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Sudbury Cycling Club Ride Leader Manual



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Sudbury Cycling Club

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INTRODUCTION

The quality of SCC rides depends on the active participation of both riders and leaders.

The Ride Leader is committed to more than just setting a particular pace or following a cue sheet. It's about selflessly taking responsibility for a group of cyclists and doing your utmost to achieve a safe and pleasant ride experience. This Manual emphasizes the basic concepts of leading a ride with the Sudbury Cycling Club.

The Sudbury Cycling Club's Ride Leader Guidelines and Responsibilities are included in this Manual.

We hope you find this Manual helpful.

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I. Why Lead a Ride?

We want to start with some words of inspiration, some explanation of why you would want to lead a ride. So, here goes:

- It's fun.
- You get to decide when and where to take a pit stop.
- You can inspire people, motivate them, get them excited about bicycling. Ride leaders have the opportunity to observe development of novices who could barely shift gears on their first ride and later blossomed into avid cyclists.
- You contribute something to the cycling community.
- Leading a ride makes you go riding yourself.
- Other people have to call you "Leader."

2. Before the Ride

1) Deciding on the pace and distance you want to lead – e.g., A-30-35 km, 25-30 km, C 20-25 km

a. Before you can "decide on the pace and distance you want to lead," you need to understand what those designations mean.

The letter prefix refers to the style of riding, and while there can be certain areas of overlap and/or gray areas, these can usually be generalized as:

A = usually experienced riders, closely-spaced rotating pacelines, infrequent stops, and the presumption that individual riders can be entirely self-sufficient

B = less tightly-spaced lines, rarely rotating (leaders usually pull for the entire ride), more frequent stops, possible no-drop policy

C = widely spaced lines (with little drafting benefit), leaders pull for entire ride, frequent stops, probable no-drop policy

The number suffix refers to the TYPICAL CRUISING SPEED ON FLAT GROUND.

It is not the average speed at the end of the ride (or at any time during the course of the ride, except by coincidence).

It is not the speed that riders should strive to maintain at all times during the ride (unless the ride is entirely flat, has no wind, and has no traffic signals for its duration).

It is the TYPICAL CRUISING SPEED ON FLAT GROUND, period.

b. What pace should I lead?

Lead at a pace you're comfortable with or a slower pace than you normally ride. (Leading at a slower pace is better so that you will be stronger than the group and able to pull the entire way.) This applies equally to "A" leaders who may utilize a rotating paceline. As with pace, choose a distance you can comfortably ride.

c. Should I have a co-leader?

SCC recommends, but does not require, that you have a co-leader for your ride. See Section 6 "What If" Situations below.

We highly encourage you to enlist the aid of a co-leader who can sweep or help take a pull on the front. You might want someone who also has some mechanical skills in case the need arises. You also will probably want someone with some prior ride leader experience if you are new to ride leading. Having a co-leader will also allow one leader to go to the hospital with an injured rider as a patient advocate in case there is an accident.

Finding a co-leader. You can do one of the following or whatever else it takes (bribes? guilt?): 1. ask a cycling buddy; or 2. if you took a SIG, ask one of your SIG leaders or one of the participants in your SIG group; or 3. ask a leader who led a ride that you enjoyed; or

2) Distributing the cue sheets

You may want to email the cue sheet in advance to the ride participants and have them bring printed copies with them. This will give your riders a chance to familiarize themselves with the route. But, if you do so, you should still bring a few extra copies with you on the day of the ride. If you do not distribute cue sheets before ride day, make sure you bring enough to give at least one to each participant plus a few extras "just in case."

3. Day of the ride

1. Leave yourself time to formulate your pre-ride discussion or prepare one the night before. 2. Arrive early to coordinate pre-ride activities. 3. Be available to answer questions about the ride, mileage, lunch stops, food etc. 4. Bring a print out of the electronic sign-in sheet that is automatically populated under your ride listing with your participants' names and emergency contact information. Check the sheet to ensure that all participants have provided their emergency contact information -- if they have not, have them fill in that information clearly. Bring a pen for this purpose. (Even better -- check the sign-in sheet before the ride and send an email to any participant who has missing information, particularly emergency contact information.) 5. If participants arrive at the start who have not pre-registered online, you will need to make a decision whether or not to allow them to join the ride. If you allow them to join, ask them to fill in their complete information on a blank line on the sign-in sheet.

