



# Ride Leader Guide

2026

## Vision

Bring people together on bikes

## Mission

The PCC is a member-driven cycling community which encourages, inspires, and educates.

The PCC provides rides, skills development, competitive, and social events that promote the love of cycling for the greater Peterborough community.

## Values

**Volunteering** – The ongoing success of the Peterborough cycling club depends on valued volunteers who give freely of their time, experience and expertise.

**Respect and Relationships** – We foster positive relationships through respect; within our membership and within our community, between cyclists and other users of the roads and pathways.

**Excellence in Leadership** – Leadership from our ride leaders, volunteers, and board members that is informed and dedicated to the safe enjoyment of cycling for our members and the entire community.

**Inclusive** – All levels of riders and types of cycling are encouraged within the PCC.

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## Thank you from the PCC Board

Thank you very much for dedicating your time to leading rides for the Peterborough Cycling Club (PCC). We appreciate your efforts in helping the PCC provide a wealth of safe and fun cycling opportunities (for riders or people) in Peterborough and area. We believe that the club is the rides, and the rides are the ride leaders.

## Ride Leader & Co-Leader Responsibilities & Expectations

Within the membership of Peterborough Cycling Club, a Ride Leader/Co-Leader is more than just one of the riders in a group of cyclists. A Ride Leader/ Co- Leader is the key individual who ensures that the ride participants are as safe as they can be, and that the Club operates safely. The Ride Leader, with help of their co-leader(s) , needs to identify the route, enforce safe and lawful riding practices and keep everyone riding together within the boundaries of a given ride category, on a given route.

# Ride Leader and Co-Leader Responsibilities

Your goal is to lead a quality ride.

Our mission is to bring people together on bikes and we offer a variety of rides for different levels.

Rides will maintain the average posted speed and stay together as a group with the exception of the Competitive Rides. The goal is to ride and have fun as safely as possible. Continuous learning of group riding skills is part of our objective as a group that works to both the strengths and weaknesses of every rider and will result in a faster, safer, and more enjoyable ride for everyone.

## BEFORE THE RIDE:

- Plan the ride, post in CycleClub, including Strava route
- Check the weather report and update forum of cancellations or adjustments due to weather following the PCC's Weather Policy.
- Be proficient with the PCC's Policies and Ride Guides.

## ITEMS TO CARRY:

- Cell Phone with CycleClub and digital versions of the following items (hard copies are required if not carrying a cell phone)
- Map of Ride Route
- Ability to document any accidents and incidents with photos and notes (your phone)
- Emergency Action Plan
- Membership List
- Current Emergency Contact List
- First Aid Kit
- Tool Kit with Spare tube, pump/CO2,
- Lights (front and rear) if required

## PRE-RIDE

- Arrive 10 minutes early to greet and introduce yourself to any new riders
- Take attendance using Cycle Club App, add any missing riders
- Get a total count of your riders
- Introduce yourself as the ride leader and co-leader(s)
- Be sure everyone knows the pace and distance of the ride you are leading and are comfortable with it
- Ask if everyone has read and understands the Ride Participant Guide and provide an overview to those who have not
- Explain social and single pace lines and hand signals
- Remind all riders that it is club policy to follow the Highway Traffic Act
  - Specifically mention stop signs and red lights
- Remind riders that they should be self-supporting
  - Have adequate food and water.
  - Tool kit (a tube, pump, money and personal identification)
  - Did you do a safety check... brakes, tire pressure, etc...?
- Give reminders of any upcoming club events
- Take a head count just before leaving

- Discuss a skill that should be emphasized
- If the group is too large, it must be split into groups no larger than 20 cyclists
- If required, select an experienced rider to help manage the ride (especially if splitting into smaller groups).
- Any riders not on Cycle Club will have to show proof of membership to confirm they part of the club (registration email) and you should obtain an emergency contact
- Ask any non-members to leave if unwilling to buy a membership.
- In the case of minors in attendance on the ride, please follow the **Youth Policy** as posted on the PCC Website. (Hint: They must have a parent or designated chaperone who will stay with them at all times.)
- Any requests pertaining to accessibility will be considered with an advance request. Please follow the Accessibility Policy as posted on the PCC Website.

