

Procedure – Organising and Running a DSMRA Ride

Purpose

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

Process

1. Ride leader/organiser to liaise with local ride coordinator re proposed date, ride grade and location. They may of course be the same person.
2. Ride leader/organiser, or designated person, to identify and obtain any necessary permits.
3. Once identified, the ride details to be forwarded to local ride coordinator and webmaster for listing on the ride calendar. Details will include:
 - a. start time
 - i. typically, the actual start time will be somewhat later than that advertised, so consider advertising an earlier start time than really required
 - b. start location
 - c. any rider limit
 - d. whether temporary members are welcome
 - e. ride fees and payment process, refer DSMRA Schedule of Rates for fees
 - f. ride grade ie, G1-4
 - g. fuel range required
 - h. identify catering, ie lunch stop or if self sufficiency is required
 - i. brief ride description
 - j. ride leader contact details
 - k. any accommodation requirements and contacts for camping, pub/motel etc if overnight stay(s) are included
4. Preride the route plan prior to the actual ride if possible.
5. Ride leader to organise sweep riders preferably prior to the day if possible
 - a. ideally, sweep riders to be First Aid accredited
 - b. ideally, sweep riders to have some mechanical aptitude
 - c. ideally, sweep riders should be capable of assisting others on more technical aspects of the ride if needed
 - d. sweep riders to have emergency 'packs' that include communications equipment and first aid kits
6. If possible, remind all participants to complete and sign a Recognition of Risk form prior to the ride, and bring it along on the day.
7. Ride leader or nominee to:
 - a. ensure sufficient additional blank Recognition of Risk forms at ride start as needed
 - b. have a supply of Incident Report forms
 - c. arrange for collection of any outstanding ride fees and their subsequent banking

- d. ensure sweep riders carry completed Recognition of Risk forms as they contain emergency contact information etc
 - e. ensure sweep rider(s) carry first aid kit(s) and communication hardware such as phones, UHF radios, satellite phones and PLBs as appropriate, see 5.d above
 - f. deliver preride briefing, see Work Instruction – Preride Briefing
 - g. ensure all participants sign on and off the Sign On sheet each day
8. The rider leader has the discretion to modify a ride at any time, prior or during, in response to factors, such as weather, road closures, break-downs, injuries, time etc.
- However, the ride leader should keep to the key elements of the advertised ride plan, such as ride grade, start time, catering, overnight venue etc. These should not to be changed or altered without consulting the ride coordinator and any members who have already have signed onto the ride.
- Changes to the ride grade in particular can create problems for less skilled riders and needs to be managed with care and sympathy if undertaken.
9. The rider leader will:
- a. arrange for used/completed Sign On sheets, any Incident Reports and Recognition of Risk Forms to be delivered to the local Ride Coordinator who will arrange for their digital storage by National
 - b. sign off any Incident Report forms
 - i. followup on any reported incidents as appropriate
 - c. consider completing a Ride Debrief Form and then forward same to the local Ride Coordinator. This form can add value should there be any 'near misses' that could escalate into incidents, or lessons to be learned for others, such as access issue like new locked gates, catering challenges, interactions with other land/track users, etc. At times the distinction between an incident and a near miss may be grey.

Responsibilities

Ride organisers
Ride coordinators
Webmaster

References

Work Instruction - Schedule of Rates
Work Instruction - Recognition of Risk Form
Work Instruction - Ride Sign On/Off Sheet
Work Instruction - Incident Report Form
Work Instruction - Ride Debrief Form
Policy - Temporary Members
Policy – Official DSMRA Activities