2024-03 Pre-season Message to Ride Leaders
Gary Poyntz | Ride Leader Coordinator

Hello everyone: You're receiving this message as you are a valued Ride Leader (RL) for our upcoming 2024 cycling season.

Our CCC Executive Team has been busy this past winter preparing for the 2024 season; as you are aware, our CCC memberships opened on 1-Feb-24.   Our official cycling season will run from April until October 2024. The Cycle Club app is your go-to **location** for all CCC cycling events, socials, and upcoming training dates for RLs and members in general. We also use emails and the RL WhatsApp group for timely communication and notification as these events and dates approach.

Below are topics I'd like to review with RLs before the start of our 2024 season:

1. **Training for CCC Ride Leaders**
   Most of the information you need to know to be a CCC RL is included in one of the following documents which I would ask you to review before the start of the season.
   - Ride Leaders
   - Download the Ride Guidelines or view online
   - Download the Risk Management Plan or view online
   - Pace/Distance Guidelines
   - Cycle Safety
   - Tight and to the Right

2. **Communication**

   This section is taken from the Ride Guidelines published on the CCC website and is meant for all Club members; it's a very good message that we can share with, and repeat to, our members during 2024 season.

   We have Ride Leaders who are there to try to maintain the quality of the ride but the best way to keep us all at our best is when we all communicate best ride practices. So, if you see someone riding inappropriately i.e. overlapping wheels, surging off the front we all should say something. Be polite but make it known that that was not proper. We all own these rides and if someone does something dangerous it's in everyone's best interest to correct it. Don't let bad habits go unaddressed so say something before it's too late; we all have a responsibility to the riders around us. When we are at the front, we are responsible to the riders behind to provide a smooth and steady pull and to point out hazards. When we are at the back, we are responsible to call out cars coming from the back and to maintain the integrity of the group by not allowing gaps; don't wait for the Ride Leader to say something as we all own the ride equally.

   Enforce our Ride Guidelines and Risk Management protocols:

   - **SINGLE FILE** out/back from Agnora on Tenth Line, continuing Concession 10, all the way to 33/34 Sideroad.
   - Correct rotation - NEVER more than 2 abreast.
   - No drop policy, except A1 group.
   - Tight and to the Right.
   - Group sizes ideal at 8-10, never more than 12.
   - Follow HTA i.e. full stops at stop signs.
   - RLs to take attendance in the Cycle Club app & close off rides after completion the same day.
   - Follow the RLs Checklist & Accident Reporting.

3. **2024 Cycle Club Account Membership**

   All 2024 CCC Members are active in our Cycle Club account so they can see posted **Announcements** and view the upcoming 2024 season ride schedule, as well as other events.

4.   **New Role in Cycle Club for Ride Leaders**

The CCC Exec worked with the Cycle Club app developers to include a new **role** called "**Ride Leader**". Previously the only two roles were "Admin" and "Member". During our 2023 season, regular members had to contact an "Admin" role (e.g. myself, Wayne E, or Tom B) in order to be made the Event Host, for any ride they wanted to lead. Only after being made the Event Host could, they edit the Event to post ride & route details.

For the 2024 season, we will assign the "Ride Leader" role to our designated "Ride Captains**"**, so that the Admin roles (Gary, Wayne & Tom) and the Ride Captains can assign RLs as the Event Hosts for any ride that is setup in the Cycle Club ride schedule.

Below is an example of what a "Ride Leader" will see when they select a ride in the Cycle Club app, and then click on the top right + symbol for that ride.

If Ride Captains select the "Going as Event Host" option for themselves or other RLs in their group, you can then edit the Event to post ride details … pretty simple! **Note**: Cycle Club events/rides can and often will have multiple Hosts. If it looks like more than 12 members will likely be registering for the ride requiring the group to be split, additional RLs may be needed.

