



www.londoncyclingclub.ca

Members' Handbook

Third Edition (2015)

(Update 2017 – Bullying & Harassment Policy inserted)

Contents

WHO WE ARE & WHAT WE DO	3	GROUP LEADERS.....	7
Mission Statement.....	3	Group Leader Goals	7
What Do We Ride?	3	Group Leader Responsibilities.....	7
How Far Do We Ride?	3	GROUP RIDING ETHICS.....	8
Where Do We Ride?	3	Too Fast?.....	8
GLOSSARY OF TERMS.....	3	In-Between Groups?	8
BULLYING AND HARASSMENT POLICY		Cycling on the pathway.....	8
STATEMENT	3	PACELINES.....	8
London Cycling Club conduct	3	How the Paceline Works.....	9
Bullying and harassment.....	3	Single File	9
Members shall:	3	IN THE GROUP	9
Application.....	3	Communicating in the Group	10
Annual review.....	4	Hills in a Group	10
Compliance	4	At the Front of the Group	10
Investigation	4	ILLNESS, INJURY OR EXHAUSTION RESPONSE	
Non-compliance	4	11
CLUB OPERATIONS	4	MECHANICAL ISSUES RESPONSE.....	11
The Board.....	4	SAFE RIDING PRACTICES	12
Riding Groups	4	Position in the Lane	12
Group Leaders	4	Intersections.....	12
Website	4	Watch for the “Left Cross”	12
Annual Events	4	Fend Off the “Right Hook”	12
MEMBERSHIP REQUIREMENTS	4	CONCLUSION.....	13
How to Join the LCC	5		
MEMBER ORIENTATION.....	5		
CLUB RIDES.....	5		
Sunday Rides	5		
Saturday Rides.....	5		
Holiday or Special Tour Rides.....	6		
Cancellation of a Ride	6		
RIDE PREPARATION.....	6		
Bike Equipment	6		
Clothing	6		
PICKING YOUR GROUP	7		
Long Group	7		
Medium Group	7		
Short Group.....	7		
TRAFFIC LAWS.....	7		

WHO WE ARE & WHAT WE DO

Mission Statement

The London Cycling Club (LCC) is a volunteer-based non-profit organization for social and recreational bicycle touring.

What Do We Ride?

Members of the London Cycling Club are primarily cyclists who use road bicycles for club rides, as all our routes are on paved surfaces. Some members use hybrid or cross bikes, typically for the shorter club rides. Very few members use mountain bikes for club rides.

How Far Do We Ride?

Distances for our rides generally range from approximately 45 kms for shorter rides to upwards of 130 kms for long rides. To be a member of the London Cycling Club, you should have the physical capacity to cycle for a minimum of 45 kms at a sustained pace. More information about pace is provided later in this Handbook.

Where Do We Ride?

The majority of our rides start in London in Greenway Park, but go out into the countryside as quickly as possible, with rest stops in the smaller towns and villages surrounding London.

GLOSSARY OF TERMS

Following is a list of common terms in this handbook and their meaning.

LCC

Abbreviation for the London Cycling Club.

The Board

The Board of Directors, as voted on at the LCC Annual General Meeting. The Board is made up of elected volunteers who help coordinate the various activities of the club.

OCA

Abbreviation for the Ontario Cycling Association.

Ride Coordinator

The LCC Board member who co-ordinates the day's ride prior to leaving the start point. They take attendance, advice of any road conditions and make any club announcements.

Group Leader

A veteran member who has knowledge of the day's ride, including a map and general sense of road conditions, and can share their knowledge with other riders.

Tour Leader

The LCC member who organizes a special tour, which may be held either on Saturdays or holidays.

Ride

A sanctioned event that the LCC coordinates.

Route

The roads that are to be used by cyclists while on a ride. Going off the route waives the LCC of any responsibility for the safety of the riders.

BULLYING AND HARASSMENT POLICY STATEMENT

London Cycling Club conduct

Bullying and harassment on any official gathering of the London Cycling Club, including weekly rides, social gatherings, through social media, electronic text messages and / or email is not acceptable or tolerated. All members will be treated in a fair and respectful manner.

Bullying and harassment

- a) Includes, but is not limited to any inappropriate conduct and/or comment by a person or persons towards a member or members. Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, using sexist or other offensive language, using derogatory names or terms, vandalizing personal belongings, and spreading malicious rumours.
- b) Excludes any reasonable action taken by the London Cycling Club Board of Directors relating to the management and direction of the London Cycling Club.

