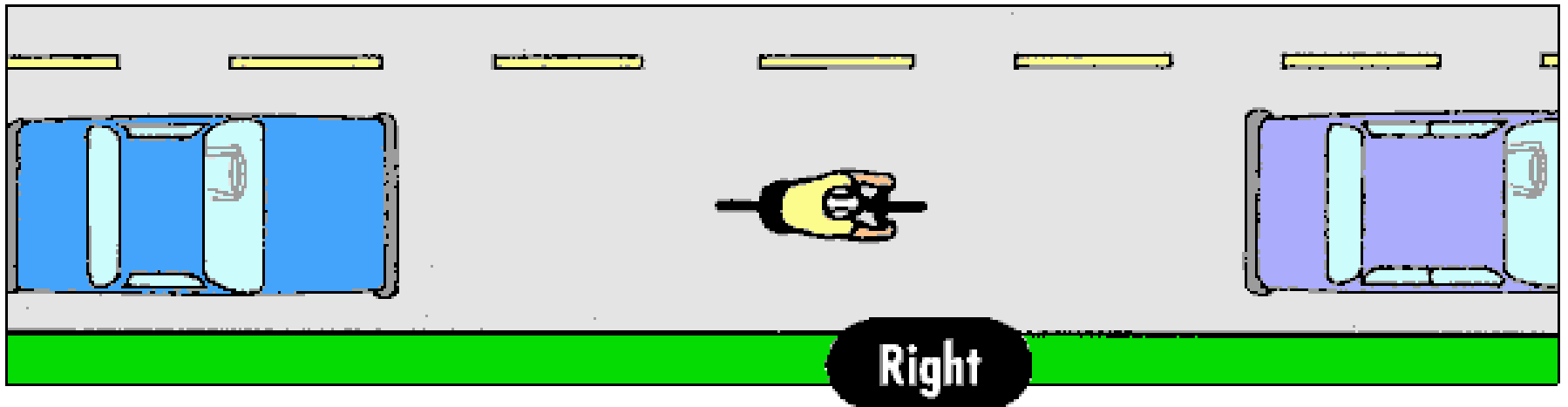
- Take great caution and communicate with cars and riding partners, especially at unsignalized intersections.



Riding @ Driving Speed

Take the lane and integrate with traffic until speed decreases

- Increase visibility
- Increase space required for turning and braking
- If you must pass, signal, shoulder check and pass on the left



Traffic Lights

- Obey all traffic lights
- Slow down prior to entering a stale GREEN light
- Do not enter intersection if group cannot safely leave before light turns RED
- **Do Not Pass Stopped Cars!**



Wait
Here!

Stop Signs

- Stop at all stop signs
- When in a group and all of the riders are together, the front riders can stop, and once clear, all remaining riders can roll through as “1 vehicle”



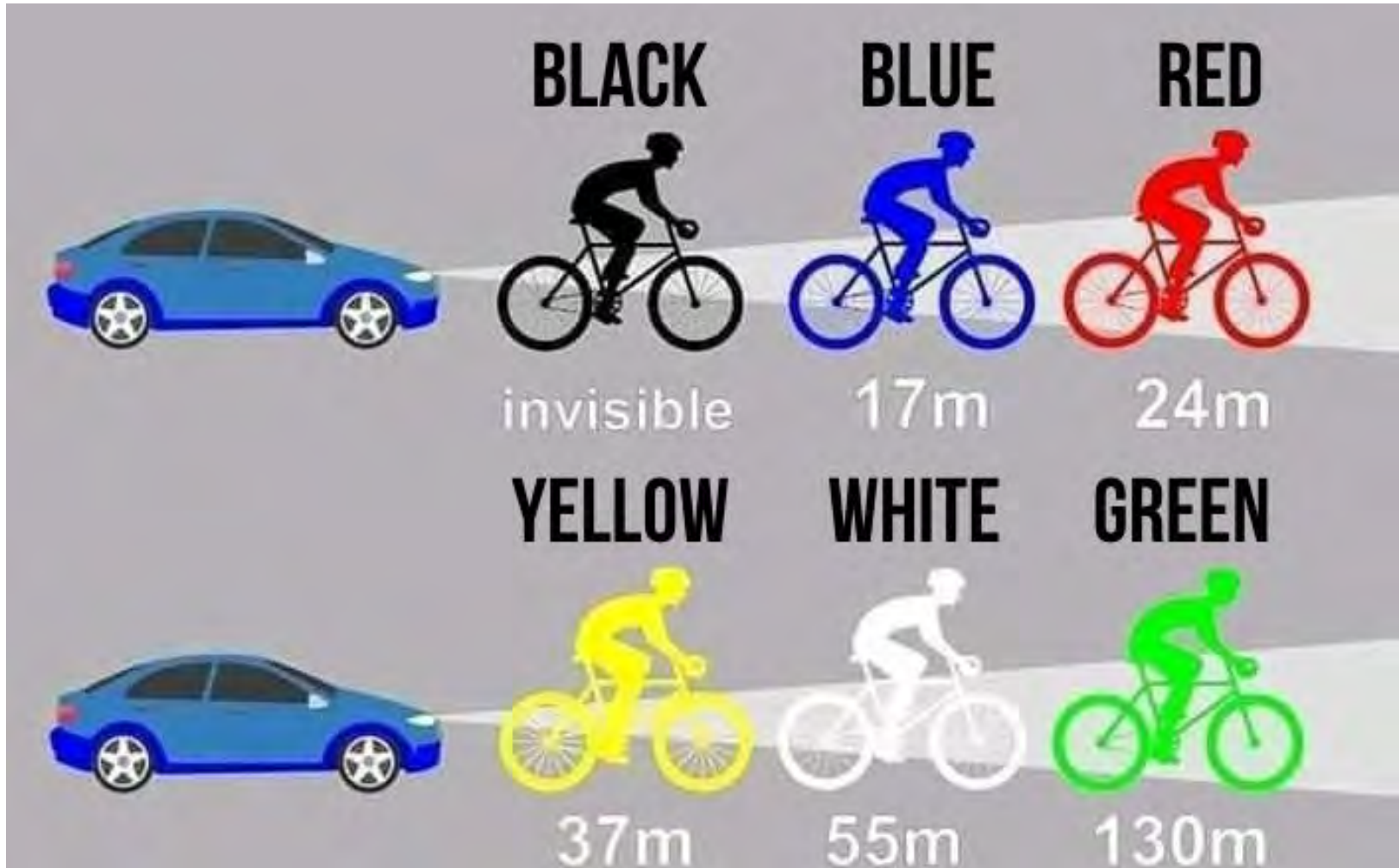
Gapped Riders

If riders are gapped off the back of the group through an intersection or stop sign, they must obey all traffic lights and signs.

- Add this in your pre-ride briefing as a reminder
- Slow down or stop to wait after the intersection, if a split occurs



Visibility by clothing colour





ICBC References

- **Start at the top.** Wear an approved bicycle helmet , that sits level on your head, with the front edge one inch or less above your eyebrows to protect your forehead and should be snug so it can't roll off the front of your head when the chin strap is secured.
- **Follow the rules of the road.** Make sure you obey all traffic signs and signals and adhere to the rules of the road.
- **Bike lanes are best.** Use designated bike routes whenever possible. Check your local municipality's website or google maps for designated routes.



ICBC References

- **Shoulder check.** Use hand signals and shoulder check in advance before taking any turns. **Remember, drivers sometimes fail to yield right-of-way.**
- **Reflect on safety.** Be extra visible with reflective gear on your bicycle pedals and wheels.
- **Caution near parked vehicles.** Be aware of people in vehicles as well as taxis to avoid getting hit by an opening door. **Try to keep at least once metre away from parked vehicles.**



Traffic Summary

- Do not be intimidated.
- Maintain visibility and avoid the “Danger Zone”
- Ride in a smooth and predictable manner
 - NO duckin’ & dodging, or weaving’n & wheezing!
- Follow the rules of the road
 - Take the lane when necessary
 - When slow, stay further to the right
 - Always pass on the left

Road Hazards

This section will review common road hazards faced by cyclists riding on a road.





Wet Conditions

- Look further ahead
- Avoid white lines, oil patches
- Brake/corner gently
- Keep bike vertical
- Seek out coarser surfaces (cement)





Puddles

- Avoid riding through puddles!
- Hidden dangers, like filled up potholes





Lane Turtles

- Avoid when possible, especially in wet conditions
- Notify your group
- Keep hands on the bars



Poles

- **SLOW DOWN**
- Give your group lots of notice
 - Point AND CALL OUT “POLES”
 - During pre-ride meeting, notify riders that they will be an area with hazards on the ride, suggest that riders give extra space in between one another when we reach that spot.



Potholes

- **SLOW DOWN**
- Give your group lots of notice
 - Point AND CALL OUT “POTHOLES”
 - During pre-ride meeting, notify riders that they will be an area with hazards on the ride, suggest that riders give extra space in between one another when we reach that spot.



Cracks

- **SLOW DOWN**
- Give your group lots of notice
 - Point AND CALL OUT “CRACKS”
 - During pre-ride meeting, notify riders that they will be an area with hazards on the ride, suggest that riders give extra space in between one another when we reach that spot.





Train Tracks - perpendicular

- **SLOW DOWN**
- Give your group lots of notice
 - Make sure there are no trains coming
 - Go straight, don't turn your front wheel
 - Hold the handlebar firmly
 - Stand up and coast, to help absorb bumps
 - If advanced, try a bunny-hop



Train Track - angled

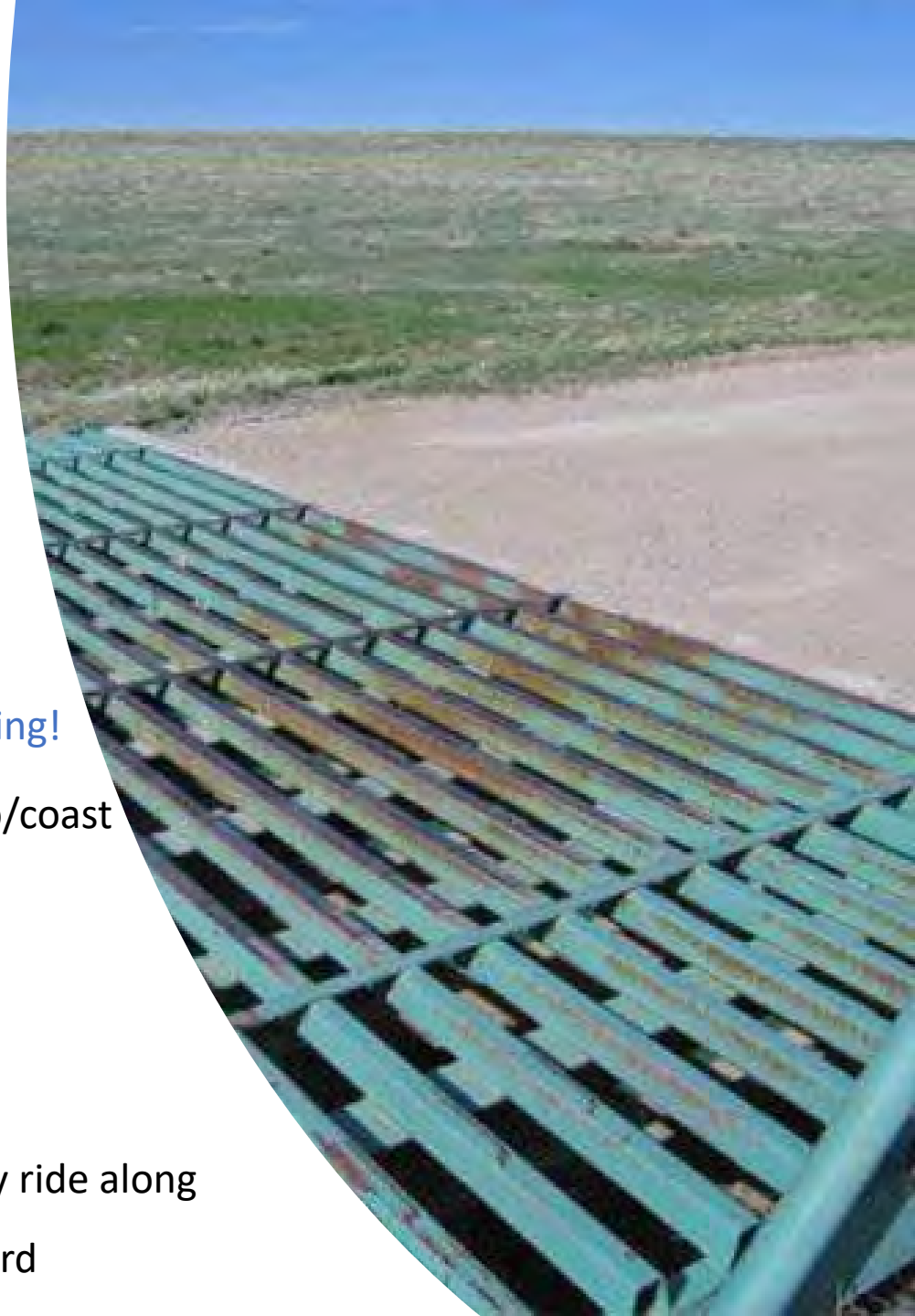
- Make sure no cars are behind or, make eye contact with drivers.
- Build from cues on previous slide
- Apply “S” method.
 - Take the lane and cut back to cross track perpendicularly
 - Stand up and coast, to absorb bumps; or if advanced, bunny-hop





Cattlegaurds

- **SLOW DOWN**
- Give your group lots of notice
 - Make sure there are no COWS coming!
 - Ride at a moderate speed, stand up/coast
 - Hold the handlebar firmly.
 - If beginner, stop & walk
- If advanced, try a bunny-hop or slowly ride along any flat longitudinal ridges on the guard





Signals

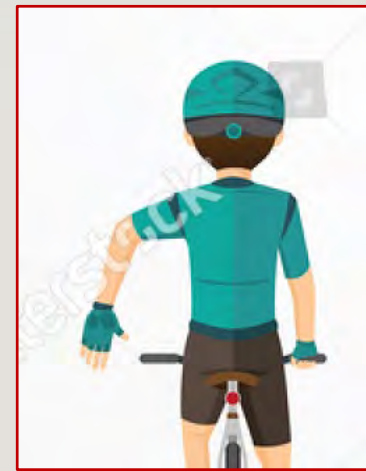
This section will review common signals used by cyclists.