## Specific Messages for Ride Variations/Types

- **Rec Level Rides:** Explain how the group will ride riding:
  - Ride as a unit “bar to bar” on flats, climbs and descents
  - Clarify and communicate clearly to your group if you will be splitting into smaller groups or calling for a single file in certain sections.
  - Rides maintain the posted average speeds. You should not exceed this pace.
  - No one will be dropped!
  - No Hot Spots.
- **Tempo Rides and Gravel:** Explain how the group will ride riding:
  - Tempo Rides ride as a unit and be “bar to bar” and always tight to the right
  - Rides maintain the posted average speeds. You should not exceed the range on flats, but may exceed on downhill.
  - Rides may have sections that potentially break the group up, such as climbs, descents, and faster ‘**Hot Spots**’ with a clear regroup waiting area. See section Hot Spots for description.
  - No riders will be dropped
- **Competitive Drop Rides:** Explain how the group will ride riding:
  - While riding as in a group will ride as a unit, and be “bar to bar”, tight to the right and there should not be more than 2 riders across except during exchanges (- no large freeform pelotons)
  - Competitive rides start out as a group, but at any point may break up.
  - Riders will be dropped and need to check-in with ‘Sweeps’.
  - Discuss the typical rotations that will be used (eg. Two riders to wind protected side dropping back, rotating echelon, banana peel)
  - Remind riders that if they dropped, they are on their own and the need to let sweeps know if you need support for health issues
  - Remind Sweeps to check on each rider that has been dropped to ensure they do not have any health concerns and are able to get home on their own

## ON THE ROAD

- Enforce the group's assigned speed range.
- The start of the ride should be a warm-up (on non-competitive rides)
- Ensure that the group is riding together, "bar to bar" and "tight to the right".
- Communicate any sections that the group needs to adjust (rough roads, ascents, descents)
- Following the rules of the road, we move as one vehicle paying attention to traffic lights, stop signs, yellow lines and do not pass a stationary vehicle on the right.
- Call and signal rotations as necessary (single or social paceline)
- Do not compromise the safety of the group merely to avoid the inconvenience of other road users. At the same time, try to accommodate if possible.
- Communication is key
  - All riders are expected to communicate hazards to others
  - Using both verbal and hand signals (the earlier the better)
  - Encourage mid-pack riders to relay the hand/verbal communication
  - Encourage riders at the back to relay messages up
- Call turns well in advance, especially left turns that require the lane to be taken.
  - Riders that don't know the route are dangerous at the front, place them accordingly within a group. (Note: Everyone should be made aware of the route prior to departure.)
- The group will all stop well off the road for regrouping, breaks, mechanicals and emergency vehicles.
- For stops due to mechanical breakdowns, if the bike cannot be fixed, assist the rider to arrange assistance. Do not leave anyone stranded.
- Do not leave any riders behind without their consent.
- Adjust the pace "easy" at the first signs of fatigue or distress.
  - Encourage weaker riders to stay in the group's slipstream.
- Riders unable to continue the ride should be allowed to withdraw if they choose, but Ride Leader should ensure they are not in any distress. If they have signs of abnormal fatigue, stress, or other health concern ensure they have someone to accompany them
- Perform head counts periodically throughout the ride.
- Discourage members from engaging drivers in any aggressive conversations
  - Act as the spokesperson for the group in case of disputes with other road users.
  - Diffuse the situation, emphasizing that cyclists are entitled to use the road, which sometimes causes delays to other road users.
  - Record licence plate number, take photo or video to report to police, but do not engage in confrontation.
- If stopped by police, politely determine what the problem is, ask for a business card and politely abide. Then terminate the conversation.
  - Report the incident to the board and they will follow up.
- Complaints or disciplinary action required should be addressed (follow the *Complaint & Discipline Policy*).
- Encourage riders to ride in the appropriate group for their skills and fitness whether it be to move up or down ride levels.
- In case of accident or injury, follow the *Emergency Action Plan* and *Concussion Policy* as posted on the PCC Website.

## Key Problems To Identify & Correct

- Overlapping wheels or half wheeling
- Being unpredictable
- Riding more than 2 wide
- Not tight to the right (close to centre line)
- Not checking over shoulder before moving
- Riding too fast or surging
- Sudden Braking
- Racing at Non-Competive Rides

## Co-Leader Responsibilities

You have the same responsibilities as the leader if you are taking a separate group.

If you are riding within the same group as the Ride Leader, support them, and help with the management of the group. Be careful not to confuse the group by giving direction contrary to Ride Leader.

## Ride Descriptions & Categorization

One of the PCC Ride Standards is to adhere to the ride description and categorization assigned to a given ride. This will ensure rides are predictable in terms of speeds travelled and distances covered. It is the ride leader's responsibility to stay within the boundaries of a given ride categorization. Pace should be consistent throughout.

