



**CHARLOTTEVILLE**  
CYCLING CLUB

# THE RIDE GUIDE

This guide is an overview and description of our expectations of rider behaviour so that members are safe, happy, and able to enjoy the different rides and activities we offer.

It should be read alongside the [Club Handbook](#) and our [Code of Conduct](#).

## 1. CONTACTS

### Committee Members

<b>President</b>	Jon Goodge
<b>Chair</b>	Andy Milner (Director)
<b>Treasurer</b>	Duncan Ross (Director)
<b>General Secretary</b>	Will Readhead (Director)
<b>Membership Secretary</b>	Jonathan Dobson (Director)
<b>Young Rider Development</b>	Michelle Sharland
<b>Racing Secretary</b>	Gavin Watson
<b>Social Secretary</b>	Nathan Kelly
<b>Meeting Secretary</b>	Rupert Chase
<b>Honorary Recorder</b>	Jonathan Cave
<b>Welfare Officer</b>	Charlotte Allison
<b>Inclusion &amp; Diversity Officer</b>	Michelle Baeten
<b>Communications Officer</b>	Neil Herbert

### Non-Committee Officials

<b>Archivist/Historian</b>	Paul Batchelor & Matt Legge
<b>Kit Manager</b>	James Curry
<b>Trophy Custodian</b>	Olivier Goor
<b>Handicapper</b>	Alun Millard
<b>Town Centre Race Organiser</b>	Austin Bell

You can reach any member of the Committee by sending an e-mail to: [info@charlotteville.cc](mailto:info@charlotteville.cc), or come and talk to us on a ride!

This document, and other useful information can also be found on our website: [charlotteville.cc](http://charlotteville.cc)

## 2. RIDE LEVELS AND PACE GROUPS

We offer a range of different rides throughout the week and, in many cases, we will offer multiple groups who will ride the same, or a similar, route but at a variety of different speeds and with different expectations.

If a ride, or a group, is advertised as one of the below levels, it is expected that the group maintain and keep to that 'ride level', so that each participant gets the kind of ride they signed up for.

It is important to note that not every level will be offered on every ride, but the Sunday Club Run (or any other *whole club* events) will offer a good range of options for all types of riders.

Group/Level	Description	Typ. Speed
<b>5. Intro</b>	<ul style="list-style-type: none"> <li>A shorter, slower chatty café ride to introduce new members to the club, and an opportunity for prospective members to get a feel for the club, what we do and how we do it.</li> <li>A practical opportunity for you to see what riding with us is like, and for us to assess the confidence and competence of new riders/members.</li> <li>A chance to learn about club events, the club calendar and hopefully make prospective members feel welcome.</li> </ul>	19-22 kph 11-14 mph
<b>4. Social</b>	<ul style="list-style-type: none"> <li>A slower paced, chatty café ride for members to enjoy an easy spin, catch up with friends and chat over coffee and cake!</li> <li>"No Drop" - Stays together as a group.</li> <li>Practice group riding at a manageable safe speed.</li> <li>Café stop in and/or at the end of the ride.</li> </ul>	23-26 kph 12-15 mph
<b>3. Moderate</b>	<ul style="list-style-type: none"> <li>A consistent and more purposeful pace than Social, but still able to chat.</li> <li>"No Drop" - Stays together as a group; regrouping at top of hills and junctions and/or if any rider suffers a mechanical problem.</li> <li>Most riders will be confident riding in a group, but this is also a good group to increase that confidence, improve your fitness, share riding skills and advice.</li> <li>There will probably be café stop in and/or at the end of the ride.</li> </ul>	25-27 kph 14-16 mph
<b>2. Pace</b>	<ul style="list-style-type: none"> <li>A more purposeful pace than Moderate, and a harder pace to maintain over long distance so a good level of fitness and confidence in group riding is needed.</li> <li>Typically "No Drop" - stays together as a group; however for rides close to home it may become a 'drop ride' – but this should be agreed by the group at the start of the ride and/or explained in the ride description.</li> <li>Usually includes a café stop either during or after the ride.</li> </ul>	27-30kph 16-18mph
<b>1. Fast</b>	<ul style="list-style-type: none"> <li>This is a ride for people who have high level of fitness and are very confident riding in groups at a fast pace.</li> <li>This ride may be a 'Drop' ride – but this should be agreed by the group at the start of the ride and/or explained in the ride description.</li> <li>There may or may not be a café stop during or after the ride.</li> </ul>	31+ kph 19+ mph

## 3. CLUB RIDES

We are always looking for ride suggestions so that there is as much choice of events and rides as possible. We aim to meet all members' interests so that they get the most of cycling and the club. Members can propose regular or one-off activities that the club adopt or share rides and event on club messages.