Remember to clarify your preferred signals in the pre-ride briefing

- Look far ahead and signal early
- If time-crunched, call out loudly & keep hands on the bars



STOP



- Recommended: Arm stretched overhead (↑ visibility in group)
- Options: Show five fingers, or Show fist

SLOWING



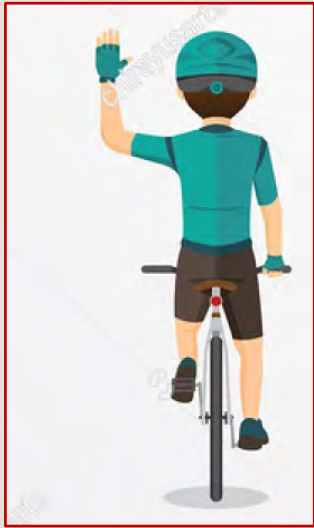
- Recommended: Hand moves up and down
- Options: Show five fingers

LEFT TURN



- Recommended: Arm stretched, pointing to the left

RIGHT TURN



- Recommended : Arm stretched, pointing to the right
- Options: Left arm @ 90' position (cover rear brake)

POTHOLE



- Extend arm, **point** to danger area, call out “Hole, Pothole, Crack”

“If it is big enough to cause an accident or break a bike...point it out!”

DEBRIS



- Extend arm, **wiggle fingers** or wave hand side to side
- Call out “debris, or gravel”

APPROACHING A HAZARD



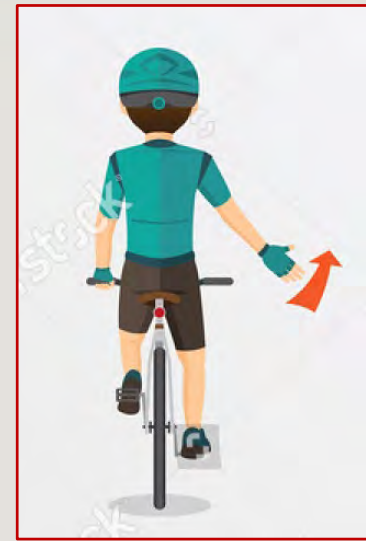
- Use the arm that is on the same side of the hazard
- Point fingers or sweep hand behind back, in the direction of safety

TRAIN TRACKS



- Extend arm, point down and **move hand horizontally**
- Call out “tracks – perpendicular” or “tracks – angled”

PULL THROUGH



- Use the arm on the side you wish to be passed
- Flick elbow, move in the other direction, soft-pedal

WAVE



- Say Hi!
- Enjoy your day on “Spaceship Earth”



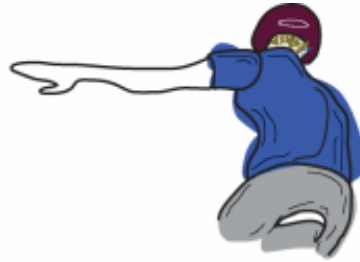
Signals Summary



Stopping



Turning Right



Turning Left



Move up - forward



Loose Debris / Gravel



Hazard on right side



Hazard on left side



I am moving there



Potholes / Glass on right



Potholes / Glass on left

Group Etiquette

This section covers suggestions for riding with your peers in a group setting.





Pop-Quiz

List the safe behaviors you expect to see in a group ride

- Signals, calling obstacles & cars
- Ride a safe distance from others
- Hold your line
- Avoid half-wheeling
- Ride smoothly and predictably



Hand Position

When riding in the group, always cover the brake levers

- Place your hands in the “Hoods”
- Using the “drops” is also option, given the brakes are covered (usually 1 finger is adequate to start braking)

Tops

?

Hoods

Drops



“Car Back” “Car Up”

When a car is approaching from the opposite direction, call

“CAR UP”

When a car is approaching from behind and/or is in the process of overtaking, call

“CAR BACK”





Riding a Wheel

Maintain a 0.5 – 1.0 metre gap

- Increase the gap as speed ↑
- Ride as directly behind as possible

Focus on scanning **Now & Next**:

- Wheel/Shoulder of rider in front
- Cadence/speed of 2-3 riders ahead
- +100 metres ahead

DRAFTING



Leave **1 metre**
between you and
the rider in front

EXCEPTIONS

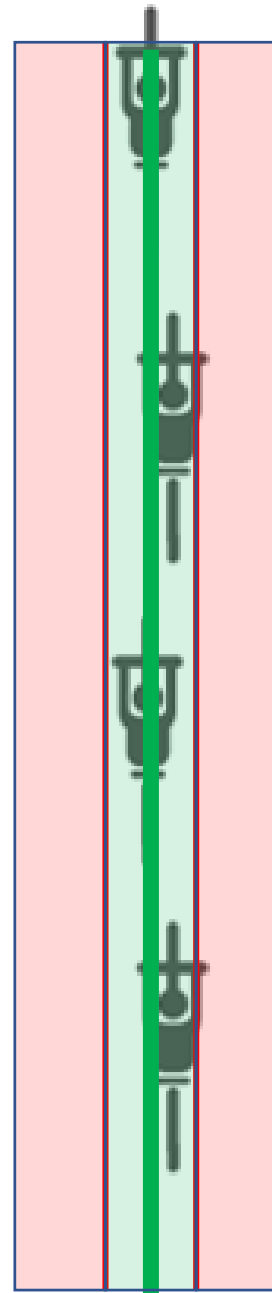
Riding an offset can provide more time in wet conditions or with new riders not used to signaling/calling.

- When offset, your front tire should remain within the width of the handlebars of the rider in front.

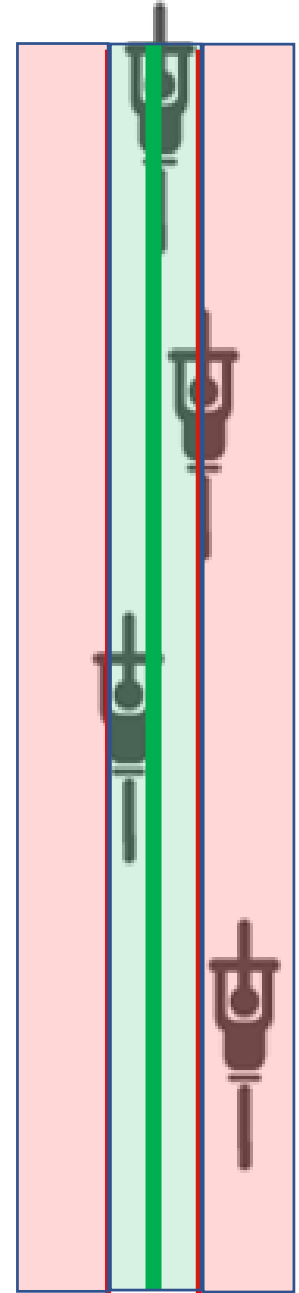


Riding Offset

Scenario A



Scenario B



-
- When offset, remind riders to stay in the path the leader is setting, and avoid “fanning out” across the road, as seen with **Scenario B**.
 - One recommendation includes a fender or rain-guard policy for all winter group rides.

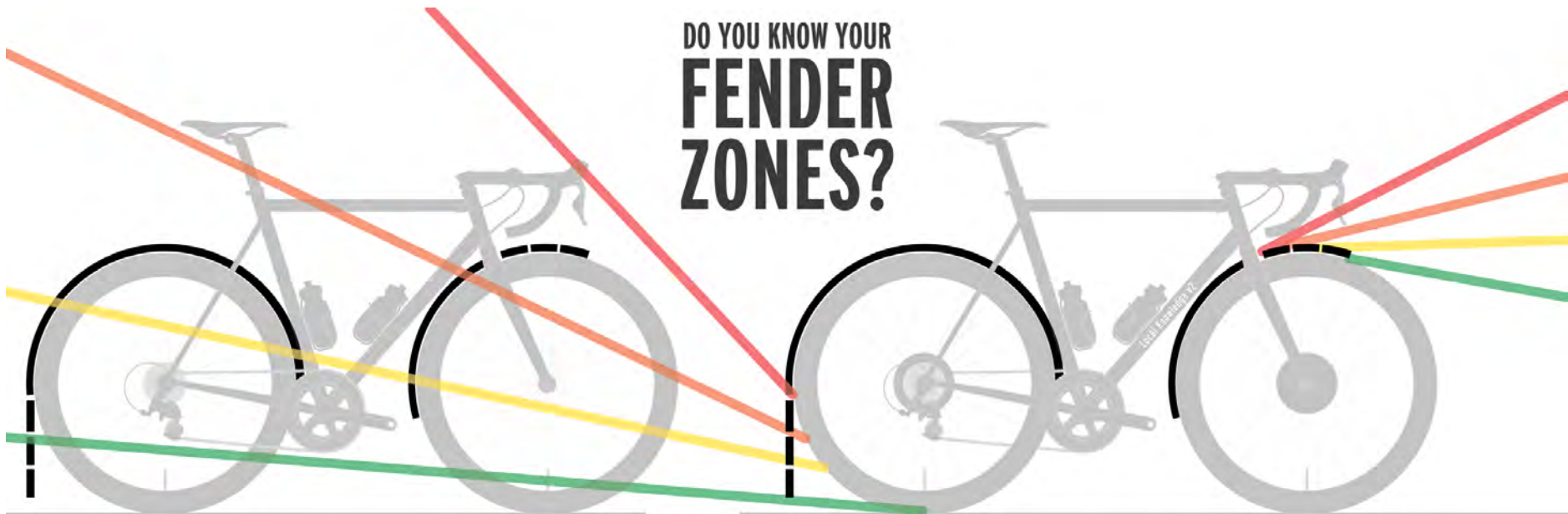


Fenders

Please consider enforcing wet weather recommendations

- Benefits: improved visibility, safety & long-term health
- The **GREEN** zone is recommended

Image courtesy of Jeff Werner



OVERLAP

Do Not Overlap Wheels

If the rider ahead stops pedaling,
either coast or soft-pedal, avoid
braking abruptly

Cover the brakes, with you hands in
the hoods (preferred), or drops





Touching Wheels

I AM TOUCHING WHEELS...WHAT DO I DO?

- Counter-steer with shoulders, push handlebars away
- Either apply brakes (<1 sec), or pull handlebar into belly button forcefully to clear the overlap

I AM ABOUT TO TOUCH WHEELS...WHAT DO I DO?

- Steer quickly **into the wheel and bounce away**
- Apply brakes (<1 sec), or pull handlebar into belly button forcefully to clear the overlap



Hold Your Line

To cornering safely in a group:

- Lead with a smooth line (brake before turn, carve to apex and exit)
- Or follow the rider in front of you, be aware of riders to your side

To help, try these cues:

- Look at the apex and the exit of the corner
- Use correct technique, inside foot up, weight through outside leg
- Turn hips (belly button) where you want to go





Standing Up

“When I stand up, my bike shoots back and I caused a crash behind me”

- Select 1 harder gear and **pedal purposefully as you stand up** to limit the bike’s backwards shift
- New riders are encouraged to call out “Standing” to the group
- Experienced riders may signal “Standing” by waving both hands while on the hoods, or flicking both elbows or both shoulders (similar for train-tracks or perpendicular hazards)



Half-wheeling

“Feels like my partner, riding beside me, is just far enough ahead that I am always trying to catch up”

- Communicate with your partner
- Ask them to ride “elbow-to-elbow”, or “on-the-shoulder”
- Send them out to do an interval!

Note, a “true half-wheeler” won’t have a clue that they are doing it – be kind and explain





Filling A Gap

What do I do when a gap forms or the riding formation falls apart?

- Communicate (signal, call out)
- Move into position
- Focus on maintaining the pre-determined riding formation to clarify responsibilities within the group and consolidate the “road foot-print”



Things to do at the back

Some things are better left for when at the back of the group:

- Stretching
- Riding with no hands on the bars
- Jackets (putting on/taking off)
- Blowing your nose, etc.
 - Alternatively, shoulder check, move out of group, guard with arm

Things to keep for solo rides

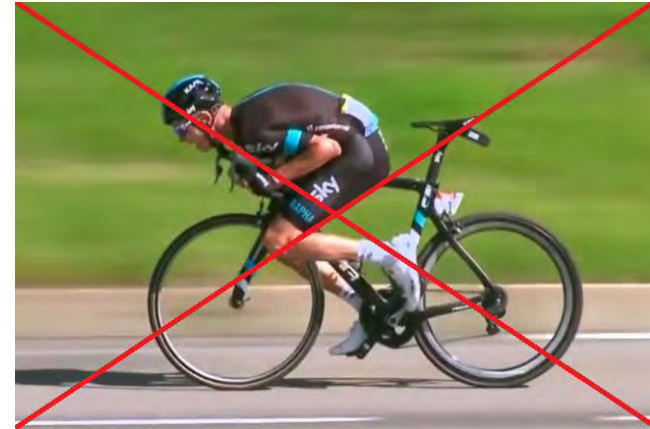
Some things are better left for your individual rides:

- Time Trial Bikes
- Ear buds / music
- Pushing intervals upon an unstructured ride
 - *If you wish to complete specific efforts, ask permission to temporarily leave the group and decide on a meeting point:*
 - *Go ahead of the group (longer efforts: 1-10min effort)*
 - *Fall behind the group (shorter efforts: <1 min effort)*

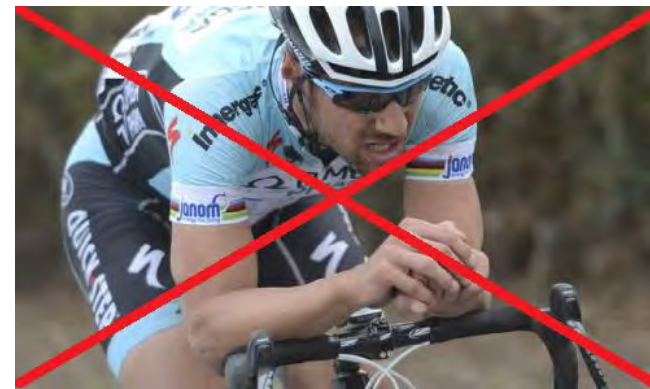


Things to Avoid

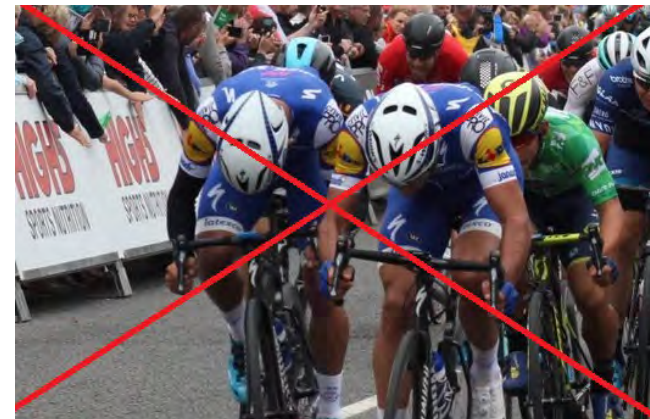
1. Super Tuck



2. Resting Arms on the Bar



3. Sprint with your head down





How to make a ride more difficult

Tips to improve your fitness, without disrupting the group

- Breathe through your nose
- Use a winter bike, larger tires or double-tire (insert tire liners)
- Spend more time on the front (ask permission)
- Spin at a high cadence (at the back of the group)
- Stand up for 1-5 min segments (at the back of the group)
- Add duration/time either before or after the ride



