

## Whittlesea Bicycle Users Group – Pre-Ride Briefing Cue Sheet



A pre-ride briefing must be delivered by the ride leader before the ride commences in which you advise all riders of the route and its characteristics, including any potential hazards.

Use the following list as a guide for things to cover in the briefing:

- Welcome all riders, especially new riders, and introduce yourself.
- Advise details of the route, terrain and road surfaces, mentioning:
  - Known or possible hazards e.g., cars, potholes, gravel, road works, steep gradients, etc.
  - Approximate length and time to complete the ride.
  - Locations for re-grouping, toilet stops and breaks.
- Advise on road rules and etiquette:
  - Bike path rules: keep left, stop off the path, give way to pedestrians and watch out for oncoming bicycles.
  - Road rules: obey traffic rules, keep left, stop at red lights and stop signs, use cycle lanes, ride single file in cycle lanes where the road is narrow, take care in traffic, especially roundabouts.
  - Group etiquette and signals: call out when slowing and stopping, point out hazards to following riders, including bollards or when there are riders or pedestrians on the path ahead and signal when turning.
  - Riders are to remain behind the ride leader unless instructed otherwise by the ride leader.
- Ask any participants whether any of them plan on leaving the ride before the finish.
- Designate a tail-end person if all riders are unlikely to remain in clear view of the ride leader.
- Ensure the ride leader, tail-end person and relay rider\* (if chosen) each have mobile phones that are fully charged and operating and that they have each other's numbers programmed in their phones if communication is required.
- Ensure all riders are aware of the identities of the tail-end person and relay rider\*.
- Do a head count of riders.
- Check that you have marked the attendance of all riders on Team App, or if they are not on Team App, you have recorded their full name and contact details on your phone.

\*Note: A relay rider is a person designated by the rider leader to communicate with other riders, including the tail end person, on their behalf.