



WELCOME
2026 Ride Leader Training & Refresher

Organized rides
with a social vibe

NSC is what YOU make it

A social group, a community of cycling friends, providing safe and scenic group rides with multiple distance options

NSC offers:

- Curated and time-tested GPS routes
- Rides for advanced beginners to skilled enthusiasts
- Organized but non-regimented
- Picnics, clinics, and social activities around cycling
- What else?

<https://www.nscyc.org>



R.I.D.E. Safety Program

Goals

- ✓ Reduce Crash Risk
- ✓ Increase Number of Riders
- ✓ Improve Rider Comfort
- ✓ Improve relations with motorists and communities
- ✓ Implement safe riding infrastructure



R. Ride Leadership

Clearly communicate the importance of safety practices and provide specific guidance



I. Infrastructure

Promote improved infrastructure for cyclists through community, regional, and state involvement



D. Dedication

Maintain safe riding practices, educating others through example and communication



E. Education

Promote cyclists' rights and responsibilities by educating local officials, law enforcement, motorists, and other riders.

New and renewing members agree to NSC guidelines:

Know NSC Safety Recommendations and State Laws

NSC Ride Safety Culture - *The 4 Be's*

Be predictable

Be alert (anticipate others action)

Be communicative (announce your action)

Be courteous (cyclists, pedestrians, drivers)

Bicycle Law and Courtesy

- Obey traffic laws
- Cyclists have right to use the roads
- Pass others only on their left and call out
- Ride 2 abreast only where safe to do so
- Only pedal assist e-bikes allowed (class 1 or 3)



Web site:
Leader
Information

<https://nscyc.org/rl/ride-leader-information>

Home Rides Blazing Saddles Century Join NSC Club info Resources Contact Us

North Shore Cyclists
The Best Cycling North of Boston

Bicycle Law / Courtesy
NSC Ride Safety Culture
Ride Leader Information
The ABC Bike Safety Quick Check
Types of Gravel Rides
Useful Skills and Tools to Carry on the Bike

Ride Leader Guidelines

1. Intro and Forms
2. Ride Leader Role
3. Planning a ride
4. Submitting ride information to the Rides Coordinator
5. Prep before the Ride Day
6. Day of the Ride
 - Pre-ride Prep at the Ride Start
 - Pre-ride Safety Talk and Starting the Ride
 - After the Ride
7. What to do in an Emergency
8. How to Cancel a Ride

Additional Resources

1. Ride Announcement Email
2. Sample Script for Ride Leader's Pre-Ride Talk
3. Shortened Safety Talk
4. Things Ride Leaders Should Bring to the Ride
5. Ride Leader Manual - 2024 pdf version
<https://www.nscyc.org/rl/ride-leader-information>

Ride leaders are responsible for...
ride, and starting the ride...
NSC listserv (NSC@NSC)...
specific ride page so that...
Because of our liability...
they are not a current member of North Shore Cyclists.

Ride participants must be NSC members or a first-time rider who signs a liability waiver...
ride.

This information has been prepared to serve as a guide for NORTH SHORE CYCLISTS...
leaders.

Ride Leader Forms

- NSC Waiver
- Incident Report
- Ride Leader Expense Reimbursement

PS route and cues pr...
announce Sunday rides...
ke sure to include lin...
eets, and maps.
th Shore Cyclists gro...

Website Resources

Terms to know for the web site

Route

- ✓ Navigable RWGPS route files
- ✓ Linked from a Ride to the club's RWGPS account (not personal account)
- ✓ See Route Library <https://www.nscyc.org/index.php/club-routes>

Ride

- ✓ Content: date, time, leader(s), location, route(s) and description, optional photo
- ✓ Ride leaders may edit content and notify the ride coordinator for approval
- ✓ There may be multiple routes within a ride or just one
- ✓ Listed in your Account > My Rides once you are the leader
- ✓ See Master list of Rides <https://www.nscyc.org/index.php/all-rides>