Ascents will be slower to match the slowest rider, downhills will be controlled and as a group. Flats should not exceed the top end of the Average Speed.

### Rec Rides

TandemEyes	16-19 Km/h	10-35 Km	Road/Hybrid	Offering tandem cycling for people with vision loss
Rec Level 1	16-19 Km/h	30-45 Km	Road/Hybrid	If you are new to group road riding, or looking for a more-relaxing pace, these would be the ideal groups to consider
Rec Level 2	19-21 Km/h	30-45 Km	Road/Hybrid	
Rec Level 3	21-23 Km/h	30-65 Km	Road	
Rec Level 4	23-25 Km/h	30-65 Km	Road	For riders who have been on group rides before. Participants should be comfortable riding in a group formation, both single file and two-abreast
Rec Level 5	25-27 Km/h	35-100 Km	Road	Well suited for those who have been road riding for some time and looking to increase the pace, distance, or generally improve group riding skills
Rec Level 6	27-30 Km/h	50-80 Km	Road	

### Tempo Rides

Riders should be comfortable at higher speeds with the ability to maintain bike handling skills at speed and as fatigue sets in. You will have a wider variance in the speed.

Uphills will match slowest riders, unless it is designated as a 'hot spot', downhills can be well above average, consistent with a well-organized group and potentially a little faster than average on flats depending on conditions.

Tempo	29-34 Km/h	50-80 Km	Road	Mixed terrain with some hills and faster flat sections.
Gravel 1	26-28 Km/h	50-80 Km	Gravel/CX	Predominately gravel roads or trails. Be sure to read description as some rides may take fire routes and other adventures
Gravel 2	28-32 Km/h	50-80 Km	Gravel/CX	

## Competitive Rides

These high-intensity group rides are designed to emulate real race conditions, including:

- Fast accelerations
- Rolling hills and climbs
- Gravel or mixed-surface sections (where applicable)
- Varied ride formats, often two-abreast echelon
- Open attacks at any time

Riders should be comfortable with close-quarters riding and high speeds.

**Prerequisite:** Participants must have prior race experience or have completed our Tempo Rides before attending.

Level 1 (B)	32-40 Km/h	30-80 Km	Road	Mixed terrain. Sprinting, echeloning, eating and drinking at high speeds should be skills already mastered with some hills and faster flat sections.
Level 2 (A)	35-45 Km/h	30-80 Km	Road	

## Planning Routes

PCC Ride Leader Strava Account Information: [www.strava.com](http://www.strava.com)

Username: [peterboroughcyclingclub@gmail.com](mailto:peterboroughcyclingclub@gmail.com)

Password: PCCrides2018

1. Pre-plan the route of your ride, keeping in mind the time of year and amount of daylight, Risk Management Policies (low traffic, secondary roads wherever possible), the experience and level of fitness of your typical riders, etc.
  - a. New for 2025 – We have created a database of rides in a shared worksheet.  
[Strava Ride Database](#)
  - b. Look up the typical daylight hours for the date of your ride.  
Helpful tool: [www.timeanddate.com/sun/canada/peterborough](http://www.timeanddate.com/sun/canada/peterborough)  
Determine your ride time based on the sunrise/sunset time and start time of your ride. Make sure you allow for 15 mins in potential mechanicals and

an additional 15 minutes for every planned stop (washroom, food, water, etc.).

- c. Estimate the distance of your ride based on your ride time determined in the previous step and the group's typical average moving speed. Estimate the speed based on the elevation planned to ride and the fitness of members in the group.

Helpful tool: [www.timecalculator.net/speed-distance-time-calculator](http://www.timecalculator.net/speed-distance-time-calculator)

- d. Select roads to use on route/map using the heat map feature on Strava and Google Maps on Satellite view. Choose a surface (paved, gravel, dirt, etc.) that is appropriate for your group.

2. Create a map on the "Peterborough Cycling Club Ride Leader" Strava Account. Save map with appropriate name
3. Create an event in CycleClub and post the route and other details. Include a link to the route's map from Strava. Riders need to know what is planned so that they can bring sufficient food, water, and clothing. Any information about your ride, including changes or cancellations, should be posted in the CycleClub event before being communicated in any other way (email, Facebook, Twitter, etc.).
4. Check the weather and be prepared to cancel the ride if needed. See guidance on ride cancellation in the Weather Policy.