Group Formations

Single Paceline



Double Paceline



**Rotating
Paceline**



Crosswind



**Echelon
Paceline**

Single Paceline

- Maintain steady pace:
 - On flat ground, gauge pace with SPEED (KPH)
 - On hills, gauge with OUTPUT (pressure on pedals)
- Pull steady for 30sec-30min
 - Shoulder check (over left), elbow flick (right elbow)
 - Shift 1-3 feet to the side (left)
 - Reduce output/coast, go to the back ASAP
 - To stay at the back, call out “slide”
- Ideal group size: 4-6

Riders cycle in a single line
1-3 feet apart fore/aft



The lead rider moves left and fades back when it is safe to do so



Single Paceline

[Click To Watch Video](#)





Double Paceline

- Ride “elbow-to-elbow” or “on-the-shoulder”
- Ride 0.25 – 1.0 meter from the rider beside you
- **Pull steady for 3m-30min**
- Shoulder check
- Elbow Flick
- Move 1-2 feet to either side
- Reduce output/coast, go to back ASAP



Riders cycle in two parallel lines
1-3 feet apart
fore/aft and 2-3 feet apart laterally



Double Paceline (Social)

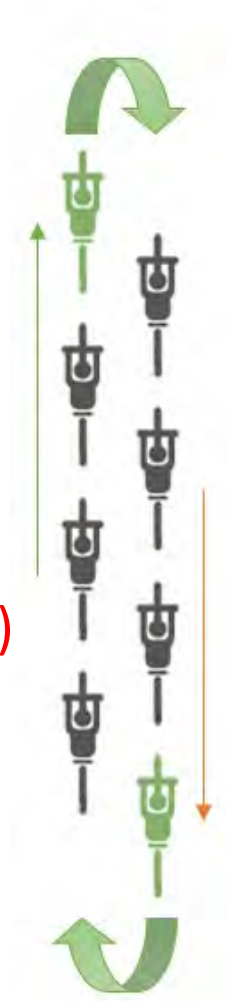
Riding 4-abreast is not endorsed or recommended by Cycling BC



Rotating Paceline

Best suited for closed or rural roads, free of traffic.

- Maintain steady pacing
- Pull between 5sec-30min based on group size
 - **Faster speed = shorter pulls (↑ difficulty and danger)**
- How long?
 - When you are half-baked, pull through & over
 - Decrease output (change gear), maintain cadence
- Ideal group size: 6-8



The lead rider on the right fades back while the leading left rider advances forward and to the right



Rotating Paceline

[Click To Watch Video](#)



Combo Paceline

Preferred formation on closed or rural roads.

- Strong riders rotate, with others resting behind
- Call out number of riders in the rotation
- If leaving rotation, **call out “slide”**
 - Next rider to reach the back of rotation, then calls out updated number in rotation
- If entering the rotation, **call out “coming in”** and call out new number of riders in rotation





Combo Paceline

[*Click To Watch Video*](#)





Pre-Ride Briefing

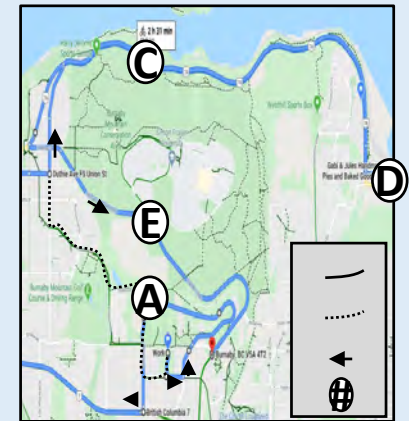
Activity:

- Brainstorm key info to share with group before roll-out
- Optimize the order of this information
- Include a club values reminder

Reminders

Riding route: Next stop, type of paceline, hand signals

Friendly Reminders: At rest stops...Overlapping wheels, riding over the yellow line, not keeping a steady pace, uncurious passing.



Camaraderie

Two riders should stop to attend to a flat. Last rider in group should ease up and ride with dropped riders. Be sure to have what you need to fix your flat.



Reminders

Maintain a steady pace: It's not a race. Do not attack, speed up without warning, jump around another rider – no sprinting!

Be Predictable: When slowing, brake softly or leave room in front of you to decelerate if needed

Use signals and communicate: Use a hand signal that can be seen by riders and provide ample warning. If necessary, use your voice.





Selecting a Group

	Groups	Ride	Expectations
A	Cat 1/2/3 Riders	Full Distance & Added Difficulty (efforts)	Open to riders with a valid race license. Skill Level 8+
B	Cat 4 or Intermediate	Full Distance & Difficulty	Open to riders who have completed a skills session with the club, Skill Level 7+
C	Novice	Modified Distance & Difficulty	No drop, easy ride. Mandatory for all first time club riders. Skill Level 6+

Today's Route



Today's Details

Afternoon Ride (Feb 23, Mar 1, Apr 18 & 19)

Start time: 12:30 PM

Starting location: Cycling BC Office
(#116 – 8337 Eastlake Drive, Burnaby, BC)

Finish location:

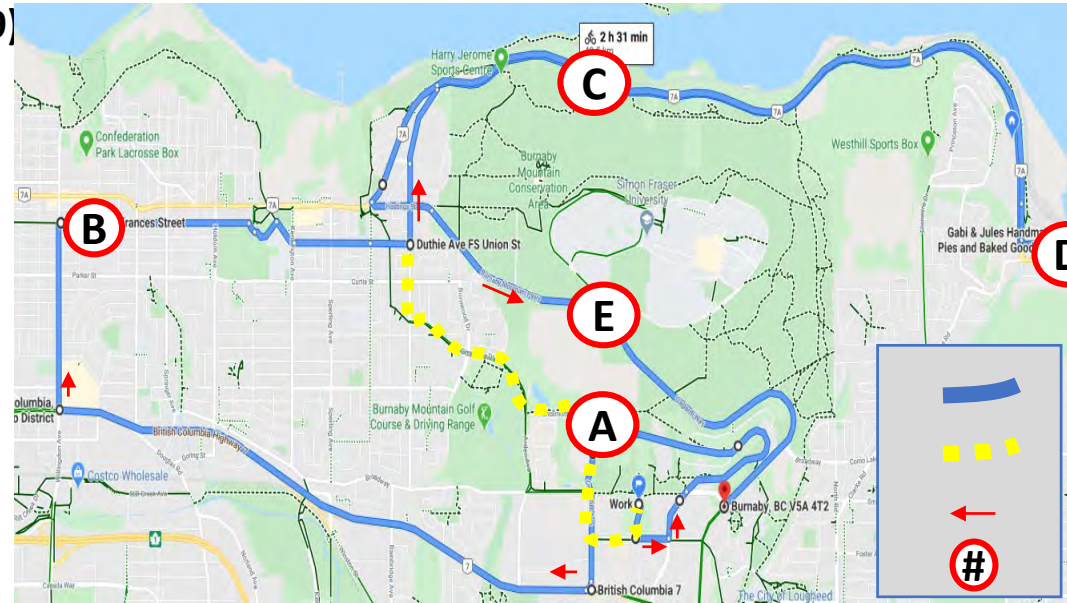
- Cycling BC Office (all groups)

Rendezvous:

- Top of Forest Grove
- Frances/Willington
- Takeda Road/Bike Park (restrooms)
- Gabi Pie Shop (restrooms)
- SFU Lights

Expectations

- 12 Rider maximum group size
- 6 Rider maximum group size (when single-file)
- All groups depart in 2min intervals



Today's Goals

A → B: Traffic Lights
Signals
Single Paceline
Check group for skill & fitness

B → C: Interacting with parked cars
Bike Route Etiquette

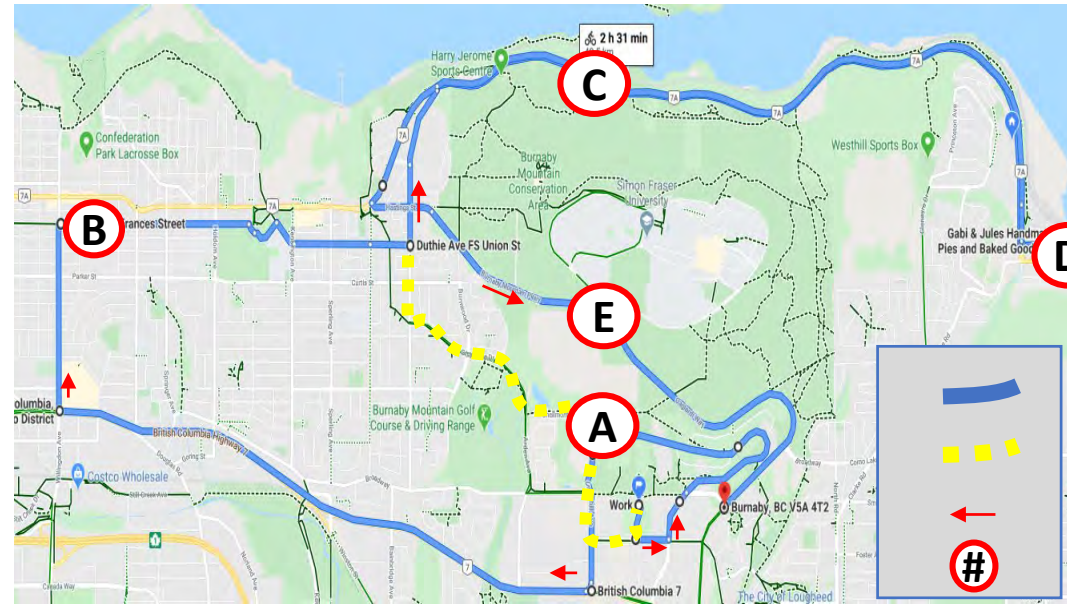
C: Paceline Practice:
Single
Double
Rotating

C → D Practice single paceline

D → C Practice rotating paceline

C → E Practice group pacing on a climb

E → A Practice safe descending



Seymour

Alternate Saturday Destination

Start time: 8:30AM

Starting location: Cuppa Joe Coffee
(Upper Parking Lot at 4th and Alma)

Finish location:

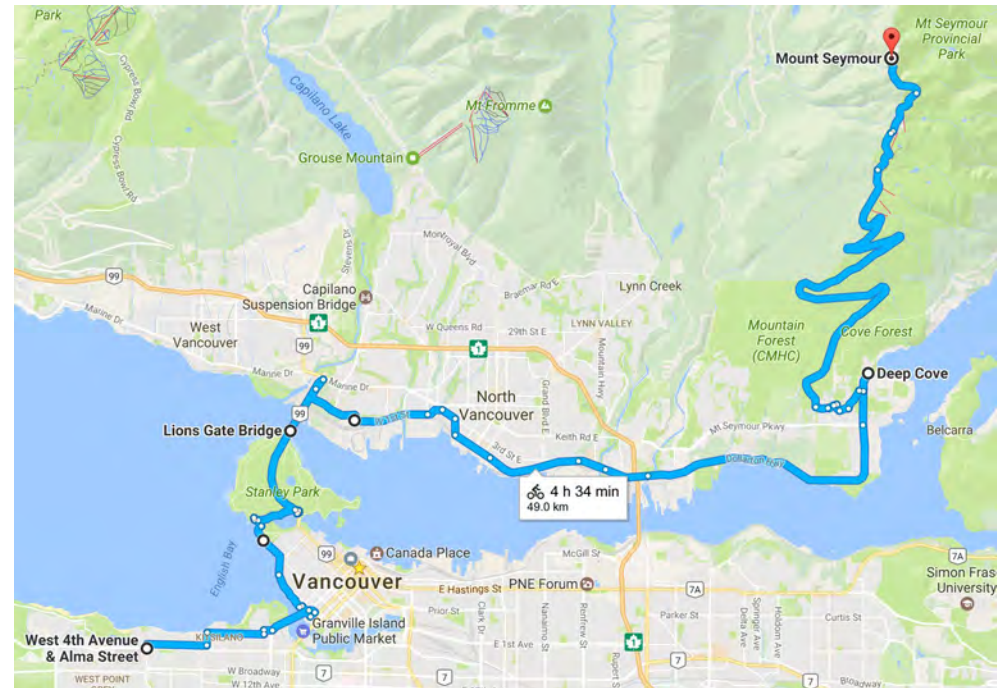
- Deep Cove or Mt. Seymore

Rest Stops:

- Deep Cove

Expectations

- Test ride starting April 8th
- One B group if there is interest
- 12 Rider maximum group size



Richmond / Iona / UBC

Every Saturday April 8 to September 30

Start time: 7:00AM

Starting location: Cuppa Joe Coffee
(Upper Parking Lot at 4th and Alma)

Route:

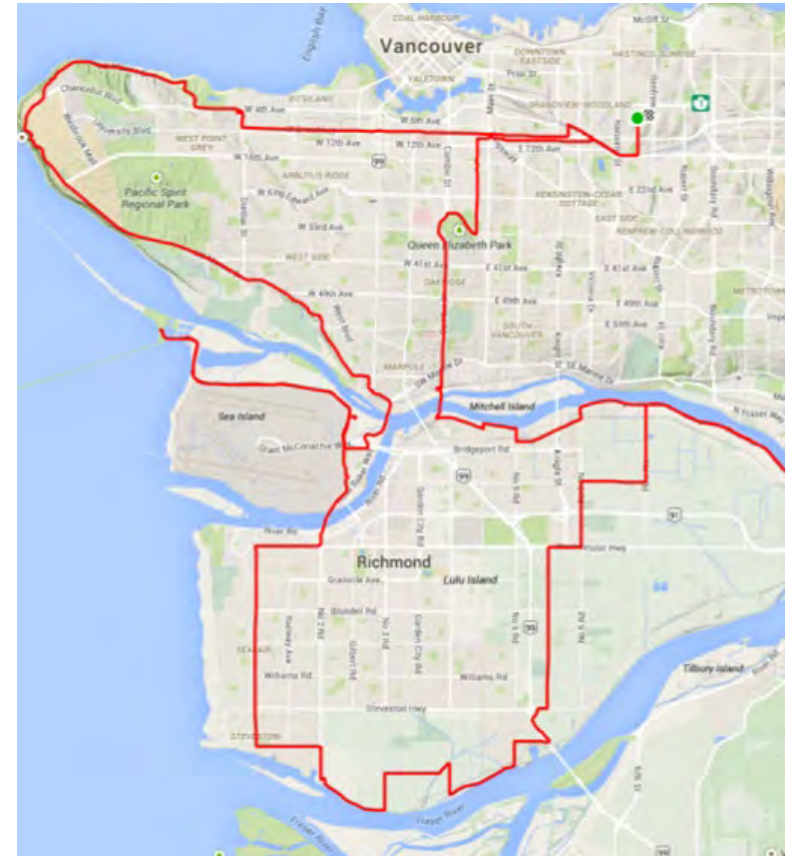
- Richmond Loop

Rest Stops:

- On Request

Expectations

- 8-12 rider maximum group size
- One ride leader will be present (April)



Horseshoe Bay

Last Saturday of every month

Start time: 8:30AM

Starting location: Bean Around The World
(Rear Parking Lot at 1522 Marine Dr., North Van)

Finish location:

- Different Bikes, West Van. 1437 Clyde Ave. between 14th & 15th Ave

Expectations

- 8 Rider maximum group size
- Single file except when passing
- Groups depart in 2min intervals



Fraser Valley

First and 3rd Sunday of every month

Start time: 8:30AM

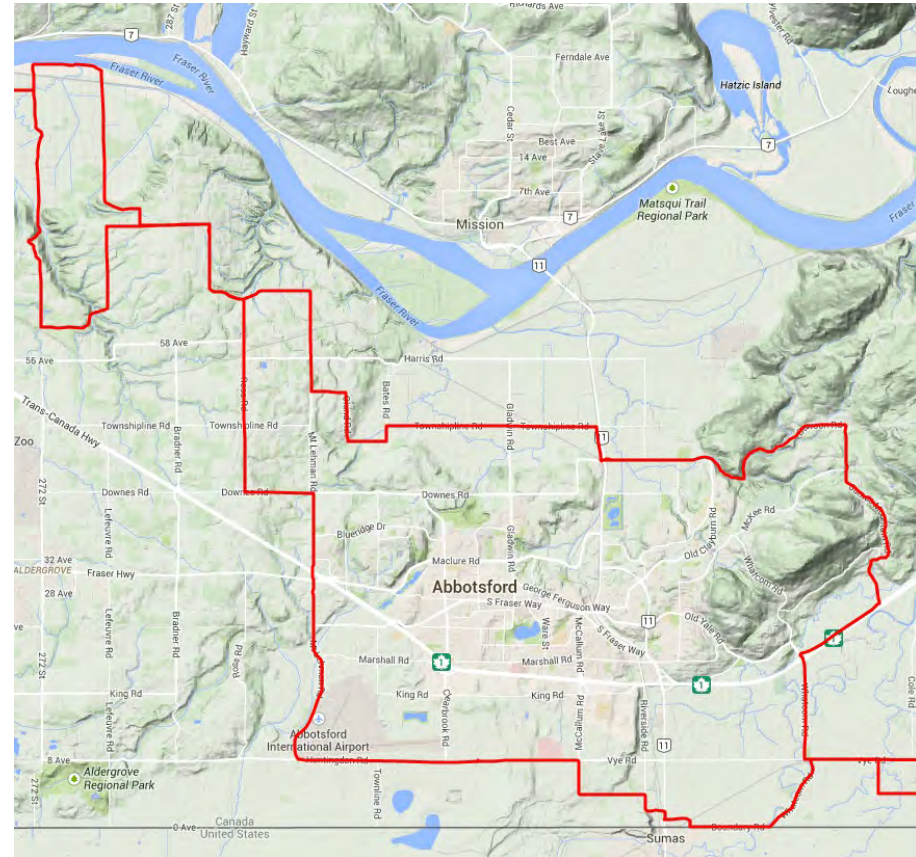
Start & Finish location: Wendel's Bookstore & Café,
corner of Mavis & Glover Rd, Fort Langley

Expectations

To participate riders **MUST** have completed:

- Mandatory skills session
- Min. B rider comfortable in a faster paced group ride

2 routes options: 90km & 120km (which may/may not have an ambassador)



Belcarra

2nd and Last Sunday of every month

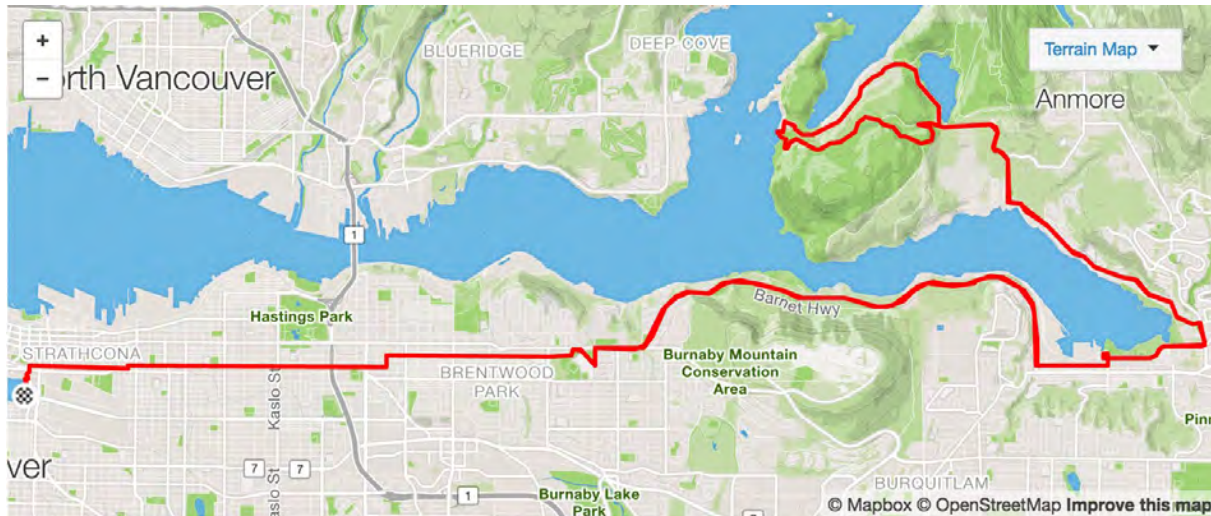
Start time: 8:30AM

**Start & Finish location: JJ Bean
(188 West 1st Ave, Vancouver)**

Expectations

To participate riders **MUST** have completed:

- Mandatory skills session
- B Riders



Stanley Park

Every Wednesday (April – September)

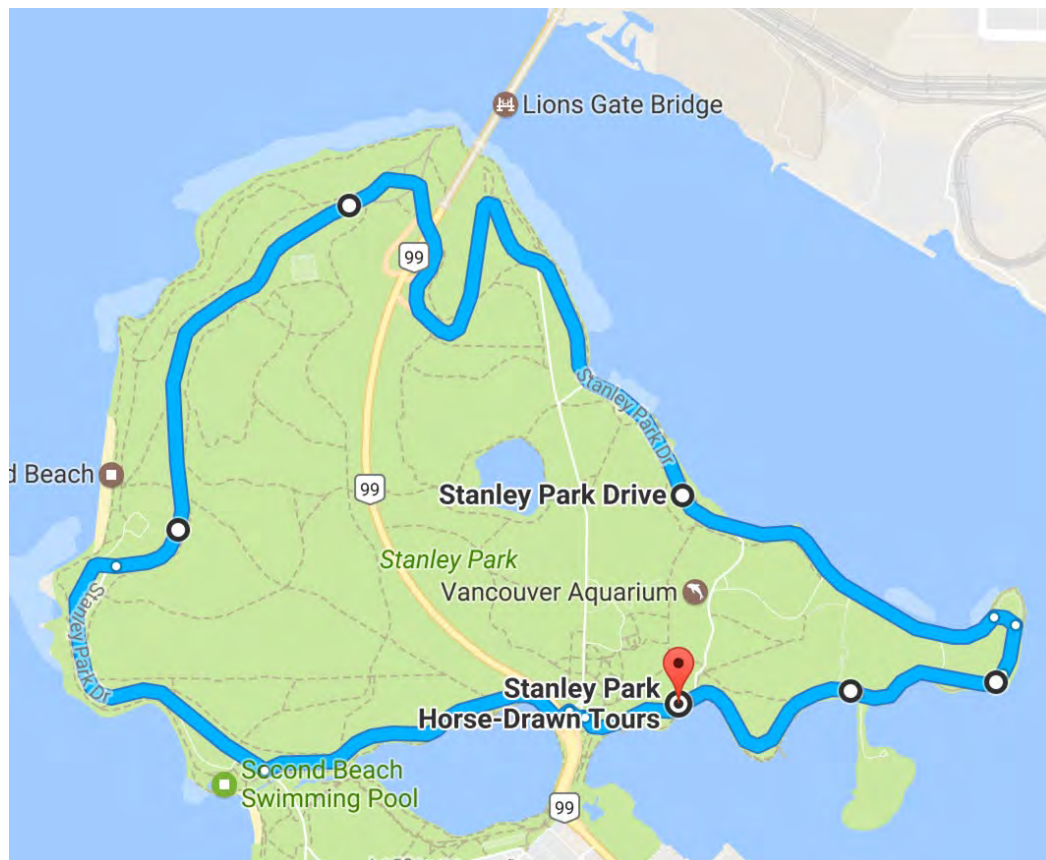
Start time: 5:30PM

Start & Finish location:

Stanley Park Info Booth

Expectations

- A Group – Steady Pace
- B Group – Steady Pace
- C Group – Relaxed Pace
- No Stops
- Official ride will be the SLOOP, but can also be used as a meeting point for alternate ride





Time to Reflect

- Action Card: Page 10-11
 - I intend to STOP...
 - I intend to CONTINUE...
 - I intend to START...



END OF WORKSHOP



Thank you for participating!



Your LOCKER account will be credited in the coming week!



You will receive a post-event email with a 2-min. survey



For more information... cyclingbc.net/coaching



RIDE LEADER TRAINING

DESIGNED FOR ADULT CYCLING CLUBS IN BC

Abstract

1-day interactive course to prepare Cycling BC adult club members with the skills and confidence to lead a group ride activity



Ben Chaddock
coaching@cyclingbc.net

Credits:

This 2020 document and has been designed and edited by Ben Chaddock, Cycling BC NCCP Liaison and Head of Coach Development (Version February 18th, 2020)

This document includes components of Cycling Canada's Let's Ride! Community Initiation text (v.2014). The following outlines the contributors of the 2014 text.



In association with Cycling Canada and the Coaches Association of Canada, contributors include:

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Project Leader- Paul Jurbala, communityactive

In association with Cycling BC, new content contributors (January 2019 – February 2020), include:

- Glotman Simpson Cycling Club: David Gillam
- WowRide Cycling Club: Vicki Greenwood, Willa Kriebel, Deb Intas

Ride Leader Training

This course is designed to meet the needs of Cycling BC's recreational adult club riding community. This is a non-NCCP stand-alone accreditation that club ride leaders can complete to improve their knowledge and understanding of best practices for club group rides. This material is appropriate for all types of group cycling, including off-road activities. Participants who complete this course will receive credit in the NCCP Locker system.

This reference material is designed to work in conjunction with the accompanying PowerPoint.

Each section of the course concludes with a short summary. The course concludes with a quiz designed to test retention and comprehension.

<u>Section</u>	<u>Key Content</u>	<u>Start</u>	<u>Time</u>
Brainstorm	Icebreaker Club Purpose Riding Route Characteristics	9:00 am	½ hr
Responsibilities	Expectations Negligence, Liability, Risk Management Emergency Action Plans What if?	9:30 am	½ hr
Emergencies	Red/Yellow/Green Assessment Tool Concussion Protocol Crash Management / No-Hands CPR	10:00 am	½ hr

*Break

Road Safety	Bike/Helmet Check Traffic Safety ICBC References Road Hazards	10:45 am	½ hr
Group Riding	Signals Etiquette Formations	11:15 am	½ hr
Pre-ride Briefing	Key Elements Reminders Choosing a group	11:45 am	¼ hr
Outdoor Practice Ride	Role Modeling by Learning Facilitator Mid-ride skills session (formations) Practice Leading	12:30 pm	2.5 hr
Quiz		2:45 pm	¼ hr

Table of Contents

Credits:.....	2
Ride Leader Training	3
Club Purpose Map.....	5
Ride Structure & Checklist	6
Ride Leader Responsibilities	7
Pre-Ride Briefing	9
Negligence, Liability & Risk Management	11
Risk Management Plan	12
First Aid Kit Checklist	16
Creating an Emergency Action Plan (EAP).....	17
EAP TEMPLATE (Cycling BC 2019).....	21
EAP Template (Pg.1) (CAC-2019)	23
Responding to an emergency	25
Good Samaritan Act of BC:	25
Head Injuries and Concussions Guidelines.....	27
Bike Safety Check.....	30
Helmet Safety Check.....	31
Riding Group Formations	33
IMBA Rules of the Trail	34
Glossary of Group Cycling Terms	36
WOW Ride Cycling Club (Samples)	37
Additional Resources & Links	42
Motor Vehicle Act.....	43
References.....	45

Club Purpose Map

One of our roles as ride leaders is to uphold the values of our club and the expectations of our fellow riders. Here are some keys words that share why cyclists participate in group activities.

Expectations of leaders:

- Create an optimal atmosphere for learning and enjoyment
- Respect all participants as individuals
- Be a knowledgeable leader
- Be safety conscious
- Act in a mature and respectful manner
- Be fair
- Respect rules and laws
- Provide equal opportunities for all
- Plan activities effectively
- Be approachable
- Strive for success (happy people & fun experiences)

Ride Structure & Checklist

Designing or leading a group ride activity is a fun process that can include many elements. The following points include characteristics of group activities that can support in the planning process.

Structure and organization

- The practice is organized and well structured (introduction, warm-up, main part, cool-down, conclusion).
- The length of the practice is appropriate for the age and ability level of the participants.
- Full use is made of available facilities and equipment to achieve the practice goals.
- The practice includes a variety of activities.
- Activities are planned so there is minimal waiting time for participants.
- The transition from one activity to the next is planned in such a way as to minimize the time wasted.
- Activities are presented in the appropriate order in the main part of the practice.

Choice of the activities

- The activities are appropriate to the developmental stage of the participants.
- The activities are adapted to the skill and fitness level of the participants.
- The activities have well-defined goals, and the purpose of the tasks involved is clear.
- The activities are relevant to the sport.

Success and challenge

- The activities present reasonable challenges to the participants.
- The activities are chosen or designed so that the success rate by the participants when performing the task is no less than 70%.

Safety

- Potential environmental, equipment and facilities, and human risk factors have been considered, and the activities are designed accordingly.
- An Emergency Action Plan is available.

Ride Leader Responsibilities

Cycling BC club rides include various guidelines to help keep all participants safe.

