



FCC Ride Captain Turn Over

Summary

The Fredericksburg Cycling Club (FCC) is about bringing riders of all ages, skill levels and interests together to share a sport that will improve fitness, encourage camaraderie, and enjoy the great outdoors. The Ride Captain's primary responsibility is to ensure that rides are scheduled, and Ride Leaders are available to lead them.

This document should be used as a guide to help the Ride Captain take over a very important position but is not all inclusive. ***The Ride Captain should make the position their own***, organizing and managing rides and the Ride Leaders how it works best for you. What is included here is what other Ride Captains have found to be helpful to understand and support the distinct functions of this position. The key to this position is to have fun and try to make riding fun for others.



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Functions of the Ride Captain

The Ride Captain's primary function is to enable the Ride Leaders. The work that is done is to enable rides within the club. You should work with the FCC Executive Board (FCC EB) to ensure that the Ride Leaders have the resources and support necessary to enable rides. You should actively work to attract, train, and retain Ride Leaders. Without them, the club cannot host rides. Work to provide the Ride Leaders the tools that they need to support rides. Solicit input and ideas from the Ride Leaders on what works and how to improve events. Encourage the development of new rides and new routes as this will keep rides fresh and exciting.

The Ride Captain has the latitude to develop, modify and remove rides, routes, and riding events. They should work with the FCC Executive Board (EB) when having to commit any funding or establish agreements with external agencies or organizations. The Ride Calendar is a core tool to advertise rides and events. The Ride Captain should ensure that the calendar is maintained so that club members and prospective guests can track rides and plan accordingly.

Communication and cooperation within the club and its coordinators is critical to ensuring that we can host successful and safe rides. The Ride Captain should work closely with other club coordinators to enable activities. For example, support the Cannonball Coordinator by establishing event pre-rides to validate route markings and quality of the roads. Additionally, you should work with the EB to publish club news and updates through the weekly club email or work with the Ride with GPS coordinator to post or update club routes.

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Ride Leader Philosophy

Ride Leaders are the backbone of the club. Without them, the club could not have the organized rides and great turn out that we have. They make the rides interesting and fun. As Ride Captain, it is critical to set expectations and support the ride leaders. Below is a general philosophy of Ride Leaders for the club.

The Ride Leaders Responsibilities guide available on the club website under the Documents Library. ([Ride Leader Responsibilities 09_12_20\[836\].pdf \(bikefred.com\)](#)). A few key points to consider:

Ride Leader Do's

- Schedule the ride location – If possible, let the Ride Captain know by the 15th of the month prior of rides you would like to lead and any specifics that you can provide. Include any special notes about the ride as appropriate (will include gravel, will have lots of climbing, the intended pace of the ride, etc.) so that you can set expectations for riders. In your ride description, please include the distance and ride speed that you plan (if you know it) and encourage new riders to contact the Ride Leader or Ride Captain if they have questions prior to the ride so that they are prepared. It is the Ride Leaders call to cancel a ride due to weather or other issues. Please let the Ride Captain know as soon as practical so that I can get word out to the club through Facebook and email.
- Ensure riders are accounted for. The ride leader should account for riders and get a contact number for guests in case of an emergency. It is the Ride Leaders option as to how to account for riders. There is a sign in sheet posted to the club site as an option. It is recommended that the Ride Leader provide their contact information to the group in the event of an emergency.
- Must ensure that all riders have the appropriate safety gear and understand the basic safety rules. At a minimum, **riders must have helmets** as they are required to ride with the club. It is also strongly encouraged to have lights and reflective equipment worn. Strong, frequent communication when riding is critical and should be emphasized to point out hazards, traffic, turns, etc.
- Ensure riders know the routes that they plan on riding or have a group to go with. While it is not the Ride Leader's job to make sure every rider has a group, you should make sure that all riders have a plan. Encourage riders to download the routes to their bike computer or to print off the cue sheets before they arrive. Let riders know what groups (and anticipated paces) there are.
- Meet / introduce new or guest riders to the group. Ride Leaders should talk to new riders to get a feel for their experience level and potential concerns. This will also help you team the rider with the right group. **Non-club member riders should sign a Waiver Liability form prior to joining the ride. Signing the club sign-in sheet is sufficient for the waiver liability.**
- If there is an accident during the ride, notify the Ride Captain and the Club President. This is always a concern, and we need to be ready for it. If there is an accident, ensure the safety of the rider first and foremost but then let the Ride Captain and Club President know. The insurance policy states that the rider is to fill out any claim and an official of the club, not an officer, is required to verify that it happened on an official club ride.
- Attempt to account for riders after the ride. While it is not expected for you to wait for every rider to return, it is good to try to account for the riders that may be more at risk: solo riders, less experienced riders, riders unfamiliar with the routes, etc.



