



RIDE LEADER APPRENTICESHIP PROGRAM

June 2017





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INTRODUCTION

The Bike North rides program is one of many Bike North activities used to promote cycling within northern Sydney. Bike North strives to make it a first class, safe experience for all riders who join one of our numerous rides.

To successfully achieve this aim we need to be always adding to our team of experienced ride leaders. This document describes how we train our ride leaders.

The Bike North Ride Leader apprenticeship program is designed around the premise that the best training is done through coaching on regular rides.

The Bike North Ride Protocols document is the foundation document for all ride activities undertaken by Bike North. This is also supplemented by the Rides Policy document, both of which can be viewed through the Bike North Website

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THE PROTOCOLS

The Bike North Rides Protocols sets down the policies and procedures relating to the conduct of individual rides. Specifically relevant to this section, it covers:

- Standards to be met by Bike North Rides
- The process by which a ride should be conducted
- The requirements of a Ride Leader
- Skills and actions a Ride Leader ought to take to manage a ride.
- The Ride Leader qualification process

All Ride Leaders are expected to be familiar and comply with the Rides Protocols, Rides Policies and the Bike North Code of Conduct.

The Bike North Rides Protocol gives an overview of how the rules are to be followed throughout the apprenticeship program.

While this document is a good guide for information on the apprenticeship program, it does not replace the Rides Protocols.

The latest version of the Rides Protocols can always be found in the quick links in the "Our Rides" section the Bike North website.





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CODE OF CONDUCT

Taking on the role of a BN Ride Leader/ Ride Leader Apprentice means that people are seen as a representative of Bike North. As such, Bike North expects then that all persons will conduct themselves in a manner consistent with the Bike North Code of Conduct, which is detailed on the BN website at <http://www.bikenorth.org.au/code-of-conduct.html>

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ESSENTIAL SKILLS

Ride leaders are volunteers and give a lot of their time to leading rides and developing capabilities of other riders. They play an important role in carrying out key aspects of Bike North's organisational aims.

The essential skills required to be a Ride Leader are:

- Be a competent cyclist for the range of grades that the leader plans to run.
- Have a safety orientation and be conscious of potential hazards and associated risks to others on the ride.
- Be able to spot signs of discomfort and stress in riders to properly assess a rider's ability to complete the ride.
- Be competent leading a group and communicating instructions clearly. Being able to speak confidently in front of a group is a key requirement
- Demonstrate care and concern for the entire ride group as not all riders will have the same capability as the leader.
- Present a calm and competent demeanour.
- Demonstrate patience with participants, no matter what their ability or mismatch to the ride.
- Have a pleasant social demeanour and an encouraging style, yet be confident to pull riders into line where necessary.



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Other skills that are useful are to:

- Be capable at handling uncertainty as situations may change on a ride, including possibly stressful circumstances in the case of an incident.
- Have a good understanding of cycling techniques and coaching style to provide basic assistance and encouragement to participants.
- Have some mechanical and fault finding knowledge of bikes.
- Have some basic first aid skills

Being a Ride Leader can be a very satisfying experience. Not everyone will leap to it or be prepared to take on the responsibility. Some people come naturally to it, whereas others may take some time to develop into the role. The Ride Leaders, Rides Committee and Rides Co-ordinator are only too willing to help you in your journey.

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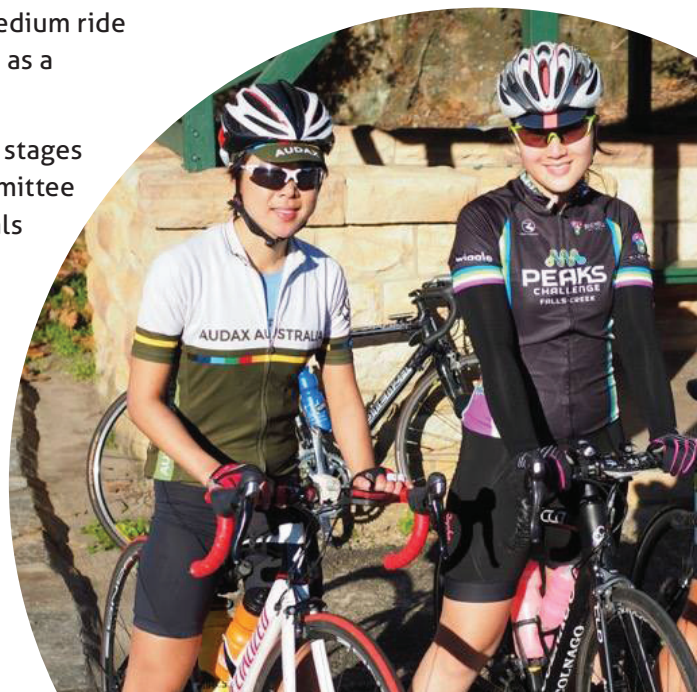
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A key part of Bike North's risk management strategy is to have Ride Leaders who have been assessed against a documented standard. Potential Ride Leaders need to be able to clearly demonstrate and communicate key skills and capability to a ride group so that the Rides Committee is confident that they will be able to manage rides to the standards set by Bike North. Bike North ride participants have become quite accustomed to these standards.

