

Ride Leader Training Manual

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New York Cycle Club



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Attachments:

1. NYCC Ride Leader Guidelines and Responsibilities
2. Insurance Incident Report
3. Sign-in sheet

INTRODUCTION

The quality of NYCC rides depends on the active participation of both riders and leaders. By listing a ride, a leader has advertised the general characteristics of a ride, on which riders should be able to rely.

But, leading a ride is more than just setting a particular pace or following a cue sheet. It's about selflessly taking responsibility for a group of cyclists and doing your utmost to achieve a safe and pleasant ride experience. Toward that end, we've prepared this Manual, emphasizing the basic concepts of leading a ride with the New York Cycle Club.

The New York Cycle Club's Ride Leader Guidelines and Responsibilities are included in this Manual. You can use these 10 guidelines as a reference to help you prepare for your ride or as a handy reminder prior the start of the ride.

To paraphrase the late, great Irv Weisman (a long-time NYCC member and founder of the B and C SIGs): "One of the goals that leaders should aspire to is having their group ride predictably, competently, and cooperatively."

We hope you find this Manual helpful.

I. Why Lead a Ride?

We want to start with some words of inspiration, some explanation of why you would want to lead a ride. So, here goes:

- It's fun.
- You can get wonderful clothing and water bottles from the NYCC free for leading a certain number of rides.
- You get to choose the route, the pace, and the food stops. This means that you get to share *your* favorite destinations and routes, ride at *your* preferred pace, and bring people to *your* favorite eateries.
- You get to decide when and where to take a pit stop.
- You get to meet new people. This expands your pool of potential riding partners (and friends) who like to ride the way you do.
- You can share your *other* interests, knowledge, or talents with people by leading theme rides or rides combined with other activities. For instance, people have led bike and row rides, bike and tennis rides, bike and swim rides, rides to historical sites, cultural rides to museums, singles rides, shopping rides etc.
- You can inspire people, motivate them, get them excited about bicycling. Ride leaders have countless tales of novices who could barely shift gears on their first ride and later blossomed into avid cyclists.
- You can exercise your creativity in creating a new route or using a new theme.
- You contribute something to the cycling community.
- Leading a ride makes you go riding yourself.
- The NYCC throws a wonderful volunteer party annually that you will be eligible to attend free.
- Other people have to call you "Leader."

2. Before the Ride

1) **Deciding on the pace and distance you want to lead – e.g., A19/60mi, B15/50mi, C13/40mi.**

a. Before you can “decide on the pace and distance you want to lead,” you need to understand what those designations *mean*.

The letter prefix refers to the *style* of riding, and while there can be certain areas of overlap and/or gray areas, these can usually be generalized as:

A = usually experienced riders, closely-spaced rotating pacelines, infrequent stops, and the presumption that individual riders can be entirely self-sufficient

B = less tightly-spaced lines, rarely rotating (leaders usually pull for the entire ride), more frequent stops, possible no-drop policy

C = widely spaced lines (with little drafting benefit), leaders pull for entire ride, frequent stops, probable no-drop policy

The number suffix refers to the **TYPICAL CRUISING SPEED ON FLAT GROUND**.

It is not the average speed at the end of the ride (or at any time during the course of the ride, except by coincidence).

It is not the speed that riders should strive to maintain at all times during the ride (unless the ride is entirely flat, has no wind, and has no traffic signals for its duration).

It is the **TYPICAL CRUISING SPEED ON FLAT GROUND**, period.

If you lead a 50-mile B17 ride that has 7500' of elevation gain (incessant rollers a la Westchester or south-western Connecticut) and there are 20mph wind gusts that day, you will probably *never* see "17mph" on your speedometer. That's okay. **Typical Cruising Speed on Flat Ground** describes an *ideal* situation that almost never actually exists in reality. Ride leaders need to understand how to translate the *perceived effort* of those ideal situations into a *practical pace* that accounts for the *actual conditions* of a given day and route.

b. What pace should I lead?

Lead at a pace you're comfortable with or a slower pace than you normally ride. (Leading at a slower pace is better so that you will be stronger than the group and able to pull the entire way.) This applies equally to "A" leaders who may utilize a rotating paceline. As with pace, choose a distance you can comfortably ride.

c. Should I have a co-leader?

NYCC recommends, but does not require, that you have a co-leader for your ride. See Section 6 "What If" Situations below.

We highly encourage you to enlist the aid of a co-leader who can sweep or help take a pull on the front. You might want someone who also has some mechanical skills in case the need arises. You also will probably want someone with some prior ride leader experience if you are new to ride leading. Having a co-leader will also allow one leader to go to the hospital with an injured rider as a patient advocate in case there is an accident.

Finding a co-leader. You can do one of the following or whatever else it takes (bribes? guilt?):

1. ask a cycling buddy; or
2. if you took a SIG, ask one of your SIG leaders or one of the participants in your SIG group; or
3. ask a leader who led a ride that you enjoyed; or

4. ask one of the NYCC Ride Coordinators or the NYCC VP of Rides for help finding someone; or
5. go to the monthly NYCC meeting and ask someone there; or
6. post a request for help on the Message Board.

2) Selecting a route.

Safety should be a deciding factor for all route-related decisions. If you can't find a safe way to get somewhere, don't go there. Keep in mind that riding with a group is *much* different from riding by yourself and rarely is it easier.

The best choice for a route is often one that you've ridden and enjoyed! Ride leaders rarely mind if someone else uses their routes or cue sheets, so you needn't worry about plagiarism (it's nice to ask, however, if the cue sheet isn't "public," i.e., isn't in the Ride Library). Feel free to add your own variations; just because you're borrowing someone else's route doesn't mean that you can't give it your own personal touch. If you know a ride leader who has led rides in the area where you want go, contact him/her and ask for a cue sheet or for suggestions on roads to use or avoid, good places for a mid-ride snack, and other relevant details. In addition, the NYCC Ride Library (under the Rides tab on the website) contains hundreds of possible routes to choose from. Also, if you've taken a SIG, feel free to use a SIG route that you liked.