Members shall:

- a) not engage in the bullying and harassment of other members in any form
- b) notify the President of the London Cycling Club if any bullying and harassment is observed, for review by the Board of Directors of the London Cycling Club

Application

This policy statement applies to all members. It applies to verbal and electronic communications, and

aggressive or violent conduct. The policy applies to weekly rides, social gatherings, and any other events sponsored, run, or organized by the London Cycling Club.

Annual review

This policy statement will be included in the member's handbook.

Compliance

All members agree to comply with this policy.

Investigation

The President will engage the Board of Directors to investigate and deal with all concerns or incidents of bullying and harassment in a fair, respectful and timely manner. Information provided about an incident or about a concern will not be disclosed except as necessary to protect members of the London Cycling Club, to investigate the concern or incident, to take corrective action or as otherwise required by law.

Non-compliance

If the Board of Directors of the London Cycling Club determines a member is in non-compliance with the policy, they will be subject to disciplinary action, which may include being removed from the London Cycling Club with no reimbursement of their membership fee.

CLUB OPERATIONS

The Board

The Board is made up of elected volunteers who help to coordinate the various activities of the club. It meets at least 4 times a year, and welcomes any member who wishes to present business for consideration. A list of the Board members is found on the LCC website at www.londoncyclingclub.com.

Riding Groups

Riding in a group allows riders to meet and converse with other riders, saves energy (particularly when riding into the wind), and makes it easier for the group leader to guide and direct riders. Also, if you have a flat or other problem, you will have other riders able and willing to help you.

The LCC splits up into groups of riders of similar capabilities. The ideal group size is 8 to 14 riders. The length and speed of the rides vary with each group, from the short group to the long/fast group.

Group Leaders

Veteran members may act as group leaders, sharing their cycling experience and their knowledge of the rules of the Club with the riders in their groups. The group leaders work to keep the groups to a safe size and moving effectively. While it is up to each individual cyclist to have an enjoyable and safe ride, veteran riders can help with useful tips and advice, and their instructions should be followed.

For more information as to the goals and responsibilities of Group Leaders, see page 7.

Website

The club's website is located at www.londoncyclingclub.ca. Information about Saturday and Sunday rides, route maps, club news, photos, membership application, waivers and a list of Board members can be found here.

Annual Events

The club has numerous annual events during the course of the year, including:

Annual General Meeting

The LCC Annual General Meeting is usually held at the beginning of November and consists of a wrap-up of the year's cycling season, election of new Board members and socializing.

Spring Brunch

The LCC Spring Brunch is held in mid to late March prior to the start of the cycling season. This is a good chance for members to get to know the Board members, listen to interesting guest speakers, and learn about any changes to the operation of the club for the upcoming season.

Summer Picnic

The LCC Summer Picnic is typically held in August. This is an opportunity to socialize with fellow riders while enjoying a picnic / potluck style meal.

Other events typically include:

- Pie Day
- Christmas Social Gathering
- New Year's Day Walk or Ride

MEMBERSHIP REQUIREMENTS

In order to join the LCC and to be eligible to participate in rides, each member must have completed the online membership form (with applicable yearly membership fees) which includes an acknowledgement of each section of the LCC waiver, and having read the

Members' Handbook.

Club members should have their physical condition verified by a medical doctor to participate in cycling with the London Cycling Club.

Members must follow the rules of participation and accept that the sole responsibility for safety remains with them, including physical and emotional preparation and fitness.

Club members should discontinue participation if they sense or observe any unusual hazard or unsafe condition or feel unable or unfit to safely continue.

Note that OCA insurance requirements do not allow anyone who is not a member of the LCC or an affiliated OCA club to participate in LCC rides. Members under the age of 18 must also present a waiver of liability signed by a parent or guardian prior to participation in any LCC organized rides.

On-line registration and Waiver Forms may be found on the LCC website at www.londoncyclingclub.ca/membership.html

Due to OCA restrictions the club cannot accept guest riders unless those riders can produce a current OCA membership card and photo ID to prove they are a member of an OCA member club and then only if each guest completes an LCC waiver, and submits it to the LCC prior to the ride.

How to Join the LCC

On-line by following the link on the LCC website at <http://www.londoncyclingclub.ca/membership.html>. LCC does not accept hard copy membership forms. Guest riders who can satisfy OCA requirements may submit hard copy LCC waivers prior to the start of rides.). Members pay their membership fee online through the CCNbikes.com website.

MEMBER ORIENTATION

Each member should be familiar with the three levels of participation: ride lengths, expected speeds, and planned route of the day, as well as expected behaviors and equipment requirements.

New members must read and/or download a copy of the Members' Handbook from the LCC website, so that they are educated regarding LCC recommendations for expected behaviors and equipment.

