



## Procrastinating Pedalers Ride Host 101

### Planning and Hosting Your Ride

**PLEASE NOTE: You must be a Procrastinating Pedalers club member in good standing to host a ride. It is strongly recommended that new ride hosts attend our annual “PP Ride Host Training Seminar” prior to hosting a ride. Any Pedaler who leads a ride for the first time must co-lead with an experienced ride host. You also need to join the Procrastinating Pedalers Group on Meetup so that you may be listed as the ride host on the calendar. You are a ride host at the discretion of the board and this privilege can be revoked at any time.**

Plan your route. The easiest way to plan a route is to visit the Pedalers route library on Ride with GPS. Contact the Club President or [rides@pedalers.org](mailto:rides@pedalers.org) if you need help with your ride sheet. Ride sheets are available for all posted rides.

Unless you are a Ride with GPS subscriber, you will not be able to print a route sheet that is designed to fold in fourths. Dianne Hoxmeier or John Fisher (contact info below) will be able to generate a pdf designed to fold in fourths and email it to you.

- 1) Email a club contact (info at bottom of this document) with the following information:
  - a) What you want to name the ride.
  - b) Date and time of the ride.
  - c) Starting location of the ride.
  - d) Description of the ride.
  - e) Rating of the ride. Click here for the Ride Guide, which lists the ratings.
  - f) URL of the route map/sheet.
  - g) Any other pertinent information.

The ride director will then add the ride to the calendar on Meetup.

*\*If you cannot host the ride after all, once it is on the calendar, contact a board member listed below. One of them may be able to sub for you. If the ride needs to be canceled, a two- hour cancellation window is necessary.*

- 2) Add American Specialty Insurance number to your phone **800-566-7941**.

- 3) Download the rider sign-up sheet/liability waiver from here. Have all riders sign it before the ride starts. Make sure that handwriting is legible and that the emergency contact number listed is **NOT 911**. Take it with you on the ride.
- 4) Add your cell phone number to your route sheets so you can be contacted during the ride if necessary. Print enough copies of your route sheets for everyone to have their own copy.
- 5) Once everyone has signed in, have everyone introduce themselves. Briefly discuss the route, identifying regrouping points and potential road hazards.
- 6) Do head counts along the way to keep track of all your riders. You may ask another experienced rider to act as a lead or a sweep on the ride to help you keep track of all your riders. As the host, you don't have to ride off the front for the entire ride, you can lead from behind.
- 7) Note – HELMETS ARE ALWAYS REQUIRED ON ALL RIDES. NO HELMET – NO RIDE
- 8) No headphones, earbuds, or ear sets are permitted on any Pedalers ride.
- 9) We stop at red lights.
- 10) We steer away from controversial conversations on rides: e.g. religion, politics etc....
- 11) Be sure to schedule a couple of rest stops and a lunch break if appropriate.
- 12) For liability reasons, please hang on to your sign-up sheet for at least 10 days after your ride. If you had an accident on your ride, please forward your sign-up sheet to Dianne Hoxmeier at [insurance@pedalers.org](mailto:insurance@pedalers.org). and send a copy to [president@pedalers.org](mailto:president@pedalers.org).

## Emergency Procedures

If someone is injured on your ride, follow these emergency procedures to ensure the safety of your group and your injured rider:

- 1) Assess the injury. If it appears to be a serious injury call 911.
- 2) If the injuries are minor, move the rider and their bike out of the road. If not, direct oncoming traffic around the injured rider until assistance arrives.
- 3) Contact that rider's emergency contact to inform them of the injury.
- 4) Call another rider from your sign in sheet to take over the rest of the ride for you and to ensure all the other riders finish safely.
- 5) Notify our insurance company and obtain a case number.
- 6) Remain with the injured rider until emergency assistance or their emergency contact arrives.
- 7) Make arrangements to get the injured rider's bike collected and then go to the finish point of your ride.
- 8) Contact our Treasurer: Dianne Hoxmeier, and our President: Heather Hall, to inform them of the accident.

### Contact Information for Club Staff

<b>President:</b>	Heather Hall	415-233-3325 <a href="mailto:president@pedalers.org">president@pedalers.org</a>  Contact in case of accident. Contact for subbing.
<b>Ride Director:</b>	John Fisher	775-857-8288 <a href="mailto:rides@pedalers.org">rides@pedalers.org</a>  Contact for subbing
<b>Treasurer:</b>	Dianne Hoxmeier	408-688-7541 <a href="mailto:insurance@pedalers.org">insurance@pedalers.org</a>  Contact in case of accident.

### **Club Policies**

- 1) Do not schedule a ride that coincides with the Club's monthly membership meeting. Generally, this is the third Tuesday of every month.
- 2) The Procrastinating Pedalers welcome E-bikes on our rides (Class 1,2 and 3). All questions concerning the individual's ability to safely do the route selected, will be directed to the Ride Host or other qualified board member.
- 3) Do not hold a Club ride whenever the air quality index goes above 101, "Unhealthy for Sensitive Groups" (USG), as stated on the website [www.airnow.gov](http://www.airnow.gov).
- 4) Do not lead Club rides on roads that are posted "No Trespassing" or "Bicycles not allowed".
- 5) For rider safety and Club liability reasons, we do not callout "Clear" under any circumstances. Each individual is responsible for making sure that it's safe to proceed.
- 6) A Ride Host may decline anyone from participating in a ride if they deem the rider's ability and/or skill level is not suitable for the route. This shall also include the suitability of the rider's bicycle and associated equipment (helmet, hydration/food, repair kit, etc.).