You

- If you can ride your bike for 30 miles and/or for 1.5 hours without stopping, you'll be able to ride on and join a club run.
- Wear a good quality, approved helmet at all times and bring water in a bottle (*bidon*) cage.
- Carry your **emergency contact details** in your pocket/wallet/your helmet and ensure they are up to date on your Spind record.
- Prepare for the weather - bring appropriate clothing.
- You are a responsible and safe rider and know the highway code.

Your Bike

- Use a safe, roadworthy and well-maintained road bike (no mountain, time trial or folding bikes permitted on a Club Run).
- No aerobars (time trial bikes should not be used on group rides).
- Make sure you carry a spare inner tube, multi tool and pump. Others will be happy to help you use them if you're unsure.
- Use mudguards in the winter.

Start of each ride

- Say "*Hello!*" – introduce yourself to anyone you don't already know
- Confirm/agree the ride route, speed, group size and stops (see Section 7. Ride Briefings)

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## Our Cycling Week

Sun	<b>Summer</b> 	<ul style="list-style-type: none"> <li>• <b>8.30am // Social, Moderate, Pace and Fast Groups</b></li> <li>• <b>50km-160km</b> (typically longer routes later in the month)</li> <li>• The whole club rides the same route, with a choice of pace for all riders.</li> <li>• Option to change pace group at the café stop if needed</li> <li>• Route(s) posted on Spond in advance.</li> </ul>
	<b>Winter</b> 	<ul style="list-style-type: none"> <li>• <b>9.00am // Social, Moderate, Pace and Fast Groups</b></li> <li>• <b>50km-160km</b> (typically longer routes later in the month)</li> <li>• Get the group to the destination and end point together.</li> <li>• For all the club and a choice of rides for all riders.</li> <li>• Route is posted on Spond in advance.</li> </ul>
Tue	<b>Summer</b> 	<ul style="list-style-type: none"> <li>• <b>6.00pm // Moderate Hilly Ride // 38km</b> Route: <a href="https://connect.garmin.com/modern/course/159694434">https://connect.garmin.com/modern/course/159694434</a>.</li> <li>• <b>6.00pm // Womens' Ride // 72km</b> Route: <a href="https://connect.garmin.com/modern/course/328771571">https://connect.garmin.com/modern/course/328771571</a></li> <li>• <b>6.30pm // Fast Hilly Ride // 62km (Pace group may form another group)</b> Route: <a href="https://connect.garmin.com/modern/course/12764044">https://connect.garmin.com/modern/course/12764044</a> Alt. Route: <a href="https://connect.garmin.com/modern/course/317155855">https://connect.garmin.com/modern/course/317155855</a></li> </ul>
	<b>Winter</b> 	<ul style="list-style-type: none"> <li>• <b>8.00pm // Indoor Cycling ("Spinning")</b></li> <li>• Spectrum Leisure Centre</li> <li>• £5 per session, Sign-up on Spond</li> </ul>
Thu	<b>Summer</b> 	<ul style="list-style-type: none"> <li>• <b>Inter-club Time Trials // various dates / times / locations</b></li> <li>• We get together with other clubs to run short time trials. These are individual rides over a set distance against the clock – which means you ride at your own level.</li> </ul>
Sat	<b>Year-round</b> 	<ul style="list-style-type: none"> <li>• <b>8am // Social Ride // 60km</b> Route is proposed by riders in advance.</li> <li>• <b>7.30am // Moderate Ride // 70km</b> Route: <a href="https://connect.garmin.com/modern/course/328771571">https://connect.garmin.com/modern/course/328771571</a></li> <li>• <b>7.30am // Fast Ride // 62km (Pace group may form another group)</b> Route: <a href="https://connect.garmin.com/modern/course/12764044">https://connect.garmin.com/modern/course/12764044</a> Alt. Winter Route: <a href="https://connect.garmin.com/modern/course/317155855">https://connect.garmin.com/modern/course/317155855</a></li> </ul>

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## Women's only rides

- Women's rides are designed to be supportive and non-intimidating and we aim for every rider to feel safe, comfortable and encouraged.
- Whether you're building confidence, rediscovering your love for cycling, or simply want to enjoy a ride without pressure, we aim to offer a ride that suits your style, ensuring no one is left behind.
- We have a WhatsApp group that only female members are invited to join.