All members will be oriented to current club policies and procedures by periodic updates on the LCC website or via the club newsletter.

A Ride Coordinator, who is on the LCC Board of Directors, will bring any known road hazards or construction zones to the attention of riders at the commencement of all rides.

A Group Leader, who is not necessarily on the LCC Board of Directors, will lead the group onto the route. Their role also includes taking a leadership role in assisting new or less experienced riders during rides.

Detailed route maps will be posted on the LCC website. Members are expected to print these maps and bring them to the ride, or download these maps to a GPS system

CLUB RIDES

The LCC offers Sunday rides, Saturday rides, and occasionally holiday and special tour rides. For each ride, members are encouraged to either print the maps and turn by turn directions, or download the maps and turn by turn directions into their personal GPS or other device (such as a cell phone), so that in the event they get separated from the main group on any ride, they will be able to return to the starting point of the ride independently.

Sunday Rides

Riders generally meet at the Saturn Playground parking lot, located in Greenway Park off Springbank Drive (if arriving via car, the entrance is on Greenside Avenue), at least 15 minutes prior to departure time. Occasionally a ride may start at another location; these rides are indicated on the Sunday Touring Calendar on the LCC website, which will have details about the exact location.

Riders will break up into groups (short, medium and long). Riders are expected to review and ensure that they understand the route map prior to leaving the starting point.

In April and October rides leave the park at 9:30 am, in May and September rides leave the park at 9:00 am and in June, July and August, rides leave at 8:30 am sharp.

All rides have been designed so that there is a rest stop at the half-way point, generally 15 - 30 minutes long.

Saturday Rides

Similar to the Sunday rides, the Saturday route will

typically originate from the Saturn Playground parking lot, located in Greenway Park off Springbank Drive. The route will be one of the medium routes from the prior Sunday's tour. Riders will break up into groups according to speed and group size. Riders are expected to review and ensure that they understand the route map prior to leaving the starting point.

Holiday or Special Tour Rides

Occasionally, holiday or special tour rides may start outside of London and allow members to experience different terrain and conditions. Details about these rides and their start locations will be sent by e-mail to all club members and will also be posted on the LCC website.

Cancellation of a Ride

LCC rides are conducted only when weather conditions allow good visibility of the riders to vehicular traffic on the road.

LCC events are automatically cancelled if the forecasted probability of precipitation is 70% or greater or if lightning is present. The LCC website has links to "The Weather Network" and "Precipitation Radar".

LCC events may, at the sole discretion of the Ride Coordinator also be cancelled by the Ride Coordinator if reduced visibility conditions (fog, precipitation, low light) or other conditions (lightning and thunder) threatening the safety of the riders exist.

RIDE PREPARATION

For any LCC co-ordinated rides, all riders must:

- Carry valid I.D., OHIP card and a note with at least one name and phone number of a person to call in case of an emergency.
- **Arrive at least 15 minutes before the scheduled start time.**
- Carry enough money for snacks/drinks along the way, as well as a cab ride home in case of an injury, flat tire, or mechanical breakdown.
- Be aware that if you have a CAA Plus membership, the CAA will transport riders home (Riders using this option are advised to check restrictions and applicability of the CAA as well as any additional costs or expenses). LCC

assumes no responsibility for damage or injury to person or property should a member request any outside assistance, including CAA.

Also note the following:

- NO headphones or earphones of any kind are permitted during any LCC ride
- All club members must wear a CSA, SNELL or ANSI approved helmet on club rides. For adequate protection, it is important that the helmet be properly fitted.
- In the event that a rider's bike is equipped with aero bars, they may NOT be used on any LCC ride.
- LCC members are not to be under the influence of any drug or beverage product that could impair their riding skills or judgment while on an LCC Ride.

Bike Equipment

The following items are mandatory:

- **Bottles:** It is vital that you have a sufficient supply of liquids for your ride. At least one water bottle (most people need two) in an appropriate bottle mount is a requirement for any club ride.
- **Tool kit:** As a minimum you should have one spare inner tube, a patch kit, tire levers, a frame pump and know how to put it all to use. The next things to add are some basic tools, such as Allen wrenches in appropriate sizes and screwdrivers. These tools can fit into a seat bag which can be mounted under the seat.
- **Bell / horn:** Under the Highway Traffic Act, a bike must have a bell or horn in good working order.

The following items are strongly suggested

- Eye protection (such as glasses or sunglasses)
- Sunscreen
- First Aid kit
- Food for energy
- A whistle to help keep any dogs encountered at bay
- Cell phone.

Clothing

The following are not mandatory but will provide you with greater comfort:

- Cycling gloves provide a better grip on the handlebars, absorb sweat, reduce numbness, and protect your hands in case of

a fall.

