**WHAT TO DO IF ….**

* Flat tire or breakdown: You are not expected to fix flats or repair bikes. Make sure someone from the group stays with that person to assist with repairs. They can rejoin the group later.
* Accident: See **Accident Reporting by Ride Leaders.**
* Lost rider: Make sure you follow the ride route and end in the designated location. Make sure you are available at the phone number you listed on the ride sheet. It is each rider’s responsibility to follow the ride guidelines and use the given resources.

**ACCIDENT REPORTING BY RIDE LEADERS**

**Serious injury or accidents requiring medical attention:**

1. Attend to the rider and call for medical assistance as needed.
2. On the Ride Sign-in Sheet, write a brief description of the incident, injuries, and actions taken.
3. Call Patty Gaspar at 303-618-5069 as soon as possible.
4. Write a brief description of the incident and injuries on the Incident Report Form and return it to and call your Area Ride Coordinator ASAP.

**An injury requiring first aid but rider continues the ride:**

1. Attend to the rider.
2. Write a brief description of the incident and injuries on the Incident Report Form and return it to your Area Ride Coordinator ASAP.
3. Tell the rider to contact the Ride Coordinator if any expenses are incurred.

**An accident with no injury:**

* Write a brief description of the incident on the Incident Report Form and return it to your Area Ride Coordinator ASAP.

**RECEIVING MEET-UP CREDIT**

If you prefer to put your rides on Meet-Up rather than in the Newsletter schedule, here’s how to qualify for rewards at the Fall luncheon:

* The rides must be posted at least 3 days prior to the date of the ride.
* The Ride Leader must be a DBTC active member.
* The rides cannot compete with rides already in the schedule; they must be in a different area of town or at a different skill level than the other rides.
* The Ride Leader must have the riders sign in on the Waiver Form. There must be at least three DBTC member riders, including you, on the Waiver Form.
* Save the completed forms and in September submit them to [patty@gasparjones.com](mailto:patty@gasparjones.com) or contact Patty for her address and mail them in at that time.