## Children and young riders

- The club has a greater duty of care for riders under the age of 18 years.
- Riders age 16-17 can ride in a club group ride and will need written parent permission/consent to join.
- Riders age 12-15 who are of a sufficient level are very welcome to join a club ride, but they must be accompanied by a parent or guardian (in the same group).
- All riders under the age of 18 years must have a signed parental consent form that is given to and stored by the club's Welfare Officers.

## New Members & New Riders

- We understand that joining something new can be daunting – perhaps new members are worried about keeping up, not knowing anyone, or not having the right gear. The club and its members are a great place to find out about all aspects of cycling. The club and members will always welcome new members and help with any concerns.
- New riders and prospective members are encouraged to try 2 club rides and then will be asked to join the club and pay a club membership fee.

## 4. GROUP RIDING

**Our behaviour when riding, whether as individuals or as a group, affects not only our own safety and enjoyment but also that of other road users.**

**We must behave, and ride, in a way that is safe, efficient and enjoyable.**

### Values

The reason for this guide, and hopefully the reason why we are all members of Charlotteville Cycling Club, is our shared culture and values:

- We all like riding bikes – it's fun.
- We want every member to feel welcome and included, and that there is something for them at the club.
- We want all members have a good, safe and happy experience when riding with us.
- See also our [Code of Conduct](#) for more.

### Why ride in a group?

- It's fun... riding together means we get to meet new people, make friends, share our enthusiasm for cycling and riding together is what being in a club is about.
- We can communicate on the move, and look after each other while we ride together.
- We work together – riding in a group allows you to share the work, and can mean that the group's average speed (particularly over longer distances) is far greater than it would be riding on your own.
- Share and learn skills – it may take time to learn to ride in a group but it is another skill that may mean members become more confident riding their bike and get the benefits of riding in a group. Look out for and say if you are not used to or confident riding in groups. It is a skill to learn and some people may find riding close to other bikes difficult at first.
- British Cycling has helpful '[10 group riding tips](#)' that the club adopts.

### Group size

- The recommended safe maximum group size of a club is 8 riders, any more risks creating a hazard and frustrating other road users.
- Agree at the start of the ride how to divide up into safe good groups of equal size and bearing in mind the ride levels and the ride that has been planned.
- Large groups should stagger the *rolling off* time, with faster groups going first to ensure a good distance between groups on the road.

### Single file or Side-by-side?

- A compact group of people cycling side-by-side is legal, enjoyable and in many instances the safest and most expedient way for a group to ride.
- It allows for a shorter, quicker and safer overtake by people driving (as the group of bikes is shorter and wider).
- The group is closer together so communication is easier.
- Some riders may need time to get used to and to learn to ride side by side.

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- The Highway Codes says: *You can ride two abreast and it can be safer to do so, particularly in larger groups or when accompanying children or less experienced riders. Be aware of drivers behind you, allowing them to overtake.*
- Agree as a group when you will ride in a single line – for example on small narrow lanes or when overtaking obstacles - and how you will signal that change whilst riding

## Ambassadors

- When we are riding on our own or with the club – we represent cyclists, the sport and the club. Be kind, think of others and be aware that your behaviour affects other road users (and how people perceive cyclists and cycling).
- Say “Hello” and “Thank you”, wave and remember to look out for other road users especially if they are vulnerable (eg. pedestrians, horses, children or an incident in the road).
- Always obey the [Highway Code](#).
- Don't litter – take your rubbish home, or use a bin.
- Only pass vehicles on the left (the inside) if traffic is stationary – never pass a lorry or van on the left/inside.

