



RIDE MANUAL

WINNIPEG CYCLING CLUB

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1 Purpose

To outline, in a single reference document, those procedures and guidelines related to cycling as applicable to Members of the Winnipeg Cycling Club. The foregoing shall be consistent with the policies and procedures found in the WCC Constitution, By-Laws and Club Manual.

2 Ride Leader Guidelines

2.1 General

The Ride Leader is the *face* of the WCC for each ride. The Leader's enthusiasm and confidence tells the participants, especially new Members, what a great ride it will be, and what a great club they have joined.

2.2 Equipment

The following equipment practices apply:

Lights: Leaders – **MANDATORY**; Riders – **RECOMMENDED** except **MANDATORY** on rides that take place ½ hour before sunset or which may extend into darkness.

Equipment: White front, red rear. These are available at reasonable cost from most bike shops. **Ride Leaders shall operate their lights at all times when leading a ride, and ask your Sweep to do the same.** It's all about maximizing your visibility to others, especially motor vehicles.

The Weekly Update shall include a reminder to bring lights for rides in Spring and Fall that have the potential to extend into darkness.

Cellphone: Leaders & Sweeps – **MANDATORY**; Riders – **RECOMMENDED**. Share your number with Sweeps and second Ride Leaders. Use it to take the pre-ride photo, or call home to tell your better half you'll be late due to post-ride refreshments.

First Aid Kit: **RECOMMENDED**: You can buy one or just make one up at home and carry in a Ziploc. The Internet offers plenty for ideas on this subject.

ID: **RECOMMENDED**: Carry your Member Card or facsimile, along with a credit or debit card. You never know when you might have to pay for a taxi.....

Tire Pump: **RECOMMENDED**: If you have one, carry it. As stressed at our annual Bike Clinics, a good tire pump is a good thing to have.

Bell: **RECOMMENDED**: Handlebar-mounted bike bells are useful for warning others that you are approaching. Most bike shops carry them.

Tools/Parts: **RECOMMENDED**: Carry basic tools and parts necessary to permit simple repairs/adjustments and changing a flat.

2.3 Prior To Ride Day

- A. **Familiarize yourself with the route** in advance. Even for routes you have previously ridden, please drive or cycle it close to ride day. Note any problem areas and hazards, such as gravel on the road, potholes, or construction.
- B. For Wednesday rides, **study your maps and directions** carefully. The Wednesday routes can be complex – please ensure you're familiar with the areas and streets before you lead the ride.
- C. Determine your **regrouping locations** and/or **suitable rest stops**. Ensure that you note **public washrooms** near the mid-point of the route.
- D. For Weekend Dayrides, Members must be aware of **plans for eating or snacking** on the ride ie bring their own vs a restaurant. For **Local Dayrides**, this information must be provided to the Communications Director at least **3 days prior** to the ride so that it can be published on the website; for Remote Dayrides, this information is normally issued by the Ride Leader when the rider calls to register for the ride.
- E. For Off-Road rides, **ensure the riders know to bring sufficient water and food**. Explain that there will not be any stores along the route.

2.4 Practice Rides

It is normal procedure for Ride planners and Ride Leaders to ride a route in advance. These activities are sanctioned by the WCC, and as such they are covered by our MCA/CCA insurance.

Please see the separate section on Practice Rides for details.

2.5 Ride Day - Prior to Departure

- A. Arrive at the Meet Point at least **20 minutes prior** to departure. Prepare yourself and your bike.
- B. Make an effort to **greet each rider** as they arrive and introduce yourself. Introduce new Members to other riders; they may be nervous, especially if this is their first Club ride.
- C. **Confirm WCC/MCA membership** for all riders.
- D. Riders must wear an approved helmet - no helmet, no ride, no exception!
- E. Before starting out, **ask for a volunteer as Sweep**; a more experienced rider is preferred. Point out the Sweep to the group.
- F. Leaders and Sweeps **shall exchange cellphone numbers**.
- G. Do a **head count** of the riders and pass the number to the Sweep.

- H. **Take a photo of the group** with helmets and sunglasses OFF. This will be used to enumerate Riders in the event of an insurance claim.

