

## OPEN ACTION ITEMS FOR THE RIDE LEADER RL MEETING ON 7<sup>th</sup> FEBRUARY 2023

**Attendees** – Alan Jelley, Nigel Hickman, Vicky Palethorpe, Bob Tinley, Paul Morton, Carla Skinner, Peter Seamen, Jill Seamen, Libby Foster, Ian Foster, Terry Moles, Nick Holloway, Carol Lees, Sak Wathanasin, Dave Hearn, Mike Thomas, George Riches

	Topic	Background	Action & Action By	Staus 13/02/23
	<b>RIDES PROGRAMME</b>			
RP9	There are lots of things, including telephone numbers, equipment, etc. that could be communicated via pre-Ride emails	Could we develop a standardised Ride Briefing email	Vicky Palethorpe to prepare a draft for review STARTED but is proving more complex than originally thought . Not that urgent so take checkpoint a t next meeting to confirm if this is still worth progressing	<b>CLOSED – Template has been updated, distributed and put on to the Ride Leaders section of the Website</b>  <a href="https://coventryctc.org.uk/ride-leaders-letter-to-participants">https://coventryctc.org.uk/ride-leaders-letter-to-participants</a>
RP12	Could do with some updates on the availability of Cafes	Can we refresh out current Cafe finder ?	George Riches to look at updating our current Cafe finder. - George has indicated that it is something that it is something that RLs could update themselves . He will look at the details in December	<b>CLOSED – This function is available in the ‘Advice’ section of the Website</b>  <a href="https://coventryctc.org.uk/cafes-roadworks">https://coventryctc.org.uk/cafes-roadworks</a>
RP15	On the road ‘Rules’	Need more guidance to our Ride Leaders as to what the ‘on-the-road’ guidelines are.	Vicky and Marina have done a lot of work on this. Need to check if it is compliant with the Cycling UK training.	<b>RE-STARTED – Vicky to distribute for review by those who have done the Cycling UK training</b>
RP21	New Rider ‘stickability’	Concerned that we are generating new riders to come along to our rides but they do not return after doing one or two rides with us.	George has produced the latest Attendance figure with a table showing the number of Riders who attended a small number of Rides - 32 riders only came on one ride and 11 on only two – however some of these might be long term members who ride only	<b>RE-STARTED – Acknowledged that all the work put in by Marina and Vicky with the ‘New Rider Group’ was successful but disproportional amount of effort for the results.</b>  <b>Only a limited number of Ride</b>

			<p>infrequently. Nevertheless it is an indication that we are potentially failing to lock-in a significant number of New members.</p> <p>Suggestion is that any Ride Leader who believes they have a new participant on their ride should get contact details and follow up with a check with them to see if they are likely to continue with us, and what the reasons might be if they are not.</p> <p>We tread a fine line between getting some information, putting too much pressure on the Ride Leaders, and being too pushy with New Riders</p>	<p><b>Leaders engaged in the Introductory Rides. ... do we need more</b></p> <p><b>Mike Thomas suggested that we need a working session on how we sell ourselves to New Riders.</b></p>
RP22	Is there a demand for 'Coaching' Rides?	Maybe for next Winter	<p>Having some very positive feedback on Martins Saturday rides – particularly from new riders who appreciate the 'coaching' element. However we don't know if the popularity is because of the coaching / training element or because they are on a Saturday.</p>	<p><b>STARTED – Having some very positive feedback on Martins rides – particularly from new riders who appreciate the 'coaching' element. Alan to pass this positive feedback on to Martin</b></p> <p><b>Do we need at least one 'deputy' for Martin who appreciates Martin's techniques and can be a backup / continuity</b></p>
RP23	Ride Cancellation – do we do it effectively		<p>We do actually already have a policy for this</p>	<p><b>STARTED – Alan Jelley to point everyone at the current policy in the Ride Leaders Toolkit. Look at the Section 'Inclement Weather'</b></p> <p><b><a href="https://coventryctc.org.uk/ride-leader-toolkit">https://coventryctc.org.uk/ride-leader-toolkit</a></b></p>