So now you are the Event Host, there are several things you can do when you open the Event and click on the 3 vertical dots in the top right of the Event. As you can see in the next screenshot your options are:
- Take Attendance
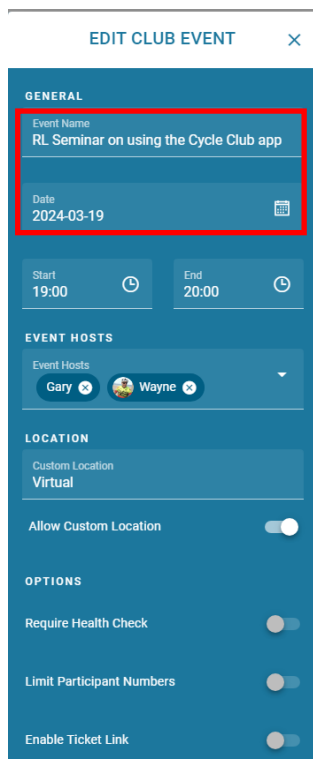- Add Members
- Remove Members
- Cancel Event
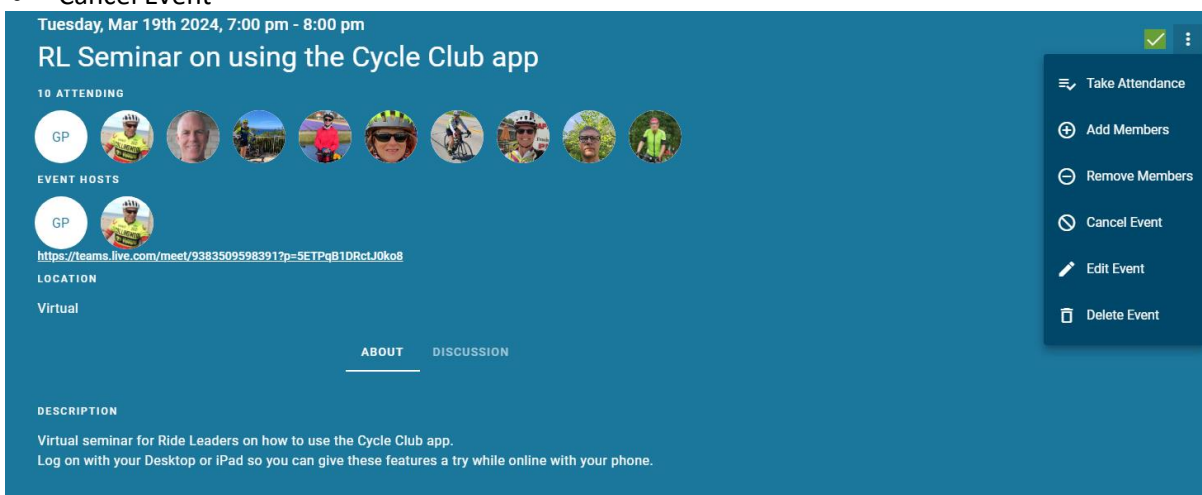
The primary thing you will want to do is **Edit Event** to post ride details, but I'll briefly review the other options:

- **Take Attendance** is something you will do in the parking lot at the start of the ride assuming you have your phone with the Cycle Club app. This function is most useful to ensure no one joins your ride who is not a 2024 CCC member (or pre-approved guest rider). Only 2024 CCC members can sign up for the ride on Cycle Club app so if someone you don't know is there you can use **Take Attendance** to see if they are registered for the ride.
- If a person you don't know says they are a 2024 CCC member but did not register for your ride, you can use the **Add Members** option to search and add them to the ride. If you can't find their name in Cycle Club app, they are NOT a 2024 CCC member and can't ride with us.
- **Remove Members:** If you take attendance anyone not checked as present gets removed from the ride anyway. Use this for someone who is registered but contacts you before the ride saying they can't make it to the ride.
- **Cancel Event:** Our cancellation guidelines are: On-site rides will be cancelled, if necessary due to lack of riders or RLs or weather 2 hours before the start time and off-site rides will be cancelled by 9 pm the evening before the ride using our Cycle Club app. You can explain the cancellation that registered ride members will see.

5. **How to use the Cycle Club "Edit Event" function to post ride details**

When you select the **Edit Event** option, you will get the "EDIT CLUB EVENT" screen that you can scroll through to view and edit the detailed options. The screenshot images below are two sections for the single full-length "Edit Event" scroll screen. Note: The first two items in the Edit Event screen are the "Event Name" and the "Event Date". Although you technically can edit these fields, under no circumstances should you do so! The next items are the ride Start and End times. There are circumstances where you change a ride start time, but you should first get approval from the Admin roles (Gary, Wayne & Tom). We want all our Saturday morning rides to start at the same time so if a time change is appropriate, we'll make the same change to all ride start times, on that day.

