Thank you for making the effort and taking the time. Volunteer Ride Leaders are the DNA of the Club. Without RL none of this happens. So again thank you! In that capacity, you are also a Club spokesperson. If you are uncertain about anything, no worries - check in with Susan ( vp@ottawawomenscyclingclub.ca ) or Cindy ( president@ottawawomenscyclingclub.ca ). Also, you are a key conduit between members and the board. If you pick up on issues / opportunities, please take a moment to let us know.

**Intro and expectations**: This is a workshop, not a lecture. There is a wealth of background and knowledge in the room. Please share, and ask questions.

Key outcome for the workshop: you feel comfortable leading rides because you understand what is in place to help / protect you.

Quick around the room: name, new or returning, experience level leading rides. Hold up CYQL App, show profile with ICE.

Update on the 2025 Club:
- New board, 11 people in January
- 110 members, 60% new to Club. Average age = 49, check newsletter for geo.
- What have we been up to? Monthly meetings, CYQL App, registration, clinics (Bike Handling and Group Riding), gravel weekend, Ride Leader Workshop, rides, social, financial, policy (e-bikes, clarification on drop handlebars, Ride Guidelines, Weather Policy, Risk Management, insurance, networking with other clubs), website …
- Not to brag, but to provide context: we may seem unresponsive at times (we are a bit over our heads), it is essential we create an atmosphere of self-reliance, we aim to do things that work for the majority - not everyone.
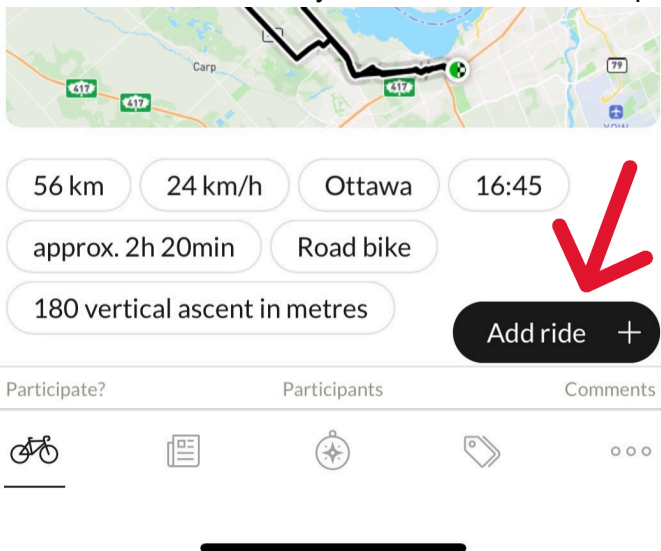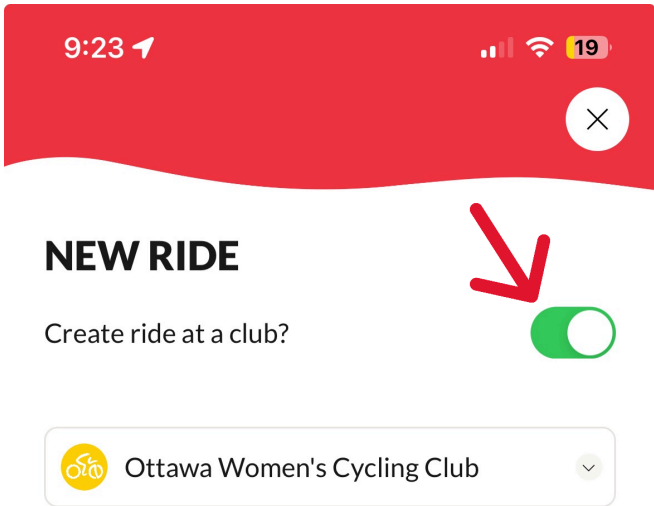
# Setting Up the Ride

There are three documents you need to be very familiar with; [Ride Guidelines](), [Risk Management]() and Weather Policy. In order for a ride to be covered by the OCA Insurance it must conform to the Ride Guildes (things such as drop handlebar bikes, helmets, club membership, etc.).