RP24	2023 100km Ride Preparation	Bob Tinley would like the Ride Leaders to participate as Leaders or Backmarkers, and also to do what they can in promoting the ride to participants on their rides		<b>STARTED – All Ride Leaders to be aware of the details of the 100km ride and if possible actively promote to their ride participants</b>
RP25	Awareness of the 2023 AGM	We would like more active members to come along to the 2023 AGM, and if possible to join the committee and be involved in running the club.		<b>STARTED – All Ride Leaders to be aware of the details of the AGM and if possible actively promote to their ride participants</b>
RP26	Rides Programme 'Horizon'	We would ideally have a 3-month planning outlook in the Calendar. However a number of Ride Leaders are unable to commit that far out and would end up being sidelined. Suggestion is that we should aim for a 4-week outlook with committed rides ... but with the Calendar open for bookings 3-months out.	<p>Suggestion is that we -</p> <ol style="list-style-type: none"> <li>1. Implement a regular Ride Leaders Bulletin with a copy of Georges report</li> <li>2. Nigel continues with his NNN (Nigel's Nice Nudges)</li> <li>3. Chasing happens when we still have free slots 4-weeks out</li> </ol> <p>However this is dependent upon George having the processing time to fully implement the 'ctc' email addresses for all ride Leaders.</p>	<b>STARTED – Nigel to check the feasibility of producing a regular RL Bulletin</b>
<b>TRAINING &amp; SUPPORT</b>				
TS7	Preparation for a Routing and Navigation Workshop	Many different thoughts on the approach to this ... too many to handle in an open discussion	All Ride Leaders to pass their thoughts on to Bob via email.	<b>STARTED – Bob Tinley driving this action and he has booked a Navigation and GPS workshop for the 7<sup>th</sup> March</b>
TS8	List of Ride Leaders	We seem to have a number of conflicting lists of Ride Leaders	Nigel to clarify	<p><b>STARTED – Nigel and George have produced a current list of Ride Leaders.</b></p> <p><b>However will hold back making it widely available until everyone has a 'ctc' email address.</b></p> <p><b>Will also produce a distribution list that is usable by all Ride Leaders for group communications. working on the latest</b></p>

TS9	Number of Ride Leaders	Do we need more Ride Leaders. We do seem to have a good number of Ride Leaders in our list (30) but do struggle sometimes to get rides into our Calendar.	Consensus was that we actually have a reasonable number of Ride Leaders and it is more a question of how we engage and motivate them. However we should keep a watching brief on potential additional Ride Leaders and encourage them to have a go.	<b>STARTED – All Ride Leaders to identify potential new Ride Leaders and bring to the attention of the wider group.</b>
	<b>RL TRAINING</b>			
RLT1	Cycling UK Ride Leader Training programme	A number of people have already done the training and thought it was very worthwhile.	Recommendation is that every RL does the training however acknowledged that it is purely voluntary as does not affect the status of any Ride Leader.	<b>STARTED – Each Ride Leader to decide if they wish to do the training</b>
RLT2	Risk Assessment	Need to understand how the use of Risk Assessments works for us.	When can a ‘standard Risk Assessment’ be applicable, and when is a one-off Risk Assessment required	<b>STARTED – Alan, Vicky and Nigel to investigate</b>
RLT3	Ride Participant Log	Need some clarification on when a Ride Participant log is required.	The meeting felt that generally having a Ride Booking system is the basis for any ‘log’ and this item is a concern only for Introductory Rides	<b>STARTED – Alan, Vicky and Nigel to validate</b>
	<b>MANAGING THE RL GROUP</b>			
MG1	How to best manage ourselves as a group	The Ride Leader group is becoming a ‘mature’ group and possibly no longer needs a quarterly workshop to manage itself effectively.	Suggestion is that we move to 6-monthly Workshops supported regular Ride Leader Bulletins (see lterp26 above)	<b>STARTED – Alan to book a meeting for October. Nigel to progress with implementing the regular Ride Leader Bulletins</b>
	<b>TOURS PROGRAMME</b>			
TP5	2023 Programme Status	<b>Mallorca</b> – good level of booking. Potentially would like more Ride Leaders to lead day rides <b>Long Distance Routes Taster</b> – only 3 participants <b>Way of the Roses</b> – Fully booked <b>Chip &amp; Vale</b> – some places still available <b>Corris</b> – 6 participants <b>Milton Keynes</b> – 3 participants <b>Aberyswyth</b> – moved to following weekend – 3 participants	Each Tour Leader who has an under-booked Tour has the option to send a chaser to Sak / Bob for the distribution in the Bulletin.	<b>STARTED – Vicky to remind each Tour Leader</b>

		<b>Mid-Wales</b> – extended to 12 people – Fully Booked		
TP6	Schedule Conflicts	Corris and Milton Keynes being on the same weekend is an example of a schedule conflict which could potentially mean that both tours end up being under-booked. This could be unavoidable if Tour Leaders have personal commitments however it would be preferable to avoid it happening at the proposal stage, and negotiate if at the planning / awareness stage	Recommend that Tour Leader check the current Tour Programme on the website at the proposal stage to look for conflicts.  If conflict is a possibility then the recommendation is to discuss with Alan Jelley (who maintains the programme on the website) to get a negotiation going with the other Tour Leader	<b>STARTED – Tour programme calendar extended out into 2024 to enable early scheduling of proposed tours.</b>
	<b>OTHER ITEMS</b>			
	Air Ambulance	Group are happy to continue with collecting the donations. Should publicise that having a standing order could be an option		<b>STARTED – Vicky publicise the Standing Order option</b>

All older Action items can be viewed on the minutes from previous meeting on the website - <https://coventryctc.org.uk/ride-leader-meeting-minutes>