**BEFORE THE RIDE:**

* Complete the top of the DBTC signup sheet Waiver Form, fill in your rider info on first line and bring it, maps (if any), clipboard and pen to the Meet Place
* Arrive early enough to meet & greet people as they arrive
* Have each rider FULLY and legibly COMPLETE the DBTC signup sheet
* Arrange a group introduction for names and brief comments
* Describe the ride route, the expected pace, and hand signals
* Recruit a strong rider to ride last or “sweep”
* Share your cell phone number
* Count the number of riders
* Check to see if any riders plan to leave the group before end of ride
* If a rider wants to leave during the ride, they should notify you or your sweep
* Discuss where the group will meet after the ride (food, beverage, etc.)
* Take the signup sheet with you.

**DURING THE RIDE:**

* Lead the ride, use hand signals
* Pay attention to new riders and make them feel welcome
* Make periodic stops about every 5-10 miles to re-group for breaks, etc.
* Take a group photo during the ride and send to newsletter editor to publish in the DBTC’s “Colorado Bicyclist” monthly newsletter

**AFTER THE RIDE:**

* Account for all riders
* Thank everyone for coming on the ride
* Invite everyone to post-ride gathering if there is one
* Encourage new riders to join the Club
* Get good contact information from nonmembers/guests and email it and the Ride name and date to [guestrelations@dbtc.org](mailto:guestrelations@dbtc.org) .
* Guests are allowed to attend one DBTC ride before they’re required to join because of Club liability.

***VOLUNTEER TO LEAD ANOTHER RIDE!***

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A Note about Cancellations:

If you have to cancel your bike ride for any reason, contact Patty Gaspar or Jeff Krinsky, either of whom can announce the cancellation on DBTC website and/or Meet-Up.