Requirements:

- All participants must be either:
 - Cycling BC members
 - Non-Cycling BC members who have signed Cycling BC's liability release waiver
 - If a rider is new to your club and trying out your group activities, the participant must have signed the waiver and given it to either Cycling BC or the ride leader present.
 - A non-Cycling BC member is permitted to sign the liability release 2 times per year before being required to purchase a Cycling BC membership.

Recommendations:

- Ask all club members to read, understand and agree to your club's Code of Conduct
- Create an Emergency Action Plan for all group activities and submit to your club executive.
- Create a club pre-ride checklist to ensure that ride leaders are creating as safe and effective group riding experience as possible.
 - Including bike check, riding rules and the ride plan.

Ride Leader Responsibilities (SAMPLE)

Content includes contributions from the WOW Ride Cycling Club.

Safety

- Know your route, your EAP and confirm all leaders are briefed
- Complete pre-ride bike/helmet check with your group
- Follow all rules of the road: traffic signs / signal, and cross walks

Etiquette:

- Arrive 15 minutes before the scheduled start time we roll.
- Use your hand signals and call out to communicate to the pack. Try to keep shouting to a minimum. In high traffic areas you'll need to raise your volume.
- Carry extra flat kit resources: 2 spare tires.

Go Pro:

- Always take the designated bike route. This is the safest way and we don't want to be seen going rogue in our WOWride kit.
- Leaders set the pace. Slow rollout after every stop to make sure the group is on. Maintain a comfortable pace that is right for the group.
- Sweepers are leading from the back. Watch the group and make sure everyone is together and riding safely in a straight line. This is particularly important when changing lanes to the left. The sweep has the best vantage point to know what coming up from behind and can also see all the riders ahead. The sweep will anticipate the lane change and get the message through the group when it is safe to change lanes. This will be a verbal cue so riders should be listening for it.
- Be generous: please share your cycling knowledge, healthy recipes and nutrition, stretches and photos.
- Know who is in your group. Before you roll out count how many people are in your group. Complete a head count at all major stops. Do frequent checks to make sure your group is still together. And wait for the group if any have fallen behind so you can continue to ride as a group.

Pre-Ride Briefing

Reflect on a pre-ride speech that would help your group participants understand the plan of the day: Use the below area to articulate your messaging. If you elect to do this exercise by speaking with a partner, be sure to write down the key messages of your speech.

Grabber	
Message	“Club Values”
Structural Statement	“This quick talk will set us up for success on today’s ride...”
Point 1	“Riding Route, rest stops, riding formations”
Point 2	“Safety concerns, road conditions, safety check”
Point 3	“In case of emergency...”
Restate Message	“Club Values”
Call to Action	

Ride Leader Pre-Ride Check List / Briefing Notes (SAMPLE)

Content includes contributions from the WOW Ride and Glotman Simpson Cycling Clubs

Before every ride, Ride Leader should address their group and explain the ride plan. The objective of this meeting is three-fold: demonstrate your leadership, model appropriate communication behavior and help participants understand what to expect from the ride.

The following checklist will be things we will discuss before each ride:

1. What is the purpose of this ride (club values)?
 - a. Fun
 - b. Training
2. What are we doing today?
 - a. Explain route
 - b. How long in time or km
 - c. Approximate speed of group(s) – splitting groups based on skill/experience
3. What are the safety concerns on today's ride?
 - a. Any road blocks/construction / detours we know of?
 - b. Are there any dangerous sections (high traffic)
 - c. Reminders
 - i. Hand signals that we use in our group activities
 - ii. Bike safety check (ABCDs): Air / Brakes / Chain / Drop / Skewers
 - iii. Food / Water
 - iv. Etiquette
 1. Ride in the straight line, including when shoulder checking.
 2. No half wheeling. (crossing tires of the rider in front of you)
 - v. Leaving the group early/late:
 1. Let someone know.
 2. Send a text/email to let the Ride Leader know you arrived home
4. In case of emergency...
 - a. Who are the ride leaders (with first aid)
 - b. Review RED/YELLOW/GREEN action card
5. Did everyone understand the plan? Do you have any questions? "Let's have some fun!"
6. Roll out

Negligence, Liability & Risk Management

All Cycling BC members are covered under our general liability coverage with Jones Brown. There is no additional coach or ride leader liability coverage required or earned by completing this course. However, using a risk management plan and completing training, like this course, illustrate your good intent and care for creating safe and enjoyable experiences for all participants, and therefore strengthens your case in the event of legal action.

Definition of Terms:

Negligence - refers to behavior or action that falls below a “reasonable standard of care.”

**While negligence refers to conduct, liability refers to the responsibility for consequences of negligent conduct.*

Liability – if negligence is established, what follows is the question of liability. Who is liable?

- Ride Leader?
- Ride Participants?
- Sports Organization?

**What are the expectations of a member or ride leader? “How does the law expect me to behave & ensure I meet these standards?”*

Risk management – members and ride leaders can protect themselves by following a risk management plan to reduce the chances of injury or loss by taking steps to identify, measure, and control risks. This plan helps on two fronts:

- first, it will promote a safe program and help to prevent injuries from occurring, and
- second, when an injury cannot be prevented, it will help to protect the members or ride leaders from liability claims.

Risk Management Plan

1. Be familiar with and adhere to applicable standards, both written and unwritten, as well as internal policies and rules governing the facility, the sport, and your program.
2. Monitor your participants' fitness and skill abilities and teach new skills in a progressive fashion suitable to their age and skills. Never leave young participants unsupervised.
3. If you do not have access to medical personnel or a qualified trainer, keep adequate first aid supplies on hand; ideally, you should be trained in administering first aid.
4. Develop an Emergency Action Plan for the facility or site where you regularly hold practices or competitions. Carry with you, at all times, emergency contact numbers and participants' medical profiles.
5. Inspect facilities and equipment before every practice and competition and take steps to ensure deficiencies are corrected immediately or adjust your activities accordingly to avoid the risk.
6. Work with your employer or sport organization to use appropriately worded "assumption of risk" agreements in your programs and, where appropriate, in settings involving adult participants, "waiver of liability" agreements.
7. You should be covered by the liability insurance policy of your employer (if you are remunerated for your coaching services) or your organization (if you are a volunteer coach). Confirm that this is the case. If it is not, obtain your own insurance.
8. Do not be afraid to stop or withdraw from any activity that poses unreasonable risks, including stopping a practice or removing your team or your participants from a competition.
9. Trust your common sense and intuition!
10. Actively pursue your own training, professional development, and coaching certification.

Types of Risk

By its very nature, physical activity can present some risk of injury. One of the key responsibilities of the coach is to manage the potential risks that present themselves during practice or competition.

The main risk factors can be categorized as follows:

Environmental risks

Factors related to the weather and/or its effects on the site or location where the sport takes place.

Examples: Lightning, rain, puddles/mud on the playing surface, heat and humidity, cold



Equipment and facilities risks

Factors related to the quality and operating conditions of the equipment and the facilities

Examples: a ski binding that does not release, ill-fitting helmet, damaged gymnastics apparatus, debris on the playing surface



Human risks

Factors related to the participants and to the people who are associated with them, such as parents, coaches, officials, and event organizers. Human risks may also be related to a participant's individual characteristics (e.g. height, weight, level of physical preparation, ability) or behaviour (e.g. carelessness, panic, aggression). Human factors related to coaches include their training and experience, their supervision of the participants, as well as their decisions they make about situations in which they place the participants.



Examples: matching participants of uneven strength and ability in a combative sport, forgetting to spot a gymnastics participant

Strategies for Managing Risk

Information to gather
<ul style="list-style-type: none">• Risks of the activity• Participants' medical information• Participants' contact information in case of emergency• Facility safety checklist• Past injury reports

Actions to take
<ul style="list-style-type: none">• Planning• Designing an Emergency Action Plan• Inspecting equipment and facilities• Informing participants and parents• Supervising activities

Information to gather
<ul style="list-style-type: none">• Phone numbers and addresses of the participants, their parents, the ambulance service, the police force, the fire department, and the public safety service.• Medical conditions of each participant (e.g. illnesses, allergies, disabilities, injuries), whom to contact in an emergency situation, and what the procedures should be in the event of an emergency (e.g. intramuscular injection with an EpiPen® for a severe allergic reaction, giving a specific medication).• Keep this information in a waterproof binder that you can carry with you to the training or competition site.• Find out if 911 services are accessible from your facility or if there is medical support on site.

Actions To Take

Planning

- Ensure that the activities are appropriate for the age, fitness, and ability level of the participants.
- Ensure that the practice starts with a warm-up, and that the activities include a reasonable progression and challenge for the participants.
- Adjust activities for participants who cannot perform them as planned for the larger group.

Designing an Emergency Action Plan

- Guidelines for designing an Emergency Action Plan appear in this document.

Inspecting equipment and facilities

- Ensure that you are fully aware of the specific safety standards related to the equipment used in your sport.
- Take an inventory of collective and individual equipment.
- Take an inventory of available first aid equipment. Carry a first aid kit at all times.
- Assess the safety of the facility itself (e.g. walls, playing area, lighting) by completing a facility safety checklist.
- Identify environmental, equipment and facilities and human risk factors.
- Ensure that the participants wear their protective equipment and that it is properly adjusted and in good condition.

A great idea is to take a first aid course offered in your community so that you are aware of what to do in the event of an injury during one of your practices or competitions. Find out if parents of participants on your team have training in the area of injury prevention/treatment. Perhaps they can help you by sharing this responsibility at practices or competitions.

First Aid Kit Checklist

A complete first aid kit is essential. This kit must be carefully prepared in order to treat the most common injuries, and maintained regularly. Furthermore, it must be accessible to those responsible for participants. Here is a checklist to keep in the first aid kit so that you can verify regularly that it is complete.

ITEM	Date + Initial of Leader (Checked by...)			
Surgical gloves				
Peroxide				
Soft antiseptic soap				
Antiseptic wipes				
Band-aids				
Butterfly bandages				
Sterile gauze pads				
Self-adherent wrap				
Second Skin*				
Triangular bandage				
Safety pins				
Juice box				
Plastic bags for ice				
Scissors				
Tweezers				
Duct tape**				
Change for phone				
EMS phone numbers				
Participants medical				

*Second Skin is a brand name for a product that is directly applied over a blister (very useful to have when participants are breaking in new footwear)

** While duct tape is not to be used for bandaging injuries, when others go looking in the first aid kit for tape to repair equipment in a hurry, they will take the duct tape instead of using your expensive first aid tape

**CARRYING A CELL PHONE AND USING IT IS THE FASTEST WAY TO ACCESS
EMERGENCY MEDICAL SERVICES SUPPORT**

Creating an Emergency Action Plan (EAP)

Download a fillable-PDF version of an EAP @ cyclingbc.net/eap

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. For away competitions, ask the host team or host facility for a copy of their EAP.

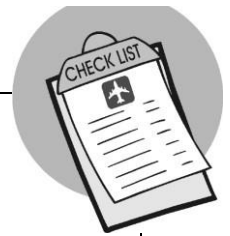
An EAP can be simple or elaborate but should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out exactly where a telephone that you can use is located. Have spare change in the event you need to use a pay phone.
3. Have emergency telephone numbers with you (facility manager, fire, police, ambulance) as well as contact numbers (parents/guardians, next of kin, family doctor) for the participants.
4. Have on hand a medical profile for each participant, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
5. Prepare directions to provide Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
6. Have a first aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first aid training).
7. Designate in advance a “call person” (the person who makes contact with medical authorities and otherwise assists the person in charge). Be sure that your call person can give emergency vehicles precise instructions to reach your facility or site.

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb

Emergency Action Plan Checklist



Access to telephones	<input type="checkbox"/>	Cell phone, battery well charged
	<input type="checkbox"/>	Training venues
	<input type="checkbox"/>	Home venues
	<input type="checkbox"/>	Away venues
	<input type="checkbox"/>	List of emergency phone numbers (home competitions)
	<input type="checkbox"/>	List of emergency numbers (away competitions)
	<input type="checkbox"/>	Change available to make phone calls from a pay phone
	Directions to access the site	<input type="checkbox"/>
<input type="checkbox"/>		Accurate directions to the site (home competitions)
<input type="checkbox"/>		Accurate directions to the site (away competitions)
Participant information	<input type="checkbox"/>	Personal profile forms
	<input type="checkbox"/>	Emergency contacts
	<input type="checkbox"/>	Medical profiles
Personnel information	<input type="checkbox"/>	The person in charge is identified
	<input type="checkbox"/>	The call person is identified
	<input type="checkbox"/>	Assistants (charge and call persons) are identified
<p>The medical profile of each participant should be up to date and located in the first aid kit.</p> <p>A first aid kit must always be accessible and must be checked regularly. See the appendices for suggestions on contents for a first aid kit.</p>		

Sample Emergency Action Plan (p.1 of 2)

Contact Information

Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two- sided, on a single sheet of paper.

Emergency phone numbers: **9-1-1 for all emergencies**
Cell phone number of coach: (xxx) xxx-xxxx Cell phone number of assistant coach:
(xxx) xxx-xxxx

Phone number of home facility: (xxx) xxx-xxxx

Address of home facility:

Algonquin Municipal Park, 123 Park Lane, City, BC, ### ##

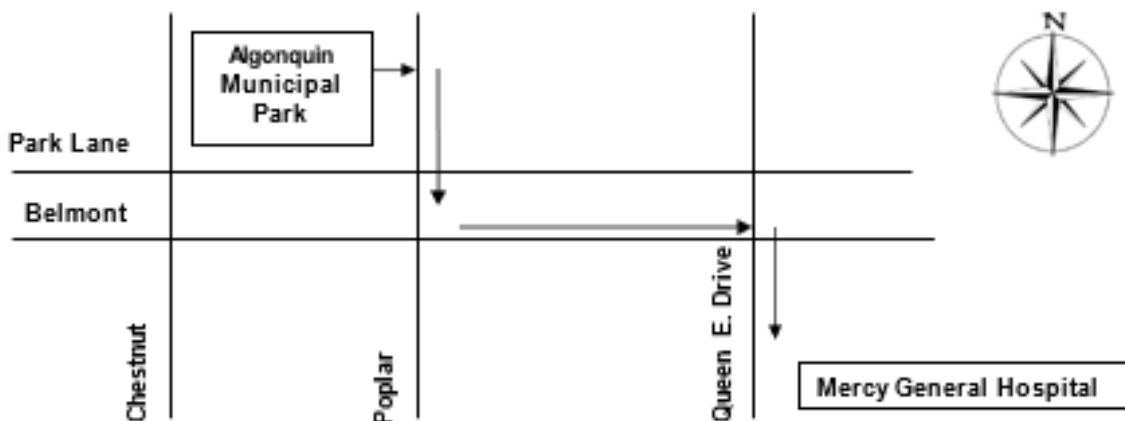
Address of nearest hospital:

Mercy General Hospital, 123 Queen Elizabeth Drive, City, BC, ### ##

Charge person (1st option): Suzie Chalmers (coach)
Charge person (2nd option): Joey Lemieux (assistant coach)
Charge person (3rd option): Angela Stevens (parent, nurse, usually on site)

Call person (1st option): Brad Fontaine (parent, cell xxx-xxxx)
Call person (2nd option): Sheila Lachance (parent, cell xxx-xxxx)
Call person (3rd option): Stefano Martinez (parent, cell xxx-xxxx)

Directions to Mercy General Hospital from Algonquin Municipal Park:



Sample Emergency Action Plan (p.2 of 2)

Roles and responsibilities

Charge person

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- Designate who is in charge of the other participants
- Protect yourself (wears gloves if he/she is in contact with body fluids such as blood)
- Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Wait by the injured person until EMS arrives and the injured person is transported
- Fill in an accident report form

Call person

- Call for emergency help
- Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- Call the emergency contact person listed on the injured person's medical profile

EAP TEMPLATE (Cycling BC 2019)

Ride Name:		
Duration / Distance		
Event Goals:		
Notes:		

Map Legend

--	--	--

	Start Address / Time	
	Re-Group Address / Time	
	Finish Address / Time	

	In case of an emergency:	
	Charge/Call Person #1:	
	Charge/Call Person #2:	
	Charge/Call Person #3:	

Rider Name	Rider Phone	Emergency Name	Emergency Phone

STAR = Ride Leader

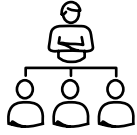
I am ready to lead because I have completed the following...