## Communication & Signalling

As well using hand signals there are common signs and calls we use in a group to point out obstructions or hazards that might not be visible to everyone in the group. These include:

- “**Car Front**” or “**Car Up**” – warning of an oncoming vehicle.
- “**Hole**” (and/or pointing at the hazard) – alerts others to a significant hole or hazard on road.
- “**Car Back**” – warning of a vehicle approaching or overtaking the group.
- Pointing to left/right side – alerts to a hazard/obstacle in road.
- Hand behind back pointing left/right – adjust course to left/right e.g. to pass a parked vehicle.
- “**Slowing**” (one hand held by your side with palm facing backwards) – alerts group that riders are slowing down – eg. for slowing traffic ahead.
- “**Stopping**” (with one hand raised high) – alerts the group that riders are stopping – eg for a road junction or traffic lights.

Remember to pass any signals or calls back to riders behind/in-front of you.

## Consideration & Compassion

When riding in a group, take time to check in on other riders:

- Are they ok?
- Does the pace need to be adjusted or do we need to stop?
- Has someone dropped off the back?
- Has everyone arrived at the destination?

If you deliberately decide to leave the group - make sure you tell someone before you do!

## Working Together

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Riding together, as a team, in an organised way has many names, including 'through and off', 'chain-gangs' or 'pacelines'. In essence they all achieve the same thing – to share the time in the wind at the front (effort/work) equally among the group so that you can ride further, faster.

## Pacelines

A Paceline is a single line of riders. The rider at the front will do an effort shielding the rest of the group from the wind. Once they have completed their 'turn' they will move over (to either the left or right of the line) and drift backwards before joining at the back of the line.

This process repeats, with each rider taking a 'turn' on the front.

Stronger riders should stay on the front for longer, and weaker riders for a shorter time - but the effort and the approximate speed of the group should not change. Do not surge off the front of the group!

## Chain-gangs

A chain-gang is similar to a paceline, but comprises two parallel lines of riders rather than just one. In a chain-gang, one line is the *working line*, and one is the *resting line*. The *working line* is usually on the windward side, and provides shelter to the riders in the *resting line*.

When the first rider in the *working line* has completed their 'turn' at the front, they will move slowly across to take up position at the front of the *resting line*.

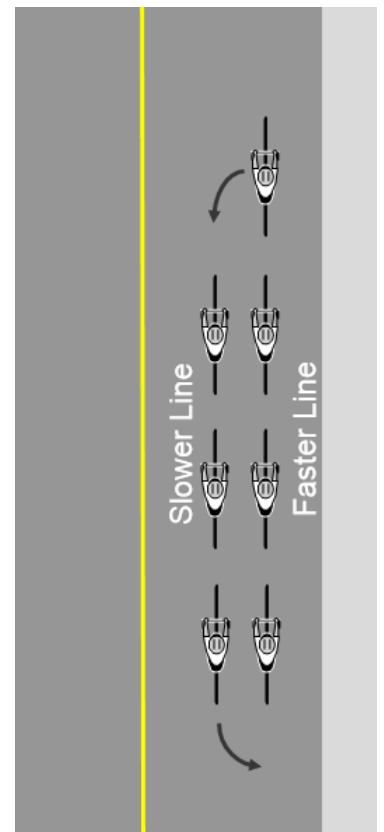
The rider that was in second place in the *working line* now moves up to take a position at the front of the *working line*, with all the riders behind them moving up too.

Meanwhile, at the back, the last rider in the *working line* will pass the last rider in the *resting line*, and calls out "Last Rider". This signals to the last rider in the *resting line* to move out and join the back of the *working line*.

If all works correctly, each rider will move around the group in a circular fashion, spending equal amounts of time working and resting.

Quick tips and guidance:

- Maintain the pace - ride smooth – no surges, sudden stops, slowing or acceleration.
- Do not coast/freewheel – keep pedalling – adjust your speed by 'easing pressure on the pedals'.
- The 'chain' can go clockwise or anti-clockwise – usually dictated by wind direction, but agree it in the group – communicate!
- Ease speed in the slowing line – to recover and to allow the fast line past without having to surge.
- Maintain the effort (not the speed) on an uphill – splitting on a hill will only slow the whole group down.
- Communicate – call hazards, speed change, instructions, requests.
- Review your performance as a group – help others learn how to do it – share skills. More advice is available from [British Cycling](#) and [GCN](#).



## 5. INCIDENTS

Cycling on closed or open roads has risk of injury to all road users and damage to property. When and if there is an incident it is important to protect people from further risk and to provide immediate care and support to people injured. Every incident should be reported to the Chair and/or the General Secretary.