## Communication with the Ride Director:

- Ride leaders will provide a general description of each recurring ride (one description for all occurrences) and any single event rides. Please email the following to [ridedirector@peterboroughcc.com](mailto:ridedirector@peterboroughcc.com) providing:
  - Weekday and Time
  - Recurrence
  - Start and typical end time
  - Average distance and speed (must match ride level)
- Ride Leaders will communicate any additional rides or significant changes to character, speed, distances, of the regular recurring ride to the Ride Coordinator.

## Incident and Injury Reporting:

- **ALL INCIDENTS** must be reported to the Ride Director. This includes anytime a ride falls even if no injury, close calls that had potential for serious consequences, "road rage", and poor behaviour from one of the riders.
- **Any incident** which results in an injury must be reported via the OC incident Reporting link with a copy sent to the ride director and president.

[Ontario Cycling Incident Reporting](#)

[https://docs.google.com/forms/d/e/1FAIpQLSeq\\_A\\_6EJoyfddRtrmuWE4PXCpKArTQkzu4MjhMQeAkZJAByw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeq_A_6EJoyfddRtrmuWE4PXCpKArTQkzu4MjhMQeAkZJAByw/viewform)

## Youth on Your Rides

The Peterborough Cycling Club (PCC) is committed to including members under the age of 18 on rides appropriate to their skill level.

The issue is that Ride Leaders, and other participants of the ride are not expected to have the appropriate VSC that are required when in a position of authority over people from a vulnerable sector (youth under 18). We have adopted a 'Chaperone Policy'. The intention is that no Ride Leader or participant is in a situation where VSC is required.

In order to attend PCC rides and events that are not part of our regular youth programming, riders under the age of 18 must:

- have the appropriate minimum level of ability and fitness for the ride; and,
- be accompanied at all times during the ride by a parent/guardian, or by a chaperone designated by the parent/guardian prior to the ride.

During the ride, the parent/guardian/chaperone is responsible for all supervision, including:

- staying accessible to the youth member, such as riding nearby within the group; and,
- taking charge in the event of an emergency, mechanical, or the youth being dropped.

Please note:

- Parents/guardians are responsible for determining the suitability of chaperones.
- Young riders must stay with their parent/guardian/chaperone, even if the adult is dropped.
- This signed form must be shown to the ride leader before each PCC Adult ride and identify the specific chaperone for the ride. (I.e. You may have multiple chaperones on this form, but for each ride, there is only one designated as the youth chaperone.)

## Hot Spots:

This applies to the Tempo and Gravel Rides only. Competitive rides are considered 100% Hot Spot with exception of any neutral zones.

It is up to the Ride Leader whether their ride has a hot spot. It will depend on the route, weather, and the group.

A Hot Spot is a section that allows riders a harder effort and go as fast as they wish may do so for specific “**Hot Spots**”. Typical Hot Spots would be long climbs like Prison Hill or the common sprint points like Douro Fiddle Sign. The group will break formation and regroup at the pre-designated spots at the end of the hot spot.

Ride Leaders will inform the group of the **Hot Spot** locations before and during each ride and we ask you to emphasize the following:

- Call out and move into a single paceline prior to a hot stop, and the regroup location,
- Remind riders to stay to the right and not scatter across the lane, we still want to stay “**Tight and to the Right**” and no more than 2-abreast,
- Slower riders stay right and hold their line,
- Remind riders to do shoulder checks before changing their line or when passing.
- Sprinting only can occur when no cars are present in either direction.

A **Hot Spot Section** is a designated segment of the route where riders may increase intensity in a controlled, race-style effort.

Each Hot Spot Section includes three key elements:

- A very quiet section of road
- No traffic lights or stop signs
- A safe regrouping location at the end of the section

Riders may choose to contest the section or maintain a steady effort, but all participants must prioritize safety and awareness at all times.

Some **guidelines** about **Hot Spots**:

- Going hard is optional, not compulsory; those that choose to cruise can rest assured that the group will wait for them at the regrouping point.
- All riders will wait for the slower riders at the regrouping spot. Soft pedaling down the road causes confusion.
- All our regrouping spots offer plenty of space to pull over safely; never regroup in a manner that would obstruct traffic in any way.

## Privacy Policy

You should be familiar with the full Privacy Policy. The PCC is responsible for the protection of your personal information collected through our membership program, program activities and website.

As a Ride Leader you will have access to membership details (names, emails, emergency contacts, etc.) and must not disclose or use that information contrary to the privacy policy. Use it for conducting rides only and do not share with others.

## Thank you!

Take your responsibility seriously, but please keep it fun.