

## Checklist for Leaders

This following checklist provides an aide-mémoire and is an addition to the Notes for Leaders and Backmarkers. It follows the same order as the full guidance. It is divided into 3 sections:

- **Before ride**
- **On the day**
- **After the ride**

<b>Before ride</b>
<b>Route</b> <ul style="list-style-type: none"><li>a) Devise suitable route (distance and pace),</li><li>b) Publicise route on Google Group/Facebook if coffee and lunch destinations not in programme. If you have one, include gpx</li><li>c) Take copy of route or list of key locations to give to backmarker</li></ul>
<b>Refreshment Stops</b> <p>Contact coffee stop &amp; lunch stop if appropriate giving approximate number of riders and time</p>
<b>Check weather forecast and act accordingly</b>
<b>On the day</b>
<b>At start</b> <ul style="list-style-type: none"><li>a) Appoint backmarker and advise him/her of route. Exchange mobile phone numbers</li><li>b) Welcome new riders and take contact details</li><li>c) Introduce yourself and backmarker to group and explain ride format</li><li>d) If Group size exceeds 10 – 12, split into two groups with a leader in each group.</li></ul>
<b>On ride</b> <p>You do not have to be at the very front of the group. Lead the ride at the advertised pace. Mechanical and medical problems: Ask other riders for help if necessary Towards end of ride ensure that everyone knows how to get back into Winchester.</p>
<b>After ride</b> <p>Forward contact details for any new riders to <a href="mailto:info@winchesterctc.org.uk">info@winchesterctc.org.uk</a></p> <p>In the event of any incident and obtain an Incident form, contact the Secretary <a href="mailto:info@winchesterctc.org.uk">info@winchesterctc.org.uk</a>.</p>