Incidents with no injury – disagreements and near misses

- If there is an incident stay calm and polite – it may be best (and safest) to calmly ride away.
- Avoid making rash decisions (reactions) when you are cross or angry. It can be hard to remain objective, so it may be best to just ride away.
- Don't use other road users' wrong-doing as justification for your own bad behaviour. Confrontations will not end well and may put you and your fellow riders at more risk.
- If the incident warrants reporting, consider noting down pertinent details (vehicle registration numbers, visual descriptions etc. along with the time and date of the event). You can then report it to the club, or the police here: <https://www.surrey.police.uk/ro/report/rti/rti-beta-2.1/report-a-road-traffic-incident/>
- Look after each other - regroup down the road away from the incident and/or perceived perpetrator and check in on each other – stop for a coffee.

Incidents where there is an injury

- Make the area safe - avoid congregating in the road and placing yourself or others at further risk.
- If you are in a group, divide up the various tasks amongst you.
- Call 999 if necessary (share location/address (for example 'what3words')
- Offer First Aid if you (or another person) feels confident and capable of doing so.
- If someone is in the road, make other traffic aware so they can stop or slow at a safe distance from the incident.
- When injured people are safe and in the care of NHS agree how to report to next of kin and the club.

Legal support

- If you are a member of a cycling body (e.g. British Cycling) you may have access to legal support if you were riding or wheeling your bike at the time of the incident and believe that the incident was not your fault.
- For more information go here: <https://membership.britishcycling.org.uk/legal-and-insurance/legal-support>.

## 6. INSURANCE

- Having insurance does not replace good safe riding.
- Personal rider insurance is a choice (and we think a good idea) and may be useful but there is no obligation for members to have insurance in order to ride with Charlotteville Cycling Club.
- Personal rider insurance can cover riders for theft, crash damage, event delay/cancellation, personal injury/accident, legal advice, third party liability and damage.
- Get professional advice, there are a range of providers. Check your home insurance first – you might already be covered for some things - but this is unlikely to include third-party cover (damage to other people and their property!).
- British Cycling offer their members legal advice to all riders and levels of personal and/or third-party cover.
- Charlotteville Cycling Club does not provide any insurance cover for members. (The club has it's own public liability insurance for actions the club and club committee members take).

Sources and more information

- British Cycling 'what to expect on a club run': <https://www.britishcycling.org.uk/knowledge/skills/article/izn20130802-what-to-expect-on-a-club-run-0>
- British Cycling 'Skills & Techniques: Getting Started': <https://www.britishcycling.org.uk/knowledge/skills/get-started>
- Highway code 'Rules for cyclists': <https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82>
- British Cycling 'guide to riding in a group': <https://www.britishcycling.org.uk/sportives/article/sp20120110-cyclo-sportive-Guide-to-riding-in-a-group-0>
- British Cycling 'hints and tips' videos: <https://www.britishcycling.org.uk/knowledge/skills/sportives-ridesmart/article/izn20151117-Sportives--Ridesmart--Related-How-to-ride-in-a-group---Ridesmart-0>

## 7. RIDE BRIEFINGS

Before every group ride, make sure someone provides a ride briefing. A ride briefing will be given before every Club Run, but please also do the same anytime you are riding with others. It is an important opportunity to agree on how you want to organise your ride, and to set out any ground-rules before you start.

### Giving a Briefing

- **Introduce yourself**, say Hello! – identify the person giving briefing.
- **Set expectations**, e.g. for Club Rides we ride as a club, we ride safely, we welcome newcomers and we recognise that we represent the club, cyclists and the sport of cycling..
- **Check for new riders/members** – identify and welcome new riders and agree on an appropriate group (based on pace, confidence and care).
- **Re-state the route** – check riders got the route, of if not, that they are riding with someone that has. Explain the length of ride, destination, estimated return and any planned stops.
- **Agree on the finish** place (riders may separate as end of ride approaches). Let others know you are leaving the group.
- **“Drop” or “No Drop”** - agree whether or not the group will stay together, and what you will do if the group is split or one/more of you become separated from the rest. Make sure everyone understands whether, when, where and how you will regroup if separated (e.g. at the top of hills, at the next junction)
- **Agree pace and/or pace groups** – with no more than 8 to a group.