Recurring Ride

- ✓ Identical ride run at a regular interval, usually weekly

Non-Recurring Ride

- ✓ A ride not offered at a regular interval, but may be run more than once per season

Event

- ✓ A non-ride club activity such as a picnic or this meeting

The Ride Leader Role – Overview

Collaborate with the Ride Coordinator

- ✓ Choose a ride or route from the ride & route lists
- ✓ Design a new route (experienced leaders)

Check the route and nav cues

Send pre-ride communications and updates

Host Responsibilities

- ✓ Greet riders
- ✓ Welcome newcomers, obtain waivers
- ✓ Deliver brief pre-ride talk
- ✓ Release riders based on speed or distance

Assist fellow riders

Optional

- ✓ Post-ride snacks, lunch or social gathering (esp. Sundays and Wednesday morning rides)

Gather feedback and report issues to the board

<https://www.nscyc.org/rl/ride-leader-role>

Submit Your Ride or Interest in Leading

Respond to Ride Coordinator's Request for leaders

Easiest - pick existing ride from Master List

Email proposed ride and date to rides@nscyc.org

Elements of a Ride Page:

- Ride Name
- Date & Time
- Start Location
- Ride Description
- RWGPS Route Files

<https://www.nscyc.org/rl/how-submit-your-ride>

1. Route Selection

- A. Choose from Master List of Rides
<https://www.nscyc.org/all-rides>
- B. Choose a route from Route Library, Can modify the route
<https://www.nscyc.org/index.php/club-routes>
- C. Create a new route (experienced leaders)
 - 1. Do you have a favorite route to share?
 - 2. Consider:
 - ✓ Start location and parking
 - ✓ Scenic, quiet roads
 - ✓ Seasonal traffic
 - ✓ Road safety
 - ✓ Distance options
 - ✓ Interesting stops or events
 - 3. Once approved – Route appear in your account

2. Start Location

- A. Ride Start Locations
 - ✓ Club has approved locations
 - ✓ New location considerations:
 - Ample parking (40-50 cars on summer weekend rides)
 - Lunch/snack options nearby
 - Bathrooms

Note: Avoid shopping center parking lots when stores are open

<https://www.nscyc.org/rl/planning-ride>

3. Specify Start Time

- A. Depends on season. Default:
 - ✓ 9 a.m. - Summer
 - ✓ 10 a.m. - Shoulder Season
 - ✓ 11 a.m. - Winter
- B. Start times may be adjusted for weather complications or an after-ride event such as a picnic or clinic.
- C. Start times are the expected rollout times! Don't leave early.

4. Check the GPS routes

- A. Bike or drive route using RWGPS
 - ✓ (voice nav on to review the cues)
- B. Send corrections to rides@nscyc.org
- C. Note safety issues for e-mail or talk
- D. Winter rides - check road conditions shortly before ride or contact someone local to the area. Can mention in Ride announcement.

5. Review Web Page for Accuracy and Info

- A. Check the start time, location link, route links, description, special instructions
- B. Make the description inviting
 - ✓ Ride highlights - What is unique?
 - ✓ Value-Added:
 - Restroom locations
 - Food stops
 - Mileage for splits
- C. Ride leaders can edit ride descriptions, add photos, then submit for approval
- D. Notify the Ride Coordinator to add permanent features (caution warnings, points of interest) to the RWGPS cues

Pre-Ride Announcement

- Sunday rides: Announce Thursday p.m. or Friday a.m.
- Other rides: 1 - 2 days before
- Email To: nscyc@nscyc.org
 - ✓ Goes to anyone who signed up for the list serve
- From: **YOU**
 - ✓ Don't send from iCloud or Comcast – winds up in spam!
 - ✓ Gmail works!