2.6 Ride Day - Briefing

The Ride Leader shall provide a briefing to Club riders, including:

- A. Explain the Club "no-drop" policy; the Sweep looks after slower riders, and there will be re-grouping points along the way.
- B. Review the route; outline known hazards and regrouping points.
- C. Inform riders that if they choose to leave the ride, they must inform the Leader or Sweep; and they are not covered by MCA insurance after that point.
- D. Riders should stay behind the Leader, and in front of the Sweep. The Leader may allow experienced riders with knowledge of the route to cycle ahead to the next regrouping point. If there will be sprints and breakaways, establish a start/stop point for these activities.
- E. Only the Ride Leader can change the route. This may include moving the ride from a multi-use path to the street where safety was compromised and/or the ride could not make adequate progress due to path congestion.
- F. As the Ride Leader leads from the front, he/she must maintain awareness of the riders behind. Pace too fast? Some riders too far behind?
- G. Explain the Split Group procedures where applicable.

2.7 Ride Day - Safety Briefing

The Ride Leader shall inform Club riders of basic safety procedures and safe riding practices on a group ride:

- A. On road rides, obey all traffic laws. Ride single file in heavy traffic areas and stay as close **as safely practicable to within one meter of the curb.**
- B. Ride single file on multi-use paths. Watch for oncoming children!
- C. Ride defensively. Be aware of what is around you at all times. Be alert to what other road users are planning to do. Make eye contact with drivers to make certain that they see you.
- D. Review common voice commands & hand signals as some cyclists may be unfamiliar ie CAR BACK, STOPPING etc. Websites like www.active.com *may be helpful*. Always pass **on the left**. See Appendices for list of voice commands and hand signals.
- E. Cross railway tracks at a right angle to avoid catching your wheel in a gap.
- F. Exercise caution at intersections. Stop at all traffic control devices - do not roll through - stop like a vehicle would. **Never use** a voice command such as

"CLEAR" or "OK" when crossing an intersection. It may be clear for you, but may not be safe for those behind you. Each rider must decide if it is safe based on his or her evaluation of the situation.

- G. No sudden stops or erratic riding. Be predictable.
- H. When riding within a group and following another cyclist, keep at least one full wheel length back from the rider ahead.
- I. When riding 2 abreast, ride 2 feet apart and directly parallel, NOT staggered. Riders should NEVER be more than 2 abreast and should ALWAYS keep well to the right of the centreline.
- J. The use of any personal electronic device ie cameras, cellphones, headphones etc. while riding is **an unsafe practice and is prohibited**.

2.8 Ride Day – Après Ride

Ensure that all riders have returned safely. Approach new Members and ask if they enjoyed the ride. If the group is going to socialize apres-ride, announce the activity and invite all present to join.

3 Ride Procedures

3.1 Split Group

Club policy is to split groups in excess of 18 riders; this decision was taken to address safety concerns with large groups. Where the Ride Leader has determined that Splitting is in the best interests of the riders, based on an assessment of group size, experience and skills, he/she shall:

- Split the group and assign a second Ride Leader & Sweep
- Explain that both groups ride a same or similar route but will
- If Ride Leader 2 does not know the exact route, outline a similar route with similar distance, with both groups departing the Meet Point 2 minutes apart
- Exchange cellphone numbers
- Establish meet points where applicable
- Explain the Split procedure to the riders

3.2 Left Turns

There are situations wherein left turns for cyclists can be difficult or even hazardous due to conditions ie construction, roadway width, traffic etc. Three possible alternatives are described below:

Copenhagen or Box Turn: A two-stage procedure wherein the riders first go straight through the intersection, then assemble on the far side and wait for a

green light or a break in traffic to cross the through street. Use caution with larger ride groups if there is limited waiting space available on the far side, especially when dealing with traffic islands.

Group Turn: When traffic permits, the group moves as a single unit into the turn lane and, when able, executes the left turn, then reverts to single file.

3.3 Rider Configurations

Single-File VS Double File

Single-file should always be ridden on multi-use paths and busier city streets. Ride as close to as safely practicable to, but no closer than, 1 metre of the curb.

Double-file is usually only acceptable on quiet or low-traffic streets, and is not recommended on multi-use paths. When riding double-file, ride 2 feet apart and directly parallel, NOT staggered. Riders should NEVER be more than 2 abreast and should keep well to the right of the centreline.