The next field "**Event Hosts**" will allow you to add and/or delete Hosts (i.e. RLs) for your ride.

Next is the "**Location**" field which you should not change unless you are planning a special ride from a different location; I'll mention more about this later. **Note**: If you activate the "**Allow Custom Location**" button you can type in your details for the location field. Otherwise, you will have to use the Cycle Club search feature to find an exact Google Maps valid location/address for the Location field.
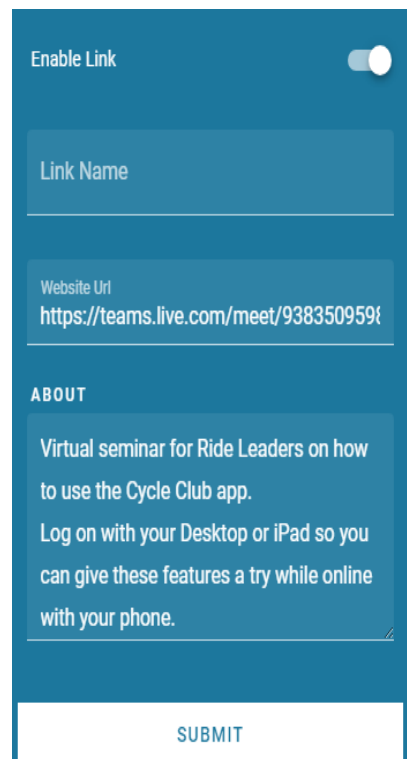
Next is a "**Limit Participant Numbers**" button which you do not need to activate. But remember that you will have to split into separate groups if more than 12 members show up for your ride since our CCC Group Riding guidelines allow for a maximum group size of 12.

The next two buttons, "**Enable Ticket Link**" and "**Enable Link**" can be activated to post Route Names and Route URLs. If you want to post two route options for your ride (which is sometimes useful) you can activate both buttons. However, in most cases Ride Captains, or RLs they have authorized to post routes, only one route is then activated on the "**Enable Link**" button which, as you can see, is what I've done for this example ride. Once I activated the "Enable Link" button, I could then enter the name of my route in the "**Link Name**" field; then I copied the URL for my route to the "**Website URL field**".

Note: For this sample ride, I used our CCC Route Library to search for a route. I believe most of our RLs already know how to use our CCC Ride with GPS Route Library or will shortly, once you attend our seminar on 25 March 2024. The Route Library can be used to search for routes by start location, destination, and route length e.g. PRV Feversham_59. Anyone with questions about the CCC Route Library is welcome to contact Wayne Eaves for further information.

You can further elaborate about your ride in the "**About**" Section noting where the coffee stop is or a comment about some construction issue.

6. **Early Ride Leader Registration & Ride/Route Postings in Cycle Club**

Feedback from CCC members last season, was that member ride attendance and ride experience could be improved if more rides had a Ride Leader signed up with a route & ride info posted at least five days in advance of the scheduled ride dates with the farther in advance notice, the better. This was deemed to be particularly important for our Saturday morning rides when members have multiple ride options.

The new "**Ride Leader**" **role** in the Cycle Club app allows our "Admin" or Ride Captains to easily register as Event Hosts and post RLs and details for any upcoming ride. This season we will be encouraging RLs to start registering by the beginning of the week, or earlier, for hopefully most of our scheduled Saturday group rides. I'm sure we'll be discussing this issue further as we get into the 2024 cycling season.

As mentioned, the **Admin Role** (Gary, Wayne & Tom) or Ride Captains with **Ride Leader role**, in Cycle Club, can modify any ride in the schedule once you've made yourself the Event Host for that ride. However, only a Cycle Club **Admin role** can add a NEW ride to the Cycle Club schedule. In either case Ride Leaders should check with a Cycle Club **Admin** for authorization (Gary, Wayne & Tom) before modifying the Start Time or Start Location for a current ride, or to have a new ride added to the schedule.

Thanks everyone, and please don't hesitate to contact me if you have any questions or issues, you'd like to discuss about our upcoming 2024 cycling season.

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