Include (see [example](#)):

- Subject: ride name & date or day
- Body:
 - ✓ Ride name, date, and start location
 - ✓ Brief ride description
 - ✓ Link to the ride details and route file from NSC web site (**Important**)
- Weather outlook
 - ✓ If possibility of cancellation, send an email 2+ hours before start

Before Ride Day

- Optional – publish on FB page
- Ensure sufficient parking
- Check for surprises - road closures or large events
- Plan your pre-ride talk
- Note restroom locations & possible food/water stops
- Review [First Time Riders Q&A](#) (under Join NSC)
- Be familiar with [What to do in the Event of an Accident](#)
- Send reminder e-mail if warranted e.g. lights recommended
- Fenders for winter puddles
- Weather iffy so check in the morning
 - Check your tool kit, spare tube(s), minipump or CO2
 - Optional snacks/drinks (Sundays)

PLAN AHEAD

Before Ride Day

See [What to Bring list](#)

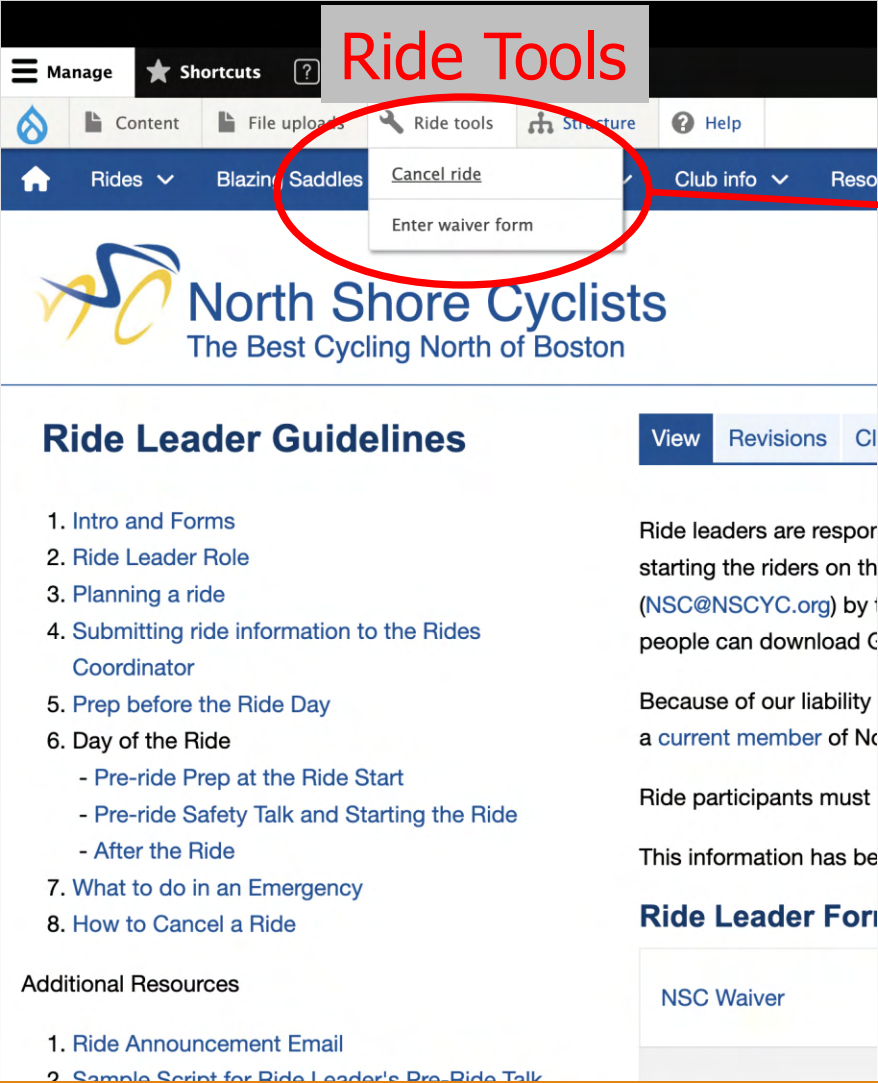
- ✓ Current [Liability Waiver](#) for non-members
- ✓ Talking points for pre-ride talk (safety, route specifics, keep it simple)
- ✓ Your tool kit, spare tube(s), minipump or CO2
- ✓ Optional snacks/drinks (Sundays) Reimbursable up to \$60 from treasurer@nscyc.org

