



Pedal Power ACT

Procedure for assessing candidates as ride leaders for day cycle rides

Edition 3 -11 February 2013

This procedure does not cover accreditation for conducting cycle ride tours (multi-day cycle rides involving an overnight stay) or cycle ride special events (planned cycling activities that are wholly or partly special events) – see the website for more details.

Requirements

This document contains information on the assessment for accreditation as a Pedal Power ACT day ride leader.

Other related documents and website pages cover:

- Ride leader guidance
- Advertising rides
- Handling incidents
- Ride leader accreditation

Assessment procedure

- a. There is a 'ride leader assessment form' on the website that is used to record the assessment and results.
- b. The candidate becomes familiar with The Pedal Power ACT conditions and guidelines for conducting cycle rides, handling incidents of cycle rides, crash insurance and related matters (as documented on the website).
- c. The candidate prepares for a ride and gives the preparation documents to the assessors. This ride need not be the same one as used in the practical assessment.
- d. The candidate leads a cycle ride.
- e. The assessors check the candidate when leading a cycle ride.
- f. The assessors, in the absence of the candidate, should brief the ride participants to play act suitable activities to enable assessment of the candidate against all criteria.
- g. The assessors check the candidate when conducting an unsupervised ride.

Day ride leaders' assessment criteria

1. Evidence of successfully leading rides, under supervision,
2. Read the Pedal Power ACT website pages relating to leading rides and events (> rides & events > conducting ride/event)
3. Understand the Pedal Power ACT incident reporting requirements (as given on the website)
4. Understands the Pedal Power ACT crash insurance (details on the website) and can advise participants about the insurance.
5. Developing criteria and requirements for a ride (taking into account the Pedal Power ACT requirements)
6. Prepare a notice for a ride for the Pedal Power ACT website and Pedal Power ACT ride calendar (including all the Pedal Power ACT requirements)
7. Prepare an appropriate cue sheet and/or map for a ride
8. Brief ride participants at start of a ride (based on the Pedal Power ACT requirements)
9. Have participants sign on before a ride (using the Pedal Power ACT sign on sheet)
10. Lead a ride effectively (as assessed on a standard Pedal Power ACT ride)



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11. Present a calming and competent demeanour during a ride
12. Manage experienced, weaker and/or inexperienced riders during a ride (grouping riders, using tail end riders, shepherding riders, etc).
13. Handle stragglers effectively during a ride.
14. Determine appropriate regrouping locations during a ride (as appropriate to the grade and standard of participants).
15. Regroup throughout a ride (as appropriate to the grade and standard of participants).
16. Keep account of all participants and take appropriate steps to find any missing participants while still managing the remainder of the group.
17. Decide, when appropriate, whether the ride should continue or be cancelled depending on conditions and events.
18. Keep account of all participants at regrouping points and take appropriate steps to find any missing participants while still managing the ride.
19. Administer or manage basic first aid when required on a ride.
20. Provide or arrange for minor mechanical assistance for participants on a ride.
21. Describe the next section of the ride, navigation requirements, hazards and regrouping point during a ride.
22. Use participants, from the front of the ride group, as 'signposts' for other participants where appropriate on a ride.
23. Manage riders leaving a ride early (before the finish).
24. Manage all incidents and emergencies on a ride.

Instructions for assessors

- h. Ensure the candidate knows of the assessment procedure and Pedal Power ACT guidelines for leading rides, advertising rides, handling incident and insurance cover.
- i. Use the 'ride leader assessment form' (available on the website) to record the assessment and results.
- j. Ask the candidate to write up an advertisement for a ride in the Pedal Power ACT website suggested format.
- k. Ask the candidate to prepare a cue sheet for a ride.
- l. Brief the candidate on the:
 - Venue/format/duration of the assessment ride
 - Where/how their responses are to be provided
 - Equipment requirements
 - Mandatory assessment items
- m. Ask the candidate if they have any questions on the assessment
- n. Collect evidence that the candidate has successfully conducted rides under supervision
- o. Collect examples of rider preparation by the candidate
- p. Direct the candidate to begin the assessment / ride
- q. Monitor the progress of the assessment ride in accordance with the check-list
- r. Clarify any questions or item for the candidate as necessary during the assessment
- s. At the completion of the assessment, debrief the candidate on the assessment



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- t. Record the results of the assessment as necessary
- u. Provide the results of the assessment to the candidate
- v. Resolve any discrepancies

Instructions for candidate

- a. Read and confirm that the assessment is complete.
- b. Ask for clarification of any questions that appear to be unclear or ambiguous.
- c. Prepare the ride documentation for assessment.
- d. Undertake the practical ride assessment.
- e. Begin the assessment ride.
- f. Conduct the ride in accordance with the Pedal Power ride leader guidelines and good practice.
- g. Respond to incidents and situations encountered on the ride in accordance with the Guidelines.
- h. Notify the assessors when the ride is completed.
- i. Answer any further questions asked by the assessors during the debrief.
- j. Check the results of the assessment and raise any discrepancies with the assessors.