- Choose a starting point that people can find easily. If possible, the starting point should also have nearby restrooms. The submission system suggests numerous popular starting places.
- When planning a lunch stop, consider stopping after the midpoint rather than before. The riders who are feeling a bit tired can take solace in the knowledge that you're more than half way.
- Try *not* to pick a route that everyone always uses (e.g., 9W to Piermont). Try to find an interesting alternative to get to your destination. (But, if you are leading your first ride and you are nervous about the route, by all means use a tried and true route. People will be happy to have a well-led ride even if it is not creative. THEN, on your next ride, think about using an interesting alternative.)

See also Section 7 for Scouting/Mapping a New Route.

3) Scouting the route

Regardless of the pace and distance of a particular ride, a scouting ride is strongly advised so that you know everything necessary about road conditions, mileage, and water, lunch, and restroom stops.

Scouting a ride beforehand allows you to focus more on leading the group safely on ride day rather than on trying to read a cue sheet while moving. This is especially true when you have to lead a large group through busy intersections or into left-hand turns. Try to scout with your co-leader(s) so that you can discuss who will pull at what times, where to pit etc. If that's not possible and if you're not

entirely comfortable scouting on your own, enlist the aid of a couple of friends (not a large group) and take an existing cue sheet and learn the route.

- If you've been on the route, but not recently, you may want to go over it again to ensure that nothing has changed significantly—no long detours over gravel or milled roads, for example.
- If you're using a route that you've never ridden, or that you're designing on your own, it's even more important that you travel it before the ride, preferably on a bicycle rather than by car or using a GPS program. It can be a nasty surprise to find difficult hills where it appeared to be flat.

4) Submitting the ride

Submit your ride online at the New York Cycle Club website (www.nycc.org) under the "Rides" tab. You can get additional information about how to submit and edit your rides under the heading "Ride Leader Information," including when and how to file an Insurance Accident Report (see Section 6.1 Accident below).

5) Distributing the cue sheets

You may want to email the cue sheet in advance to the ride participants and have them bring printed copies with them. This will give your riders a chance to familiarize themselves with the route. But, if you do so, you should still bring a few extra copies with you on the day of the ride. If you do not distribute cue sheets before ride day, make sure you bring enough to give at least one to each participant plus a few extras "just in case."

3. Day of the ride

1. Leave yourself time to formulate your pre-ride discussion or prepare one the night before.
2. Arrive early to coordinate pre-ride activities.
3. Be available to answer questions about the ride, mileage, lunch stops, food etc.
4. Bring a print out of the electronic sign-in sheet that is automatically populated under your ride listing with your participants' names and emergency contact information. Check the sheet to ensure that all participants have provided their emergency contact information -- if they have not, have them fill in that information *clearly*. Bring a pen for this purpose. (Even better – check the sign-in sheet before the ride and send an email to any participant who has missing information, particularly emergency contact information.)
5. If participants arrive at the start who have not pre-registered online, you will need to make a decision whether or not to allow them to join the ride. If you allow them to join, ask them to fill in their complete information on a blank line on the sign-in sheet.

6. Ride leaders should be familiar with the NYCC Ride Leader Guidelines and Responsibilities (see attached) and should cover them in a 5-minute pre-ride talk. It is best to cover only 4-5 of the key guidelines – otherwise, the riders may not stay focused.

While participants who have not already done so are signing in, take the opportunity to assess all the participants – are they and their bikes suitable for that particular ride?

- If they have not participated in a club ride before, you might casually ask them questions regarding their current riding status: i.e., how far they've ridden, what pace etc., and determine if they might have a problem keeping up with the group.
- Although it might seem unfair to turn back a rider at the start or at some point before you get too far along on the ride, it could be a significant burden to hold the group up every few miles waiting for that person to catch up.
- Also, if they are physically unprepared, lack adequate water, snacks, spare tube, pump, railroad pass, or their bikes are poorly maintained, it would be equally unfair to leave them stranded, even with cue sheets.
- ***Aerobars and any type of headphone or ear piece are not allowed on a NYCC ride. This is NYCC club policy. You should ask cyclists with aerobars to leave the ride.***

3.1 Pre-Ride talk/discussion

After everyone has signed in, introduce yourself, welcoming everyone on behalf of the NYCC.

- If you weren't able to talk to all of the new riders previously, ask for a show of hands of those who have not participated in a club ride before. It's always nice to give those people a particular welcome.
- Introduce yourself and your co-leader(s) and anyone else who may be helping out that day.
- If there's time and the group is not too large, it is nice to have the riders introduce themselves as well.

The following should be made clear to all riders:

Group riding skills

- Impress upon the group that cycling with a group, as opposed to cycling alone, requires special cycling skills.
- Safety is the major concern of group riding.
- For A rides, mention your expectations about rotating pacelines. For instance, how often do you expect people to rotate?

There is also a certain cycling etiquette, or rules of the road, which need to be followed. **Emphasize predictable, single- or double-line riding that is attentive to local traffic laws and follows common sense.** Failure to do so may anger motorists, other cyclists who may want to pass, and pedestrians, and could contribute to an accident. For instance:

- Do not bunch up at lights or while riding – “maintain the line.”

- Don't allow cyclists to "move up" at a stop. They may do so only while riding - alerting other riders by saying "passing on your left."
- Remember to share the road respectfully with other cyclists, drivers, and pedestrians. This includes stopping before (not in) crosswalks.
- NEVER pass on the right, only the left.
- Ride as far to the right as is reasonable and safe.
- When climbing a hill, stay to the right except to pass.

Notify the group that everyone must indicate his/her intentions

- Use hand and/or voice signals, such as "stopping," "slowing," "left turn" etc.
- Call out or point to conditions such as holes, glass, doors etc. and expect everyone on the ride to do the same. By not doing so, a rider might impede riders behind him/her from reacting to a dangerous obstacle and might cause injury or damage to those riders and/or their bicycles.
- On the other hand, make riders aware of their need to focus on their own safety in situations such as going through intersections or turns by not always following the group blindly.