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Ride Leaders are not expected to be the fastest rider in the group. Just because they are leading a ride does not mean they have to be the fastest or strongest rider in the group or out front of the group the entire time.

Along the same lines, the Ride Leader does not have to ride with the slowest rider in the group. That is a personal preference. They should try to find a group or another rider that can and is willing to work with the slower rider. If they are not able to find an appropriate group or other rider, it is the Ride Leader's call as to either to ride with them or let them know that there may be other rides more appropriate for their skill level.

It is not necessary to disrupt the Ride Leaders planned ride to accommodate everyone. They should set expectations through their ride announcement for distance and speed. They have a planned ride which may not be appropriate for all skill levels. If, after working with the rider, they find that they cannot find the individual a group to ride with, it may be better to tell them that this is not an appropriate ride for them. It is the Ride Leader's call to adjust the pace of the group to support the rider if they would like.

Minus the safety concerns, it is the Ride Leader's ride so they should have the call on how they want to handle it and any situations that arise. It is the Ride Leader's decision on how they support the ride, either as a No-drop ride, ensuring that the group sticks together (pausing at turns or adjusting the pace) or for a Drop ride that plans to push all the way through. The secret is that you will not please everyone so the best you can do is set expectations and help where you can. The rides are for the Ride Leader as much as it is for the riders so do what you can to help everyone but do not feel that you are obligated to change your plans.

You should always look for ideas for how you can improve the rides. To enable this, you will need more Ride Leaders that would be willing to host a ride somewhere other than the traditional start point (YMCA and Hopewell Church for Saturdays for now). We have looked at defining Groups based on average paces, something along the lines of the typical A Group is 19-20+ mph average, B Group is usually 17-18 mph, and C Group is around 15-16 mph average. To implement this, you can either have the groups self-organize or you will need additional group leaders during club rides.

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Club Rides

The club is about riding, either as a recreation, a social experience, a fitness activity or just for the love of cycling. The sole function of the Ride Captain is to ensure that there are rides available for its members. The club has established a number of start points and routes to give rides a range of riding options. New start points should be considered to provide more options to riders. Key points of club rides are listed below:

Ride Start locations

- Saturday rides and weekday morning / evening are the most populace rides for the club and are considered the 'core' club rides
- Saturday rides start from Hopewell Methodist Church and the Ron Rosner YMCA.
- Weekday Tuesday/Thursday morning rides start from Hopewell
 - Weekday morning start locations can vary depending on Ride Leader
- Some Ride Leaders may volunteer to lead rides on Monday/Wednesday/Friday
 - This will depend on RL availability and weather
- Weekday evening rides start from:
 - Tuesday Evening (Summer): Mormon Church, 20 Boscobel Rd., Fredericksburg, VA
 - Thursday Evening (Summer): Andrew Chapel Church, 1732 Brooke Rd Stafford, VA
 - Tuesday Night (Winter): Wegmans, Fredericksburg, VA
 - Wednesday Evening / Night rides: 1440 Fitness, 570 Celebrate Virginia Parkway, Fredericksburg, VA
- Sunday rides rotate between different start points as depicted in figure 1 and include:
 - Arritt Park - 9178 Wallers Rd, Partlow, VA
 - Bistro - Heths Salient St., Spotsylvania, VA
 - Caroline County Rec Center 17202 Richmond Turnpike, Milford, VA 22514
 - Chewing Park 13013 Post Oak Rd, Spotsylvania Courthouse, VA 22551
 - Hartwood Elementary - 14 Shackleford Well Rd, Fredericksburg, VA 22406
 - King George YMCA, 10545 Kings Highway, King George, VA 22485
 - King George County Schools, 9100 St Anthony's Rd, King George, VA 22485
 - Mary Walter Elementary School, 4529 Morrisville Rd, Bealeton, VA 22712
 - Berkeley Elementary School, 5979 Partlow Road, Spotsylvania VA 22551
 - Remington, Corner of N. John Stone St & E. Madison St, Remington VA 22734
 - Unionville Elementary School - 10285 Zachary Taylor Hwy, Unionville, VA 22567
 - Willowmere Park - 21 Willowmere Pond Rd, Stafford, VA 22556
- Ride with GPS club home page includes a full list of established start points with addresses.
- It is encouraged to keep Saturday start locations the same for consistency
 - This helps new members know when/where the primary rides are to meet the club

