

FLC Cycling Club Ride Leader Training

Table of Contents – click to jump to section of interest

- Season Schedules 1**
 - How to Sign Up as a Ride Leader in Season Schedule.....1**
- How to post a Ride (two weeks ahead) 2**
 - Top to bottom, step by step checklist:3**
- Day of the Ride BEFORE 08:00..... 4**

Season Schedules

The Ride Coordinator’s priority is to set up a Season Schedule for each ride level. Ride Leaders are needed to sign up for specific dates. Then members can view these Schedules to get a sense of upcoming rides over our cycling season, and to plan accordingly. There are approximately 68 scheduled rides per level in a season so if each Ride Leader commits to lead 4 rides per year, we would need 17 ride leaders per level. For true tandem rides of larger groups, with the preferred staggered or opposite direction start groups, we would need 34 ride leaders.

How to Sign Up as a Ride Leader in Season Schedule

Thanks for volunteering to lead rides.

Summary:

Open spots for Ride Leaders are displayed with “Ride Leader Needed” or no entry on the embedded Read Only [Teamup Calendar](#) on the [Ride Signup](#) page. As leaders contact the Ride Coordinators to volunteer the Teamup Calendar is updated to give Ride leaders and members at large a sense of upcoming rides

Step by step

1. Review the Ride level descriptions on the Ride Signup page to determine which level your proposed ride(s) are in.
 - Looking for inspiration or a new route to try? From the home page click on the Maps section to view our collection of over 200 club rides to choose from. Some feature downloadable GPX files for your navigation device. There are also links to other rides in Calgary.
2. Review our [Teamup Calendar](#) on the [Ride Signup](#) page to see open dates. Ride Coordinators periodically update the calendar on a “first come first served” basis so some of your dates may already be spoken for. Please provide your preferred and alternate dates in case one or more of your preferred dates has not been updated in the calendar yet.

Some of the rides in Teamup Calendar contain Ride Coordinator contact information. If you do not know how to contact a specific level coordinator to volunteer send an email to cycling@flcseniors.ca

- In the subject line enter “Level # coordinator contact request” (e.g. Level 3) so your email can be forwarded to the correct coordinators. There are 2 coordinators in each level
- In the body of the email include your dates for volunteering in the level(s) plus your name, email, and phone number in the message so the Ride Coordinator(s) can contact you to confirm your date(s) have been booked.

Note the Teamup Calendar is a tool for you to see dates when there are volunteer openings and is not a replacement for the official details in the Ride Signup. At a minimum the Teamup Calendar title should show

- The level of the ride
- Name of the leader (Firstname, Last Initial)
- Destination
- If you wish to add more details to the calendar these can be entered in the Summary box by the coordinator. You can also include a photo and a URL (link) if desired.

e.g. L1 Mary S Okotoks

Once the coordinators confirms your dates put a reminder in your calendar for 2 weeks before the event to post the ride. The [Calgary Pathways and Bikeways Map](#) lets you view pathway closures. The best option is to scout the ride in person before the ride.

How to post a Ride (two weeks ahead)

Ride Leaders will be emailed the URL, Username and Password by the Ride Coordinator on request. Do not share it with anyone. Note each level has a different login page to enter the administrative access area of the FLC Club Website.

1. Enter URL
2. Enter email
3. Enter password. Tip: This may be hard to decipher if the email text is a sans serif font. E.g is that a lower case l (el) or an upper case l (aye) ? I recommend a copy and paste from your email if it is not clear.
4. PRESS: LOGIN
5. CLICK ON: “+ADD RIDE” found in the upper right corner of the screen.

Note: If you want to copy and paste a previous ride to save time:

- Click on “show past rides” in the top right corner
- Pick the year from the drop down year box
- Locate the ride you want.
- Copy the description field text from an existing ride to save time
- Paste the text into the new ride description box and edit to suit
- Note: Do not attempt to edit a past ride, there is no “Save As” feature.