Describe your ride as advertised in your ride description, including distance and pace (cruising speed).

- Riders rely on the pace (cruising speed) and ride description as advertised; therefore, the leader is expected to adhere to his/her description. To deviate from this would certainly be unfair to any participants who planned on doing the advertised ride. Monitor your speed often during the ride, as it is easy to be pressured by riders "pushing the pace." "Make allowances for hills." Keep the speed up hills proportionate to the pace AND USE AN EVEN EFFORT.

Announce your drop policy.

- Regardless of the level of ride that is planned, it is important to inform participants what to expect in terms of a drop policy.
- A drop policy means that you may tell riders who are unable to maintain the advertised pace that you think the ride is inappropriate for them and that you will be unable to hold up the entire group to wait for them. (Try to do this quietly, off to the side, so that you do not embarrass the rider.) It does not mean suddenly dropping someone in the middle of nowhere. You should make sure the rider has a cue sheet and can either continue on his/her own or find his/her way home. It's good to make an assessment early in the ride and preferably near public transportation if possible.
- If you do not intend to drop riders, ask all riders to look out for each other.
- Also, announce if and where you intend to wait for lagging riders.

Announce that you plan to adhere to the pace and will strictly discourage riders from "pace busting." As a ride leader you must also resist this temptation yourself! That breaks the ride tempo and compromises group safety.

- If riders go off the front, other riders may follow and the ride leader will no longer maintain control of the ride.
- If riders insist on going past the leader or going faster than the advertised pace, other than where indicated (such as on hills), they should be asked to leave the ride or told to ride on their own and meet the group for lunch.

The importance of a pre-ride discussion cannot be overemphasized. It lets riders know what you expect from them and what they can expect from you. Try to keep it brief, covering the topics above and anything else that will ensure a safe and pleasant ride.

4. Leading the Ride

*****Always remember - the objective of a cooperative group ride is to ride together as a group.*****

Every ride is different, so it's impossible to anticipate everything you might encounter on a ride. But, here are a few items to consider.

- **Set a good example.** Ride safely, be respectful to pedestrians, drivers, and other cyclists and remember that you represent the New York Cycle Club. For instance, do not ride between two lanes of moving cars stopped at a red light - if necessary, pass on the far right.
- **Be courteous.** Anticipate situations where your group may inconvenience others. For example, when you stop to regroup, be sure your riders aren't blocking the road, a sidewalk, or a driveway. When you re-enter the roadway, wait until there's a break in the traffic, so drivers aren't forced to slow down for your group.
- **Passing other riders:** If your group needs to pass other cyclists on the road, please announce yourselves ("passing on the left"), and do not move back to the right until the entire group has passed the cyclists. Do not box in riders you are passing.
- **Unforeseen problems:** If you run into unforeseen problems (new construction, bad weather, unusually heavy traffic, a closed bakery shop), be creative. Change the route, take shelter, choose a different rest stop. You might consider asking for suggestions from your riders. They may know the area better than you do. However, you're in charge, so you want to make sure you don't lose control of the group and don't let yourself be railroaded into something that you think is unwise. Consider safety above all else.
- **Mid-ride announcements:** Periodically, regroup and re-emphasize safety, especially related to upcoming conditions. For example, if you need to move into the left lane to make a turn, remind riders to look before they change lanes. Remind them not to yell "clear" at intersections. What might be clear for them might not be clear for riders further back. (Yelling "clear" implicitly absolves other riders of their responsibility to look out for their own safety; the preferred term, "going through," simply announces *one's own* intentions and forces each individual to decide for himself or herself.) However, do remind riders to alert the group if a car is approaching them at an intersection by yelling "car right" or "car

left.” Pull the group over if you see unsafe riding practices to explain what the proper/safe practice is. Try not to point out a particular rider’s mistakes to the entire group - if needed, talk to that rider later when you are able to discuss the issue in private.

- **Food and restroom stops:** When it’s time to start riding again, announce your departure enough in advance that everyone has time to pay their bill, get their helmets and gloves on, and refill their water bottles. In addition, be alert for riders who have wandered off or are in the restroom. You might consider having everyone stand by their bikes so that you can be sure not to leave someone behind.

4.1 Cycling in Traffic

1. Making Turns

Turning Left:

- From Single Lane. Before the intersection, move toward the center of the lane and signal your left turn. If a car ahead of you is signaling a left turn, stay in line behind that car. If stopped at a light where you will turn left, stay toward the center of the lane so that cars cannot pull up beside you. If you are too far left, a left-turning car might pull up next to you on your right, which makes it difficult for you to get to the right after the turn.
- From Left Turn Lane. Before an intersection move to right side of the left turn lane. Turn wide so that you stay on the right side of the lane so that cars turning left will stay to your left. If you approach the intersection with a car ahead of you in the left turn lane, stay in line behind that car and take the lane so that other cars turning left will stay behind you. As you turn, stay on the right side of the lane.

Turning Right:

- From Single Lane: Don’t go wide on right turns; tuck in the radius as much as possible.
- From Right Turn Lane. If you’re going straight at an intersection where there is a right turn lane, move to the left side of that right-hand lane so that cars turning right can pass you on the right as you go straight.

2. In General, Where Should I Be?

- Two-Way Traffic: Stay to the right, especially outside urban areas and on busy roads with fast-moving traffic.
- One-Way Traffic: Stay to the left, as drivers can maneuver around you more easily, and you’re less likely to get “doored” by people getting out of parked cars.

- Heavy Traffic: Especially with slow-moving heavy traffic, establish your position in the middle of a lane. Don't skirt the edges, as car drivers are too likely to take chances on getting around you and you might get side-swiped.