PLAN AHEAD

Ride Cancellations

1. Review [guidelines for when to cancel your ride](#). Don't cancel prematurely. Winter rides < 25° with windchill
2. Give a minimum of 2 hours notice.
3. Check the route conditions if possible or contact someone in the local area.
4. Send a cancellation e-mail to nscyc@nscyc.org with Ride Canceled, name and date in the subject line.
5. Do not suggest a "show & go" alternative
6. Cancel on NSC web site:
 - Log in
 - Select **Ride Tools > Cancel Ride**
 - Enter your ride and hit Save
 - Orange cancellation bar appears on NSC home page

Ride Cancellations



The screenshot shows the 'Ride Tools' menu with 'Cancel ride' and 'Enter waiver form' options. A red circle highlights the 'Cancel ride' option, and a red arrow points to the 'Cancel ride' page in the adjacent screenshot.

Ride Tools

- Cancel ride
- Enter waiver form

North Shore Cyclists
The Best Cycling North of Boston

Ride Leader Guidelines

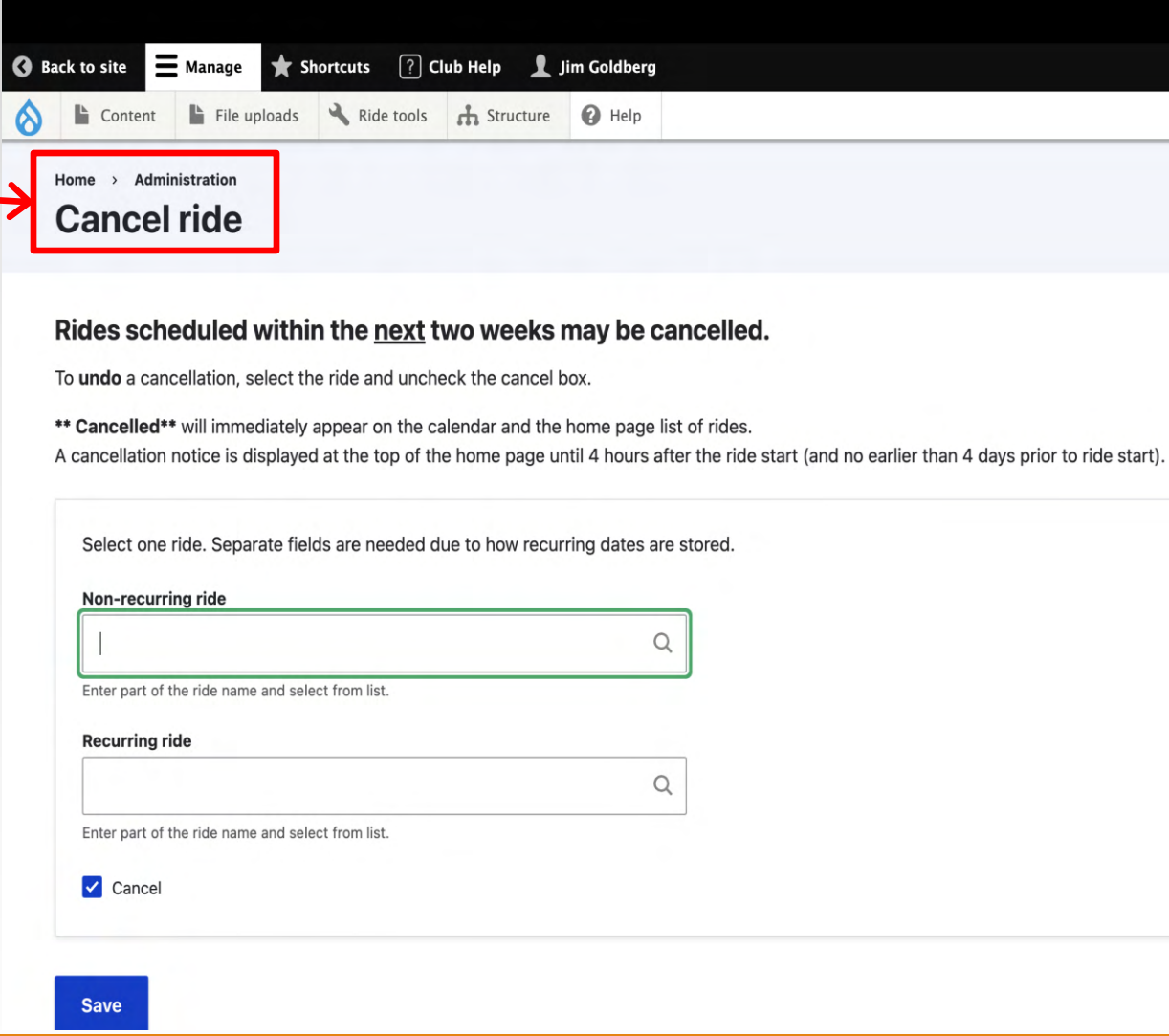
- 1. Intro and Forms
- 2. Ride Leader Role
- 3. Planning a ride
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 - Pre-ride Prep at the Ride Start
 - Pre-ride Safety Talk and Starting the Ride
 - After the Ride
- 7. What to do in an Emergency
- 8. How to Cancel a Ride