- Lined cycling shorts, available at any bike shop, fit snugly and reduce chafing. On a long ride, you'll be glad you have them.
- Cycling jerseys absorb sweat and have rear pockets which can store food, maps, etc. within easy reach. Most jerseys are brightly coloured to help make you more visible. To purchase an official London Cycling Club jersey, contact one of the Board members.

PICKING YOUR GROUP

If you are new to the club, start with the easier groups and move up as you get stronger, more proficient and more confident. If you need help deciding, ask the Ride Coordinator, Board member, or a veteran member for advice. When choosing a group based on riding speed, remember that the group's average speed and top speed need to be considered. Though you may well be able to keep the same average speed, you may not be able to keep up when the group speeds up for a while. By the same token, you may be able to keep up a high speed for a short duration, but not maintain the average over time. Either situation can cause a lot of frustration for yourself and other riders.

Be honest about your riding ability — don't bite off more than you can chew. You will get the most pleasure out of group riding if you go out with people who have the same goals for the day and ride at the same pace as you.

The groups are formed based on average speed and distance. Use the following as a guide:

Long Group

This group does an average of 28 to 30 km/hour or faster over the duration of the 90-130 km ride. In order to achieve that average they will cycle for long bursts at about 30 to 40 km/hour. Usually that means they will do 20 to 25 km/hour uphill. Strong individual riders with endurance are most suited for this group.

Medium Group

Most people like to do the distances covered by the medium group, which are generally 70-100 km long. If there are enough people, the medium group is divided into two or three groups based on speed: fast and slower.

Faster Medium Group

This group does speeds similar to the long group (28 to 30 km/hour). They ride about 26 to 35 km/hour for the ride. Uphill they will likely do 18 to 20 km/hour. Strong individual riders are most suited for this group.

Slower Medium Group

This group does an average of 25 to 28 km/hour. They ride about 24 to 32 km/hour for the ride. Uphill they will likely do 15 to 18 km/hour.

Short Group

This group does an average of 20 to 25 km/hour over the duration of the 40 to 60 km ride. Beginning riders are encouraged to start off in this group to become familiar with riding in a paceline and learn other safe riding techniques. New members who are unsure of their riding prowess are encouraged to start with the Short Group. You will quickly determine whether this is the right group for you!

TRAFFIC LAWS

Members are required to have a knowledge of the Ontario Highway Traffic Act, especially the rules as it pertains to the rules for cyclists. http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statute_s_90h08_e.htm it is in each individual's own interest to obey traffic laws and follow the rules of the road. It only takes a few inconsiderate cyclists to create a negative perception of cyclists among the general public. Never ride through red lights. If you are at the back of the group when the light changes to red, please stop. The group should wait for you on the other side or ride slowly so that you will be able to catch up. Keep out of right turn lanes when going straight or turning left.

GROUP LEADERS

LCC will attempt to arrange for a Group leader for all Short groups. For all other groups, the group leader is a veteran member riding in that particular group.

Group Leader Goals

- To make group riding safer and more enjoyable.
- To share riding experience/techniques.

Group Leader Responsibilities

- Welcome new riders to your group.
- Know your route prior to leaving the starting location.
- Go over rider responsibilities with each new rider.
- Count the number of people in your group prior

- to leaving the starting location.
- Remind the group to keep speeds under 20 km/hr when on the City pathways.
- Check to see if someone in the group has a cell phone in case of an emergency.
- Keep your group together and follow the route
- Carry a cell phone in case of emergencies.

GROUP RIDING ETHICS

Respect and consideration for your fellow cyclists and for the other vehicles on the road are the guiding principles.

Keep the groups to a reasonable size, preferably 8- 14 riders so vehicles can safely pass. Keep an eye on each other. If someone is suddenly missing, the group should wait or go back. If a rider has a flat or a mechanical problem and cannot continue with the group, the group should be sure that the rider is in a position to resolve the problem before leaving them behind.

If you decide to leave or drop out of a group, let the others know before dropping off so they don't go looking for you. If you are having a problem, and you can manage on your own, let the group know so that the rest can continue with their ride.

Many of the groups are composed of people that are well enough matched to work in a paceline on the flats but are of different levels when it comes to hill climbing. Quite often the group will split up on a climb. The first ones up the hill should slow the pace down, allowing the others to join the group. When the last riders have rejoined the group, they should yell "Back on.", and the front riders should re- establish the pace.

