

# Manukau Veterans Cycle Club

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## Ride Managers Duties

Make sure you are aware of what ride routes are scheduled for the date concerned (see Club website). Arrive at Ardmore Hall by 07:30 and gain entry to hall (Christine will meet you and has the keys for hall, kitchen cupboard and cone storage space located under bench seats)

## Purpose

The main purpose of the Ride Manager is to get the rides away safely on time and managing the size of groups e.g. 12 or less riders per group. In order to achieve this, you will need to marshal the riders into their respective groups based on the distance to be covered and expected pace. Ride groups are staggered in order that they finish in reasonable proximity to each other, allowing for a social period on the rides conclusion with most participants available and safely returned.

## Procedure

Get the whiteboard out from under the stage at the Hall. Whiteboard markers are kept in the locked cupboard in the kitchen, along with a folder containing the Ride Route Maps. Copy the route descriptions for the day from the Route Maps onto the whiteboard.

Weather permitting, place the whiteboard on the step outside the Hall facing the riders. Otherwise leave the whiteboard propped against the stage front inside. Leave the Route Maps for the day available on the small table near the kitchen. If riders are unsure of the route via the written description, then they can peruse the maps inside. Generally, there will be riders in each group who are familiar with the routes from previous experience.

Place four cones in a square in the eastern access driveway directly where it comes off Burnside Road into the Hall. This will form the “starting pen” for each ride group.

As Ride Manager, you will call each group into this area to hear your briefing before allowing them to start.

## **DEPARTURE SCHEDULE** (do not start any group earlier than scheduled)

7:50 am	Long Distance	Slow pace
8:00	Long Distance	Slow pace 2 <sup>nd</sup> Group (if needed) *
8:10	Long Distance	Medium/Slow pace
8:15	Long Distance	Medium pace
8:20	Long Distance	Medium/fast pace
8:25	Long Distance	Medium/fast pace 2 <sup>nd</sup> Group (if needed) *
8:30	Long Distance	Fast pace

8:35	Medium Distance	Medium pace
8:40	Short Distance Leisure Ride	SLOW pace (Ride Manager may join)

**\*NOTE** if any 2<sup>nd</sup> Group is not needed, do not start the following Group sooner. Doing this usually disrupts the ideal of having groups finishing reasonably close to each other and thus allowing for better post-ride socialising.

### Ride Manager Briefing and Starting Instructions

Go to the coned off area and call for the first group to assemble

Keep group size 12 riders or less for safety reasons

Call for a group leader (ideally an experienced rider who knows the route) and tail-end Charlie who will ensure the group loses no-one off the back for whatever reason.

**NOTE:** In the event that there is a safety related incident on the ride, for example crash, collision, road rage incident then the group leader shall report the details on return to the Ride Manager to enter into the Club incident book. This is held in the locked kitchen cupboard with the ride maps. If an investigation is required then the Ride Manager will notify the Club President and Club Captain.

Make sure the group knows the route and have at least one mobile phone available so as to be able to call for assistance if required. (Phone is held by Hall Manager who will arrange assistance as/if required). Make sure they know the **Emergency Number 027 2167085**.

#### **Remind the group of good safety practice, defensive riding, road courtesy including:**

- Single file in town or heavy traffic conditions, keep left
- Stop at red lights and Stop signs- follow all road rules
- Use front and rear lights and bright coloured riding gear
- Maintain good communication within the group including warning hand signals and calls for possible hazards such as potholes, glass, parked cars, miscellaneous objects, oil, gravel etc
- Ride defensively, be courteous – everyone makes mistakes
- Don't leave riders behind, the group should stop while punctures or other mechanicals are dealt with
- Look after new people and inexperienced riders in particular
- If there are any known route issues or events that may impact on the ride, then share with the group

Finally-send them off with best wishes for a successful ride and call for the next group.

REPEAT FOR EACH GROUP.