Additional Resources

- 1. Ride Announcement Email
- 2. Sample Script for Ride Leader's Pre-Ride Talk

Ride Leader Form

[NSC Waiver](#)



The screenshot shows the 'Cancel ride' page with a search form and a 'Save' button. A red box highlights the 'Cancel ride' link in the breadcrumb navigation.

Home > Administration
Cancel ride

Rides scheduled within the next two weeks may be cancelled.

To **undo** a cancellation, select the ride and uncheck the cancel box.

**** Cancelled**** will immediately appear on the calendar and the home page list of rides.
A cancellation notice is displayed at the top of the home page until 4 hours after the ride start (and no earlier than 4 days prior to ride start).

Select one ride. Separate fields are needed due to how recurring dates are stored.

Non-recurring ride

Enter part of the ride name and select from list.

Recurring ride

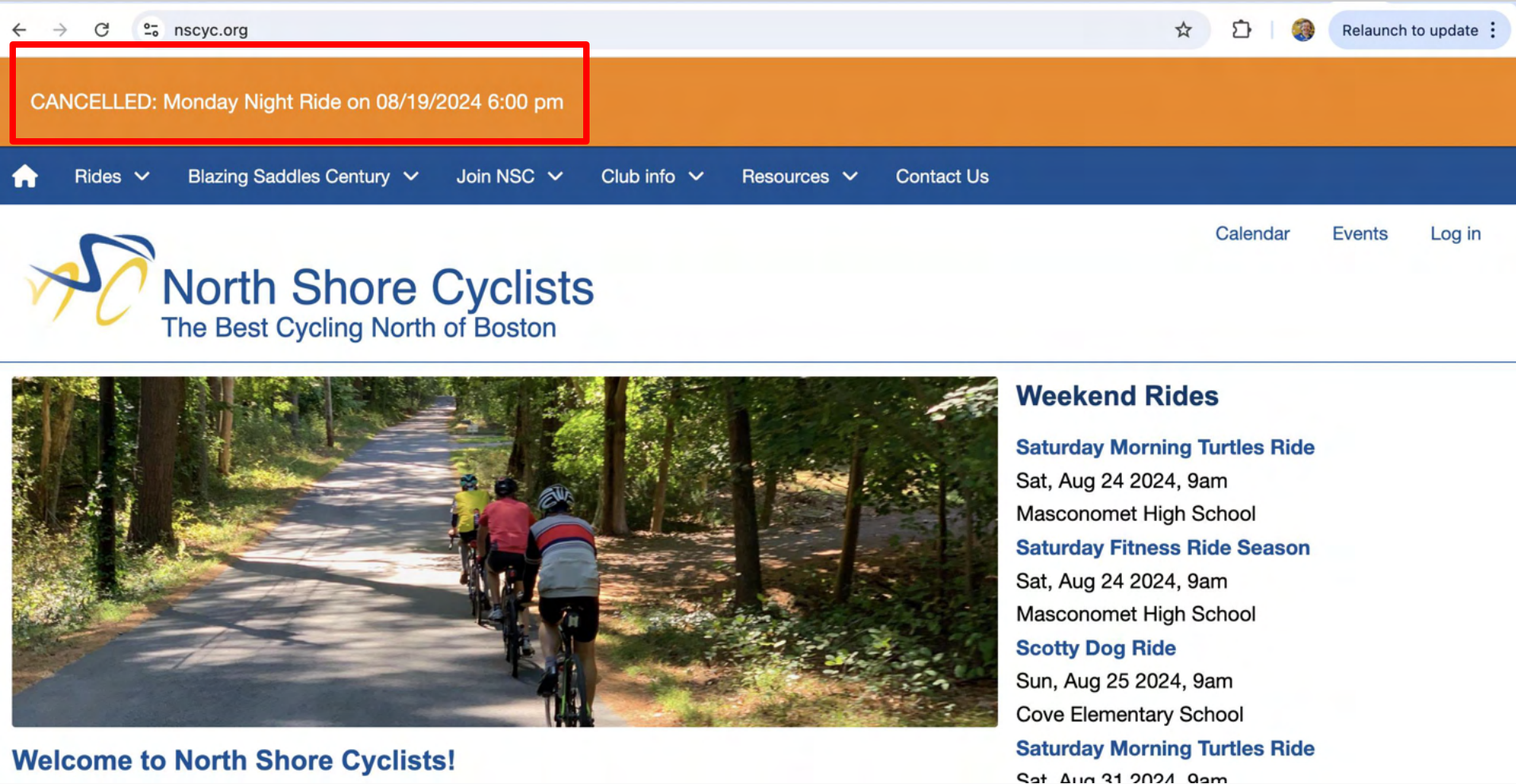
Enter part of the ride name and select from list.

Cancel

Save

Ride Cancellations

Voila!




The screenshot shows the website nscyc.org with a red box highlighting a notification: "CANCELLED: Monday Night Ride on 08/19/2024 6:00 pm". The website header includes navigation links for Rides, Blazing Saddles Century, Join NSC, Club info, Resources, and Contact Us. The main content area features the North Shore Cyclists logo and a list of weekend rides.