One great advantage of group riding is that each person takes their turn battling the wind. The riders behind the lead riders get the benefit of drafting. If a rider is dropping off the back and there is a strong wind, they are left to fight the wind on their own. An already tired rider will get further behind. This can be very disheartening. A few strong riders in the group should go back and help bring the tired rider back into the group or the group should slow down so that the rider can catch up.

Don't be shy to tell members of your group when they are out of line or doing something dangerous. By not telling a rider what he or she is doing wrong, you are endangering everyone in the group, compromising everyone's enjoyment, and not helping the rider to improve. Conversely, be

receptive to feedback from your fellow riders. We are all here to help each other become better riders and to have fun!

Too Fast?

When riding with a group, let someone know if you need to slow the pace down a bit. There is no shame in asking for the group to slow it down a bit. Once you recover, you can pick up the pace again. Most likely there are a few other riders who are grateful you asked to slow the pace. If you find that on every ride you have to ask the group to slow down, you should probably join a slower group.

In-Between Groups?

If you find yourself in-between groups, not quite a slow medium but not a fast medium, then go out with the slower group and work on strength. Take longer turns at the front of the paceline (other riders will appreciate it and you'll get stronger). Work on keeping a steady pace into the wind. Go back and get a tired rider and bring them back to the group. There is likely someone else in the group who is also feeling like you so work together. Work on technique and strengthening your weak areas.

Cycling on the pathway

Most of our tours will start and end using the City of London pathways. Keep in mind that many other people use the pathway for walking dogs, pushing strollers, rollerblading, etc. and you should respect their right to use these paths. **Keep speeds under 20 km/hr on pathways.** When approaching slower path users, sound your bell or call out "on your left", then pass on the left when the opposite lane is clear.

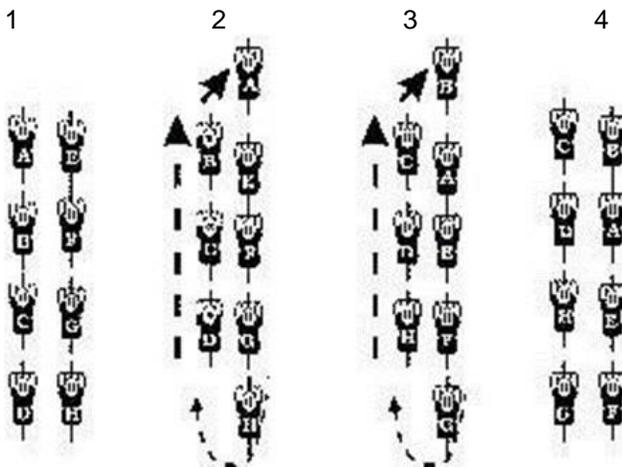
PACELINES

The goal of group riding is to move the group along in a double file, known as a paceline, with everyone wasting as little energy as possible. There are important performance advantages to be gained. Done properly, drafting in a pack can save a significant amount of effort. It is estimated to be about 30% harder pulling in front than drafting behind another rider. In a group, the lead rider pushes against the air, letting others ride in his or her draft more easily until their turn comes. To gain this advantage, you must ride close to the person in front of you without overlapping your wheels, ideally somewhere between two feet and six inches (for the experienced).

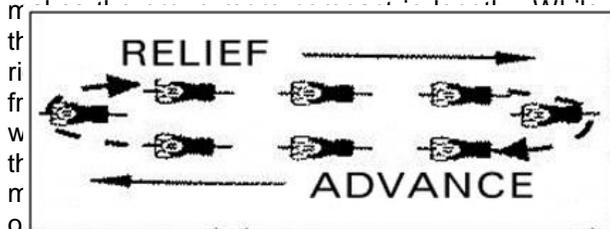
Not everyone is comfortable with riding close to the person in front or having someone that close behind. If you are not used to riding with a group, you may just want to stay at the back until you feel comfortable. Please communicate in the group if you

are uncomfortable and more experienced riders may offer some tips or strategies to maintain contact with the group.

How the Paceline Works



A formation that is used frequently for group riding is the double paceline. Two lines ride side by side about one foot apart. The advantages of this formation are that it permits conversation and



over to become the tail rider of the advance group.

This all leads to having two lines of cyclists: one moving towards the front (the advance line), and another maintaining a certain speed and moving toward the back of the pack (the relief line). The key to getting a rotation working properly is not staying at the head of the advance line for too long before moving over to the relief line. You should move on to the back of the advance line without leaving a large gap in front of you. Always make sure there is no one else coming up behind before moving over. The speeds you reach in such a group can be exhilarating but it takes good bike handling skills to pull it off safely. When riding into a strong wind, it is recommended that rotations happen quite often so that the lead riders will not tire. The timing of the rotation is determined by the two lead riders who yell "rotate" and often use a hand symbol as well.