Bike North conducts a Ride Leader Apprenticeship scheme to coach potential Ride Leaders in the required aspects of ride leading.

The progression to Ride Leader therefore is not an automatic one. It can also take time as people learn and become accustomed to what is required. While an Apprentice will be encouraged and given feedback, at the end of the day, all Ride Leaders need to demonstrate their competency. Bike North expects that all Ride Leaders are capable of leading an easy to medium ride and would be assessed against that ride standard as a minimum condition.

To this end, the RLA program is broken down into stages which are not mutually exclusive. The Rides Committee can decide to expedite these stages for individuals who have clearly demonstrated their capabilities and their interest in ride leading through various Ride Leader training courses, coaching and other leadership programs. The Rides Committee decision regarding progress or otherwise is final. RLA's can choose to appeal any such decision at an Executive Meeting of Bike North.



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STAGE 1 RIDING AND EXPRESSION OF INTEREST

Bike North requires that all Ride Leaders be familiar with how we run our rides. There is no better way to do this than being on our rides. Once the participant has attended some of BN's rides, it may be appropriate to discuss, with a Ride Leader (RL), their potential interest in becoming part of the Ride Leader Apprenticeship (RLA) Program. Further to this, interest should be then communicated to the Rides Co-ordinator who can then place the interested participant on the official RLA program. Please note that this may not be an automatic process as the Rides Co-ordinator may seek input from other RL's prior to accepting the expression of interest. BN suggests that all apprentices participate in as many Bike North rides as possible.

STAGE 2 ROUTE PLANNING

This aspect is an important part of the RLA program and this stage can and should be done by the RLA in conjunction with one or more Ride Leaders at all stages of the RLA program.

Typically this would involve discussion about a planned route with the Ride Leader of the day through prior arrangement. Particularly important would be the identification of significant hazards and associated risks along with the changes that can happen if an alternate route is taken.

Further, the Rides Committee may consider this critical to the approval of a RLA and may ask for the RLA to prove their competency in front of the Committee.

STAGE 3 SWEEPING

Attendance on at least one Easy, Easy Medium or Medium Ride as a sweep.

The sweep is an important part of Bike North rides of grade Medium and below. By being a sweep you will get an understanding of what a sweep requires from a Ride Leader as the leader works to control a ride. You will also see firsthand how a Ride Leader's actions flow down through the group of riders being led.

The first step in this stage would be to contact the Rides Co-ordinator and the Ride Leader of the day to offer your services as part of the RLA program. Most Ride Leaders will be very appreciative of an apprentice volunteering to be sweep.

The Rides Co-ordinator and the Ride Leader will then have a conversation regarding learning goals for you on the day. This will then be communicated to you prior to the ride. Typically, the RLA and RL meet 10 or so minutes prior to the ride to discuss any aspects of Stage 2 as well as the learning goals for the day.





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Further communication between the two relevant parties can happen at any stage through the ride itself. This will be followed by a debrief at the end of the Ride and a cursory analysis of whether the learning goals were achieved. This is then communicated to the Rides Co-ordinator.

Acting as a sweep for different RL's can often give RLA's different perspectives and is hence encouraged.

At least 1 "Sweep" needs to be completed with a Rides Committee member. The Rides Co-ordinator will advise you once you have completed this Stage so that you can move onto Stage 4.

STAGE 4 CO-LEAD 1 (ASSISTING)

Attendance on at least one Ride as co-leader on an existing Bike North Easy, Easy Medium or Medium ride.

The Bike North apprenticeship program generally breaks the co-leads into two types. The first one is where the apprentice assists an active Ride Leader in leading a Bike North ride. They may take on leading duties such as mid ride briefings or step in to control the ride at certain points. However, the ride is still under the ultimate control of the experienced Ride Leader.

While undergoing an assisting style co-lead, an apprentice gets the chance to learn in close proximity to an experienced Ride Leader. When on such a ride, an apprentice should pay particular attention to every action of the Ride Leader and ask questions to learn why different actions were undertaken.

As with Stage 3, the RLA, the RL of the day and the Rides Co-ordinator need to be actively involved in communicating and analysing appropriate learning goals.

At least 1 "Co-Lead 1" needs to be completed with a Rides Committee member. The Rides Co-ordinator will advise you once you have completed this Stage so that you can move onto Stage 5.