CANCELLED: Monday Night Ride on 08/19/2024 6:00 pm

Calendar Events Log in

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Weekend Rides

- Saturday Morning Turtles Ride**
Sat, Aug 24 2024, 9am
Masconomet High School
- Saturday Fitness Ride Season**
Sat, Aug 24 2024, 9am
Masconomet High School
- Scotty Dog Ride**
Sun, Aug 25 2024, 9am
Cove Elementary School
- Saturday Morning Turtles Ride**
Sat, Aug 31 2024, 9am

Welcome to North Shore Cyclists!

Ride Planning

The Ride Leader Role – Mentoring

A great way to get started as a ride leader is to co-lead with an experienced leader

- ✓ Ride Coordinators, other ride leaders or Board members can find you a mentor
- ✓ Get questions answered one-on-one
- ✓ Have back-up for planning and ride day activities

Help wanted!
Opportunities
abound...

Sundays!

Wednesday (lunch)

Evenings!

**Recurring Rides → Rotating
Leaders**

- ✓ Saturday Fitness
- ✓ Winter
- ✓ Gravel

Mentor w/Experienced Leaders

<https://www.nscyc.org/all-rides>

Ride Planning

Set the Tone

YOU

At the Start

- Arrive early
- Greet riders
- **Identify new riders**
- Chat about pace
- Find ride partners
- Obtain liability waivers

ARE

5-10 Minutes before Start time

- Call riders together
- Introduce yourself
- **Welcome new riders**
- Explain the ride
- Offer a safety reminder
- Mention will release riders in groups (best groups of 8)

NSC!

