

## Template for Ride Leader Email Inviting Members on a Ride.

The details below provide a template for ride leaders to use when emailing group members about an upcoming ride.

*Using a standardised email format will:*

- assist members to make a quick informed choice if the ride is for them, easily picking up key points before reading further.
- provide valuable information which helps with the smooth running of the ride.

*It is not expected that every line should be included when posting your invite, please delete lines which you do not wish to use, as long as the information shared supports the 2 objectives stated above. In particular, Tuesday rides are local rides, thus more flexible, providing the ability to amend the route "inflight" based on weather, attendees etc. Consequently, Tuesday riders may not have a "strava" route to share, distances may be approximate, contact details may be shared on the night, no fixed destination etc.*

**HEADER** – to be placed at the start of an email. An example is shown below.

Date of Ride	<i>Wednesday 31<sup>st</sup> May 2023</i>
Limit on numbers & Text to join Y/N	<i>Max 15, Please text to join</i>
Leader phone (text) No.	<i>07123456789</i>
Distance and height climbed	<i>47 miles and 788m of climb</i>
Lunch destination	<i>Lamanca Hub</i>
Lunch format / funds	<i>Café/or bring picnic – card only</i>
Ride surface	<i>Mostly tarmac, 2km compact gravel</i>
Start location	<i>Robin's Nest Pub,</i>
Start time	<i>Meet @ 09:50, dept @ 10:00</i>
Extras	<i>Charged up rear &amp; front lights, waterproof, snacks.</i>
Route: <a href="https://www.strava.com/routes/3116428573472418386">https://www.strava.com/routes/3116428573472418386</a>	

*Entering a table into an email can be difficult at times, in which case using the following layout would work.*

<b>Date of Ride :</b>	<b>Wednesday 31<sup>st</sup> May 2023</b>
Limit on numbers & Text to join Y/N:	Max 15, please text to join
<b>Leader phone (text) No:</b>	<b>07123456789</b>
Distance & height climbed:	47 miles & 788m of climb
<b>Lunch destination:</b>	<b>Lamanca Hub</b>
Lunch format / funds:	Café/or bring picnic–card only
<b>Ride Surface:</b>	<b>Mostly tarmac, 2km compact gravel</b>
Start location:	Robin's Nest Pub
<b>Start time:</b>	<b>Meet @ 09:50, dept @10:00</b>
Extras:	Charged up rear & front lights, waterproof, snacks.
<b>Route:</b>	<a href="https://www.strava.com/routes/3116428573472418386">https://www.strava.com/routes/3116428573472418386</a>

**BODY** of email.

This contains the Ride Leaders “free text” area to describe the ride, in line with current practise.

**FOOTER** of email.

*The standard note placed at the end of the email should also follow a standard format. Based on a review of the leader emails distributed this year the following will meet the needs of all.*

### **Standard Terms you are agreeing to if you join the ride – please read.**

New members are very welcome to join us for 3 trial rides after which they are expected to become a [Cycling UK member](#). ALL riders should read our [guidelines](#) for your safety and the safety of others in the group.

We ride SAFELY & SMARTLY.

On roads, we ride in **small** “tight knit” groups (max 6) with large **50 metre** gaps in between each group to allow cars and large vehicles to pass safely. At junctions, the last cyclist in each group should check that the following group has seen where to go. If not, they should **stop** and join the next group. The leader will **stop at intervals** so that the groups can regroup. The back marker will **phone the leader** if there is a problem.

It is important that you have the leader’s number on your phone in case you get separated from the group or have any other difficulty. You should also carry **ICE** (“In Case of Emergency”) contact details on your person (card in wallet/purse or on phone).

Please do not forget to check before you start out that your bike is **roadworthy** & of course that **you feel fit to ride**. If you are feeling unwell, then for your health and the well-being of others consider postponing your ride for another day.

Please bring basic tools to change an inner tube and 2 spare tubes. You will also need snacks and drinks (water) to keep you nourished. Also, if a Wednesday or Sunday ride bring your picnic lunch/ or money. A bike lock is also advised if stopping for coffee or for a post ride refreshment. Remember your lights if you are out late.

Cycling carries a degree of risk that cannot be eliminated. All riders are fully responsible for their own safety and must consider the safety of other road users. Riders must know their own abilities and not exceed them. When riding in a group you must accept that you have the greatest influence on your own safety. In the case of an accident or emergency, Cycling UK [procedures](#) will be followed.

We will always do our best to help anyone in mechanical difficulty. However, **you are ultimately responsible** for looking after yourself and getting yourself home.