- Plan and be ready
- Be hyper descriptive when you post the ride. This is the only way for people to self-assess if this is the right ride for them (skills, time, difficulty, etc.). Do not feel pressured to make this a ride for everyone. ***You are the ride princess, describe the ride you want to have.***
- Ideally you are very familiar with the route, though this is not mandatory. If it is an exploro, just be sure to outline that and how that may very well impact the route, timing and difficulty.
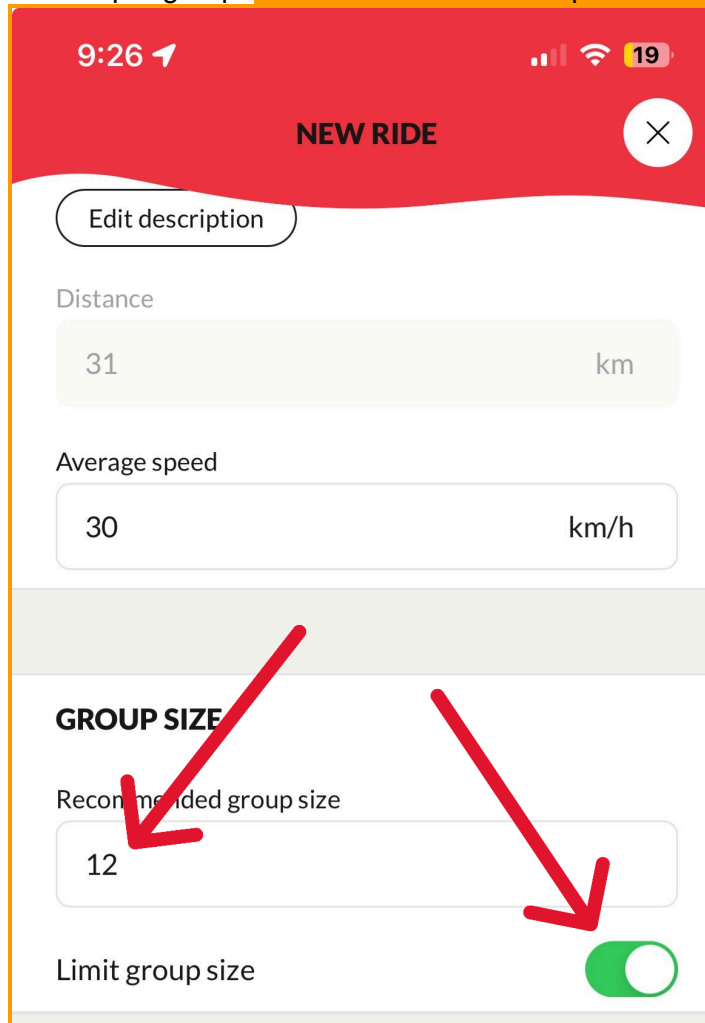
- Access (or not) to water / food / washrooms / parking ($$).
- If you are going to stop at a cafe, let the business know in advance with when you are coming and how many expected

How to set-up a ride in the CYQL app:

| Step | Comments |
|---|---|
| Add ride + | The Add ride + button is only available on the Rides page<br><br>56 km  24 km/h  Ottawa  16:45<br>approx. 2h 20min  Road bike<br>180 vertical ascent in metres  Add ride +<br><br>Participate?  Participants  Comments |
| Leave 'Create ride at a club' ON | 9:23<br><br>**NEW RIDE**<br><br>Create ride at a club?<br><br>Ottawa Women's Cycling Club<br><br>Otherwise the ride is visible in CYQL to anyone who has the app = chaos. |

| Type of ride (Road, MTB, Gravel, Touring, Virtual, Other) | |
|---|---|
| Select GPX / Ride title / Date / Departure Time / Distance / Average Speed / Group Size / Start Location / Labels / Ride Leaders | **Select GPX**<br>For 99% of rides there should be a GPX file. You can pull the GPX file from the CYQL GPX library, grab a file stored on your phone, a file you have saved in Strava or Ride With GPS app. One of the biggest reasons to include a GPX file is that the OWCC Ride Guidelines tell riders to have the ride GPX loaded before the ride so that if they are dropped, they have access to the route.<br>**\*\*NOTE:** when you select a GPX file, the CYQL App asks if you want to use the Title and Distance from the file. Be aware if you say yes, it seems like you cannot edit those fields in CYQL afterwards so generally it is better to say no and create custom Ride Titles and Distances - your choice.<br>⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻<br>**RIDE DETAILS** (Edit description)<br>This is an excellent example of ride details:<br><br>Do this ride or combine it with bonus miles before or after — the choice is yours!<br>**Where We're Riding**<br>We'll start in Rockcliffe Park (NCC Parking Lot P2) and head out to Bearbrook/Queensway and back.<br>**What to Expect**<br>● *Average Speed -* 18 to 20 km/hr, we'll adapt to the pace of the slowest rider.<br>● *Duration -* Expect to ride for about 1.5 hours.<br>● *Climbs -* One short climb on our way back to Rockcliffe Park, 3% average grade (see photo), and a few gentle grades towards Bearbrook.<br>● *Good to Know -* We'll stop to regroup at the top of hills and for a snack stop halfway in.<br>● *Bonus -* If you're feeling snacky, social, or under caffeinated; at the end of the ride we have the option to stop by Union Street Cafe.<br>⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻⸻<br>**GROUP SIZE**<br>Remember, this is YOUR ride. Set a good / safe / comfortable number that you are comfortable leading. However, OWCC Ride Guidelines are a maximum of 12 riders (including the leader). |