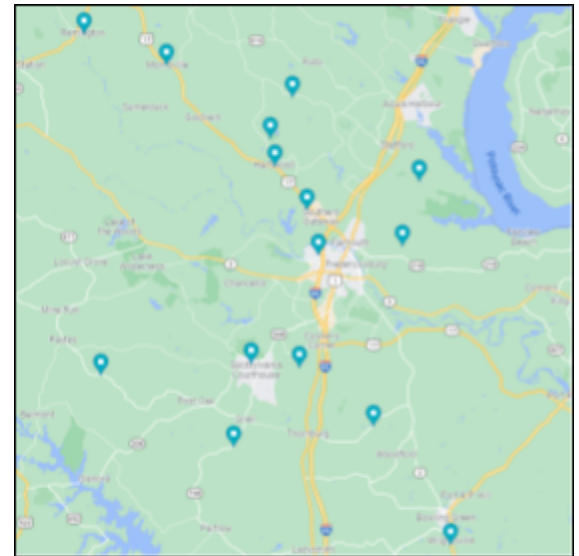


Figure - Standard Ride Start Points

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Ride Start Times

- Ride start times are dependent on season and sunset/sunrise times.
- General ride start times vary based on season:
 - Summer – Tuesday/Thursday/Saturday Hopewell – 0900
Saturday YMCA – 0730
Saturday YMCA – 0900
Sunday Rides – 0800
Tuesday/Thursday Evening Rides – 600PM
 - Fall (End of Sept / Beginning Oct) – Hopewell – 0900
Saturday YMCA – 0900
Saturday YMCA – 0800 (depending on sunrise)
Sunday Rides – 0900
Tuesday/Thursday Evening Rides – 530PM (based on sunset)
 - Winter (End of Daylight Saving) – Hopewell – 1000
Saturday YMCA – 1000 (no early ride)
Sunday Rides – 1000
Tuesday/Wednesday Night Rides – 0600PM (based on sunset)
 - Spring (Beginning of Daylight Saving) – Hopewell – 0900
YMCA – 0900
YMCA – 0800 (depending on sunrise)
Sunday Rides – 0900
Tuesday/Thursday Evening Rides – 530PM (based on sunset)
- Things to consider for start times:
 - Fall and Spring afternoon sun is lower on the horizon and can blind riders and drivers
 - Winter start times are based on low morning temperatures. If the temperatures are below freezing, Ride Leaders may want to consider starting a little later in the day once it warms up.
 - Summer start times are based on heat and humidity. An earlier start will enable riders to get finished before it becomes excessively hot and/or humid.
 - Ride Leaders should be able to adjust start times for weekday / Sunday rides

Virtual Rides

Indoor cycling trainers and virtual training applications have become very popular. They are very useful tools to continue riding during the winter season and when it is not possible to ride outdoors. While there are many different virtual training tools available, the most popular service is Zwift. Zwift offers riders with smart trainers the ability to ride with other cyclists from around the world in a virtual environment that attempts to mimic real world ride conditions. The club does not sponsor any specific virtual training application. Many of its members use Zwift to continue their training and cycling efforts.

The club takes advantage of the MeetUp option within Zwift to organize virtual club rides. The MeetUp feature allows a rider to invite an unlimited number of other Zwift riders to join in a ride at a specific time. During these MeetUp rides, the rides can be configured so that all riders stay together and are able to share the riding experience. Rider Leaders interested in leading a virtual ride should ensure that all



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riders interested in joining a ride have 'Follow'ed the ride leader in Zwift. Once this is done, the Ride Leader can schedule a ride and invite others that are following them to join.

