

Suggested Guidelines for COGS Ride Leaders Feb 6, 2014

Leaders may wish to adjust these guidelines to fit the unique needs of their ride(s) but these guidelines are offered to help establish a common framework for COGS Ride Leaders.

- In planning/executing your ride keep in mind: “COGS ride for friends, fun and adventure”.

Prior to Ride

- Post information about your ride approx. two weeks prior to your ride by sending an email to all COGS members. Resend your ride announcement a couple days prior to your ride as a reminder. The COGS Webmaster, Don Smyth, will endeavor to post your ride information on the COGS website. He will remove the info after the date of your ride. Not applicable to Wed night rides.
- Suggested content of your ride announcement: ride description, approx. distance and elevation gain, pace, meet up location and date/time, cancellation policy, reminder to riders to bring spare tubes, patch kit, pump, etc., and any other information germane to your ride, i.e., lunch/pie stop plans, ferry schedule info, fees, etc.

Pre-ride Activities for Ride Leader at Meet Up location

- Require all participants to sign the COGS wavier sheet. It is critically important that a wavier sheet be used on all COGS rides. Don't forget this important step!
- Introduce yourself, do introductions, and make any new members/riders feel welcome.
- Review safety issues/pointers germane to your ride. Don't forget to empathize safety is of upmost importance on COGS rides and that we want riders to ride safely. Please don't leave the safety discussion step out of your pre-ride introductions.
- Describe to the participants your plan to keep the ride group “organized” during the ride, i.e., sweeps, corners, meet up points, CUE sheets, etc. and what the ride participants role and your role will be.

During the Ride

- Practice and encourage safe riding activities and be an example to your ride participants. Don't tolerate unsafe practices on your ride.
- Honor your commitment to lead the ride at the pace you announced.
- Encourage interaction among ride participants especially with new or unknown riders.
- If there is an accident involving any of your riders facilitate the provision of appropriate aid, and at the end of the ride send the COGS ride coordinator an email accident report.

After the Ride

- Mail in the wavier form to the address on the form. It has become clear we need to retain these wavier forms in the event liability and/or insurance issues arise.
- If you desire post an email to all COGS members sharing the experience (and photos if you have them) of your ride. This may help generate additional interest in our members to participate in other COGS rides.
- Pat yourself on the back for your volunteer services! Thank you!