1. I have completed NCCP Coach and/or Ride Leader Training	
2. I have checked in my participants & assessed their skills	
3. I have appropriate first aid supplies	
4. I have a complete emergency action plan	
5. I have completed a pre-event inspection of the area	
6. Participants have signed liability waiver or shown membership	
7. This club activity is registered with Cycling BC, access to insurance	
8. I will stop this activity if unreasonable risks develop	
9. I will use my common sense & intuition to uphold the duty of care	
10. I will continue to pursue on-going professional coach development	

EMERGENCY ACTION PLAN (EAP)

Date: _____

Event: _____ Location: _____



Charge Person

Backup

Backup



Call Person

Backup

Backup



Important Addresses

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information



Emergency Phone Numbers

Emergency Services

Facility Manager or Superintendent

Other

Event: _____ Location: _____

Directions to site/facility**Charge Person Responsibilities**

1. Conduct an initial assessment of the injury.
2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
4. Record the injury using their club's accident report form.

Call Person Responsibilities

1. Call for emergency help.
2. Provide all necessary information to dispatch.
 - The facility location
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
4. Wait by the entrance to direct the ambulance.
5. Call the participant's emergency contact person.
6. Assist the charge person as needed.

REMINDERS

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.

Responding to an emergency

As a ride leader, you are not expected to meet the expectations of a medical professional. However, you are expected to uphold the duty of care set forth by your position as the responsible group leader and member of Cycling BC.

In the case on an emergency, be sure to complete an Accident Report, found n the following pages and deliver it to Cycling BC within 7 business days. Or complete the form online within 7 days at cyclingbc.net/accident

Good Samaritan Act of BC:

In summary: unless grossly negligent, lay rescuers are not liable for injury / death of someone you are trying to help.

Direct Quote: http://www.bclaws.ca/civix/document/id/rs/rs/96172_01

Section 001 — No liability for emergency aid unless gross negligence

A person who renders emergency medical services or aid to an ill, injured or unconscious person, at the immediate scene of an accident or emergency that has caused the illness, injury or unconsciousness, is not liable for damages for injury to or death of that person caused by the person's act or omission in rendering the medical services or aid unless that person is grossly negligent.

Section 002 — Exceptions

Section 1 does not apply if the person rendering the medical services or aid

- (a) is employed expressly for that purpose, or
- (b) does so with a view to gain.

Steps to Follow when an Injury Occurs

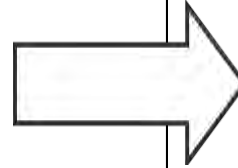
Step 1: Control the environment so that no further harm occurs

- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves)
- If outdoors, shelter the injured participant from the elements and from any traffic

Step 2: Do a first assessment of the situation

If the participant:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- Cannot move his/her arms or legs or has lost feeling in them
- If the participant does not show the signs above, proceed to Step 3



Activate

EAP!

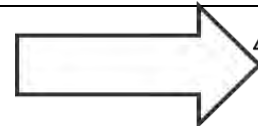
Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured participant as well as anyone who witnessed the incident
- Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical
- If possible, have the participant move himself/herself off the playing surface. Do not attempt to move

Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed.

If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



Activate
EAP?

Step 5: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents

Head Injuries and Concussions Guidelines

NB: The following information is presented as a series of guidelines only.

Head injuries must be treated by a recognized medical professional.

Introduction

Head injuries and concussions can occur in many sports, either in training or during competitions. Because of the potentially grave consequences of injuries to the head, coaches must take certain precautions and should enforce strict safety measures when dealing with them.

The information contained in this section is not designed to train coaches on how to implement a medical treatment or to offer medical advice in the event of a concussion. Rather, its purpose is to provide some recommendations on how to manage situations involving head injuries in a responsible manner. It is important to note that there is presently a lack of consensus in the medical community regarding precise grading scales and return to training or competition criteria following concussions.

What is a concussion?

A concussion is an injury to the brain that results from a hit to the head, or to another part of the body that allows the transmission of impact forces to the head. It shows itself through a temporary alteration in the mental status of the individual and may also be accompanied by some physical symptoms.

Some common causes of concussions

The situations that may result in head injuries vary greatly from sport to sport. Producing a comprehensive list of possible causes is therefore difficult. However, some common causes include:

- direct blows to the head, face, jaw, or neck
- collisions from the blind side, or hits from behind
- hard fall on the buttocks, or whiplash effect
- poor quality of protective sport equipment (shock absorption), failure to wear protective equipment designed for the head, or improper adjustment of the same
- the environment (e.g. obstacles near playing surface)
- significant differences in the skill level, age, or size of participants involved in activities with physical contact or risk of impact
- poor physical condition, or insufficient strength in the neck and upper body musculature.

Symptoms

Symptoms observed in the case of a concussion include headache, dizziness, loss of consciousness, nausea, lethargy, memory loss, confusion or disorientation (lack of awareness of time, place, date), vacant stare, lack of focus, ringing in the ears, seeing stars or flashing lights, speech impairment, balance impairment, and problems with sight.

Other signs may include a major decrease in performance, difficulty following directions given by the coach, slow responses to simple questions, and displaying inappropriate or unusual reactions (laughing, crying) or behaviours (change in personality, illogical responses to sport situations).

A person can suffer from a concussion without losing consciousness.

Managing a participant with concussion symptoms

The following short-term measures should be implemented in the event that a participant suffers a concussion:

- An unconscious participant, or a participant with significant changes in mental status following a head injury, must be transported to the emergency department of the nearest hospital by ambulance. This is a grave situation, and the participant must be seen by a medical doctor immediately. In such a situation, the Emergency Action Plan must be implemented.
- A participant showing any of the concussion symptoms should not be allowed to return to the current practice or competition.
- A participant showing concussion symptoms must not be left alone, and monitoring for the deterioration of his/her condition is essential. He/she should be medically evaluated as soon as possible following the injury. The circumstances of the injury should be recorded and communicated to the medical personnel.
- If any of the concussion symptoms reoccur, the participant's condition should be considered serious, and the individual must go immediately to the hospital.

Managing the participant's return after a concussion

Although a participant may have been given the authorization to return to regular training and competition, this must be done gradually. The participant must be re-evaluated periodically during the weeks that follow his/her return, to ensure that there are no reoccurring symptoms.

Below are a series of steps to assist coaches in managing the return to training or to competition of a participant who has suffered a concussion. Each step should take at least one day, although proceeding through each step may take longer depending on individual circumstances (Step 5 applies predominantly to sports that involve body contact).

Step 1: No activity, complete rest; if no symptoms are observed for one full day, move to Step 2.

Step 2: Low-intensity continuous exercise, such as walking, jogging, or cycling on a stationary bicycle; if no symptoms are observed, move to Step 3.

Step 3: Low-intensity, sport-specific activity without contact; if no symptoms are observed, move to Step 4.

Step 4: Moderate-intensity sport-specific training activities without body contact; if no symptoms are observed, move to Step 5.

Step 5: Regular practice with body contact if it is required by the sport (no hard impact); if no symptoms are observed, move to Step 6.

Step 6: Return to regular training and to competition.

If symptoms do reoccur, the participant must immediately stop any form of activity and be examined by a medical doctor before resuming training or competition. It is extremely important for the participant, the coach, and the medical personnel to be open and frank when evaluating the participant's condition. If reoccurring symptoms are not disclosed, the participant may suffer permanent damage.

Repeated concussions

Some data suggest that after a first concussion, a person might be more at risk of suffering from concussive injuries in the future. If a participant has a history of repeated concussions, he/she should participate in sport activities only when full clearance to do so is obtained from a medical professional.

NB: This information is based on the summary and agreement statement of the first international symposium on concussion in sport held in Vienna in 2001, and on a brochure produced by Judo Canada, entitled "Safety First - What You Need To Know About Concussions." The Coaching Association of Canada is grateful to the Concussion in Sport Group and its chair, Dr. Karen M. Johnston, Division of Neurosurgery, McGill University Health Centre, and to Judo Canada's director general, Andrzej Sadej, for permission to adapt this material. The Coaching Association of Canada also wishes to express its thanks to Dr. Johnston for reviewing this text.

Bike Safety Check

The key pieces of equipment used to bicycle are illustrated below. Using the space provided, note

- whether the equipment is mandatory, recommended, or optional
 - key points on equipment fit or features (eg: tool kit)
 - key points on checking if the equipment is safe.
1. List the parts of a bike do you need to be checked to be sure it is in safe working order for a Community Cycling clinic? Compare your ideas with the Bike Safety Checklist in the following pages..
 2. Using real equipment, the facilitator will now highlight some key points on fit and safety for each piece of equipment. Make any additions required to question 1.

Pre-Ride Safety Check

This checklist should be taken into your local bike shop. The bike shop should perform a safety check on the bike to ensure it is safe and in proper working order. This check should minimize time spent on repairs and optimize riding time. There will be charges for necessary repairs.

Pass	Fail	Repaired	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handlebar, stem, seat, seat post, pedals, cranks and important bolts are all tight.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gears shift smoothly, derailleurs, cables and housing in sound working condition, levers tight, limit screws properly adjusted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes work properly, levers, cables and housing, pads in good working order and condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels are reasonably true with no broken or loose spokes.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frame and fork are not bent, cracked, or otherwise seriously misaligned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bearings in headset, bottom bracket, cones in hubs, are not excessively loose or in need of urgent repair.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tires are not seriously worn, torn, cracked, cut, or in need of replacement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheel nuts and/or quick releases are properly installed and tight.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bell, rear and front reflector/lights are in working order.

Helmet Safety Check

Your objective: Snug, Level, Stable

You want the helmet to be comfortably touching the head all the way around, level and stable enough to resist even violent shakes or hard blows and stay in place. It should be as low on the head as possible to maximize side coverage and held level on the head with the strap comfortably snug.

Be Prepared for the Worst

Heads come in many sizes and shapes. You should be prepared for the possibility that the helmet you are trying to fit may not work on certain head shapes. And unfortunately, you can expect to spend ten to fifteen minutes to get a helmet fitted right.

First, Use the Fit Pads or Ring

Helmets that fit with pads come with at least one set of foam fitting pads, and if you got a second set of thicker pads it can be used to customize the shape. For starters, you can often remove the top pad entirely or use the thinnest ones. This lowers the helmet on the head, bringing its protection down further on the sides. It may reduce the flow of cooling air slightly, but probably not enough to notice.

Adjust the side fit pads by using thicker pads on the side if your head is narrow and there is a space, or thinner pads in the back for longer heads. You may also move pads around, particularly on the "corners" in the front and rear. Leaving some gaps will promote air flow. The pads should touch your head evenly all the way around, without being too tight. The helmet should sit level on the head, with the front one finger width above the eyebrows, or if the rider uses glasses, just above the frame of the glasses. If you walk into a wall, the helmet should hit before your nose does!

Some helmets use a fitting ring instead of pads. With these "one size fits all" models you begin by adjusting the size of the ring. Some of them may require the ring so tight for real stability on your head that they feel binding, but if loosening the ring produces a sloppy fit, that helmet is not for you.

Then, Adjust the Straps

Now put the helmet on and fasten the buckle. Be sure the front is in front! You want to adjust it to the "Eye-Ear-Mouth" test developed by the Bicycle Coalition of Maine. When you look upward the front rim should be barely visible to your eye, the Y of the side straps should meet just below your ear, and the chin strap should be snug against the jaw so that when you open your mouth very wide you should feel the helmet pull down a little bit.

With the helmet level on your head, adjust the rear straps, then the front straps, to locate the Y fitting where the straps meet just under your ear. You may have to slide the straps across the top of the helmet to get them even on both sides. Then adjust the chin strap so it is comfortably snug. Now adjust the rear stabilizer if the helmet has one. It reduces jiggling and makes the helmet feel more stable, but only a well-adjusted strap can keep it on in a crash.

When you think the straps are right, shake your head around. Then put your palm under the front edge and push up and back. Can you move the helmet more than an inch from level, exposing your forehead? If so, tighten the strap in front of your ear. Now reach back and pull up on the back edge. Can you move the helmet more than an inch? If so, tighten the rear strap. When you are done, your helmet should be level, feel solid on your head and be comfortable. It should not bump on your glasses (if it does, tighten the rear strap). You should forget you are wearing it most of the time, like a seat belt or a good pair of shoes. If it still does not fit that way, keep working with the straps and pads, or try another helmet.

Strap Creep

Now lock in the fit you have achieved to prevent “strap creep” over time. Lock the side buckles carefully if you can. Or wrap rubber bands around the strap and snug them up under the side buckles so they won’t slip. You can even sew the straps with a needle and thread. You’re Done!

The Quick Summary

Helmets are not just hats! They must be level on your head and strapped on securely to be protective in a crash.

- You want the helmet to be level on the head, not tilted back or sideways.
- You want the fitting pads inside to be touching all the way around.
- You want the strap to be comfortably snug.
- With the strap fastened you should not be able to get the helmet off with any combination of twisting and tugging
- The helmet should not bump on glasses or sunglasses in the front.
- The helmet should be comfortable enough to forget that it is on your head after only a few minutes.
- It will take you more fiddling time than you expect to get it this way!

When to Replace a Helmet?