Single File

Traffic and road conditions dictate when to ride single file. If motorists are experiencing difficulty passing the group because of heavy and continuous traffic in the opposite direction, the group leader will decide whether conditions merit changing to single file. The key factor is the width of the roadway. It may be safer to hold up traffic if there is insufficient width for it to pass comfortably. Riding single file may not benefit either cyclists or motorists — it doubles the length of the group and this could make passing more hazardous because of poor sight distances. Although it is important to try to accommodate the needs of other road users, riders' safety must never be compromised. When single file is called, the inside riders put a bike length between them and the bike in front. The outside riders then move in ahead of the rider on the right. As soon as the heavy traffic has passed, the group should revert to double file.

IN THE GROUP

If you are not used to riding in a group, you should start out by leaving a gap of approximately one bike length. Though this is not very efficient at first, as your skills and confidence grow, you should begin to close the gap. Always try to keep an even gap — don't yo-yo back and forth. Stay relaxed.

Never let your front wheel overlap the rear wheel of the rider ahead. If they turn suddenly you will be taken down. Also, don't stare at the wheel in front of you; look at the road ahead of you.

If you are tired, drop off to the back of the group and stay there for a rest. By staying at the back, you can ride safely and still get the benefit of the draft, so as not to get dropped. Make sure you let members of your group know that's what you're doing.

Always have your hands close to your brakes so that you can react quickly.

Never leave a tired rider alone unless you are confident another group is close behind or that the rider can get home under his or her own power.

All cyclists should take turns at the head of the group.

A few other tips for cycling in a group

- All cyclists should signal road hazards, turns, slowing down, or their intention to stop.
- When stopping, please get off the road.
- Regroup at the top of hills and after crossing railroad tracks.
- Show courtesy to motorists, pedestrians, and other cyclists.
- At stop signs and road crossings, every cyclist should decide for themselves whether the way is

clear or not. (“Clear!” for the first cyclist is no guarantee for the last cyclist.)

- If someone has a flat, the whole group stops.
- If someone is feeling tired and can no longer keep up the pace, preferably someone should be with that cyclist at his/her pace. If not, then make sure the cyclist has a map and is not in any pain.
- Ensure no rider is dropped.
- In case of an accident, advise the Ride Coordinator or a Board member and complete an accident report.

These points all relate to common sense riding and, on most occasions, all should go smoothly. The Group Leader is there to remind the riders in his/her group of these rules in order to improve our group riding techniques. Should anyone refuse to adhere to these rules after a few polite requests, please report this rider to any Board member.

Communicating in the Group

COMMUNICATE! COMMUNICATE! COMMUNICATE!

This cannot be overstressed. Most accidents can be avoided simply by communicating.

When there is an obstacle on the road (such as a hole, crack or glass), that could cause problems, each rider should point to it and/or call out a warning as soon as it comes into view or as soon as the riders in front of you indicate it, allowing those behind to prepare. Give advance warning — don’t wait until you are at the obstacle to indicate it — It doesn’t give others enough time to react. When you are in the front, it is okay to make a small course correction to avoid a hole (preferably while still pointing it out to those behind you), but it is not advisable to swerve or slow suddenly. Accidents are more often caused by sudden moves than by hitting an obstacle. It is a hard reflex to counter, but unless it’s a real wheel eater, you’re often better off riding through it rather than reacting suddenly and causing a pile-up. You should call out the hole to those behind you as you will have a hard time pointing it out. If you don’t feel comfortable taking a hand off your bike to point out an obstacle, call it out, making sure you’re loud enough to be heard. Each rider is responsible for passing on information from the lead riders to the riders behind. You are not expected to point out every single pothole or obstacle. Each rider has to take responsibility for themselves. This means everyone should be paying attention to the traffic and the road, even if they are riding at the back.

When there are pedestrians, slower cyclists, or cars

parked on the side of the road, the leader should call out the situation well in advance and each rider should indicate to the one behind him to move over.

Once we are out of concentrated traffic, we tend to forget about cars. We should always remain alert and when a car approaches from ahead the leader should call out “car up” to avoid anyone suddenly moving into its path. When a car approaches from behind, the riders at the back should yell “car back” and the group should respond by squeezing over to the right as far as practicable, even going single file, if necessary, in order to allow the car to pass.

When slowing down, warn those behind by putting your hand back with your palm flat or calling out that you are slowing down. When you are stopping, you should do this, but also call out your intention so that you avoid a pile-up. When overtaking other cyclists, be they club riders or not, be aware that they might not know that you are there. Alert them to your presence as soon as they are within earshot, and always overtake on the left, never on the right. Yell “gravel” when there is gravel on the road as gravel can be hazardous.

