

OCSJ Roles and Responsibilities

Position: Biking Chair

Reports to: Activities Chair

Date created: 08/27/22

Date updated: 08/27/22

1. Collect sign in sheets from leaders, both paper and electronic. Check forms for non-OCSJ members and contact nonmembers to become paid members.
2. Keep track of how many events each leader leads and submit names of qualified leaders to Membership Chair and the Vice-President at the end of the year. Qualified leader = 5 bike rides/calendar year.
3. Make sure leaders are following OCSJ policies and guidelines.
4. Contact all leaders when necessary.
5. Approve all new Meetup members in a timely fashion.
6. Remove Meetup members when their paid memberships lapse. A list of names will be generated every month by the Membership Chair and sent to all activity chairs.
7. Manage Meetup group by contacting members for announcements or any other pertinent information.
8. Manage group settings for Meetup.
9. Oversee Ride With GPS club account. Send the link to join RWGPS to paying members that request it. (This can certainly be a job for another person.).
10. Oversee calendar of events.
11. Keep the leadership team current in Meetup.
12. Submit monthly cycling articles for OCSJ newsletter.

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TIPS FOR LEADING BIKE RIDES

- Make sure everyone signs the online waiver or a paper sign in sheet.
- Have all people introduce themselves, have everyone say their name.
- Welcome brand-new riders.
- Leader needs to go through safety talk and general info on group riding skills

Do not ride ahead of the leader or behind the sweep.

Ride single file when there are cars present; if there is no traffic, no more than 2 abreast.

Person in back calls “car back” and everyone pass it up to the leader.

Person in front calls out obstacles, everyone pass it back.

Always pass another rider on the left. Never pass anyone on the right.

When passing someone, say “on your left”.

When slowing, say “slowing”.

When stopping, say “stopping”.

No overlapping wheels; leave a comfortable distance between you and the person in front of you (usually at least one bike length).

Never say all clear when going through an intersection. If there are cars say “car left or car right”.

Last person through an intersection will say “all aboard”, pass it up.

If there is a right turning lane, stay near the white line on the LEFT of the turning lane. You do not want cars turning right to cut you off.

PLEASE COMMUNICATE WITH RIDERS AROUND YOU AND DO NOT MAKE ANY SUDDEN MOVEMENTS.