Top to bottom, step by step checklist:

1. **Completed:** Make sure you check this box before you save the ride
2. **Level:** The level will be determined by the login, be sure to check you have used the correct login for the intended level. If the ride does not match the Ride Description for that level contact the designated Ride Coordinator for the login information for that level.
3. **Date and Time:** Ride times between noon and 1 pm do not always display correctly. Click AM instead of PM if the results are displayed incorrectly in the Ride Signup. Note: If high temps are forecast (e.g. 25 ° C or more) move the ride start time to earlier in the day and notify the signed up riders of the time change.
4. **Allow Ride Signups:** Ride sign-ups are typically allowed one week prior to the scheduled ride at 08:00. Use the dropdowns to select the date and time.
5. **Unlimited Riders:** Ride leaders have the choice to limit the number of riders. Due to strong demand we suggest a minimum of 12 riders. Smaller groups are sometimes desirable if the ride includes a number of busy road crossings and street riding. To allow for a tandem ride (which requires a second leader to ride in the middle of the group and possibly two sweeps) the original limit should be set to 20-24. Tandem rides may be necessary to ensure more riders have an opportunity to ride but they are harder to manage. For Extra rides (not on scheduled days) you can pick any maximum number of riders. Useful for small exploration and test rides.
6. **Ride Summary:** Include the names of the primary destination, the kilometers and total climb if known.
7. **Ride Details:**
 - State signup allowed date and time: Ride signups begins at 08:00 on yyyy MMM dd. Members should know when they can return to sign up.
 - A short 1 or 2 sentence to grab the member's attention and highlight interesting components of the ride
 - Complexity of Route: steep or long hills, shale, gravel, single Track, road, hairpin turns, high speed descents on road rides etc.
 - Detailed route description paragraph
 - What to bring. e.g. helmet and bell (required) water, lunch, medical info card, ready to ride bike in good working order, tools / tube for bike and tire repairs etc.
 - Cancelled Ride Note: Recheck the ride writeup after 8 am the day of the Ride for possible ride cancellations or other changes. If the ride is cancelled, email notifications are sent to all riders signed up for the Ride.
 - Directions to Start point: Text description plus a Map Link (Click here). Use the insert link command in the text editor, do not attempt to directly paste in a hyperlink.
8. **Leader name:** First Name, Last initial + phone number (cell recommended as many calls are last minute)
9. **Sweep Name:** Usually TBD
10. **Meeting location** – Single line only e.g. "Max Bell Arena West edge of parking lot, see description for more details"

Tips:

- Some people do not enjoy riding on streets and roads. Other people enjoy the variety. Your details should help them decide which ride suits them best.
- Maximum speed limit is 20 kph on Calgary pathways and 30Km/hr in Provincial Parks (e.g. Fish Creek Park). There is a \$250 to \$400 Fine for more than 10 km/hr over city pathway limit (Section 17(1) and unsafe speeds 17(2)).
- If you want to ride over 20 km/hr on some sections plan to ride on local streets or cycle tracks with higher posted speed limits and less risk ([Figure 1](#)) than congested multi-use pathways. The mix of cyclists, pedestrians, skateboards, scooters, pets etc all moving at different speeds in both directions on a narrow pathway creates many opportunities for serious injury accidents so ride with caution. In 2025 in Calgary there was a fatality when a youth riding their bicycle on a pathway [hit and killed a woman](#).
- Washrooms are especially important for some seniors. Plan to have some options along the route.
- At the beginning of the season, you could give riders options for shorter rides by providing an alternate starting point for a shorter ride.
- If you are logged in you can sign yourself up as leader before the "signups allowed" time. Good to do you so don't end up on the waiting list ;-)
- After saving the ride remember to sign out. (bottom left text link)
- Check the posting on the Ride Signup Page to ensure everything looks correct.

Day of the Ride BEFORE 08:00

- Sign in
- Check the [AQHI](#) (Air Quality Health Index) We use 8 as a guideline for ride cancellation but it is up to the discretion of the ride leader to make this call. If the ride goes ahead it is up to the individual members to assess their risk and cancel their participation.
- In the event of the ride being cancelled each rider who signed up for the ride will receive an email cancelling the ride. You may add notes such as a proposed makeup date for a new ride that does not conflict with another ride of the same level. Note that members will need to sign up again.
- Review the Print Rider List and ensure all riders are members of both FLC and the Cycling Activity (two check marks). If the member does not have both check boxes contact them and remind them to sign up for both activities ahead of the ride.
- PRINT RIDER LIST - Names and phone numbers of signed up riders. Individuals who have not signed up for the ride are not to be allowed to join the group ride. Take attendance at the start of the ride before your safety briefing.
- Sign out

Notes: Riders will not automatically be notified of changes, such as start time, route changes or special instructions. The leader will need to contact riders directly to relay this type of information. If you use the Excel version of the rider list it will provide you with email addresses you can copy and paste into your Bcc: email.

CONGRATULATIONS YOU HAVE SUCCEEDED!

FLC Cycling Club 2026