3. On NYC Streets:

- Use the left-most lane on Avenues, as you're less likely to get "doored," and you won't have to deal with buses. Stay to the right of the left-most lane, so that you can go around left-turning, double-parked vehicles and pedestrians who pop out from between parked cars.
- Don't skirt the edges of a street or avenue. Keep at least an open car door's width between you and the line of parked cars. Proceed straight ahead, keeping the position you've established.
- NEVER squeeze between a double-parked vehicle and a line of parked cars. Go around the outside of the double-parked vehicle.
- Go slowly in stand-still traffic. It's full of surprises.
- BE ABSOLUTELY SURE TO YIELD TO PEDESTRIANS -- THEY HAVE THE RIGHT OF WAY.

5. Safety

Err on the side of safety

If you have any doubts, always err on the side of safety.

- Don't try sprinting through red lights.
- Don't try to beat a car to a turn.
- Don't take a shortcut down a one-way street.

Helmets are required

It's club policy. You can't lead a ride or allow any participant to do a club ride without one.

Aerobars and headphones are not allowed

Don't bunch up at stop lights

- Keep in line at traffic lights.
- Don't creep up on the right side of cars.

Take a lane

- Form a double-file line and take a lane if you are not obstructing traffic.
- The entrance to the Madison Avenue bridge is an example of a place where you would "double up."

Turn as a group

- Keep the line tight so that the group turns as one unit. This discourages impatient drivers from trying to cut in.

Know and obey the traffic laws

Use your contacts

- Identify the experienced riders in the group.
- Ask them to assist in keeping the group together.
- Ask them to work with the less experienced riders.

6. “What if” situations

6.1 Accidents/medical emergencies

As a leader, some of the initial steps for you to take if there is an accident are: to remain calm, attend to and assess the condition of the victim, and assign leaders to:

- A. Direct traffic around the site
- B. Get all cyclists off the road and do not overwhelm the victim
- C. Get details of the accident from other riders
- D. If necessary, call 911 and be prepared to:
 1. Describe the emergency
 2. Give the proper location (use your cue sheet)
 3. Give 911 your cell phone #
 4. Listen to any instructions by the dispatcher

Initially, tell the victim not to move or get up and do not try to move him/her. In order to get a quick assessment of the victim's condition, you can calmly ask if he/she has any serious pain, specifically in the head and neck areas. You can then ask questions such as “do you know where you are” or “do you know what month it is”? You can then decide whether to call 911, always erring on the side of caution when making this decision. Do not always rely on the victim to determine if help is to be called.

If emergency help is summoned, the victim is not to be moved at all and should be encouraged to stay still until help arrives. Under no circumstances should the victim's helmet be removed or should he/she be given food or drink or painkillers.

If it is determined that the victim is to be taken to the hospital, give the person who is accompanying the victim the victim's emergency contact information and have that person get in touch with the emergency contact person once the location of the hospital is known. Also, have that person give you any details that he/she obtains at the hospital so that you can complete an accident report and inform the group of the situation.

IMPORTANT: If someone on your ride needs to take an ambulance to a hospital, one of the leaders should either go with him/her or ensure that another responsible rider goes with him/her in the ambulance unless it can be determined

that the injured person's family will meet him/her at the hospital. (In the case of a serious injury, someone should accompany the victim to the hospital even if one of the family members says that he/she will come to the hospital.) The person going to the hospital with the injured person will be the injured person's "patient advocate." The patient advocate should stay at the hospital until the logistics are taken care of. It is also the leader's responsibility to ensure that the injured person's bicycle is taken to a safe location. Many times the police will be able to take the bicycle to the police station where it can be picked up later, or the leader can ask a neighbor to hold onto it. (Of course, the bike of the patient advocate must also be taken care of. And, the leader and patient advocate must figure out a way to get the patient advocate and his/her bike home.) Given all these responsibilities, it is clear why having a co-leader is highly recommended.

You will need to notify the Ride Coordinator about the accident (email is fine) and fill out an Insurance Incident Report as soon as possible. This form (see attached) is available on the website and must be signed by you (not the injured rider). Fill out the essential information on the first page as completely as possible. The form should be scanned and emailed or physically mailed to the Ride Coordinator.

Being reasonably prepared for an accident won't turn you into an obnoxious worry wart. In fact, it will make you an even more desirable cycling partner than you already are.

- You can raise your safety quotient by taking a CPR course. They're available all over the City.
- NYCC's own Dr. Ed Fishkin usually offers a once-a-year first-aid course open to all club members. Carry first aid items in your saddle bag.

6.2 Resolving Conflicts

Your time and commitment to the NYCC are a privilege to your fellow riders. Their rights are to have a well-planned, safe, and enjoyable event. You have the same rights and deserve the respect of your fellow riders.

Conflict on your ride can arise for a number of reasons; it can be between two or more riders or be directed at you, the leader:

- One rider's action may cause perceived or real danger to another rider and that rider may react aggressively (verbally, emotionally, or worse).
- Criticism about a rider's style from you or another rider may be perceived as unjust or threatening (to his/her sense of self-esteem).

As a Ride Leader, your responsibility is to the overall enjoyment and safety of the ride and riders. Any of the actions above can pose a danger to you, other riders, or even the uncooperative rider him/herself.

You may be able to resolve conflicts by following some of the following basic steps:

- **Listen and Assess:** find out what the issue is—get your rider(s) to talk to you. Sort through emotion and lay out the facts. By doing so, you are closer to removing the emotion from an issue and coming to a logical resolution and one that hopefully the rider(s) will understand and support

- **Restate the tenets of the NYCC Ride Leader Guidelines** (advertised pace, route, and rest stops, any behavior prescribed by laws of traffic or common sense/safety)—explain to the rider that the Guidelines are there to protect him/her, you, and all the riders
- **Take action** to defuse the issue:
 - You can send an uncooperative/unskilled rider to the back of the group, or, alternatively, place him/her directly in back of the leader
 - You can tell a rider to leave your ride
- **In extreme circumstances**, you can disband the ride. Explain to your other riders why you are disbanding—some (if not all) may choose to follow you anyway—typically the rider at the heart of the conflict will leave or will see how he/she is perceived and will modify his/her behavior

Avoid escalating conflict by not taking conflict personally.