Hills in a Group

The leader should concentrate on maintaining a smooth steady effort up the hill, not necessarily a steady speed, while keeping his line and not wandering all over the road. If you want to pass, check behind you that there is no traffic, and then call out “passing” and only pass on the left. If you know you are generally slower than the others in your group on hills, stay on the right, so that other faster climbers can pass you easily. By doing this, if the group is climbing faster than you, the other members can pass you gradually and you may still be able to hang on to the rear of the group.

On the downhill, you should spread out a bit. At the front, the leader should keep pedaling. Riders behind will have to ride the brakes very lightly or sit up a bit in the air stream to avoid overtaking the rider in front. Keep it smooth and predictable, and tighten up the group again at the bottom. Some riders tend to coast downhill quicker than others, but you should avoid riding more than two across.

At the Front of the Group

The rider at the front has to watch the road, point out obstacles and move smoothly around them, not lead people into them. When there are no obstacles, the lead must ride as straight a line as possible, keeping the tempo smooth and constant, so that others can follow. There is no point pulling at the front if there is no one on your wheel or if they have to waste effort sprinting to keep up. The leader must not slam the

brakes, but should use them gently. At least one foot of road should be left on the inside of the line so as not to crowd the group onto the shoulder.

How long you should stay at the front depends on the speed of the group and how you feel. Don't stay so long that your speed drops and you begin to slow the group. At a leisurely pace, rotations may last for several minutes while in a fast breakaway they may only last a few seconds. Set a pace others can follow. If you are getting tired, try to maintain the tempo but take a shorter pull. If you don't feel comfortable taking the lead, speak to the group leader, if any, so that other arrangements can be made.

Slow the pace down a bit over rough roads. The people behind cannot see the road as well and may not be able to comfortably keep up a high speed as they bounce around blindly. After anything that slows the group down, such as a corner, an intersection or railroad tracks, remember that the back of the group tends to slow down a lot more than the front, so take it easy for a few seconds so that everyone can close formation before gradually resuming full speed.

The safety of the group is dependent upon the smoothness and alertness of those at the front. While at the front, you should be scanning well down the road, alerting people of upcoming problems and planning the safest route around them. Remember that those behind you can only see a few feet of road ahead.

When the rider ahead of you decides to stop at a light, intersection, to yield the right of way to someone else, etc., those behind must absolutely stop. There is no room for those behind to make an independent decision. There are very good reasons for this: first, there is a danger of bikes colliding with each other since those ahead are not expecting to be passed; secondly, and much more seriously, other traffic will see the leaders yielding and proceed, and the riders who have decided to overtake the leaders will make themselves vulnerable to a danger they might not have seen.

On the other hand, riders in the group must not "follow-the-leader" blindly. Every rider is responsible for his or her own safety at all times. For example, when the rider in front of you chooses to cross an intersection or some other obstacle, you must look out for yourself. Check to ensure that you are indeed clear to proceed safely, even if someone else has yelled "clear". If you decide that you cannot proceed safely, make sure to signal your intentions to those behind.

ILLNESS, INJURY OR EXHAUSTION RESPONSE

In the case of an incident where a rider is not able to continue a ride due to an injury, illness, or exhaustion, the rider will receive care and consideration that is reasonable to offer, given the rider's consent, apparent severity of the issue, the distance and weather conditions back to the starting point of the ride.

In response to an illness or injury the Group Leader will:

- Offer First Aid within his or her level of knowledge, ability and training, with the rider's permission or ask that another qualified individual administer First Aid.
- Attempt to notify emergency response services if the health incident is serious or if there is reason to suspect that the health incident may become serious. If in doubt, send for help!
- Offer to escort an ill or injured rider back to the starting point of the ride if the rider opts to and is able to continue.
- Confirm that the injured or ill rider is accepting responsibility for themselves if the member opts to return without the Group Leader.
- Notify the President of the incident and provide the details required to complete the Accident Report.
- Upon returning home, the Group Leader will call the rider to ensure that they have returned home safely, or advise a Board member to do so.

In the case of rider exhaustion, the Group Leader must ensure that a reasonable plan is in place so that the rider can return safely to the starting point.

MECHANICAL ISSUES RESPONSE

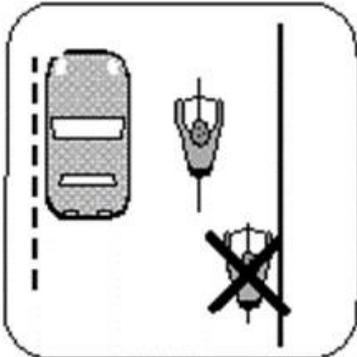
In the case of a mechanical failure where a rider is not able to continue a ride, the member will receive reasonable assistance from the Group Leader to ensure a safe return to the starting point of the ride.