6. Ride leaders should be familiar with the SCC Ride Leader Guidelines and Responsibilities (see attached) and should cover them in a 5-minute pre-ride talk. It is best to cover only 4-5 of the key guidelines -- otherwise, the riders may not stay focused.

While participants who have not already done so are signing in, take the opportunity to assess all the participants -- are they and their bikes suitable for that particular ride?

- If they have not participated in a club ride before, you might casually ask them questions regarding their current riding status: i.e., how far they've ridden, what pace etc., and determine if they might have a problem keeping up with the group.
- Although it might seem unfair to turn back a rider at the start or at some point before you get too far along on the ride, it could be a significant burden to hold the group up every few miles waiting for that person to catch up.
- Also, if they are physically unprepared, lack adequate water, snacks, spare tube, pump, railroad pass, or their bikes are poorly maintained, it would be equally unfair to leave them stranded, even with cue sheets.
- Aerobars and any type of headphone or ear piece are not allowed on a SCC ride. This is SCC club policy. You should ask cyclists with aerobars to leave the ride.

3.1 Pre-Ride talk/discussion

After everyone has signed in, introduce yourself, welcoming everyone on behalf of the SCC.

- Introduce yourself and your co-leader(s) and anyone else who may be helping out that day.

The following should be made clear to all riders:

Group riding skills

- Impress upon the group that cycling with a group, as opposed to cycling alone, requires special cycling skills.
- Safety is the major concern of group riding.
- For A rides, mention your expectations about rotating pacelines. For instance, how often do you expect people to rotate?

There is also a certain cycling etiquette, or rules of the road, which need to be followed. Emphasize predictable, single- or double-line riding that is attentive to local traffic laws and follows common sense. Failure to do so may anger motorists, other cyclists who may want to pass, and pedestrians, and could contribute to an accident. For instance:

- Do not bunch up at lights or while riding – “maintain the line.”
- Don’t allow cyclists to “move up” at a stop. They may do so only while riding - alerting other riders by saying “passing on your left.”
- Remember to share the road respectfully with other cyclists, drivers, and pedestrians. This includes stopping before (not in) crosswalks.
- NEVER pass on the right, only the left.
- Ride as far to the right as is reasonable and safe.
- When climbing a hill, stay to the right except to pass.

Notify the group that everyone must indicate his/her intentions

- Use hand and/or voice signals, such as “stopping,” “slowing,” “left turn” etc.
- Call out or point to conditions such as holes, glass, doors etc. and expect everyone on the ride to do the same. By not doing so, a rider might impede riders behind him/her from reacting to a dangerous obstacle and might cause injury or damage to those riders and/or their bicycles.
- On the other hand, make riders aware of their need to focus on their own safety in situations such as going through intersections or turns by not always following the group blindly.

Describe your ride as advertised in your ride description, including distance and pace (cruising speed).

- Riders rely on the pace (cruising speed) and ride description as advertised; therefore, the leader is expected to adhere to his/her description. To deviate from this would certainly be unfair to any participants who planned on doing the advertised ride. Monitor your speed often during the ride, as it is easy to be pressured by riders “pushing the pace.” “Make allowances for hills.” Keep the speed up hills proportionate to the pace AND USE AN EVEN EFFORT.

Announce your drop policy.

- Regardless of the level of ride that is planned, it is important to inform participants what to expect in terms of a drop policy.
- A drop policy means that you may tell riders who are unable to maintain the advertised pace that you think the ride is inappropriate for them and that you will be unable to hold up the entire group to wait for them. (Try to do this quietly, off to the side, so that you do not embarrass the rider.) It does not mean suddenly dropping someone in the middle of nowhere. You should make sure the rider has a cue sheet and can either continue on his/her own or find his/her way home. It’s good to make an assessment early in the ride and preferably near public transportation if possible.
- If you do not intend to drop riders, ask all riders to look out for each other.
- Also, announce if and where you intend to wait for lagging riders.