- Find facts
- Invoke the Ride Leader Guidelines
- Let riders know you are looking out for the well being of the group

Feel free to contact your Ride Coordinator, VP of Rides, or a fellow ride leader if you ever want to discuss an incident or have questions about how to handle a conflict situation.

6.3 Dealing with Large Groups

Anticipate:

- Forecast for good weather
 - Popular destination
 - Few alternative ride listings for the day
1. Encourage riders, especially riders who are new to the NYCC, to use the online sign-in system; then you'll know the actual number of participants and number of handouts (cue sheets, maps) needed
 2. Recruit one or more additional co-leaders and/or some fellow cyclists "in your league" to come out for the ride—you'll be sure to have some moral support if not a formal co-leader
 3. Break the group into smaller riding groups that are manageable and appropriate to your riding style and route—be sure to agree on regrouping locations throughout the ride to ensure an overall sense of cohesion for the day
 4. You may need to ask for, or nominate (with the nominees' consent), sub-ride leaders (to effect the previous point)—ask if there is anyone present who has ride leading experience
 5. You may need to jockey between, and sweep, the groups
 6. Be sure cue sheets get distributed evenly among smaller groups
 7. Consider bringing two or more copies of the sign-in sheet so that each of the leaders of the smaller groups will have one for the purpose of having contact information.

6.4 Getting lost

- Don't panic.
- Assess the situation:
 - Did you miss a turn and realize it immediately? If so, do not stop short; slow down gradually and turn at the first safe opportunity. Try humor – “practicing U-turns.”
 - Have you been going for miles without noticing?
 - Can you easily back-track and get back on the cue sheet?
 - Is the cue sheet wrong?
- Explain to the group that you are lost/missed a turn/what is happening.
- Check your Garmin or GPS, or find a participant with a Garmin or GPS.
- If you are close to a deli/gas station, have a pit stop and ask directions.
- Ask fellow riders if they know the way.
- Take out your map and plot the course back to the cue-sheet or catch up on the cue-sheet at a point ahead in the ride.
- You might have to change the destination of the ride if seriously off course.
- But, whatever you do, don't panic - it happens to everybody sooner or later (but it happens a lot less if you've scouted the ride in advance!).

7. Rider Leading Tools

Here are some basic tools to ensure that you and your riders are in the best place to complete your ride safely, enjoyably, and in reasonable time.

Cue Sheets — Consider cue sheets that identify Turns, Street Names, Landmarks, and Incremental and Cumulative Mileage. Check out the NYCC website for examples. Bring extra cue sheets for yourself and for riders who lose them along the way. Consider emailing the cue sheet to the registered participants in advance of the ride, and ask them to print it out and bring it to the ride.

Maps—even more basic than cue sheets; better maps always include side or secondary streets and a few streets before or after the intended route (so that if riders stray from a route or miss a turn, they can more easily reorient themselves relative to the planned route). Outline your route in a contrasting color (for example, with a Highlighter marker). Some leaders find that a smart phone may be sufficient instead of a map.

GPS - many people ride with some sort of GPS device: a Garmin, a blackberry, iphone etc. Learn how to use yours effectively to track your ride and salvage wrong turns.

Train Schedule—a brief table or outline (or schedule from the carrier) included with your map/cue sheet to give riders a sense of return opportunities either planned with your ride or as a potential “escape hatch” should they need to leave the ride.

Cell Phones—exchange cell phone numbers with your sweep and make sure your riders have the leaders' cell phone numbers.

Extra Tube—ride participants are responsible for their own provisions; however, here is one “extra” you can carry for your ride group in the inevitable event that someone

experiences a flat and does not have an extra tube. It takes less time than booting or stranding a rider or going off course in search of a bicycle shop. You might consider carrying a tube that you've patched as an extra tube.

Basic Allen Set and Patch Kit—having 3, 4, 5, and 6mm Allen keys and a patch kit addresses most common adjustment/repair needs.

Frame Pump—capable of inflating to tire pressure suitable for the type of ride you are leading; all riders should have a pump, far fewer come prepared with one. A CO₂ Cartridge system is good to have as a back-up but nothing is more reliable than a good frame pump. Mini-pumps are not recommended if you don't have the arm strength to use one adequately.

NYCC Website Ride Listings and Message Board -- use the website to communicate special tools/requirements for your ride: train passes, extra water, extra pocket food.

First Aid Supplies—bandaids, antibiotic ointment, latex gloves, aspirin, antacid tablets (they contain fast-acting electrolytes, sometimes effective with cramping).

8. Scouting/Mapping a New Route

To start off, all you really need are a few good routes out of Central Park, the rest is easy.

1) Using the Ride Library

Most, if not all, of the standard routes out of the City can be found in our NYCC Ride Library. The Ride Library also contains many pretty/interesting routes that you should feel free to use.

2) Putting Together Your Own Route

- Once you have reached the outer limits of our great City, choose a destination you always wanted to go to. Grab either a detailed Hagstrom map or use any of the computer or GPS programs available or use a combination of routes from the NYCC Ride Library.
- As can be expected, having previously cycled in the area helps tremendously as it will provide a foundation of country roads that you will eventually tie together into a route. Once you find the best way there, you must find a "bike friendly" lunch stop, which invariably means a deli or sandwich or diner stop with a good selection of food, drinks, and rest room(s).
- Our best ride leaders did most of their scouting this way: finding a destination and joining the roads to get there. It helps to have a good cycling companion, as scouting is an imperfect science requiring many revisions and having a friend along makes it a lot more fun.

- Additionally, what sometimes looks good on paper is seldom as desirable in reality. Mapping companies sometimes erroneously assume that you are riding a jeep instead of a bike, so don't be surprised to find a road that has more rocks than pavement or requires serious skills to climb.
- Although many routes require between three and five scouting trips for perfection, it's always worth the effort. You will soon realize that scouting is the best part of leading a ride since it allows you the opportunity to create the experience that countless future riders will eventually enjoy.