The Group Leader will encourage the entire group to stop and wait until the rider either fixes the mechanical failure, or deems the problem to be irreparable.

If the mechanical failure cannot be repaired, then the Group Leader must attempt to notify a party indicated by the rider to pick them up, and provide an accurate location of the rider, or ensure that another reasonable plan is in place so that the rider can return safely to the starting point of the ride.

SAFE RIDING PRACTICES

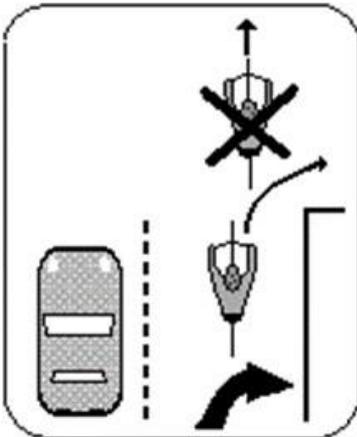
Position in the Lane



For all vehicles, slower traffic keeps to the right, but this does not mean bicycles should teeter on the edge. Hugging the edge of a narrow lane encourages motorists to try to squeeze by. Ride in the middle of the lane and force drivers to either follow you or pass you in the left lane. You have a right to the space you need in order to be safe.

Riding closer to motor traffic may seem counterintuitive, but it makes you more visible to drivers who are overtaking, oncoming, or pulling out of side streets and driveways. It helps prevent the “Left Cross” and the “Right Hook” (see below), and gives you more room to maneuver. Take the lane if you are moving near or at the speed limit, the lane is too narrow for safe overtaking, or if you are avoiding parked car doors or other roadside hazards.

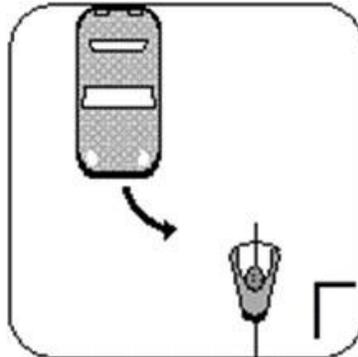
Intersections



Approach intersections in the correct position for your destination. Turn left near the centre line, right near the curb, and for straight through, in between these extremes. Follow lane markings — do not go straight in a right turn only lane. When

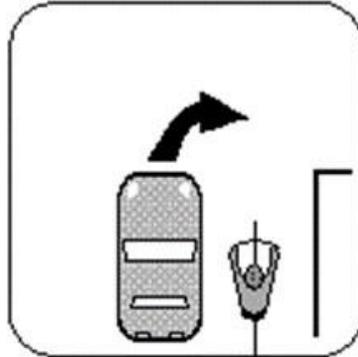
turning, convey your intention with hand signals and proper positioning. For left turns, hold out the left arm and point to indicate a left turn. For right turns hold out the right arm. When going straight, keep pedaling rather than coasting.

Watch for the “Left Cross”



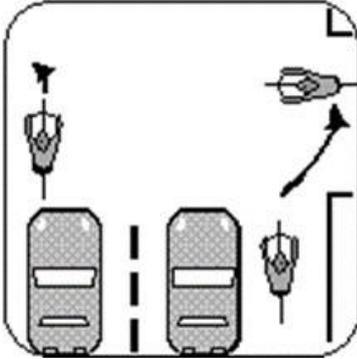
Left turning motorists tend to look down the center of the lane for other motor vehicles, and are less likely to notice bicyclists who are close to the curb and smaller. Avoid this danger by being vigilant, and be more visible by positioning yourself closer to, or even straight down the middle of the lane. Keep from being visually screened by other motor vehicles.

Fend Off the “Right Hook”



Motorists sometimes overtake bicyclists only to wind up cutting them off when making a right turn. Guard against this type of danger by being further from the curb, forcing the driver to make a more sweeping turn. Expect the “right hook” to happen.

Turning Left



There are two ways to turn left: “vehicular” style and “2 Step” style. It should rarely be a necessity, but use a “2 Step” turn if traffic is too heavy for you

to turn left like other vehicles. Go through the intersection, align yourself facing left, and proceed when clear or on the green if at a signal.

CONCLUSION

The London Cycling Club wants all its members to have a safe and enjoyable cycling season. If you have any questions or concerns about any item in this handbook, please speak with a Board member.

Happy cycling!

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