Replace any helmet if you crash. Impact crushes some of the foam, although the damage may not be visible. Helmets work so well that you need to examine them for marks, dents or foam crush to know if you hit. Most manufacturers recommend replacement after five years. We think that depends on usage, and most helmets given reasonable care are good for longer than that. We are not aware of any crash yet where helmet age was a factor. But if your helmet dates back to the 70's, it's time to replace it for today's improved impact performance. Otherwise you may get more added protection from fitting your current helmet carefully than from buying a new one. Replace the buckle if it cracks or any piece breaks off.

Riding Group Formations

Single Paceline

- This type of riding format is best for most situations.
- Strongest riders can stay on the front for longer periods.
- Only 1-2 riders need to be strong, compared to the rest of the group.

Rotating Paceline

- This type of riding format is possible on smaller rural roads.
 - The conventional rotation is counter-clockwise (to the left).
 - Riders on the front can stay for as long as they wish, based on their ability.
 - Often recreational adult rides include turns of 2-5 minutes on the front.
- By rotating, all riders in a group will have the chance to speak with one another.

Double (Social) Paceline

- This type of riding format is **NOT RECOMMENDED** as riders moving off the front do so on either side of the group and are therefore riding “4-wide”.

Echelon

- This type of riding format is used on closed roads during gran fondo's or competitions where strong cross-winds modify the low-drag pocket following a group.
- Winds from rider left require the lead rider to ride closer to the yellow line than usual, with the rest of the riders spaced out in a diagonal formation to the right side of the road.
- Wheels should **NOT** be overlapped, unless wind conditions are severe and the experience level of the group is expert.
- A single paceline or a double paceline format can be used
- Riding leaving the front of an echelon formation, flick their elbow and then stop pedaling, moving straight backwards.

IMBA Rules of the Trail

(Courtesy International Mountain Bike Association)

The way we ride today shapes mountain bike trail access tomorrow. Do your part to preserve and enhance our sport's access and image by observing the following rules of the trail, formulated by IMBA, the International Mountain Bicycling Association. These rules are recognized around the world as the standard code of conduct for mountain bikers. IMBA's mission is to promote mountain bicycling that is environmentally sound and socially responsible.

1. Ride On Open Trails Only.

Respect trail and road closures (ask if uncertain); avoid trespassing on private land; obtain permits or other authorization as may be required. Federal and state Wilderness areas are closed to cycling. The way you ride will influence trail management decisions and policies.

2. Leave No Trace.

Be sensitive to the dirt beneath you. Recognize different types of soils and trail construction; practice low-impact cycling. Wet and muddy trails are more vulnerable to damage. When the trail is soft, consider other riding options. This also means staying on existing trails and not creating new ones. Don't cut switchbacks. Be sure to pack out at least as much as you pack in.

3. Control Your Bicycle!

Inattention for even a second can cause problems. Obey all bicycle speed regulations and recommendations.

4. Always Yield Trail.

Let your fellow trail users know you're coming. A friendly greeting or bell is considerate and works well; don't startle others. Show your respect when passing by slowing to a walking pace or even stopping. Anticipate other trail users around corners or in blind spots. Yielding means slow down, establish communication, be prepared to stop if necessary and pass safely.

5. Never Scare Animals.

All animals are startled by an unannounced approach, a sudden movement, or a loud noise. This can be dangerous for you, others, and the animals. Give animals extra room and time to adjust to you. When passing horses use special care and follow directions from the horseback riders (ask if uncertain). Running cattle and disturbing wildlife is a serious offense. Leave gates as you found them, or as marked.

6. Plan Ahead.

Know your equipment, your ability, and the area in which you are riding -- and prepare accordingly. Be self-sufficient at all times, keep your equipment in good repair, and carry necessary supplies for changes in weather or other conditions. A well-executed trip is a satisfaction to you and not a burden to others. Always wear a helmet and appropriate safety gear.

Glossary of Group Cycling Terms

Car Back: warns riders in front that there is a car approaching from the rear and to single-up or move over to allow the car to safely pass.

Car Up: warns the group that there is a car approaching from the front. This is especially important on hilly or winding roads where visibility is limited.

Single or **1-up:** - tells the group that riders need to be in single file.

Car Left or **Car Right:** warning riders at intersections that a car is approaching and might cross the path.

Walker/Runner/Rider Up: warning riders that there is a pedestrian on the group's side of the road.

Tracks: warns of railroad tracks.

Hole(s): warning riders about dangerous (read: can cause damage or an accident) breaks in pavement. Riders can sometimes point instead of/in addition to calling the hazard, especially on roads with lots of holes.

Slowing or **Stopping:** warns riders about a change in speed. Can be done with a hand signal, but calling this is helpful, especially if a sudden/unexpected stop.

On Your Left or **On Your Right:** warning riders that you are passing. Riders should always pass on the left, but if forced to pass on the right (to avoid a dangerous situation, for example) it should always be announced.

Bonk: when you run out of energy due to depletion of carbohydrates.

Bump: a skill which involves riders bumping elbows or shoulders. Used to improve confidence before riding in close quarters with others.

Buzz: a skill which involves a following rider touching their front tire to the rear tire of a moving leading rider. Named after the noise knobby tires make when they touch at speed. Used to improve confidence before riding in close quarters with others.

WOW Ride Cycling Club (Samples)

Value Statement (Why / How / What)

The WOW-Ride Women's Cycling club was created to connect like-minded dynamic female cyclists to ride strongly together in a fun, safe environment.

We intend to achieve this goal by addressing these key issues faced by women cyclists:

- Meet like-minded female cyclists
- Go on organized rides
- Feel included and less intimidated
- Be safe and have fun
- Learn to be better cyclists

As a result, we offer weekly Sunday group rides taking place from April to the end of September, lead by experienced club ride leaders who have completed NCCP Coach and Ride Leader training with Cycling BC and First Aid Training with St. John First Aid.

If you are interested in trying something new with other women of love cycling, come ride bikes with us!

Who knows...maybe you can train to become a "Domestique" and lead rides yourself in the future!

Club Values

- We are stronger together by ability, speed, and experience.
- We don't do it unless it's fun, safe and meaningful.
- We continue to grow, learn and better our skills by taking clinics and courses.
- We make it easy for active women to ride together on scheduled rides.
- We facilitate connections with awesome women.
- We give members, no matter what level, the opportunity to learn to be better, stronger cyclists.
- We do not want to be intimidating or cliquey.
- No one gets left behind.
- We help the community by giving back and help each other achieve greatness on and off our bikes.

Ride Leader Agreement:

Being a Ride Leader not only requires being a skilled cyclist and ambassador to WOW-Ride, but also commitment to the club. This is a volunteer position and we realize that this commitment is not for everyone. When you sign up to be a Domestique, this is what we require from you:

- Achieve NCCP-Community Coach “Trained” status through Cycling BC
- Achieve St. John Community Care First Aid certificate (cost covered by club)
- Commit to lead at least 10 weekends (April – October), with 2 rides in the summer
- Help lead and sweep rides, floating between all levels of riders when needed.
- Role model and follow the “Rules of the Road”
- Be positive and encourage others by sharing your skills and passion for riding.
- Be welcoming and accommodating
- Be open to learning and improving your own skills.

Tips for Success:

Riding on rolling terrain: **KEEP THE GROUP TOGETHER**

It’s difficult to keep the group together, but the lead rider should always maintain an appropriate speed that is right for the group, and shoulder check often. It’s important to stay together on hilly routes like Horseshoe Bay because cars are impatient and if the group is dispersed then there is more likelihood of an accident. We get more respect as one group than lots of single riders.

Riding over Bridges. **KEEP THE GROUP TOGETHER**

Make sure you have a good size gap between riders, especially when descending. Never pass other riders on a bridge. And only pass pedestrians or much slower riders on the left and when it’s safe to do so. Always regroup at the bottom of the bridge to make sure everyone has safely crossed.

Dealing with busses. **KEEP THE GROUP TOGETHER**

When you see the bus, slow the group down to gauge what the bus driver is doing. Be very consistent with your behavior and commit to what you are doing. Speed up when passing a bus.

Ride Leader Roles & Responsibilities

As ride leaders, we are serious about our role, because the safety of the group depends on it. With the help of this list below, it is up to us to show our members how to ride properly in a group so that we can be part of something spectacular. The Peloton.

Upon the completion of training, all Ride Leaders are expected to understand and be able to articulate all of the below characteristics of safe group riding.

- Safety
 - To ride in a straight line.
 - To respect the yellow line rule.
 - To know when to ride safely in a single or double pace line.
 - To point out significant road problems.
 - To hold your line in a corner.
 - To ride “tight to the right”.
- Etiquette
 - To run rotating paceline drills and flick others through when safe to do so.
 - To pull without surging.
 - To close the gap.
 - To give the person ahead of you on a climb a little more room to stand up.
 - To stand up smoothly and not throw your bike back.
 - To ride through the top of a climb
 - To brake less, especially in a pace line.
- Extra Care
 - Ride without underwear under your cycling shorts.
 - Follow behind the wheel in front but do not overlap.

Ride Participant Expectations

- Safety
 - Wear a CSA-approved helmet and complete pre-ride bike/helmet check
 - Follow all rules of the road: traffic signs / signal, and cross walks
- Etiquette
 - Use your hand signals and your voice if necessary. In high traffic areas you'll need to raise the volume of your voice.
 - Ride as close as you can to the wheel of the rider in front of you and where you feel comfortable.
 - Share the lead. If you feel comfortable in a paceline, do your time up front.
 - No earphones... it is just not safe. But, feel free to sing if you must.
 - Know and maintain your bike. This will ensure you will have a good ride.
 - Carry a flat kit: spare tire, CO2 cartridge and/or pump.
 - Bring water and food on rides. You are responsible to fuel appropriately. Rule of thumb is 1 bottle of H2O per hour.
 - Never ever ride 3 up or 3 side by side.
- Extra Care
 - Be Mindful: Be courteous to drivers, pedestrians, and other cyclists
 - Dress appropriately. Bring the right clothing for the weather. And always wear your club kit.
 - Remember your why: Be honest with your ability and your fitness level. Remind yourself that our club is here to help you improve no matter where you are right now
 - Riding longer, leaving a ride early?
 - Please don't openly discuss your plans with the entire group. Let us know on the ride and text us when you get home. We need to make sure that our members make it back home safely and are supported by Domestiques. If you leave early make sure your group is supported by other ride leaders.

Protocol for Flat Tires / Mechanicals

Whether you are faced with a mechanical issue such as a broken chain or flat tire please follow these guidelines to ensure proper safety and communication with the group.

- Unless specified in advance, the sweep position and/or whoever is closest to the rider will stay back.
- Remain calm, fix issue and decide next steps

Protocol for Emergency Situation

- Charge person (Safety Captain or other)
 - Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
 - Designate who oversees the other members.
 - Protect yourself (wears gloves if he/she is in contact with body fluids/blood)
 - Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding).
 - Wait with the injured person until EMS arrives and the injured rider is transported
 - Fill in an accident report form.
- Call person
 - Call for emergency help
 - Provide all necessary information to dispatch (e.g. location, nature of injury, what, if any, first aid has been done).
 - Clear any traffic from the entrance/access road before ambulance arrives.
 - Wait by the area to direct the ambulance when it arrives.
 - Call both the club president/director and the emergency contact person listed on the injured person's medical profile.
- Safety Captain
 - Will be carrying small first aid kits on their bikes for longer rides further away from the city and on our Destination rides. These will contain:
Emergency blanket, clotting sponge, gloves, aspirin and Advil, bandages, band aids, TQ and dressing wrap.

Additional Resources & Links

- ICBC** - www.icbc.com/road-safety/sharing/Pages/cycling-safety.aspx
- HUB Cycling** - bikehub.ca/sites/default/files/imce/hub_cyclist_handbook_web.pdf
- Gov't BC (Helmets)**- www.bclaws.ca/civix/document/id/complete/statreg/234_96/
- Bike Sense** - www.bikesense.bc.ca
- Santa Rosa
Cycling Club** - www.srcc.com/Rules-of-the-Road
- WOW-Ride
Cycling Club** - www.wowridecycling.com
- Glotman Simpson
Cycling Club** - www.glotmansimpsoncycling.ca

Cyclists have the same rights and duties as a driver of a vehicle. The laws that govern cyclists are contained in the BC Motor Vehicle Act (RSBC 1996). Certain sections of the Act are exclusively for cyclists and excerpts are provided below.

Motor Vehicle Act [RSBC 1996] Chapter 318-Part 3

183 (1) In addition to the duties imposed by this section, a person operating a cycle on a highway has the same rights and duties as a driver of a vehicle.

(2) A person operating a cycle

(a) must not ride on a sidewalk unless authorized by a bylaw made under section 124 or unless otherwise directed by a sign,

(b) must not, for the purpose of crossing a highway, ride on a crosswalk unless authorized to do so by a bylaw made under section 124 or unless otherwise directed by a sign,

(c) must, subject to paragraph (a), ride as near as practicable to the right side of the highway,

(d) must not ride abreast of another person operating a cycle on the roadway,

(e) must keep at least one hand on the handlebars,

(f) must not ride other than on or astride a regular seat of the cycle,

(g) must not use the cycle to carry more persons at one time than the number for which it is designed and equipped, and

(h) must not ride a cycle on a highway where signs prohibit their use.

(3) Nothing in subsection (2) (c) requires a person to ride a cycle on any part of a highway that is not paved.

(4) Despite section 165, a person operating a cycle who intends to turn it to the left at an intersection where there is more than one lane from which left turns are permitted must

(a) cause the cycle to approach the intersection in the lane closest to the right side of the highway from which a left turn is permitted,

(b) keep the cycle to the right of the line that divides the lane referred to in paragraph (a) from the lane immediately to the left of that lane,

(c) after entering the intersection, turn the cycle to the left so that it will leave the intersection to the right of the line referred to in paragraph (b), and

(d) when practicable, turn the cycle in the portion of the intersection to the left of the centre of the intersection.

(5) A person must not ride a cycle, skate board, roller skates, in-line roller skates, sled, play vehicle or other similar means of conveyance when it is attached by the arm and hand of the rider or otherwise to a vehicle on a highway.

(6) A cycle operated on a highway between ½ hour after sunset and ½ hour before sunrise must have the following equipment:

(a) a lighted lamp mounted on the front and under normal atmospheric conditions capable of displaying a white light visible at least 150 m in the direction the cycle is pointed;

(b) a red reflector of a make or design approved by the Insurance Corporation of British Columbia for the purposes of this section;

(c) a lighted lamp, mounted and visible to the rear, displaying a red light.

(7) Despite any other provision of this Act or the regulations, a cycle may be equipped with a flashing red light that is of a make or design approved by the Insurance Corporation of British Columbia for the purposes of this section.

