

CHECKLIST FOR CFC RIDE COORDINATORS

Items to Check at Ride Start

- Does everyone have a helmet & identification
- Has everyone signed the liability waiver? (Note: If someone refuses to wear a helmet or has forgotten theirs, have them note that on the waiver form)
- How many riders do you have? ("No one left behind")
- Special equipment required (lights?)

Pre-Ride Announcement

- Introductions & Welcome new riders
- Signatures on the liability waiver
- Identify leader & sweep
- Identify riders who have first-aid kit, cellular phone, & bike tools
- Maps, cue sheets
- Pace groups (The fast group "Need-for-Speed" and relaxed group "Fun-in-the-Sun")
- Planned rest points (usually one somewhere near the mid-point of the route)
- Obey traffic regulations, be courteous & alert concerning motorists & other cyclists
- Ride single-file in traffic, allow spaces for motorists to pass 4-6 riders at a time
- Use hand and voice signals ("Car back", "Slowing", "Stopping" etc.)
- Questions?

Post Ride

- Make sure everyone has returned (if you can't stay until the last rider is back, ask the "Sweep" rider to do that)

Supplies & Equipment (Coordinator &/or Sweep)

- Basic tools, pump and tire gauge, extra tube, patch kit, and tire levers
- Plenty of copies of the map or cue sheet (if promised), (Otherwise made available on line)
- Cell Phone
- Rudimentary first-aid kit
- Two copies of the Liability Waiver
- 3 copies of the Incident Form
- Pen/pencil
- A watch

Optional depending on Ride (Coordinator &/or Sweep)

- Food and full water bottles
- Bike lock
- Bike computer
- Membership forms, CFC cards
- Extra Helmets (if you have spares)
- Toilet paper or tissues
- Money, including change for phone calls
- After-ride refreshments?