Standard practice shall be to transition from double-file to single-file whenever necessary to avoid inconveniencing other traffic using the roadway.

3.4 The "Slinky Effect"

This term refers to variations in spacing between riders as affected by factors such as fitness, speed, acceleration, frequency of stops, and traffic. The simple reality is that a strung-out group is much more difficult to manage.

This phenomenon is a big factor on Wednesday rides, which historically have both the largest number of riders and newbies. Some factors to consider:

AVERAGE SPEED

The Ride Leader should maintain an average speed in the low end of the advertised range – 18-20 KPH, to minimize the "Slinky Effect". Higher average speeds only exacerbate the problem.

ACCELERATION

Pulling away after a stop, the Ride Leader should pedal up to the target speed slowly to further minimize the "Slinky Effect".

Two illustrations of the Slinky Effect with a group of 15 riders:

- A. A Ride Leader averaging **22 KPH** means that riders at the back may, on occasions, have to pedal at up to **27 KPH** to catch up;
- B. A Ride Leader taking off with an average 2-second delay between riders, will be 30 seconds - about one city block - ahead of the last rider.

3.5 Stopping

The issue of stopping at stop signs on Club rides is a difficult one.

The Manitoba Highway Traffic Act [HTA] defines **stop** as "...applied to a vehicle whether occupied or not, means (a) when required, to cause the vehicle to cease

to move...". This is the definition that peace officers apply in issuing traffic citations.

The Winnipeg Cycling Club requires that that Ride Leaders conform to the Highway Traffic Act when leading a Club ride. When approaching an intersection with a stop sign, Ride Leaders shall stop using one of two methods below:

DISMOUNT: Bike ceases forward movement; rider removes at least one foot from the pedals and places it on the ground.

FREEZE: Rider leaves both feet on the pedals and slows the bike to the point of ceasing forward movement without dismounting, then proceeds through the intersection when safe.

*Since the freeze method can be difficult for new riders, it is recommended that the FREEZE method **not** be used on Wednesday Cycle in the City rides if there are new riders in the group.*

3.6 Ride Incidents

A Ride Incident is any significant event that occurs on a Club ride, and includes an accident or injury involving a Club Member, or any other incident that deemed significant ie altercation with a motorist or non-Member, warning from police, safety issue etc.

Ride Leaders shall notify the Ride Director of a reported or observed ride incident as soon as practicable after the ride. The Ride Leader shall complete and file a Ride Incident Report [see Appendices] with the Safety Committee within 7 days of the occurrence. This reporting will assist the Club in tracking Member safety, and in facilitating potential insurance claims.

3.7 Practice Rides

Practice Rides are defined as one of two cycling activities:

- Wherein a Ride Leader rides a practice version of a scheduled Club ride for the purposes of learning the route, and observing factors such as construction and road conditions that may affect the ride
- Wherein a designated Ride Planner rides a proposed Club ride for the purposes of testing, investigating, evaluation or mapping said ride

Practice Rides are sanctioned by the WCC. Ride Leaders participating in these activities will be covered by our CC/MCA insurance provided that:

- The activity occurs within the 7-day period immediately preceding the scheduled ride date; and
- Prior notification of the activity is given by the Ride Leader as specified

Ride Planners participating in these activities will be covered by our CC/MCA insurance provided that prior notification of the activity is given by the Ride Planner as specified.

Notification shall require sending an email to ridetime@winnipegcyclingclub.ca that includes:

- The Ride Leader or Ride Planner name
- The date of practice ride
- The date of the scheduled Club ride being practiced, or the name of the Club ride being planned.

These emails are automatically forwarded to the Executive and the MCA.

4 Signing Up for Rides

In past years, the Club required that Members sign up for all Weekend Dayrides, typically at least 24 hours in advance. Starting in 2017, that requirement has been modified with a view to allowing Members to attend most Dayrides without having to make a prior commitment.

Weekend Dayrides will now be identified as either **Remote** [Start Point outside Perimeter Highway] or **Local** [Start Point inside Perimeter Highway]. It is hoped that this will also encourage/facilitate carpooling.