Announce that you plan to adhere to the pace and will strictly discourage riders from “pace busting.” As a ride leader you must also resist this temptation yourself! That breaks the ride tempo and compromises group safety.

- If riders go off the front, other riders may follow and the ride leader will no longer maintain control of the ride.
- If riders insist on going past the leader or going faster than the advertised pace, other than where indicated (such as on hills), they should be asked to leave the ride or told to ride on their own and meet the group for lunch.

The importance of a pre-ride discussion cannot be overemphasized. It lets riders know what you expect from them and what they can expect from you. Try to keep it brief, covering the topics above and anything else that will ensure a safe and pleasant ride.

4. Leading the Ride

Always remember - the objective of a cooperative group ride is to ride together as a group.

Every ride is different, so it's impossible to anticipate everything you might encounter on a ride. But, here are a few items to consider.

- Set a good example. Ride safely, be respectful to pedestrians, drivers, and other cyclists and remember that you represent the New York Cycle Club. For instance, do not ride between two lanes of moving cars stopped at a red light - if necessary, pass on the far right.
- Be courteous. Anticipate situations where your group may inconvenience others. For example, when you stop to regroup, be sure your riders aren't blocking the road, a sidewalk, or a driveway. When you re-enter the roadway, wait until there's a break in the traffic, so drivers aren't forced to slow down for your group.
- Passing other riders: If your group needs to pass other cyclists on the road, please announce yourselves ("passing on the left"), and do not move back to the right until the entire group has passed the cyclists. Do not box in riders you are passing.
- Unforeseen problems: If you run into unforeseen problems (new construction, bad weather, unusually heavy traffic, a closed bakery shop), be creative. Change the route, take shelter, choose a different rest stop. You might consider asking for suggestions from your riders. They may know the area better than you do. However, you're in charge, so you want to make sure you don't lose control of the group and don't let yourself be railroaded into something that you think is unwise. Consider safety above all else.
- Mid-ride announcements: Periodically, regroup and re-emphasize safety, especially related to upcoming conditions. For example, if you need to move into the left lane to make a turn, remind riders to look before they change lanes. Remind them not to yell "clear" at intersections. What might be clear for them might not be clear for riders further back. (Yelling "clear" implicitly absolves other riders of their responsibility to look out for their own safety; the preferred term, "going through," simply announces one's own intentions and forces each individual to decide for himself or herself.) However, do remind riders to alert the group if a car is approaching them at an intersection by yelling "car right" or "car left." Pull the group over if you see unsafe riding practices to explain what the proper/safe practice is. Try not to point out a particular rider's mistakes to the entire group - if needed, talk to that rider later when you are able to discuss the issue in private.
- Food and restroom stops: When it's time to start riding again, announce your departure enough in advance that everyone has time to pay their bill, get their helmets and gloves on, and refill their water bottles. In addition, be alert for riders who have wandered off or are in the

restroom. You might consider having everyone stand by their bikes so that you can be sure not to leave someone behind.

4.1 Cycling in Traffic

1. Making Turns

Turning Left:

- From Single Lane. Before the intersection, move toward the center of the lane and signal your left turn. If a car ahead of you is signaling a left turn, stay in line behind that car. If stopped at a light where you will turn left, stay toward the center of the lane so that cars cannot pull up beside you. If you are too far left, a left-turning car might pull up next to you on your right, which makes it difficult for you to get to the right after the turn.
- From Left Turn Lane. Before an intersection move to right side of the left turn lane. Turn wide so that you stay on the right side of the lane so that cars turning left will stay to your left. If you approach the intersection with a car ahead of you in the left turn lane, stay in line behind that car and take the lane so that other cars turning left will stay behind you. As you turn, stay on the right side of the lane.

Turning Right:

- From Single Lane: Don't go wide on right turns; tuck in the radius as much as possible.
- From Right Turn Lane. If you're going straight at an intersection where there is a right turn lane, move to the left side of that right-hand lane so that cars turning right can pass you on the right as you go straight.