Release, Monitor, Follow-up

Releasing Riders

- Organize (e.g. by distance)
- Release by distance and pace

As you Ride

- Monitor riders
- Stop to ask if help is needed

Post Ride

- Optional snacks or social gathering (common on Sundays, Wednesdays)
- Check in with returning riders
- Accept route feedback, safety concerns, or accident to report
- Clean-up, return waivers, Incident Forms
- Report accidents involving bodily injury or property damage to board@nscyc.org

Create and Lead a Safe & Fun Day for All!

Ride Day References

Liability Waiver: https://www.nscyc.org/sites/default/files/2024/NSC_waiver_multi_2024_0.pdf

Safety Talk: [sample script](#)

What to do in the event of an accident

- Don't over-react
- Assess the situation - get riders off the road or enlist helper(s) to direct traffic
- Encourage victim to stop and assess injury, shock, helmet
- Discourage standing if in pain
- Don't overwhelm injured riders - only 1 or 2 person need to attend
- Designate another helper to call 911
- Stay with injured person until medical help arrives
- Check bike for rideability if rider is OK to continue
- If rider is unable to continue, arrange bike transportation bike, secure possessions

<https://www.nscyc.org/index.php/rl/what-do-emergency>

Safety Considerations... Insurance & Reporting

NSC accident reporting link (if injury involved)

- Internal NSC reporting process
- Form may be completed by the ride leader, victim, witness, or interviewer
- Goal is to improve ride safety, safety talk, future leader trainings, ride skills clinics
- Remind in pre-ride talk to inform you / board about accident with injury

NSC Accident Insurance with the Silent Sports Program

- Who's covered – supplemental (secondary) medical for club members (\$500 deductible, up to 25k insurance, 5k limit if auto involved)
- If 911 is called, fill out a [Silent Sports Incident Report](#) form for our insurance

NSC Liability Insurance

- Protects leaders and members if a liability claim related to a ride or program

Ride Leaders – Things to Improve

- Seek out new riders and introduce at ride talk, round of names
- Connect new rider with similar pace riders or make sure they have RWGPS route
- Tailor safety talk appropriate to group
- Take charge of the release – encouraging faster riders first and releasing in smaller groups
- Do call out people who ride 3 abreast, ride in the middle of the road or pass on the right
- Cancel your ride on the web site – it's easy!
- Suggestions?

Cool Things to Know

RWGPS

- Download the app on your phone, connect your NSC club account
- Check out the new QR code feature to share a route (open route, click 3 dots, click Show Shortcut)

ABC Bike Safety Quick Check

- Who knows what this stands for?
- Under NSC Resources: <https://www.nscyc.org/index.php/bike-safety-abc-quick-check>

Common on-road triage

- Replacing a dropped chain
- Practice removing rear wheel, fixing a flat (tube), seating a tire
- Leaking tubeless: reseating, clogged or loose valves, sealant, plug kit
- Rubbing brakes – dirty rotors, wheel not seated, axle or QR not tightened
- Loose components

More info <https://www.nscyc.org/index.php/useful-skills-and-tools-carry-bike>

Check your bag - useful tools to carry

- ❖ Multi-tool with hex (Allen) wrenches -3, 4, 5, 6, 8mm, T25 Torx, Phillips head screwdriver, chain tool
- ❖ Tire levers
- ❖ At least 1 spare tube
- ❖ Patch kit for emergencies
- ❖ Quick link for broken chain (to fit your bike)
- ❖ Mini-pump, CO2 (and dispenser) or electric inflator
- ❖ Tubeless plug kit for tubeless tires

Questions?

- ❖ Requests for future trainings/webinars?
- ❖ Questions, comments