Ride sign-up is **mandatory for Remote Dayrides**.

Ride sign-up is not required for Local Dayrides, unless specifically stated.

Where ride sign-up is mandatory, the cutoff shall be **12 hours prior to the ride Start Time**, unless otherwise published.

5 Ride Changes

5.1 General

A Ride Change is a revision to a scheduled Club ride involving the Date, Start Time, Meet Point, Leader [Sign-Up rides only], or Rating.

5.2 Criteria

All Ride Changes are added to the website Calendar. However, Members will only be notified of Ride Changes for rides already advertised in the Weekly Update email issued weekly, and which captures rides/events over a 10-day window.

5.3 Distribution

Ride Changes shall be distributed as follows:

- The website Calendar is updated
- A Members-Only Article is published on the website FrontPage
- An email is sent to the Membership

5.4 Notification Procedures

Known Ride changes shall be emailed as soon as practicable to the Communications Director.

6 Ride Cancellations

Club rides are typically cancelled for one of two reasons – lack of a Ride Leader, or weather conditions.

6.1 General

Ride Leaders have the authority to cancel their ride when conditions so warrant. If in doubt, and time permits, Ride Leaders are encouraged to consult with their Ride Coordinator or the Ride Director for guidance or opinion.

When a Club Ride has to be cancelled, the first priority is to ensure that Members are notified promptly. Having said that, it is recognized that there will be situations where rapidly changing weather conditions can force a ride cancellation at literally the last minute.

6.2 Criteria

In reaching the decision to cancel, Ride Leaders must demonstrate good judgement, patience and common sense. Weather is usually the primary factor; Club practice is to not ride in rainy or hazardous conditions.

- Keep in mind that the weather at 4PM may have no bearing on a ride starting at 7PM

- A weather-radar website ie The Weather Network is a great tool to show where the bad weather is, and where it's heading
- A Weather Warning that encompasses the ride time and locale may be justification for cancellation of the ride
- **Club rides shall not start if lightning is present; if already started, the ride shall be terminated if lightning is sighted**

Where a Club ride has to be suspended and/or terminated because of unsafe conditions, the Ride Leader shall use his/her best judgement to ensure the safety of the Members, whether that includes seeking shelter or returning to the Start Point via the safest route.

6.3 When To Cancel

WEATHER-RELATED

Do not cancel the evening prior, regardless the weather or forecast – please wait until the day of the ride. *Remote Rides may be exempted from this rule, depending on the distance to the Start Point.*

Try to make the cancellation decision **at least one hour prior** to the Start Time where possible - less than that does not allow adequate time to notify Members. However, it is understood that conditions may arise that require cancellation with less than an hour's notice.

NO RIDE LEADER:

Cancel the ride as soon as it becomes obvious that no replacement is forthcoming; this would normally be no later than the evening prior.

In the event that a Ride Leader no-shows, the riders present shall collectively decide if the ride is to proceed, who shall lead, and what route to follow. Any Member may opt out of the ride as they see fit.

6.4 Notification Procedures

When the decision has been made to cancel, the Ride Leader shall:

1. **Initiate a cellphone call or text message** to the number displayed on the WCC website under Member Info / Ride Cancellations;
2. If cancelling less than one hour prior to Start Time, **go to the Meet Point**, where appropriate, to notify any riders who show.
3. For Remote Dayrides, **telephone signed-up riders** to advise them of the cancellation.

7 Ride Library

7.1 General

The WCC maintains a Ride Library to house essential ride data in an integrated and user-friendly format, thereby providing a comprehensive resource for both current and future Members. The goals of this project include:

- Maintaining a database of Club rides that the Executive and Ride Committee can utilize in the preparation of our annual Ride Schedule
- Facilitating Ride Leader preparation through the provision of essential ride information and e-maps [ride mapping software]
- Establishing protocols for maintenance and updates to the Library

7.2 Components

The three main components of the WCC Ride Library will be:

Database: Spreadsheet that stores all essential ride elements

Ride Guides: Information on individual rides in PDF format; resides on the WCC website; access limited to permission level "Ride Staff"

E-Maps: Interactive maps in a ride software account that RLs can link to

7.3 Ownership

All Ride Library materials are the property of The Winnipeg Cycling Club [1988] Incorporated. Members may contribute rides or ride data to the Ride Library at their discretion; however, any materials so contributed shall become the property of the WCC.