Zwift is in the final testing and release of a Zwift Clubs feature. These features will allow organizations to establish a virtual Club and host events separate from the larger Zwift environment. Once matured, Zwift Clubs will be able to create events (aka rides) and any club member would be able to join without the need to 'follow' a ride leader or receive a ride invite. Currently, the Zwift Clubs features are being evaluated by a small team of FCC members and an EB representative to work out how to host and run virtual rides.

While Zwift offers a text chat feature that allows riders to communicate with one another, the club has adopted a free voice chatting application called Discord that enables riders to talk to each other without the need to type while riding. Discord would need to be installed on the rider's phone and the member logged into the voice chat room to enable the function. Refer to the Discord instructions in the club's Document Library for details on how to use it. As more virtual rides are set up; additional voice chat rooms may need to be added. A good suggestion would be to have a separate voice chat room for each concurrent virtual ride.

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Annual Events

In addition to the monthly rides, the club hosts special rides throughout the year. These rides help to provide variety to the club rides and to work with the community. Ride routes for each can be in the Ride with GPS library or can be developed new.

- **FCC Spring Membership Ride** – Month of May
Annual club ride coordinated by the FCC Executive Board. The Ride Captain assists in coordinating routes and deconflicts the ride calendar.
- **Support the Local Bike Shop Rides** – Month of July
The club sponsors local bike shops to join rides during the Saturday club rides from Hopewell to recognize their contributions and support for our activities. Local bike shops include:
 - Bike Works – Manager: Andre Randolph – andres@bikeworks.us
 - Trek Bicycle Stafford – Manager: Richard Bailey – Richard_bailey@trekbikes.com
 - Trek Bicycle Fredericksburg – Manager: Oliver Harris – oliver_harris@trekbikes.com
 - Olde Towne Bicycles – Manager: Gary Minter – gary@oldetownebicycles.com
- **Bealeton Balloon Ride** – Last Sunday of August
The Flying Circus Airshow (<http://www.flyingcircusairshow.com/balloon.html>) hosts an annual Balloon Race each year. The club traditionally schedules a ride to coincide with the Sunday balloon race so that they can be observed while riding around the air park. Payne’s Parking Designs, Inc. (5313 Ritchie Road, Bealeton, VA 22712), has allowed us to use their parking lot to start the rides. Coordinate with Missy Blasi (mblasippd@gmail.com) to request approval to use their parking lot for the ride at least a month prior to the event.
- **Cannonball Century** – Last Saturday of September
The Cannonball Century (<https://www.cannonballcentury.com>) is the clubs signature event. The Ride Captain works with the Cannonball Coordinator to help with routes and deconflict scheduled rides. The Ride Captain should plan a pre-ride of all Cannonball routes the weekend prior to the event to mark any potholes or obstacles and to validate route markings compared to cue sheets and RvGPS routes.
- **Breast Cancer Awareness Ride** – Month of October
Mo Rae leads a Breast Cancer Awareness (BCA) ride to highlight and recognize breast cancer. She has developed and made for sale a special BCA jersey and kit which should be encouraged to be worn during the ride.
- **Fall Foliage Ride** – Last couple of weeks of October
An annual ride from Warrenton, VA through Fauquier County to enjoy the fall colors. This follows the Great Pumpkin Ride routes hosted by the Fauquier Trails Coalition so dates should be deconflicted so that they do not overlap. Older routes may be used if desired. These rides can also be done as Winter/Christmas rides as well.



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- **FCC Santa Ride – Christmas Eve**

Ride from Warrenton, VA through Fauquier County following the older Great Pumpkin Ride routes to Vint Hill. Riders normally like to stop at the Old Bust Head Brewery or Vint Hill Craft winery located mid-way through the ride.