2. In General, Where Should I Be?

- Two-Way Traffic: Stay to the right, especially outside urban areas and on busy roads with fast-moving traffic.

- One-Way Traffic: Stay to the left, as drivers can maneuver around you more easily, and you're less likely to get "doored" by people getting out of parked cars.

- Heavy Traffic: Especially with slow-moving heavy traffic, establish your position in the middle of a lane. Don't skirt the edges, as car drivers are too likely to take chances on getting around you and you might get side-swiped.

3. On Sudbury Streets:

- Use the left-most lane on Avenues, as you're less likely to get "doored," and you won't have to deal with buses. Stay to the right of the left-most lane, so that you can go around left-turning, double-parked vehicles and pedestrians who pop out from between parked cars.

- Don't skirt the edges of a street or avenue. Keep at least an open car door's width between you and the line of parked cars. Proceed straight ahead, keeping the position you've established.

- NEVER squeeze between a double-parked vehicle and a line of parked cars. Go around the outside of the double-parked vehicle.

- Go slowly in stand-still traffic. It's full of surprises.

- BE ABSOLUTELY SURE TO YIELD TO PEDESTRIANS -- THEY HAVE THE RIGHT OF WAY.

5. Safety

Err on the side of safety If you have any doubts, always err on the side of safety. • Don't try sprinting through red lights. • Don't try to beat a car to a turn. • Don't take a shortcut down a one-way street.

Helmets are required It's club policy. You can't lead a ride or allow any participant to do a club ride without one.

Aerobars and headphones are not allowed

Don't bunch up at stop lights

- Keep in line at traffic lights.
- Don't creep up on the right side of cars.

Take a lane

- Form a double-file line and take a lane if you are not obstructing traffic.

Turn as a group

- Keep the line tight so that the group turns as one unit. This discourages impatient drivers from trying to cut in.

Know and obey the traffic laws

Use your contacts

- Identify the experienced riders in the group.
- Ask them to assist in keeping the group together.
- Ask them to work with the less experienced riders.

6. "What if" situations

6.1 Accidents/medical emergencies

As a leader, some of the initial steps for you to take if there is an accident are: to remain calm, attend to and assess the condition of the victim, and assign leaders to:

- A. Direct traffic around the site
- B. Get all cyclists off the road and do not overwhelm the victim
- C. Get details of the accident from other riders
- D. If necessary, call 911 and be prepared to:
 1. Describe the emergency
 2. Give the proper location (use your cue sheet)
 3. Give 911 your cell phone #
 4. Listen to any instructions by the dispatcher

Initially, tell the victim not to move or get up and do not try to move him/her. In order to get a quick assessment of the victim's condition, you can calmly ask if he/she has any serious pain, specifically in the head and neck areas. You can then ask questions such as "do you know where you are" or "do you know what month it is"? You can then decide whether to call 911, always erring on the side of caution when making this decision. Do not always rely on the victim to determine if help is to be called.

If emergency help is summoned, the victim is not to be moved at all and should be encouraged to stay still until help arrives. Under no circumstances should the victim's helmet be removed or should he/she be given food or drink or painkillers.

If it is determined that the victim is to be taken to the hospital, give the person who is accompanying the victim the victim's emergency contact information and have that person get in touch with the emergency contact person once the location of the hospital is known. Also, have that person give you any details that he/she obtains at the hospital so that you can complete an accident report and inform the group of the situation.

IMPORTANT: If someone on your ride needs to take an ambulance to a hospital, one of the leaders should either go with him/her or ensure that another responsible rider goes with him/her in the ambulance unless it can be determined that the injured person's family will meet him/her at the hospital. (In the case of a serious injury, someone should accompany the victim to the hospital even if one of the family members says that he/she will come to the hospital.) The person going to the hospital with the injured person will be the injured person's "patient advocate." The patient advocate should stay at the hospital until the logistics are taken care of. It is also the leader's responsibility to ensure that the injured person's bicycle is taken to a safe location. Many times the police will be able to take the bicycle to the police station where it can be picked up later, or the leader can ask a neighbor to hold onto it. (Of course, the bike of the patient advocate must also be taken care of. And, the leader and patient advocate must figure out a way to get the patient advocate and his/her bike home.) Given all these responsibilities, it is clear why having a co-leader is highly recommended.

