



Sunday Club Rides - Co-ordinator Checklist

Pre-ride (5 days before)

Create a Facebook event* in <https://www.facebook.com/groups/ystwythcc/> and include;

- Relevant Photo
- Start location as Plascrug Leisure Centre
- Start times of rides
- Proposed route(s) – these can be added a few days before.
- Approximate time returning to Aberystwyth
- Average pace of rides (see relevant ride webpage <https://www.bc-clubs.co.uk/ystwythcc/>)
- Proposed café stop (optional on Club Run)
- Link to the Club Rides webpage to remind riders what to expect/bring on the ride <https://www.bc-clubs.co.uk/ystwythcc/index.php/club-rides/>
- Note to let the Ride Co-ordinator know of any medical conditions – form available on Club Rides webpage <https://www.bc-clubs.co.uk/ystwythcc/index.php/club-rides/> . Add note on FB post and link to form.

**A joint Facebook event is used for the Social Ride and Club Run. See example:*

<https://www.facebook.com/events/921448694653337/>

Pre -ride (1 day before)

- ✓ Publish a link to weather forecast.
- ✓ Advise of likely weather and any further advice of appropriate gear and clothing.
- ✓ Have alternative routes in mind to modify/shorten if necessary.
- ✓ Print spare copies of Rider Information/Parental Consent Form (available on our website) to bring on ride (with pen!)
- ✓ Check and pack First Aid kit (if trained to administer).

Pre-ride briefing

- ✓ Welcome new riders
- ✓ Hand out the Ystwyth Ride Co-ordinator cards with your mobile number on.
- ✓ Remind everyone to carry the Ride Co-ordinator cards and fill in Emergency contact name/number.
- ✓ Note to let the ride co-ordinator know of any medical conditions – form available on website/printed copies available on the day.

- ✓ Visually check appropriate clothing
- ✓ Summary of verbal and hand signals used on the ride eg. Parked cars (sweep hand behind), holes in road (point), car back (keep tight/single file) etc.
- ✓ Ensure any 14-17 year olds on ride have a completed Rider Information/Parental Consent Form. Check you have access to the form on Dropbox if a form has previously been completed. If not, another form will have to be completed for the young rider and kept with the Co-ordinator for the ride duration.
- ✓ Where possible a list of everyone's mobile number

During ride

- ✓ Carry first aid kit (if training has been given)
- ✓ Carry a mobile phone
- ✓ Divide any large groups into smaller groups to aid vehicles passing.
- ✓ Ensure single file where necessary to aid cars trying to pass.
- ✓ Re-group at junctions/top of climbs to prevent riders getting lost/left behind.

Post Ride

- ✓ Ensure all riders have returned to agreed finish point/area
- ✓ Scan and send any completed paper Rider Information/Parental Consent Forms to Chris to add to Ride Co-ordinator's Dropbox
- ✓ Note any feedback and review for the next ride