- **Other Holiday Rides**

Holidays or special occasions are excellent opportunities to host rides to commemorate the special event. You should attempt to schedule rides for assorted holidays. Some holidays include:

 - New Year's Eve
 - New Year's Day
 - Memorial Day
 - Labor Day
 - Veterans Day
 - Thanksgiving
 - Christmas Eve

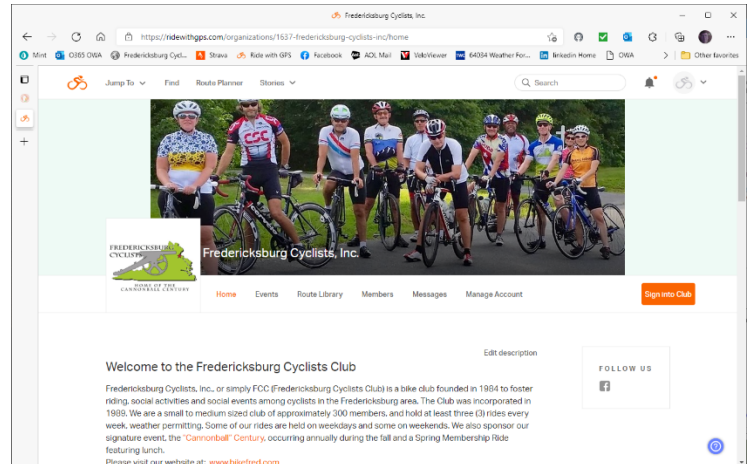
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Club Routes

Club routes are maintained and organized in Ride with GPS (RwGPS) (<https://ridewithgps.com/organizations/1637-fredericksburg-cyclists-inc>). The club maintains a subscription with the website to host our club routes and is separate from the general club website. The club site in RwGPS is currently maintained by Mike Schumm who can assist in adding, maintaining, or organizing routes or events. You should work through the RwGPS site to familiarize yourself with what is available.

Some key notes about the RwGPS setup:

- RwGPS uses ‘Events’ and ‘Route Library’ to organize rides
- ‘Events’ are used to schedule a ride while the ‘Route Library’ is used to maintain individual routes
- All Start Points and routes have a naming convention which is defined on the RwGPS club home page
- Each Start Point has an ‘Event’ created for it
- When creating a ride on the club calendar, use the ‘Event’ link for that start point if available vice using the individual routes
 - This enables the routes to be updated without affecting the calendar entry link
- Each event will have the routes associated with that start point listed in it.
- For those start points that have a lot of routes associated with it (Spotsylvania YMCA, Hopewell) will have two events created for them. One to hold the primary (or marked) routes and an alternate event to hold additional routes.
 - This is to keep the route list short within each event for ease of use
- New routes can be added to the route library at any time.
- **Coordinate with Mike Schumm to add, modify or delete any routes or events**



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Club Calendar

The club calendar (<https://www.bikefred.com/Calendar>) is the primary tool to get rides published. It is how club members and guests can see what rides and events are coming up and what to plan for on a ride. A core function of the Ride Captain is to ensure that rides are posted to the calendar and updated as necessary if things change throughout the month. It is up to the Ride Captain as to how the calendar is updated and maintained. The calendar entries have been set up to make it easy for the Ride Captain to copy and paste rides instead of recreating each time. This section provides some suggestions and tips for managing the club calendar.

Scheduling

The monthly ride calendar should be set up starting the mid-month of the previous month. This will give riders time to start preparing for what rides that will want to join. The Ride Captain should solicit the Ride Leaders as to what rides they would like to host on what days. The core club rides are the Tuesday and Thursday morning rides; the Tuesday, Wednesday and Thursday Evening rides; the Saturday morning rides; and the Sunday morning rides. Other rides, such as century rides and gravel rides, are popular events and should be included if Ride Leaders are available. Refer to Appendix 1 on how to build a Ride event on the club website.

One approach is to pre-populate the core rides on the calendar for the next month starting on the 15th of the previous month. The Ride Leader can be listed as TBD until a Ride Leader is identified. This is effective during the core ride season (April – October) when more Ride Leaders are available and there is a higher confidence that these rides will have leaders. During off-season months, there are less Ride Leaders available so it may be more effective to only list rides on the calendar once a leader has been identified. It is the Ride Captain's prerogative on how to build the Ride Calendar.

