

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**

Before ride
Route <ul style="list-style-type: none">a) Devise suitable route (distance and pace),b) Publicise route on Google Group if coffee and lunch destinations not in programme. If you have one, include gpxc) Take copy of route or list of key locations to give to backmarker
Refreshment Stops <p>Contact coffee stop & lunch stop if appropriate giving approximate number of riders and time</p>
Check weather forecast and act accordingly
On the day
At start <ul style="list-style-type: none">a) Appoint backmarker and advise him/her of route. Exchange mobile phone numbersb) Welcome new riders and take contact detailsc) Introduce yourself and backmarker to group and explain ride formatd) If Group size exceeds 10 – 12, split into two groups with a leader in each group.
On ride <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>
After ride <p>Forward contact details for any new riders to info@winchesterctc.org.uk</p> <p>In the event of any incident and obtain an Incident form, contact the Secretary info@winchesterctc.org.uk.</p>