9. **Mechanicals**

General

Always carry:

- multi-tool (Topeak Alien is the most complete and includes a chain tool)
- chain tool
- tire boot
- spoke wrench (Spokey or Park)
- patch kit
- tire levers
- at least two tubes

If someone has a mechanical problem, you can:

- Fix it yourself if you have the parts and expertise to make the repair; or
- Check with your riders to see if anyone else has the parts and the expertise to make the repair; or
- Take the group on a detour to a nearby bike shop, car repair shop, or hardware store. You could also suggest that the rider go alone and provide instructions on how to rejoin the group later, if possible; or
- Suggest the rider call home or call a car service.

The following are some problems that you might need to address (some problems are not as severe as they might at first seem):

Booting a Tire

If, when you attempt to inflate the tire, you see the inner tube bubble through a hole in the outer surface, you will need to place material on the inside casing of the tire to keep the tube in place.

- The best thing to use is a Park Tools pre-glued mylar boot, about \$1.00 a piece. Lacking one of these, use any tear resistant thin material such as an energy bar wrapper or a dollar bill.
- With a Park Tools patch, you can inflate the tire to full pressure; with other materials, inflate until you see the material itself start to bulge and then back off a bit.

Broken Spokes

Generally, if you don't have too far to travel, you can just ride with a broken spoke. If you can, remove the broken parts of the spoke. If removing spoke parts is not possible, tie or tape the broken parts to adjacent spokes. If breaking the spoke also affected the true of the wheel, you may also need to loosen the brakes. Emphasize that the rider should avoid potholes as much as possible.

Hesitant or Autoshifting Rear Derailleur

When the rear derailleur does not shift cleanly from one cog to another or seems to shift of its own accord it is usually the result of incorrect derailleur cable tension.

- Check the cable run under the bottom bracket to make sure it is unobstructed.
- While looking at the back of the bike, find the barrel adjuster located at the point the cable enters the derailleur.
- Turn the barrel adjuster one quarter turn in the direction in which the derailleur is not shifting correctly. If it hesitates shifting to the larger cogs turn it to the left. If it hesitates shifting to the smaller cogs turn it to the right.
- Shift through all the gears while turning the cranks and continue adjusting in quarter turn increments until shifting is smooth.
- Remember: If you want it to shift more smoothly to the large cogs, turn the adjuster towards the large cogs. If you want it to shift more smoothly to the small cogs, turn the adjuster towards the small cogs.

Jammed Chain

When the chain jams between the chainrings and the chainstay you probably won't be able to just tug it out.

- Insert a screwdriver or similar lever (wrapped in cloth so you don't scratch the frame) between the chainstay and the chainwheel and apply a little mechanical advantage. Most modern chainrings are surprisingly flexible.
- If this does not work, see the section on breaking a chain.
- Suggest that the person get a Third Eye chain watcher to prevent this in the future.

Broken Derailleur Cable

If the rear derailleur cable breaks, the derailleur will automatically shift to the smallest cog. You have three options:

- Leave it in the smallest cog and ride in the biggest gear. You don't want to ride too far in the small chainwheel and small cog combination or you can damage the cog.
- Move the chain to a larger cog by pushing inward on the derailleur and tightening the high-limit screw on the derailleur until it lines up with that cog. You may have to fiddle with the limit screws to get it to run quietly. This will give you at least two middle-range gears with a decent chain line by using the front derailleur.
- Push the derailleur inward while turning the cranks and when you reach the cog you want, place a stick between the derailleur cage plates to stabilize the spring tension.

Broken Brake Cable

There are various ways to attempt to repair broken brake cables but none of them is reliable for a road bike.

- If the front brake cable breaks; call a cab.
- If the rear brake cable breaks you should be able to make it home very carefully since you still have over 66% of your braking power. Do not attempt to ride in a paceline with only one brake.

Breaking a Chain

You will have to break and reset a chain if the rear derailleur jockey wheels jam, or the tension spring breaks, the chain becomes lodged between the chainwheel and chainstay, or the chain itself breaks.

- Campagnolo 10-speed chains require a special pemralink with two pins and a proprietary tool. Do not attempt to repair these chains with a normal chain tool.
- Shimano hyperglide chains require a new “subpin” or rivet each time the chain is broken. If the person is not carrying an extra subpin, do not attempt to break the chain and reconnect since the chain will be significantly weakened and could brake under pressure. These chains have HG embossed on the links.
- All other chains, barring those with gold master links, can be disconnected and re-assembled using the same rivet and normal chain tool.
- The chain tool has two sets of teeth for holding the chain. The set farthest from the chain tool handle is the set used for pushing and resetting the rivet. The set closest to the handle is used to make adjustments to stiff links.

Truing a wheel

If a wheel has a *mild* wobble you can adjust by adjusting the spoke tension.

- Check the wheel for loose spokes and tie a blade of grass around each one to mark it.
- Turn the bike upside down so that the brake pads become truing calipers.
- Tighten all loose spokes
- Spin the wheel and look to see where it scrapes one of the brake pads.

Truing a wheel is not rocket science but is difficult to explain without pictures. Refer to Chapter 6, Section C, of *Zinn & The Art of Road Bike Maintenance* for a concise explanation.

ATTACHMENTS

NYCC Ride Leader Guidelines and Responsibilities

The quality of NYCC rides depends on the active participation of both riders and leaders. By listing a ride, a leader has advertised the general characteristics of a ride, on which riders should be able to rely.

