**Preparation**

1. Plan your route, ensuring that it is both safe and enjoyable for the ability of group of riders you will be leading.
2. Check the route in advance to ensure that no road closures and/or other activities will adversely affect it
3. Ensure that the details of the ride (distance, duration and planned stops) are notified to the ride coordinator in good time to ensure that it can be posted onto the ride calendar and coordinated with any other ride/club activities.
4. Café stops shall be contacted to ensure that they are able to cope with the number of riders expected, advise them of an expected time of arrival.
5. Ensure that you have been issued with a “blank” ride signing-on sheet and the first aid pack by the ride coordinator.
6. Do not rely solely on a GPS device for your directions, issues may arise on a ride that may require the route to be changed and/or shortened, know the alternatives for ensuring the safety of the group.

**Pre-start**

1. Arrive at the agreed starting point to welcome the riders, especially anyone new to the club.
2. Ensure that the signing-on sheet is completed correctly and that the number in the group matches the number on the sheet (don’t forget your own details!!!)
3. Appoint an appropriate “lantern rouge” to ride at the back of the group to provide support to any riders struggling or who have suffered a puncture/mechanical.
4. Communicate to the riders the intended route, distance, number of stops and expected time back to the start point.
5. Communicate to the riders the type and nature of the ride, expected pace. Reinforce the club ride rules.
6. If the ride conditions in your opinion are un-safe, call off the ride and advise the riders why.
7. Request that any rider without mudguards during wet riding conditions remain at the rear of the group.
8. Ensure that all riders have sufficient drinks/refreshments, and during the warmer months have sun cream.

**During**

1. Start the ride off “slow” to allow for the group to form safely.
2. Ensure that clear and effective directions/warnings are given during the ride.
3. Keep an eye on all riders to ensure that the pace is maintained at a rate that all riders can achieve.
4. Be prepared to advise a rider if they are too fast and/or are riding carelessly.
5. Ensure that the group stay together by effective communication.
6. If the group is split due to a hill, slow the pace to allow for the riders to re-group, or be prepared to stop (safely) to enable any riders to reform and recuperate.

**Post Ride**

1. Thank the group, and gain feedback on the ride, especially from any newcomers to the club.
2. Ensure that the completed ride signing on sheet is sent back to the ride coordinator along with the first aid kit.
3. Advise the ride coordinator and/or committee of any incidents and/or accidents that may have arisen during the ride.
4. Start planning your next ride!!!!