

KABC RIDE LEADER GUIDELINES

1. Find a ride which starts less than an hour's drive from the bridge between Hilton Head Island and Bluffton (contact KABC Ride Director, John Burling (843) 540-5524, if you need ideas).
2. The ride should be 25 to 40 miles on low traffic roads, with a shorter option, if possible.
3. Develop a map and/or cue sheet (with your cell phone number or someone who will be riding and can help stranded riders). Cue sheets should be clear, concise and easy to read (put a cell phone number on bottom of cue sheet so that people in trouble have someone to call). Put "Directions to Start" at the top of the cue sheet. If you use a cue sheet from our website, add your cell phone number on the bottom of the printed cue sheet before you make copies for distribution at the ride. Look for cue sheets and formats on Kickinasphalt.info for examples.
4. Find a casual fun place to have lunch after the ride
5. Get ride information to the Ride Director (jburling2@gmail.com) at least 1 month prior to ride so that he can get the information on our KABC website and later send an email to members:
 - Name of ride
 - Ride Speed (A, B and/or C)
 - Ride mileage options
 - Directions to start of ride (include address of start location for GPS users)
6. Find and confirm parking facilities at start. Know where the nearest rest rooms are at the start. Ride the route to confirm map and/or cue sheet. Identify problem areas (detours, road damage, unmarked turns and dogs) and location of rest stops (bathrooms, drinks).
7. Solicit a friend or someone to volunteer as the "Sweep" during the ride...at least, get someone at the ride to "Sweep" the ride. That person simply rides with or behind the slowest rider, so that they can help a rider, if possible, and/or call the Ride Leader, if appropriate.
8. Make 2-4 copies of sign-in/waiver forms from this website.
9. Make 20-30 copies of the map and/or cue sheet.
10. If inclement weather is projected, contact the Ride Director (843-540-5524) on Friday evening. If appropriate, the Ride Director will send an email out

early Friday night informing members to stay tuned for additional instructions re. status of the ride. The Ride Director will send an email out by 7:00am on Saturday morning letting people know if the ride is postponed, cancelled or on as scheduled.

11. Arrive at start of ride 30 minutes prior to start time.

12. Get everyone to sign waiver form, and then offer them a map/cue sheet. Ask that they note on the sign-in sheet whether or not they are currently a KABC Member.

13. Five minutes prior to ride:

- Check to make certain everyone is wearing a helmet (No helmet = No ride with KABC)
- Thank everyone for coming and ask if everyone has signed in...ask that they also check in on waiver form when finishing ride
- Give overview of ride (including location of rest stops and problem areas)
- Review safety items:
 - a. Give Hand Signals. But also listen for vocal commands.
 - b. Show the "Right Turn, Left Turn, Slowing & Stopping Signs."
 - c. Say "Car Back" if car is approaching from rear. Pass it up the line of riders
 - d. Warn cyclist behind if you see potholes, RR tracks, sewer gratings, sand, etc. Also be aware that wet road markings can be slippery.
 - e. Ride single file on busy roads. We want to SHARE the ROAD, not take it over.
 - f. KABC discourages pace lines. Always leave space (bike length) between you and the cyclist in front of you. If you want to pass that cyclist, say "On Your Left"! Do not pass on cyclist's right.
 - g. Ride like a vehicle...Cyclists must obey all rules of the road (e.g. traffic lights, stop signs, etc.).
- Remind everyone that cue sheets provide directions if someone gets separated from the main group
- Provide your cell phone number (or someone else's) for help, if needed
- Announce lunch location and how to get there
- Have everyone introduce themselves
- Remind them to reset their odometers to zero and check in after the ride. If some people leave the ride prior to the finish area (e.g. need to go home

early), ask them to let the Ride Leader know so that they won't go looking for them after the ride.

START THE RIDE

14. Leave sign in sheet and extra maps under your automobile windshield wiper (for late arrivals and for people to check-in after the ride).
15. Ride with the peloton (the majority of the group) at whatever pace seems appropriate for that day's specific group and ride. If a few speedy riders want to take off, let them go (that's why we have cue sheets). Wait at turns and pre-designated rest stops (Item #6) along the route for the slower riders to catch up with the main group.
16. Stay around until all riders are accounted for at the end of the ride...if necessary, drive (in your car), the route backwards to find anyone who needs help.
17. Most rides during the year will start at 9:00A.M (winter rides may start at 10:00A.M. and on very hot days in the summer; we may start at 8:00A.M.). Rides will not start when the temperature in the area of the ride is predicted to be less than 40 degrees F. We will also cancel rides if a high chance of rain is predicted. There may be exceptions but we will always let members know via email on Friday night/early Saturday morning.

Revised November 13, 2014