You can split a ride into two groups so long as there are two leaders per group. <TURN ON> 'Limit Group Size' button



------------------------------------------------------------
**START LOCATION**
CYQL requires that you drop a pin at the start location or insert an address.
------------------------------------------------------------
**LABEL(S)** - we do not use this field
------------------------------------------------------------
**RIDE LEADER(S)**
Be sure to add yourself as a Ride Leader. You can also tag someone else as a co-leader.
------------------------------------------------------------
**EXTRA INFORMATION**
Public Ride - <NO>

Coffee Stop - optional
Publish as a club ride - <YES>. This is key, only rides published as a club ride are sanctioned and insured.
Club ranking - don't bother
Sign up for ride yourself - <YES> then you are part of the count of riders

### EXTRA INFORMATION

Public ride?

Coffee stop?

Publish as a club ride?

Send push message to members?

Club ranking?

Sign up for a ride yourself?

- Rain (yes, adjust distance accordingly), thunder/lightning (immediate stop, seek shelter, restart only 30 minutes after last incident or cancel), darkness (lights are mandatory - front and rear — by law, lights are to be turned on thirty minutes before sunset and are to remain on thirty minutes after sunrise).
- Monitor the weather at Environment Canada. If you need to cancel for any reason, adjust a note in the CYQL app. If riders still choose to do the ride it is not sanctioned.
- Cycling is a dangerous activity, every rider has a responsibility to themselves and fellow riders. Stay alert. Ride safely, when in doubt err on the side of caution - everyone wants to get home in one piece.Have fun.
- If the ride is longer than an hour, plan a washroom break
- Best if there are bathrooms at the start and finish, especially if you have to drive to start
- Know the Emergency Action Plan (within Risk Management Plan)

# During the ride

- **MEMBERS must pre-register for club rides on the CYQL app.** There is no showing up to the ride start in the hopes of joining a scheduled ride.
- Departure Time. Club expectation is that a ride advertised as a 1pm start, people are pedaling at 1pm.
- Before rolling
    - (1) introductions, who is new, who can be a sweep,
    - (2) does everyone have the route loaded,
    - (3) check all emergency contacts in the CYQL app. **Checking people in the app every time is redundant, especially as the season progresses, but it is also a great habit / pause / reminder that this is not as simple as people getting together to ride. There is insurance, there is a need to work as a group, support each other and to be aware of everything around you.  Plus, every time you say someone's name out loud it is easier to remember!
    - (4) review hand signals,
    - (5) review the route and what is happening,
    - (6) reminder on how to handle early departures (for any reason).
    - Cover expectations: two riders abreast except where singles are necessary
    - Make sure pace is being communicated up to the front from the back
    - Only on the front for as long as makes sense for each rider
    - Talk about hills and where to regroup
- Awareness. Ride leader needs to be aware during the ride. Are any riders slowing down, unable to keep up, is weather conditions changing, is everyone following HTA and hand signals, deciding when to ride single file vs group.
- Mechanicals. Most important is that all riders get off the road/path. Flats, or simple fixes (less than 10 minutes) the group will wait. However anything else is the riders responsibility to get home and message the ride leader afterward that they have arrived home safely.
- Medical issues. An incident that does not require an ambulance (bloody nose, fall with scrape), please contact [incident@ottawawomenscycling.ca](mailto:incident@ottawawomenscycling.ca).

As the leader during the ride, control pace
- on climbs, those on front slowdown a little bit so group remains tight
- on long climbs you have to climb at your own pace and regroup at top
- stop about 500 m from top if everyone is not catching on quickly, OFF the road
- do a headcount
- ride leaders will call out instructions for turning, stopping
- repeat so everyone can hear
- ask group to watch for dropping riders
- follow the rules of the road; everyone stop to cross intersections, obey traffic signals, do

not cross yellow line
- any newer riders, watch that they eat and drink
- watch for unsafe actions: erratic breaking, low cadence, overlapping wheels, following too close or too far, not communicating road hazards like potholes, excessive body motion, passing on the right, riding with hands away from brakes
- watch for external dangers ie construction, road closures, thunder storms

## After the ride

- Headcount
- Congratulations and thank you! If there were any incidents please contact incidents@ottawawomenscycling.ca so we can track and follow-up if needed.
- Post pictures on CYQL and on social media.
- Plan for your next ride.