

## UPDATE ON ACTION ITEMS FROM THE RIDE LEADER MEETING ON 3rd OCTOBER 2023

	Topic	Background	Action & Action By	Status after 03/10/23
	<b>RIDES PROGRAMME</b>			
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.	<p><b>RE-STARTED – Vicky to distribute for review by those who have done the Cycling UK training</b></p> <p><u>Update 3/10/23</u> ????</p>
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.	<p>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 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</p>	<p><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></p> <p><b>Only a limited number of Ride 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> <p><u>Update 3/10/23</u> <b>Vicky and Marina to continue to drive this</b></p> <p><b>Need some 'No Under 18' guidance on the website – AJ (...now done see - <a href="https://coventryctc.org.uk/try-cycling-with-us">https://coventryctc.org.uk/try-cycling-with-us</a>)</b></p>

			being too pushy with New Riders	
RP22	Is there a demand for 'Coaching' Rides?	Maybe for next Winter	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><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> <p><b><u>Update 3/10/23</u></b>  <b>Nigel &amp; Viucky to discuss this with Martin</b></p>
RP23	Ride Cancellation – do we do it effectively		We do actually already have a policy for this	<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><u><a href="https://coventryctc.org.uk/ride-leader-toolkit">https://coventryctc.org.uk/ride-leader-toolkit</a></u></b></p> <p><b><u>Update 3/10/23</u></b>  <b>This will be enabled as part of the WhatsApp Community implementation being driven by Shona and Mags</b></p>
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 ...	<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><b><u>Update 3/10/23</u></b>  <b>Bob Tinley will take on driving this.</b></p> <p><b>Possible areas of investigation -</b></p> <ul style="list-style-type: none"> <li>• <b>No Short Ride when an Intro Ride scheduled</b></li> <li>• <b>Should we discuss with each RL their personal circumstances ?</b></li> </ul>

		but with the Calendar open for bookings 3-months out.	However this is dependent upon George having the processing time to fully implement the 'ctc' email addresses for all ride Leaders.	<ul style="list-style-type: none"> <li>• <b>Need to identify and encourage potential new Ride Leaders</b></li> <li>• <b>will issue a Monthly reminder to fill the priority rides</b></li> <li>• <b>Need a Co-Team Leader to work alongside Nigel</b></li> <li>• <b>Would like to have more Special Interest rides</b></li> </ul>
RP27	<b>ITEM ADDED</b> The 100km Special Event was a huge success – should we follow it up in 2024 ?			<b>Update 3/10/23</b> <b>Marina (?) is going to be taking on the task of organising another 100km event in 2024. She will need lots of support from the RL group</b>
	<b>TRAINING &amp; SUPPORT</b>			
TS8	List of Ride Leaders	We seem to have a number of conflicting lists of Ride Leaders	Nigel to clarify	<b>STARTED – Nigel and George have produced a current list of Ride Leaders. However will hold back making it widely available until everyone has a 'ctc' email address.</b>  <b>Will also produce a distribution list that is usable by all Ride Leaders for group communications. working on the latest</b>  <b>Update 3/10/23</b> <b>Nigel to circulate once it has been finalised</b>
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>Update 3/10/23</b> <b>See the third bullet action item in RP26</b>
TS11 (was previously 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>

				<u>Update 3/10/23</u> ????
	<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>  <u>Update 3/10/23</u> Vicky reminded the RL about the updated RL Handbook ... and passed out hardcopies.
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>  <u>Update 3/10/23</u> Nigel & Vicky to progress
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>  <u>Update 3/10/23</u> Vicky to investigate further
	<b>TOURS PROGRAMME</b>			
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>  <u>Update 3/10/23</u> Nigel will take on responsibility for resolving any conflicts
	<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>  <u>Update 3/10/23</u> Ride Leaders are happy to continue to

				collect donations
	<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 ItERP26 above)	<p><b>STARTED – Alan to book a meeting for October.</b></p> <p><b>Nigel to progress with implementing the regular Ride Leader Bulletins</b></p> <p><b><u>Update 3/10/23</u></b></p> <p><b>Agreed to have another team 'meeting' in March 2024.</b></p> <p><b>Mechanism (Face to face or Zoom) to be decided</b></p>
MG2	<p><b>ITEM ADDED</b></p> <p>We have a 'On-the-Road' Working Group. Should there be more engagement with and interlock between that Working Group and the Ride Leader Team ?</p>			<p><b>Nigel, Vicky and Bob to assess if the management of the Ride Leader Group should move into the remit of the 'On The Road' Working Group.</b></p>

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