

# Manningham Bicycle User Group Inc.

## ***Volunteering to lead a BUG ride***

Consider what sort of ride you would like to lead – distance, location, topography, coffee shops, toilet stop, etc. A Melways can help. You can choose to repeat a ride that you have already experienced, or you can create a new ride. The starting point needs to be easy to describe, find, and access.

When you are considering a route, you should check it out, possibly by car, but preferably on your bike. Getting a friend to accompany you will help in assessing the suitability and difficulty of the proposed route. Be sure to check the coffee shop (s) and toilets. Consider the effects of other users of the route - vehicles, cyclists, or pedestrians. Seek other opinions if you like – there is no need for secrecy.

The Ride Co-ordinator, communications guru, and editor can all be contacted on one email address - [news@mannbug.org.au](mailto:news@mannbug.org.au).

When you have decided what you would like to do, check the rides calendar for availability of dates, then nominate your ride for that date; you can do this at a monthly meeting, or by sending relevant details to the Ride Co-ordinator. When confirmed that your ride is in the rides calendar, notify those details to our communications guru for publication of the ride notice. If there are any changes to the details, you must notify the communications guru 5 clear days before the ride date (by the preceding Sunday for a Saturday ride, and by the preceding Thursday for a Wednesday ride). He will publish the ride notice to all members about 4 days before the ride.

Download a Participation form from the website (<http://www.mannbug.org.au/documents.html/>), and take it with you. You should try to arrive at the start a little before the nominated meeting time, so that you can greet others as they arrive. Have all riders complete details on the Participation form. When assembled, remind all of the planned route, pointing out any potential problems, plus any features of particular interest. Appoint a Whip, remind all of their responsibilities for safety, including maintaining contact with the following rider.

When the ride is finished, thank all for participating, and the Whip for his/her services. The completed Participation form is to be passed to the Secretary for the BUG's records.

Although not compulsory, it is preferred that you provide a Ride Report to the editor in time for the next Newsletter. Our members like to read the summaries of how interesting and enjoyable the rides have been.