You will need to notify the Ride Coordinator about the accident (email is fine) and fill out an Insurance Incident Report as soon as possible and notify OCA. This form (see attached) is available on the website and must be signed by you (not the injured rider). Fill out the essential information on the first page as completely as possible. The form should be scanned and emailed or physically mailed to the President of SCC and OCA.

Being reasonably prepared for an accident won't turn you into an obnoxious worry wart. In fact, it will make you an even more desirable cycling partner than you already are.

- You can raise your safety quotient by taking a CPR course
- Carry first aid items in your saddle bag.

6.2 Resolving Conflicts

Your time and commitment to the SCC are a privilege to your fellow riders. Their rights are to have a well-planned, safe, and enjoyable event. You have the same rights and deserve the respect of your fellow riders.

Conflict on your ride can arise for a number of reasons; it can be between two or more riders or be directed at you, the leader:

- One rider's action may cause perceived or real danger to another rider and that rider may react aggressively (verbally, emotionally, or worse).
- Criticism about a rider's style from you or another rider may be perceived as unjust or threatening (to his/her sense of self-esteem).

As a Ride Leader, your responsibility is to the overall enjoyment and safety of the ride and riders. Any of the actions above can pose a danger to you, other riders, or even the uncooperative rider him/herself.

You may be able to resolve conflicts by following some of the following basic steps:

- Listen and Assess: find out what the issue is—get your rider(s) to talk to you. Sort through emotion and lay out the facts. By doing so, you are closer to removing the emotion from an issue and coming to a logical resolution and one that hopefully the rider(s) will understand and support
- Restate the tenets of the SCC Ride Leader Guidelines (advertised pace, route, and rest stops, any behavior prescribed by laws of traffic or common sense/safety)— explain to the rider that the Guidelines are there to protect him/her, you, and all the riders
- Take action to defuse the issue:
 - You can send an uncooperative/unskilled rider to the back of the group, or, alternatively, place him/her directly in back of the leader
 - You can tell a rider to leave your ride

- In extreme circumstances, you can disband the ride. Explain to your other riders why you are disbanding—some (if not all) may choose to follow you anyway— typically the rider at the heart of the conflict will leave or will see how he/she is perceived and will modify his/her behavior

Avoid escalating conflict by not taking conflict personally.

- Find facts • Invoke the Ride Leader Guidelines
- Let riders know you are looking out for the well being of the group

6.3 Dealing with Large Groups

Anticipate:

- Forecast for good weather
- Popular destination
- Few alternative ride listings for the day

1. Encourage riders, especially riders who are new to the SCC, to use the online sign-in system; then you'll know the actual number of participants and number of handouts (cue sheets, maps) needed
2. Recruit one or more additional co-leaders and/or some fellow cyclists "in your league" to come out for the ride—you'll be sure to have some moral support if not a formal co-leader
3. Break the group into smaller riding groups that are manageable and appropriate to your riding style and route—be sure to agree on regrouping locations throughout the ride to ensure an overall sense of cohesion for the day
4. You may need to ask for, or nominate (with the nominees' consent), sub-ride leaders (to effect the previous point)—ask if there is anyone present who has ride leading experience
5. You may need to jockey between, and sweep, the groups
6. Be sure cue sheets get distributed evenly among smaller groups
7. Consider bringing two or more copies of the sign-in sheet so that each of the leaders of the smaller groups will have one for the purpose of having contact information.

7. Rider Leading Tools

Here are some basic tools to ensure that you and your riders are in the best place to complete your ride safely, enjoyably, and in reasonable time.

Cue Sheets — Consider cue sheets that identify Turns, Street Names, Landmarks, and Incremental and Cumulative Mileage. Bring extra cue sheets for yourself and for riders who lose them along the way. Consider emailing the cue sheet to the registered participants in advance of the ride, and ask them to print it out and bring it to the ride.

