

ULLR Bicycle Rides – Event Chair Checklist

1. Pick a date, starting time and place, route, and additional activity if applicable (lunch, potluck, etc).
2. Have the date approved by ULLR Summer VP and Biking Coordinator.
3. Prepare a flyer for the ULLR website. Include event name, event date, meet time, start time, starting location & directions, number of round-trip miles, optional additional miles or slower rider leader, meeting place for meal if applicable, your name and phone numbers (cell phone number to be included). If you have an alternate rain check date for your ride, include that on the flyer. *All flyers must state: “HELMETS REQUIRED”.*
4. Send your flyer to ULLR Summer VP and the Biking Coordinator by email. If changes need to be made, you will be notified. If approved, the Summer VP will send the flyer to the ULLR Webmaster for posting; *do not send your flyer directly to the Webmaster.*
5. The leader should know the trail, be aware of any construction or detours, and should be sure that all street crossings are safe.
6. Day of ride:
 - a. Bring a “Waiver & Sign-Up List” UC023 Form and a pen, ask riders to complete with emergency info and carry this form with you. Give your cell phone number to riders. The UC023 Form is available at: <http://ullr.org/Forms/UC023-EventWaiverSignupForm.pdf>
 - b. Remind all riders to move completely off the trail when stopping and to check for traffic behind and in front of them before entering a trail.
 - c. Cross all streets at crosswalks or stop signs.
 - d. Hand out a map of the ride if possible.
 - e. Designate a “sweeper” to bring up the rear and make sure everyone is accounted for. They must know the route and should have a map. Walkie-talkies for the leader and sweeper are a plus, but not required.
 - f. Designate a fast group (11-14 mph) and slow group (10 mph & under) leader if applicable.
 - g. If you need to cancel your ride, notify the Webmaster and/or Biking Coordinator as soon as possible.