STAGE 5 CO-LEAD 2 (LEADING)

Attendance on at least one Ride as co-leader on an existing Bike North Easy, Easy Medium or Medium ride.

The second stage of the co-lead is where an apprentice will take on most aspects of leading a Bike North ride. This is done under close supervision of an experienced Ride Leader. An apprentice should only do this style of co-lead after discussion with an experienced Ride Leader. Such a discussion will often happen after an assisting style co-lead.



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During the leading style of co-lead, an experienced Ride Leader will monitor and make note of any areas where the apprentice may still need to improve their skills. If the improvements required are many then it may be that the experience Ride Leader will step in and take over leading the ride in the regular way.

Depending on improvements required, there may need to be a few leading style co-leads. The experienced Ride Leader will discuss, with the RLA, their skills at the end of the ride. The two parties can then determine whether the RLA is ready for their assessment and this is then communicated to the Rides Co-ordinator.

As with previous Stages, the RLA, the RL of the day and the Rides Co-ordinator need to be actively involved in communicating and analysing appropriate learning goals.

At least 1 "Co-Lead 2" needs to be completed with a Rides Committee member. The Rides Co-ordinator will advise you once you have completed this Stage so that you can move onto the Assessment.

STAGE 6 ASSESSMENT

A successful Ride Leader assessment on an existing Bike North Easy, Easy Medium or Medium ride.

When an apprentice is ready and the Rides Committee have been satisfied that Stages 1 to 5 have been completed, they can take on their Ride Leader assessment.

Prior to organising an Assessment, the RLA is required to contact to Rides Co-ordinator who will provide information on the process of obtaining RL's Professional Indemnity and Public Liability Insurances.

Further to this, the Rides Co-ordinator will give the RLA several names of appropriate Assessors who can conduct this assessment.

The Rides Co-ordinator will also provide the RLA with significant other information that will be used for the Assessment. This includes appropriate username and passwords to submit a ride, processes in submitting Ride Logs and ride statistics, etc.

The Assessment will be conducted on Easy, Easy-Medium or Medium rides only and the Rides Committee will provide to the RLA an Assessment Form at least one week prior to the Assessment. This Assessment form is part of Bike North's working policy and will change from time to time.

During the Assessment, the RLA is expected to perform at a level commensurate to a fully fledged RL with the exception of carrying a First Aid kit.

During the Assessment itself, the Assessor will not interfere in the ride (briefing, etc) unless it is inherently dangerous to the group. Nor will the Assessor provide any feedback till after the ride participants have been dismissed.





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The Assessor will then run through all aspects of the Assessment with the RLA and a full report will be presented to the Rides Co-ordinator. The RLA is required to fill in all the details with respect to Ride Statistics, Incident Reports and Ride Logs.

Only 2 Assessments are permissible in any rolling six month period and the Rides Committee can make a decision to ask any RLA to repeat earlier stages if they are unsuccessful at an assessment.

STAGE 7 APPROVAL AND FINAL REQUIREMENTS

Approval by the Bike North Inc. Rides Committee.

The final approval step of the apprenticeship program is approval by the Bike North Rides Committee. The Rides Co-ordinator will present to the Rides Committee the RLA's satisfactory completion of the various Stages.

Please note that the Rides Committee may require further completion of Stage 2 even at this stage.

Insurance Evidence and Working With Children Check

Once the Rides Committee has approved the RLA, evidence needs to be presented re: appropriate Professional Indemnity and Public Liability Insurances to the Rides Co-ordinator.

Bike North will reimburse all RL's up to a single adult rate of membership to an organisation which provides appropriate and accepted insurance. Alternatively, Bike North may choose to organise appropriate insurance on behalf of all its RL's.

Further to this, the Rides Co-ordinator will advise you regarding the working policy on minors and the need or otherwise of a Working with Children Check or similar.



First Aid Training

Bike North may choose to provide biennial updates with respect to first aid updates. All RL's are encouraged to complete a formal accredited First Aid Program.

First Aid Kits and Bike North Jersey

Bike North may choose to furnish any newly accredited Ride Leader with a standard First Aid Kit and a Bike North Jersey.

STAGE 8 ACTIVE LEADING

Ride Leaders may be required to run a certain number of rides to remain an active RL. The number of rides required can be varied by the Rides Committee and the working policy will be communicated with all RL's





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RIDE LEADER – POST ASSESSMENT

The Rides Co-ordinator will advise all RL's regularly with regards to the Bike North Rides Calendar and other working policies.

The Rides Committee will require RL's to have a reassessment done every 3 years and the template for such an assessment will be communicated to the RL being re-assessed.

**WELCOME TO BIKE NORTH AND THE RIDES COMMITTEE
WISH YOU THE BEST IN YOUR GENEROUS CONTRIBUTION
TO RIDE LEADING**