Maps—even more basic than cue sheets; better maps always include side or secondary streets and a few streets before or after the intended route (so that if riders stray from a route or miss a turn, they can more easily reorient themselves relative to the planned route). Outline your route in a contrasting color (for example, with a Highlighter marker). Some leaders find that a smart phone may be sufficient instead of a map.

GPS - many people ride with some sort of GPS device: a Garmin, a blackberry, iphone etc. Learn how to use yours effectively to track your ride and salvage wrong turns.

Cell Phones—exchange cell phone numbers with your sweep and make sure your riders have the leaders' cell phone numbers.

Extra Tube—ride participants are responsible for their own provisions; however, here is one “extra” you can carry for your ride group in the inevitable event that someone experiences a flat and does not have an extra tube. It takes less time than booting or stranding a rider or going off course in search of a bicycle shop. You might consider carrying a tube that you've patched as an extra tube.

Basic Allen Set and Patch Kit—having 3, 4, 5, and 6mm Allen keys and a patch kit addresses most common adjustment/repair needs.

Frame Pump—capable of inflating to tire pressure suitable for the type of ride you are leading; all riders should have a pump, far fewer come prepared with one. A co2 Cartridge system is good to have as a back-up but nothing is more reliable than a good frame pump. Mini-pumps are not recommended if you don't have the arm strength to use one adequately.

First Aid Supplies—band aids, antibiotic ointment, latex gloves, aspirin, antacid tablets (they contain fast-acting electrolytes, sometimes effective with cramping).

9. Mechanicals

General Always carry: • multi-tool (Topeak Alien is the most complete and includes a chain tool) • chain tool • tire boot • spoke wrench (Spokey or Park) • patch kit • tire levers • at least two tubes

If someone has a mechanical problem, you can:

- Fix it yourself if you have the parts and expertise to make the repair; or
- Check with your riders to see if anyone else has the parts and the expertise to make the repair; or
- Take the group on a detour to a nearby bike shop, car repair shop, or hardware store. You could also suggest that the rider go alone and provide instructions on how to rejoin the group later, if possible; or
- Suggest the rider call home or call a car service.

The following are some problems that you might need to address (some problems are not as severe as they might at first seem):

Booting a Tire If, when you attempt to inflate the tire, you see the inner tube bubble through a hole in the outer surface, you will need to place material on the inside casing of the tire to keep the tube in place. • The best thing to use is a Park Tools pre-glued mylar boot, about \$1.00 a piece. Lacking one of these, use any tear resistant thin material such as an energy bar wrapper or a dollar bill. • With a Park Tools patch, you can inflate the tire to full pressure; with other materials, inflate until you see the material itself start to bulge and then back off a bit.

Broken Spokes Generally, if you don't have too far to travel, you can just ride with a broken spoke. If you can, remove the broken parts of the spoke. If removing spoke parts is not possible, tie or tape the broken parts to adjacent spokes. If breaking the spoke also affected the true of the wheel, you may also need to loosen the brakes. Emphasize that the rider should avoid potholes as much as possible.

Hesitant or Autoshifting Rear Derailleur When the rear derailleur does not shift cleanly from one cog to another or seems to shift of its own accord it is usually the result of incorrect derailleur cable tension.

- Check the cable run under the bottom bracket to make sure it is unobstructed.
- While looking at the back of the bike, find the barrel adjuster located at the point the cable enters the derailleur.

- Turn the barrel adjuster one quarter turn in the direction in which the derailleur is not shifting correctly. If it hesitates shifting to the larger cogs turn it to the left. If it hesitates shifting to the smaller cogs turn it to the right.
- Shift through all the gears while turning the cranks and continue adjusting in quarter turn increments until shifting is smooth.
- Remember: If you want it to shift more smoothly to the large cogs, turn the adjuster towards the large cogs. If you want it to shift more smoothly to the small cogs, turn the adjuster towards the small cogs.

Jammed Chain When the chain jams between the chainrings and the chainstay you probably won't be able to just tug it out.

- Insert a screwdriver or similar lever (wrapped in cloth so you don't scratch the frame) between the chainstay and the chainwheel and apply a little mechanical advantage. Most modern chainrings are surprisingly flexible.
- If this does not work, see the section on breaking a chain.
- Suggest that the person get a Third Eye chain watcher to prevent this in the future.

