

Day Ride Coordinator – Planning a Ride ***May be used as a checklist***

It is recommended that people wishing to plan a ride, attend the trip planning meeting that is usually held in late winter of each year. Please note that rides planned after this time are welcome and encouraged! The following is a list of things that need to be done when planning a ride.

1. Get a map and go route scouting. Look for good areas for rest stops and for participants to regroup on the ride. Note any unusual and interesting information while you are scouting a ride as this may be helpful when planning your route or if you are planning to have a theme.
2. Helpful Hints as you plan your ride
 - a. Whether it is your first ride or you have coordinated others, please plan your ride in an area you know well as that will help with route descriptions and other specific local information that will assist ride participants at the pre-ride meeting.
 - b. Talk to others who also cycle in the area you plan to ride as they may have useful road condition information and be able to provide recommendations.
 - c. If you want to meet at a restaurant as a social activity during or after your ride check in advance to see if they want you to make reservations.
 - d. Check in with places like recreation centers or other facilities that may be open and willing to allow a group of riders to use the facilities.
 - e. Ride as much of your route as you can to ensure suitability.
 - f. Check for community events that might cause a road closure on your ride.
3. Contact the Club's VP of touring to discuss and confirm the date and time for your tentatively planned ride and also to discuss if you have a possible alternative date
4. Outline a ride plan - include the following information as it may apply:
 - a. Specify a date and start time
 - b. Specify the starting and ending location
 - c. Specify the distance or distances if the ride will have multiple options
 - d. Specify the skill level(s) of your ride
 - e. Identify road surface conditions and specify if the ride is unsuitable for road bikes
 - f. Comment on hills and their relative difficulty (how steep and how long)
 - g. Note if there is a chance of hazards such as unleashed dogs or wildlife
 - h. State if washrooms are available along the route
 - i. State if water is available along the route
 - j. State if there is a place to purchase snacks or drinks along the route
 - k. State if the ride will be supported or unsupported and if supported, the type of support provided (e.g. vehicle with water and snacks)
 - l. State if there will be meeting location for a social activity such as brunch, lunch, dinner, or snacks such as ice cream or other treats or beverages such as coffee or hot chocolate

- m. Specify if the gathering at the meeting location will be held part way through the ride or at the end of the ride
 - n. Specify if the ride will have a specific theme and if so provide details
 - o. Include number of cyclists allowed on the ride if there is a limit, registration deadline, and whether or not reservations may be required for a restaurant.
 - p. Provide your e-mail address for Spokes. (since the club website is an open web document, you may want to use a hotmail or other form of email to limit the potential of being spammed)
 - q. Make a route map and identify rest locations
5. Once your ride plan is complete, confirm your ride has been approved with the VP of touring
 6. Write and submit to Spokes and the webmaster the final trip description, including details outlined in your ride plan.
 7. Ensure completion of the ride sign in sheet and submit to the VP Touring after your ride.