



## **Procedure – Organising and Running a DSMRA Ride**

### **Purpose**

This procedure outlines the steps necessary to organize and run a DSMRA ride.

### **Process**

1. Ride leader organizer to liaise with local ride coordinator the proposed date, ride grade and location. They may of course be the same person.
2. Ride leader/organizer, or designated person, to identify and obtain any necessary permits.
3. Once identified, the ride details to be forwarded to the local ride coordinator and or webmaster for listing on the ride calendar.

### **Details will include**

- a) Start Time – typically, the actual start time will be somewhat later than the advertised so consider advertising an earlier start time than really required
  - b) Start Location.
  - c) Any rider limit
  - d) Ride Grade
  - e) Fuel requirements
  - f) Food requirements
  - g) Ride Description
  - h) Ride Contact details
  - i) Accommodation requirements, if any
  - j) Guest/Temporary members, they can purchase a free one off two week membership and when signed up can join the ride as a normal member
  - k) All attendees must sign up via the web, the process no longer accommodates turning up without notice, can be done via mobile phone on the day, ride leader to enforce
4. Wherever possible the ride leader should pre-ride the route

5. Ride leader to organize sweeps
  - a) Should be first aid accredited
  - b) Should have adequate Covid-19 PPE. Gloves, disinfectant, masks etc
  - c) Mechanically able
  - d) Able to assist riders with more difficult or technical sections as required.
  - e) Carry first aid, DSMRA epirb and communications equipment
6. Remind all participants to complete the web registration process as this is now mandatory prior to commencing a ride
7. Ride leader to:
  - a) Incident report forms
  - b) Ensure all participants have registered and paid (if ride isn't free)
  - c) Deliver Pre-ride Briefing, see Work Instructions – Preride briefing.
  - d) Sign On and Off Form and all participants have filled it in.
8. The ride leader has the discretion to modify a ride at any time, prior or during as conditions see fit. For example, weather, rode closures, break downs, injuries, time constraints etc.

The ride leader should keep to the key elements of the plan such as grade, starting time etc. Should not be changed without consulting ride attendees and ride coordinator beforehand.

Changes to the ride grade in particular can create problems for less skilled riders and need to be managed with care, sympathy and careful consideration before being undertaken.

9. The ride leader will:
  - a) Arrange for Sign on Sheets and incident reports to be delivered to the local secretary for digital storage of the National Committee.
  - b) Sign off and follow up on any incident forms
  - c) Consider completing a Ride Debrief Form and forward to local secretary. This form can value add should there be near misses that could have become incidents, or learned lessons for others such as locked gates, access issues, catering challenges, interactions with non DSMRA users. At time the distinction between an incident and a near miss may be yellow (don't like grey)

## **Responsibilities**

Ride organisers

Ride Coordinators

Webmaster

## **References**

Work Instruction – Schedule of rates

Work Instruction – Recognition of Risk Form

Work Instruction – Ride Sign on Sign Off

Work Instruction – Incident Report form

Work Instruction – Ride Debrief form

Policy – Official DSMRA Activities