1. Scout the route and stops before the actual ride. Designate rest stops appropriate to the level of the ride. Carry a map of the area (or use a smart phone or GPS) and extra cue sheets for emergencies.
2. Bring the pre-populated electronic sign in sheet from the web site that includes emergency contact information and make sure that all participants have signed in. If the emergency contact information has not been provided, have them fill that in clearly.
3. Give some thought as to any emergency situation that may arise. Know the location of train stations, shopping centers etc. on or near the route. You can also use your Garmin or GPS system and if you don't have one, you can ask one of your participants.
4. Announce what riders should expect if they fall behind. If you do not intend to drop riders, enlist the assistance of riders looking out for each other and announce where you intend to wait for lagging riders.
5. Turn back riders who are unqualified or show up with poorly maintained bikes at the start or before you get too far along on the ride. Aero bars and headphones are not permitted on rides. As a leader you have the final say on the ride, including that of removing uncooperative participants as a last resort.
6. Ride at the advertised pace. Riders should be able to rely on the cruising speed advertised in the ride description. Make allowances for hills.
7. Emphasize predictable, single or double line riding, attentive to local traffic laws and common sense. Do not bunch up at lights or while riding – maintain the line.
8. Maintain control of your ride. "Pace Busters" break the ride tempo and compromise group safety.
9. Be predictable, use signals, and alert other riders to dangerous obstacles and situations. Maintain a safe distance between riders commensurate with the level of the ride.
10. A pre-ride talk emphasizing some of these guidelines and encouraging safe and predictable riding must always be given.



AMERICAN SPECIALTY™ INCIDENT REPORT INSTRUCTIONS

Whenever an Accident Occurs:

An incident report must be completed immediately and mailed to the address shown below. This holds true whether the person involved is a participant or a spectator, or whether or not you feel the incident will result in a claim.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible. Do not delay sending in the report form; an incomplete form is better than none at all. Always include your name and daytime telephone number where indicated on the form.

The form contains sections to capture information regarding injury to persons, damage to property, and accidents involving autos.

If you have any questions regarding completion of the form, please call American Specialty Insurance Services at 1-800-245-2744.

Mail the completed report to:

American Specialty Insurance & Risk Services, Inc.
ATTN: Claims Department
142 N. Main Street, P.O. Box 459
Roanoke, IN 46783-0309
Phone:(800) 566-7941 Fax:(260) 672-8835

In case of serious injury, immediately notify American Specialty by calling 1-800-566-7941 (if after hours, follow the instructions for emergency claims reporting). This number is answered 24 hours a day, 365 days a year. It is important that you contact this claim line as soon as possible after a serious injury involving a participant or spectator.

LEAGUE OF AMERICAN BICYCLISTS

FIRST REPORT OF BODILY INJURY



AMERICAN SPECIALTY INSURANCE & RISK SERVICES, INC.
 ATTN: CLAIMS DEPARTMENT
 142 N. MAIN STREET, P.O. BOX 459
 ROANOKE, IN 46783
 PHONE: 800-566-7941 FAX: 260-673-1189

Date of Incident: _____ Time of Incident: _____ AM / PM If injured person is an L.A.B. member, identify: L.A.B. Club Name: _____ Club Address: _____	Does the Injured Person Have Other Medical Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide: Name of company: _____ Policy #: _____
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Injured Person: <input type="checkbox"/> Club Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Participant <input type="checkbox"/> Volunteer <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other _____ Was the injured person wearing a helmet at the time of the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No Was the injured person riding: <input type="checkbox"/> Tandem Bike <input type="checkbox"/> Single Bike	Did This Take Place During: <input type="checkbox"/> Club Ride <input type="checkbox"/> Special Event <input type="checkbox"/> Time Trial <input type="checkbox"/> Race <input type="checkbox"/> Conditioning Event <input type="checkbox"/> Fundraiser If during a Special Event, list name of event: _____ Name of L.A.B. Club putting on the Special Event: _____
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INJURED PERSON INFORMATION

Last Name _____ First _____ Mid. _____ Address _____ City _____ Age _____ D.O.B. _____ <input type="checkbox"/> Male <input type="checkbox"/> Female	Telephone Number () _____ <input type="checkbox"/> Single <input type="checkbox"/> Married Social Security Number: _____ Employer Name: _____ Employer Address: _____
GUARDIAN/PARENT (if injured person is a minor)	
Last Name _____ First _____ Mid. _____ Address _____ City _____ State _____ Zip _____	Telephone Number () _____

SUSPECTED PRE-EXISTING CONDITION: Yes No

INCIDENT LOCATION <input type="checkbox"/> Off Road <input type="checkbox"/> City Street <input type="checkbox"/> Parking Lot <input type="checkbox"/> Highway <input type="checkbox"/> Registration Area <input type="checkbox"/> Rural Road <input type="checkbox"/> Restrooms/Locker Rooms <input type="checkbox"/> Off Property <input type="checkbox"/> Premises/Grounds <input type="checkbox"/> Rest Stop	INCIDENT <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Overexertion <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Eligibility <input type="checkbox"/> Fall (different level) <input type="checkbox"/> Trip/fall <input type="checkbox"/> Fall (same level) <input type="checkbox"/> Slip/fall <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Slip, bodily reaction <input type="checkbox"/> Animal/Insect Bite/Sting <input type="checkbox"/> Chased by dog <input type="checkbox"/> Collision (with parked car) <input type="checkbox"/> Bit by dog <input type="checkbox"/> Collision (with moving car) <input type="checkbox"/> Collision (with object/animal) <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (participant/pedestrian) <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Auto/property (also complete reverse side)	WEATHER CONDITIONS <input type="checkbox"/> Sunny <input type="checkbox"/> Raining <input type="checkbox"/> Foggy <input type="checkbox"/> Snowing <input type="checkbox"/> Cloudy
RIDER ACTIVITY <input type="checkbox"/> Turning right <input type="checkbox"/> Passing <input type="checkbox"/> Turning left <input type="checkbox"/> Intersection <input type="checkbox"/> Being passed <input type="checkbox"/> Straight		ROAD CONDITIONS <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Icy
CLASSIFICATION <input type="checkbox"/> Minor injury or illness <input type="checkbox"/> Non-injury <input type="checkbox"/> Serious injury or illness		ROAD TYPE <input type="checkbox"/> Paved <input type="checkbox"/> Dirt <input type="checkbox"/> Gravel
PRIMARY INJURY <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Nausea <input type="checkbox"/> Amputation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Stroke <input type="checkbox"/> Abrasion <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Death <input type="checkbox"/> Drowning <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Sting/bite <input type="checkbox"/> Illness <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Cardiac <input type="checkbox"/> Seizures <input type="checkbox"/> Concussion <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Tooth/Mouth	BODY PARTY INJURED <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> Torso <input type="checkbox"/> Arm (L/R) <input type="checkbox"/> Nose <input type="checkbox"/> Back <input type="checkbox"/> Tooth <input type="checkbox"/> Neck <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Leg (L/R) <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Internal <input type="checkbox"/> Hip (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Foot (L/R) <input type="checkbox"/> Elbow (L/R) <input type="checkbox"/> Hand (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Finger or Toe	DISPOSITION <input type="checkbox"/> Released to parent <input type="checkbox"/> Police <input type="checkbox"/> Refusal of care <input type="checkbox"/> Ambulance <input type="checkbox"/> Refer to doctor <input type="checkbox"/> Report Only <input type="checkbox"/> Medical attention <input type="checkbox"/> EMS transport <input type="checkbox"/> Continued riding <input type="checkbox"/> Patient requested EMS transport <input type="checkbox"/> Released to personal vehicle <input type="checkbox"/> Refer to hospital/clinic

