

ROLE OF GROUP COORDINATOR

Each speed group has a Group Coordinator, whose role is to select and develop ride leaders, manage the lead rota and propose group distance/speed parameters.

Coordinators should familiarise themselves with the Risk Analysis document.

All ride coordinators report to the Club Rides Secretary, to whom the ride leader rota should be submitted when requested (normally 4-monthly).

Should there be any proposed changes to the rota as the weeks progress, inform the Rides Secretary of any changes by submitting an amended copy of the rota.

Suggested changes to the group's ride parameters, ie distance, average speed or finish time, should first be channelled through the Rides Secretary for their agreement before any changes can be made.

Before appointing a new Ride Leader, ensure that they are a suitable candidate and would fit in with the group. Inform both the Club Secretary and Membership Secretary of any new ride leader appointments.

Advise a new Leader that they should read through the Role of Ride Leader, Group Riding and Risk Analysis documents.

Fully brief a new leader on their responsibilities instructing them on their role as appropriate. Pass on any relevant information that may assist them.

Support a new leader on at least their first ride until they are confident to go it alone.

Ensure that leaders lead the rides within the parameters shown on the club 'Rides' page, except in circumstances when it has been agreed that there will be a longer ride.

The longer rides should be mentioned in e-news the week preceding the ride and also noted on the club calendar.

Manage overall group behaviour particularly in relation to safety, speed and distance.

Deal with any group discipline issues by supporting the ride leaders and involving the Club Rides Secretary if disciplinary action is deemed necessary so it can be dealt with it in accordance with the Club's disciplinary procedure.

Advise the Club Rides Secretary of any group issues.

Any personal data relating to other members given to you by the Club in order for you to carry out your duties must be stored and used in accordance with the Club Rules (available on the website).