Members shall not copy or share any Ride Library materials outside of the WCC Membership without the express written consent of the Club President.

7.4 Ride Software

The Club uses third-party ride software and websites. All ride information therein contained shall be deemed the property of the Winnipeg Cycling Club.

Permissions capabilities vary between websites.

- Access shall be limited to the Executive and Ride Staff
- Passwords shall be changed at least once annually, and more often as required to ensure that access is not compromised
- The Executive shall consult with current ride staff before making any changes to current access levels

8 Appendices

8.1 Repeating Signals

In addition to the Leader or Sweep initiating the correct signal, **it is essential that each cyclist repeat the signal** so that it is passed along to all riders in the group. It should be noted that, while most signals shown here are common to many jurisdictions, there are significant differences as well.

8.2 Voice Signals

VOICE SIGNAL	MEANING	COMMENT
CAR BACK	Vehicle approaching from behind	Initiated by Sweep. May vary for vehicle types ie Truck Back etc
CAR UP	Vehicle approaching from front	Initiated by Leader. May vary for vehicle types ie Truck Up, Bike Up etc
PEDESTRIAN	Pedestrian ahead	Initiated by Leader.
SLOWING	Slowing	Essential in scenarios where Slowing not anticipated
STOPPING	Stopping	Essential in panic situations

8.3 Hand Signals

HAND SIGNAL	MEANING	COMMENT
	TURNING LEFT or CHANGING LANES LEFT	
	TURNING RIGHT or CHANGING LANES RIGHT	<i>Although the original right-turn signal [left arm out, cocked up at elbow] is still legal, evidence indicates that it can be confusing to motorists</i>
	STOPPING or SLOWING	
	SINGLE HAZARD	The rider points at the hazard. Examples: pothole, debris, glass
	EXTENSIVE HAZARD	The rider uses a fore and aft smoothing motion with the arm extended & hand palm down. Examples: loose gravel, broken road surface, long crack
	MOVE OVER [in direction indicated]	The rider uses a sweeping motion from his side to behind his back. Examples: parked car, pedestrian, construction

8.4 Ride Incident Form

HOLMAN 
 INSURANCE BROKERS LTD.
 3100 Steeles Ave. East, Suite #101,
 Markham Ontario Canada L3R 8T3

Website: www.holmanins.com
 Telephone: 905-886-5630
 Toll Free: 1-800-567-1279
 Fax: 905-886-5622
 E-mail: service@holmanins.com

Insurance and Risk Management
 Services provided for:



General Liability Incident/Loss Report Form

IMPORTANT NOTE:		
Canadian cycling Association Policy #GAME00693. To be used for reporting Bodily Injury or Property Damage to a third party.		
GENERAL INFORMATION		
Club Name :		Name of Provincial Association:
Contact Name:		
Telephone:	Fax Number:	Email address:
DETAILS OF CLAIM		
Date of Loss:		Time of Accident:
Circumstances:		
Type of Injury or Third party Damage:		Name of Event:
Location of Accident:		Ambulance at Scene? <input type="checkbox"/> Yes <input type="checkbox"/> No
WITNESS		
Name:	Address:	Telephone#
POLICE CONTACT INFORMATION		
Police Contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Police Officer:	Police Badge #
Police File #	Division #	Telephone#
Type of Injury:		
THIRD PARTY INFORMATION (IF APPLICABLE)		
Other Party Name:		Telephone #:
Street Address:		
City:	Province:	Postal Code:
PRIVACY WORDING AND SIGNATURE		
<small>PRIVACY: Have you read Holman Insurance Brokers Ltd. privacy policy, which is available at www.holmanins.com ? Do you consent to the collection, use, disclosure and retention of your Personal Information as set out in the Privacy Policy, and do you understand that you may (subject to certain restrictions and consequences) later withdraw your consent as to any or all of the purposes identified in that Policy? By signing this form you are consenting to the statements above.</small>		
Name (please print):		Title:
Signature:		Date (Mon/dd/yyyy)

A copy of this form is available on the website.