Describe how the incident occurred: _____

WITNESS INFORMATION		
NAME	ADDRESS	TELEPHONE NUMBER
1.		()
2.		()

Signature of Ride Leader or Official (with no relationship to claimant) _____
 Date _____ Phone Number _____



FIRST REPORT OF AUTO ACCIDENT

If the injury or property damage was the result of an AUTO ACCIDENT, please complete this section:

PERSON DRIVING THE AUTO: _____ Injured Not injured
Address: _____

OWNER OF THE AUTO: _____
Address: _____

MAKE/MODEL/YEAR OF AUTO: _____

LIST NAMES AND ADDRESSES OF ALL PASSENGERS IN THE AUTO:

Name: _____ Injured Not injured
Address: _____

Name: _____ Injured Not injured
Address: _____

NOTE: PLEASE USE THE REVERSE SIDE OF THIS FORM TO PROVIDE INJURY INFORMATION. A LIST OF ALL PASSENGERS AND INJURY INFORMATION FOR ALL INJURED PERSONS SHOULD BE PROVIDED; PLEASE USE ADDITIONAL INCIDENT REPORT FORMS OR SEPARATE SHEETS OF PAPER, IF NECESSARY.

PURPOSE OF TRIP: _____

NAME OF POLICE DEPARTMENT WHICH INVESTIGATED THE ACCIDENT: _____

If the accident involved a collision with another automobile, please complete the following:

PERSON DRIVING OTHER AUTO: _____ Injured Not-injured
Address: _____

OWNER OF OTHER AUTO: _____
Address: _____

MAKE/MODEL/YEAR OF OTHER AUTO: _____

LIST NAMES AND ADDRESSES OF ALL PASSENGERS IN OTHER AUTO:

Name: _____ Injured Not injured
Address: _____

Name: _____ Injured Not injured
Address: _____

(Attach separate sheet of paper, if necessary.)

FIRST REPORT OF PROPERTY DAMAGE

(OTHER THAN AUTO ACCIDENTS)

If property was damaged, please supply a description of the property and list the owner. (If an auto accident, see above.)

Description of property: _____

Description of damage: _____

Owner's name and address: _____

Owner's telephone number: () (day) () (evening)

**RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**

IN CONSIDERATION of being permitted to participate in any way in New York Cycle Club ("Club") sponsored Bicycle Activities ("Activity") I for myself, my personal representatives, assigns, heirs and next of kin:

1. ACKNOWLEDGE, agree, and represent that I understand the nature of Bicycle Activities and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I further acknowledge that the Activities will be conducted over public roads and facilities open to the public during the Activities and upon which the hazards of traveling are to be expected. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. I FULLY UNDERSTAND that (a) BICYCLE ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS AND DEATH ("Risks"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; (d) Riding in a group can increase the participant's chances of contracting COVID-19; (e) The Participant will take reasonable precautions to minimize the spread of COVID-19 and will conduct himself or herself in accordance with NYCC requirements as well as the recommendations of public health officials; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity.
3. HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE the Club, its respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, INCLUDING NEGLIGENT RESCUE OPERATIONS; AND I FURTHER AGREE that if, despite the RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, my spouse or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may occur as the result of such claim.

4. I further understand that NYCC is a New York not for profit corporation and its activities are planned in the State of New York and are New York activities even if a particular ride takes place outside of the State of New York (e.g., rides in New Jersey or Connecticut) and I acknowledge and agree that any dispute, action at law or in equity, or any other type of claim arising out of a club activity or concerning or implicating this Agreement, that such matter will be governed by the laws of the State of New York and any such action or dispute must be brought in the New York State or Federal Courts and venue shall lie exclusively in the New York State Court for the County of New York or the United States District Court for the Southern District of New York.
5. I further acknowledge, agree, and represent that I have read the [Club's Code of Conduct](#) and [Bylaws](#) and agree to be bound by their terms and conditions in all respects, such compliance including but not limited to Section 4 of Article VII of the Bylaws, Intellectual Property, with such provision, inserted herein for the sake of clarity and convenience: All photos, images, logos, trademarks, trade dress, patents and other intellectual property of any kind and description created, adapted, or made available, for the use of the Club in any manner, whether to advertise or promote the Club or its events or otherwise ("Contributed Intellectual Property"), shall be the non-exclusive property of the Club unless otherwise agreed in a writing executed by the creator(s) of such Contributed Intellectual Property and the Club President and at least one other officer of the Club. Such a writing may be specific to individual items of such Contributed Intellectual Property or may govern all such Contributed Intellectual Property; provided however that nothing herein shall be construed to grant to the creator of such Contributed Intellectual Property any right, title or interest in any other Club intellectual property, including that which is not the creator's Contributed Intellectual Property or Contributed Intellectual Property created by another and to which the Club has rights.

I AM 18 YEARS OF AGE OR OLDER, AND FULLY UNDERSTAND THE TERMS OF THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, HAVE SIGNED IT FREELY, VOLUNTARILY, AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW. I AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOT WITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.