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Road Markings

The club has over two hundred different routes in Stafford, Caroline, King George, and Fauquier counties. The primary routes have road markings to assist riders through the routes. It is important to note that not all routes are marked and not all marked routes are marked the same. For the routes that are marked, different markings will be used for different start points in many cases. For example, the YMCA start point uses a white double arrow marking with a distance indicator for its routes while the Hopewell start point will use a single-colored arrow for each route. Dan Henry markings (a white circle with a line in the directions of travel) is used for a couple of different routes. Ride descriptions should include the marking type and color if available.

Route markings should be re-applied when they get faded or the road is resurfaced. When routes need to be remarked, the Ride Captain can coordinate a Route Marking event and solicit for volunteers to assist. It is not the Ride Captains responsibility to mark the routes! This should be a team effort with support from the executive board and club. The executive board has paints, stencils, and supplies that can be used to do the markings. If additional paint is required, work with the board to procure more.

The included Road Markings Plan document and Route Marking Effort spreadsheet will assist in planning and executing the effort.



Road Markings
Plan.docx



Route Marking
Effort.xlsx

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Club Reporting

The Ride Captain is responsible for reporting to the executive board the status of the club rides during the quarterly board meetings and the annual club meeting. Basic metrics to be presented should include the number of rides conducted each month, issues that need attention, planned events and other pertinent information. Ride Leader availability is additional information that may be helpful to the board. The Ride Captain reporting should be used to help define goals and track progress of efforts.

The Ride Metrics Running Totals spreadsheet can be used to help track rides and ride leader activities. Instructions are provided in the worksheet to assist in maintaining the data. Other metrics may be provided at the discretion of the Ride Captain.



Ride Metrics
Running Totals.xlsx

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Communication

Weekly Emails

It is encouraged that weekly Upcoming Rides email be published to all members that highlights the rides planned for the next week as well as key information that should be passed. This may include notes of planned special events such as centuries, gravel rides or the Cannonball Century or time changes of rides. Work with the FCC EB to identify any other information that needs to be passed.

The club's website has the tools to enable emails to all members. A Rides Calendar email template has been set up to help develop the weekly update. A suggestion would be to develop the email within a standard separate document and copy/paste into the email once ready.

To access the clubs email tools, follow these steps:

- Log into the club website. You will need Admin privileges to send emails so you should see a 'Admin' option in the upper right-hand side of the web site.
- Select 'Admin' to go to the administrative pages of the website
- Select the email icon on the left side of the page
- Select the email template you would like to use. A 'Ride Calendar' template has been created to assist in formatting the email.
- Once the email template has opened, click within the text window of the email before making changes. Not doing so will cause you to lose the formatted template.
- Develop your email.
- Once it is ready to send, use the tool bar at the top of the screen to preview the email, identify recipients and subject line, and send the email.

*Note: If you save and exit from the email or if an error happens, the draft email will be available under the Compose tab.

FCC Facebook Page

Facebook is a popular social media platform used by the club to share ride information and highlights. As other social media platforms become popular by club members, they should be considered to use as well. The Ride Captain should attempt to post any ride updates to the Facebook page to gain widest dissemination. A suggestion is to publish the contents of the weekly ride update email to the Facebook page as well. This will 1) expand the ability to get the word out to members and 2) help attract new riders to club events. To be able to post to the club's page, the Ride Captain will need to have elevated privileges in the FCC Facebook page which can be granted by the EB.

Message Board

The club's website includes a Message Board feature which allows club members to post questions, coordinate ad hoc rides or solicit assistance. The website administrator maintains the Message Board and the Ride Captain can take advantage of it by posting ride updates / reminders or soliciting input from the club members. While club members are encouraged to coordinate ad hoc, non-club sanctioned rides through the Message Board, it is discouraged to schedule formal club rides through the board. This would likely cause confusion to the club members as to where to look for club rides (the calendar or the Message Board).



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Strava

Many club members use Strava to record and track their rides. The club has an FCC club established within Strava that includes many of the local and extended club members. While the Strava Club tools appear to be limited right now, they should be monitored to see how the Ride Captain can share rides and track member activities. The EB manages the FCC club within Strava, and the Ride Captain does not need any special access to be able to use it. The Events feature within Strava can be used to schedule and publish rides. There currently is not a link between the clubs' website calendar and the Strava Events so events would need to be created in both places.