Broken Derailleur Cable If the rear derailleur cable breaks, the derailleur will automatically shift to the smallest cog. You have three options:

- Leave it in the smallest cog and ride in the biggest gear. You don't want to ride too far in the small chainwheel and small cog combination or you can damage the cog.
- Move the chain to a larger cog by pushing inward on the derailleur and tightening the high-limit screw on the derailleur until it lines up with that cog. You may have to fiddle with the limit screws to get it to run quietly. This will give you at least two middle-range gears with a decent chain line by using the front derailleur.
- Push the derailleur inward while turning the cranks and when you reach the cog you want, place a stick between the derailleur cage plates to stabilize the spring tension.

Broken Brake Cable There are various ways to attempt to repair broken brake cables but none of them is reliable for a road bike.

- If the front brake cable breaks; call a cab.
- If the rear brake cable breaks you should be able to make it home very carefully since you still have over 66% of your braking power. Do not attempt to ride in a paceline with only one brake.

Breaking a Chain You will have to break and reset a chain if the rear derailleur jockey wheels jam, or the tension spring breaks, the chain becomes lodged between the chainwheel and chainstay, or the chain itself breaks.

- Campagnolo 10-speed chains require a special pemralink with two pins and a proprietary tool. Do not attempt to repair these chains with a normal chain tool.

- Shimano hyperglide chains require a new “subpin” or rivet each time the chain is broken. If the person is not carrying an extra subpin, do not attempt to break the chain and reconnect since the chain will be significantly weakened and could brake under pressure. These chains have HG embossed on the links.
- All other chains, barring those with gold master links, can be disconnected and re-assembled using the same rivet and normal chain tool.
- The chain tool has two sets of teeth for holding the chain. The set farthest from the chain tool handle is the set used for pushing and resetting the rivet. The set closest to the handle is used to make adjustments to stiff links.

Truing a wheel If a wheel has a mild wobble you can adjust by adjusting the spoke tension.

- Check the wheel for loose spokes and tie a blade of grass around each one to mark it.
- Turn the bike upside down so that the brake pads become truing calipers.
- Tighten all loose spokes
- Spin the wheel and look to see where it scrapes one of the brake pads.

ATTACHMENTS

SCC Ride Leader Guidelines and Responsibilities

The quality of SCC rides depends on the active participation of both riders and leaders. By listing a ride, a leader has advertised the general characteristics of a ride, on which riders should be able to rely.

1. Scout the route and stops before the actual ride. Designate rest stops appropriate to the level of the ride. Carry a map of the area (or use a smart phone or GPS) and extra cue sheets for emergencies.
2. Bring the pre-populated electronic sign in sheet from the web site that includes emergency contact information and make sure that all participants have signed in. If the emergency contact information has not been provided, have them fill that in clearly.
3. Give some thought as to any emergency situation that may arise. Know the location of train stations, shopping centers etc. on or near the route. You can also use your Garmin or GPS system and if you don't have one, you can ask one of your participants.
4. Announce what riders should expect if they fall behind. If you do not intend to drop riders, enlist the assistance of riders looking out for each other and announce where you intend to wait for lagging riders.
5. Turn back riders who are unqualified or show up with poorly maintained bikes at the start or before you get too far along on the ride. Aero bars and headphones are not permitted on rides. As a leader you have the final say on the ride, including that of removing uncooperative participants as a last resort.
6. Ride at the advertised pace. Riders should be able to rely on the cruising speed advertised in the ride description. Make allowances for hills.
7. Emphasize predictable, single or double line riding, attentive to local traffic laws and common sense. Do not bunch up at lights or while riding – maintain the line.
8. Maintain control of your ride. "Pace Busters" break the ride tempo and compromise group safety.
9. Be predictable, use signals, and alert other riders to dangerous obstacles and situations. Maintain a safe distance between riders commensurate with the level of the ride.
10. A pre-ride talk emphasizing some of these guidelines and encouraging safe and predictable riding must always be given.