(8) A cycle operated on a highway must be equipped with a brake that will enable the person operating the cycle to make the braked wheels skid on dry, level and clean pavement.

(9) If an accident occurs by which a person or property is injured, directly or indirectly, owing to the presence or operation of a cycle on a highway or a sidewalk, the person in charge of the cycle must

- (a) remain at or immediately return to the scene of the accident,
- (b) render all possible assistance, and
- (c) give to anyone sustaining loss or injury his or her name and address and the name and address of the owner of the cycle, and if the cycle has been licensed and registered, the licence or registration number of the cycle.

(10-13) [Repealed 2008-42-83.]

(14) A person must not operate a cycle

- (a) on a highway without due care and attention or without reasonable consideration for other persons using the highway, or
- (b) on a sidewalk without due care and attention or without reasonable consideration for other persons using the sidewalk.

(15) If a person is convicted of an offence under this Act in respect of his or her riding or operating a cycle, the court may, in addition to or in place of any penalty otherwise prescribed, order the cycle seized, and on the expiry of that period the person entitled to it may again have possession of the cycle.

(16) For the purpose of seizing and impounding a cycle under an order made under subsection (15), a peace officer may enter any place or building in which the cycle is located.

(17) A person operating a cycle on a highway must signify

- (a) a left turn by extending the person's left hand and arm horizontally from the cycle,
- (b) a right turn by doing either of the following:
 - (i) extending the person's left hand and arm out and upward from the cycle so that the upper and lower parts of the arm are at right angles;
 - (ii) extending the person's right hand and arm horizontally from the cycle, and
- (c) a stop or decrease in speed by extending the person's left hand and arm out and down from the cycle.

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4. Weineck, J. Manuel d'entraînement (4e édition), Vigot, Paris, 1997.

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1. Summary and Agreement Statement of the 1st International Symposium on Concussion in Sport (Vienna, 2001); Clinical Journal of Sports Medicine, Vol. 12, No. 1, pages 6-11, 2002.
2. Canadian Academy of Sports Medicine (CASM), Guidelines for the assessment and management of sports related concussion, May 2000.
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Safety and Liability

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2. The Centre for Sport and Law, Brock University, St. Catharines, Ontario.

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Cycling BC Skill Levels Pilot Project

Hello,

This document serves as an introduction to the following outlines of the Cycling BC skill levels.

Why are we exploring this?

1. Since 2017, Lv. 1-5 has helped our iRide coaches/kids/parents select the appropriate after-school activity/summer camp. We plan to continue this practice and have refined the levels for this edit.
2. In 2019, Cycling BC is launching ability-based categories for youth (roughly matching the old age categories as follows, and we would like to provide coaches/athletes and parents additional resources to help them choose the most appropriate ability-based category.

These new categories could be summarized as follows but exceptions apply:

- *Group C - former U13**
- *Group B – former U15*
- *Group A – former U17*
- *U19 Championship Category (equivalent to category 3 racing)*

**when many participants, Groups ABC expand to Groups ABCDE - see Ability-based categories*

3. The Zwift revolution is upon us and in the coming years we expect to see more people getting into the sport with good fitness but low skills. We also expect to see people arrive in April / May, fitter and faster than in years past and would like to provide suggestions on the skills kids (maybe adult racers in the future) can practice in preparation for racing a specific category
4. Our adult cycling community is hungry for knowledge and skills. By creating levels 1-10, it helps coaches/clubs offer more specific details about future adult ride clinics.

- | | | |
|--------------------|------------------------------|-----------------------------------|
| • <i>Level 1-5</i> | <i>“New to riding”</i> | <i>“Learn to Ride”</i> |
| • <i>Level 6-7</i> | <i>“New to group riding”</i> | <i>“Learn to Ride in a Group”</i> |
| • <i>Level 8-9</i> | <i>“New to racing”</i> | <i>“Learn to Race”</i> |

There are 2 documents:

Page 1 illustrates the rider confidence and cycling interest, with the skill level progression.

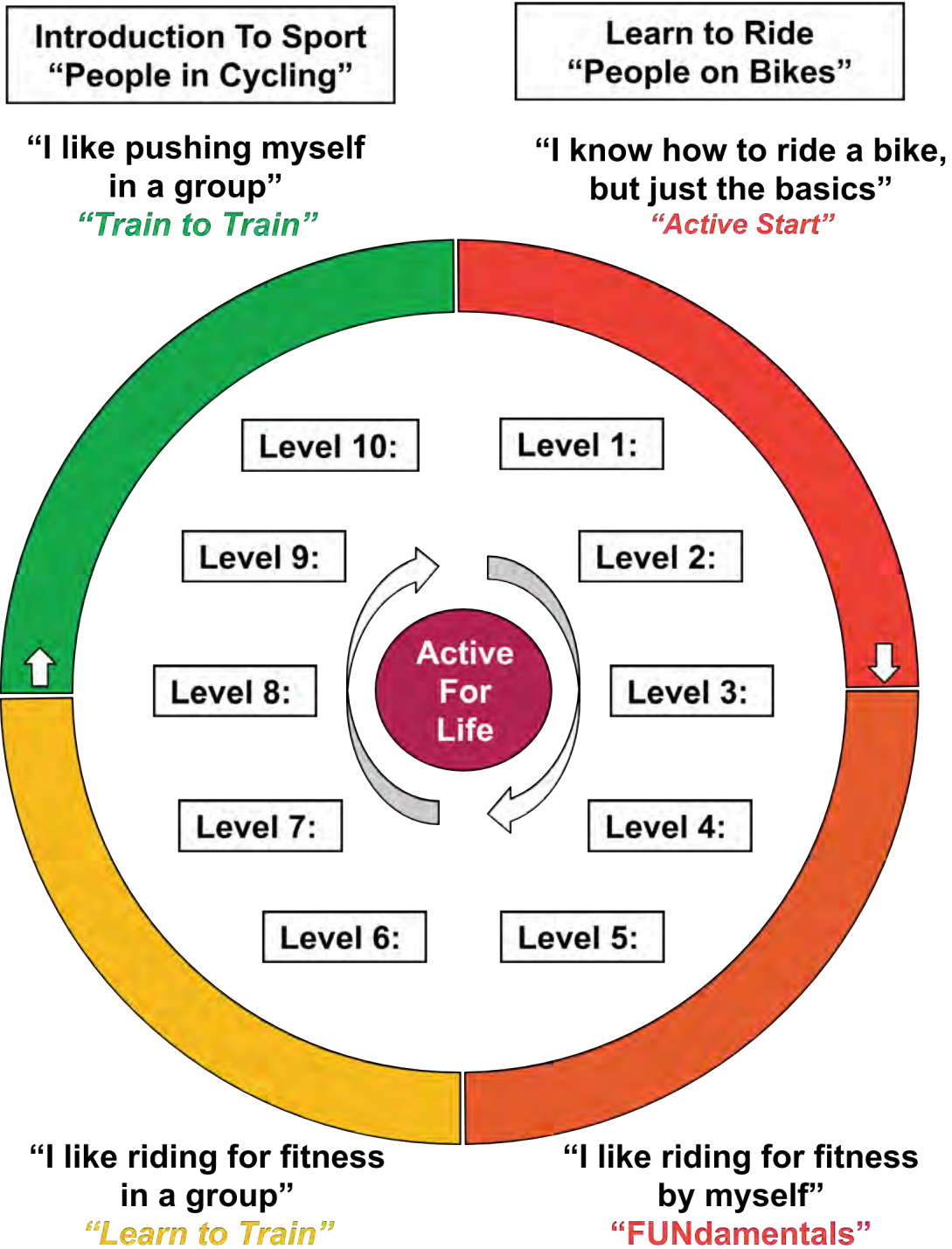
Page 2-3 provides users with the skills appropriate for each level, as well as movement that can be practiced to help riders progress.

Please note, ALL levels are completed by self-assessment. There is no official evaluation for any level planned at this time.

In the future, for level 10 only, we may be able to pull off a little tennis-court stop'n go skills course for riders to demonstrate their skills before joining category 3 (that is a 2020-2022 project).

What type of feedback is Cycling BC seeking at this time?

1. Upon review, do you feel that this progression will help coaches/athletes/parents understand the skill requirements for creating safe and development-appropriate groupings?
2. Although we wish to keep the number of levels as is and levels 7-9 specific to ability-based racing, are there different "required" skills you feel should be listed (black text)
3. Are there movements/skills (blue text) that should be altered or moved.



"I am Level #, because I can...."

"To help me get to the next level, I can practice" ... (not all movements are required to advance)

Basic Cycling Skills

0	New to biking	<ul style="list-style-type: none"> Balance/Run Bike For 10metres Understands brakes/can squeeze Mounts on non-drive side (left) Engages front brake while mounting Foot on pedal at 10 o'clock 	<ul style="list-style-type: none"> Brake / tripod safely on command Can ride with shoulder guidance Can ride 10 pedal strokes Can ride 20 pedal strokes Can ride 40 pedal strokes
1	Ride a 2-wheel bike for 60 pedal strokes without stopping	<ul style="list-style-type: none"> Start smoothly Stop (rear brake only + front brake only) High Five / Low Five Tap/Hold Head While Riding Change gears (grip-shift) 	<ul style="list-style-type: none"> Stand and Coast (level pedals) Stand and Coast (Ready Position) Pedal Legs Quickly Standing Karate Kick Stop & Dismount Smoothly
2	Start & stop quickly; Stand & coast; Tap head while riding	<ul style="list-style-type: none"> Pedal through brake Ratchet (1/4 pedal strokes) Slow'n Go Ride a narrow corridor (6-12", for 20metres) Change gears (smoothly) 	<ul style="list-style-type: none"> Master vision/leg position when turning Scan, signal and ride in a straight-line Shoulder check, identify what is behind Tripod and brake hard for rear wheel skid Standing Ready Position over drop
3	Turn quickly; Look behind while riding straight; Roll off sidewalk curb	<ul style="list-style-type: none"> Ballet/ Ballet Tap Scooter & Ballet On Tilt bike while riding straight Tilt bike while cornering Select terrain-appropriate gears (smoothly) 	<ul style="list-style-type: none"> Standing backpedal Ride a small ramp / bridge / teeter Pre-load front wheel, stand and push handlebar down Accelerate quickly for 45 seconds (seated) Understands safety expectations
4	Lift front wheel; Use gears for changing terrain; Ready for 45-minute exercise	<ul style="list-style-type: none"> Pass cone/high-five partner Stand and accelerate quickly Use counter-steer to control a sliding board Slow descent on 10m hill without skidding Use gears to ride up a steep 10m hill 	<ul style="list-style-type: none"> Shoulder bump partner, seated (grass) Buzz front tyre on partner's rear tyre (grass) Dismount & pickup bike (lift both wheels) Ride over ramps/bridge (with spotter) Stop'n go while standing
5	Stop'n Go without foot tap; Can ride small ramps & bridges; Ready for 60-minute exercise	<ul style="list-style-type: none"> Stop & pause-go, seated (1-3sec) Ride with no hands for 1-2 sec Can follow a partner's wheel (12-36 inches) Take & secure a water bottle (grass) Can explain basic rules of the road 	<ul style="list-style-type: none"> Start smoothly when assisted by a holder Remount quickly from steady walk Ride up 10m hill while crouching Start/Stop/Dismount with clipped shoes, quickly
6	Stop'n Go with 1 hand on head; Change gears while standing; Ready for 75-minute exercise		

CONGRATULATIONS !!!

As a Level 6 rider, you can ready to explore the world by bicycle.

	"I am Level #, because I can...."	"To help me get to the next level, I can practice" ... (not all movements are required to advance)
Club	6 Stop'n Go with 1 hand on head; Change gears while standing; Ready for 75-minute exercise	<ul style="list-style-type: none"> Follow a wheel (12-18 inches) @ speed Shift smoothly from standing to seated climbing Buzz partner's tire (on tarmac)
		<ul style="list-style-type: none"> Safety awareness & Points out road obstacles Shoulder checks when changing course (consistent) Lead smoothly & exchange in a paceline (single)
Road	7 Track stand (3sec); Buzz tires; Emergency stop; Ready for 30-minute fast ride	<ul style="list-style-type: none"> Take or Drink & secure a water bottle (tarmac) Turn with a partner @ speed (grass) Sprint smoothly while standing
		<ul style="list-style-type: none"> Lead & exchange smoothly in a paceline (rotating) Navigate to the front of the group (around outside) Correct gear awareness, consistently pedal @ 85-100
	8 Turn in a Group @ High Speed; Understand/execute tactics; Ready for 45-minute fast ride	<ul style="list-style-type: none"> Shoulder bump partner @ speed (grass) Descend in wet or steep conditions Ride with no hands (10-30sec)
		<ul style="list-style-type: none"> Navigate to the front of the group (through middle) Perform a leadout safely (shoulder check, elbow flick) Safely sprint out a slipstream
	9 Shoulder bump @ High Speed; Mastered Descending; Move freely in a group; Ready for 60-minute fast ride	<ul style="list-style-type: none"> Ride with no hands & put on/take off jacket Look behind while in a group @ speed Hop onto sidewalk curb 3"
		<ul style="list-style-type: none"> Gear awareness, doesn't need to look down at gears Attack from front/back of group or cover attacks Take & secure a water bottle @ speed
Mountain Bike	7 Skills Required to race	
	8 Skills Required to race at next level	<ul style="list-style-type: none"> Dismount & carry bike a 10 metre distance
	9 Skills Required to race at final level before mixed with adults	<ul style="list-style-type: none"> MTB / BMX wheel lifts (wheelie, manual, etc) MTB / BMX (intermediate/advanced jumps)
BMX	7 Skills Required to race	<ul style="list-style-type: none"> Shoulder bump partner @ speed (grass) Sprint smoothly while standing Ride with no hands (10-30sec)
		<ul style="list-style-type: none"> Navigate to the front of the group (around outside) Understands basic race strategy
	8 Skills Required to race at next level	<ul style="list-style-type: none"> Perform a J-Hop (grass) Use a gate-start comfortably Turn with a group (3-4 wide) @ speed
		<ul style="list-style-type: none"> Shoulder bump partner @ speed (tarmac) Navigate to the front of the group (through middle) Understands race strategy for >3 different situations
	9 Skills Required to race at final level before mixed with adults	<ul style="list-style-type: none"> Track stand at will Hop onto sidewalk curb 3" Ride with no hands at will
		<ul style="list-style-type: none"> MTB / BMX wheel lifts (wheelie, manual, etc.) MTB / BMX (intermediate/advanced jumps)
10	Complete 45 sec test course, submit with 2 race result to request upgrade to championship category, Achieve NCCP Community-Trained Status	
<p>CONGRATULATIONS !!!</p> <p>As a Level 10 rider, you can race with adults and coach U13 riders</p>		