

Coordinating a Bend Bella Cyclists Ride

updated February 2015

1. Research your ride; know where you plan to go!
 - Take a map along with you so others will understand the trail/route you plan to ride.
 - If possible, contact Moe with the map ahead of time so it can be published on the website and Facebook.

2. If you have any questions about coordinating or leading a ride, need route suggestions or information, please call or email the ride lead coordinator:

Shannon Bergstedt
sfbergstedt@gmail.com
(425) 941-0944

3. As soon as possible prior to the day of your ride, send an email to Moe at bendbellacyclists@gmail.com.

***Please use this format when emailing your ride details:

When: date and time

Where: Meeting place, including ready to roll time

Ride Details: to include:

- Route – be specific
- Style (ROAD vs. MTN)
- Difficulty of Ride: (ability level – ex: advanced beginner)
- Length of ride
- Expected Duration of Ride
- Ride with GPS data (If available)
- Any other info (shuttle, lunch stop afterwards, etc.)

For more information: email and cell number

4. Prior to leading your ride, pick up blank waiver forms at Pine Mountain Sports (ask the staff for the Bella's Box in the back office; waiver forms are in the box.), or you may download them from the website (www.bendbellacyclists.org)

5. Arrive 15 minutes early to meet and greet riders.
 - Check for Bella sticker (members will have Bella's sticker on helmet or backpack)
 - If **no** Bella's sticker, a waiver **MUST BE** signed (even if they have previously filled out a waiver). This is a **REQUIREMENT** for our insurance.

6. Before riding:
 - Make a quick check of all bikes; mention tire pressure, seat height, water, tools available, and first aid kit.
 - Ask about ability and experience of riders.
 - Exchange cell phone numbers, especially if the group is large and there is a possibility of becoming separated.
 - Designate a leader and a sweep.
 - Both leader and sweep **MUST** have each other's cell numbers.

7. During your ride:

-If you are riding in an area with no cell service, it is the leader's responsibility to be aware if there is/are rider(s) that are absent and arrange to have a rider retrace the route to locate them. The group **WILL NOT** advance on the ride until the absent rider(s) is/are located.

- If a rider decides not to complete the ride with the group, or decides to go a different route than what the group is doing, she **MUST** inform the ride leader. The Bend Bella Cyclists will **NO LONGER** be responsible for the rider's safety.

8. After your ride:

-Return waivers of non-Bella members to the Bella's box at Pine Mountain Sports. Please email Moe at bendbellacyclists@gmail.com if waivers and membership fees are at PMS.

-Email Moe at bendbellacyclists@gmail.com if any situations arose on the ride that you feel the ExComm should be made aware of.

9. If something comes up and you cannot lead the ride, it is **YOUR RESPONSIBILITY** to find a replacement leader.

-Requests for replacement ride leader can be posted on the Bella Facebook page or send an email to Moe that can be forwarded to the Bella group.

-If no replacement leader is found, the ride will be cancelled. Moe will notify the members in an email and on Facebook.

10. Ride suggestions:

<http://bendbellacyclists.org/wp-content/uploads/2012/07/BBC-ROAD-and-MTN-Rides.1.2.xlsx>