

Member Handbook

WW BICYCLE CLUB / WAUSAU WHEELERS

Table of Contents

1. Basic Practices of Group Rides	Page 2
2. Safety Guidelines	Page 4
3. Instruction During WW Bicycle Club Ride	Page 5
4. E-Bikes	Page 6
5. Paceline Etiquette	Page 6
6. Incidents and Accidents Occurring	Page 8
7. Removal from Membership	Page 8
8. Child on Bike Form	Page 9
9. Child on Ride Addendum	Page 10

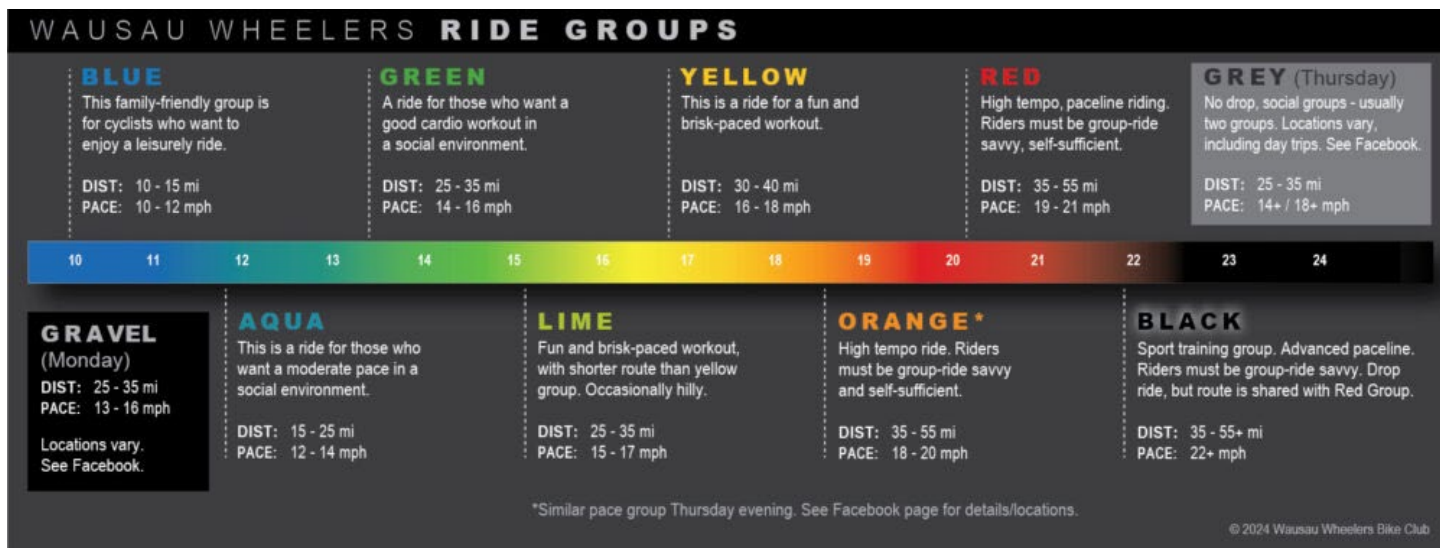
Wausau Wheelers (WW Bicycle Club) Membership Handbook

Draft V11

This Membership Handbook provides guidelines and instructions for WW Bicycle Club members (and non-members) when riding in a WW Bicycle Club Group Ride for the enjoyment and safety of all participants.

1) **Basic Practices of Group Ride**

- a) Only current WW Bicycle Club members can participate in Club Rides. WW Bicycle Club Members should display a current year's WW Bicycle Club member sticker on back left of helmet. Non-members may ride on one (1) ride as a free trial before becoming a member.
- b) Members are expected to arrive at the Club Ride location prior to the published start time, park in the specified location (if applicable), and be ready for pre-ride briefing.
- c) WW Bicycle Club will communicate to its membership, typically via Wausau Wheelers Facebook page, of any changes to regularly scheduled rides including, but not limited to cancellations, start location changes, or individual ride groups' routes. Cancellations due to weather are typically posted at least one (1) hour prior to the scheduled start time(s).
- d) WW Bicycle Club encourages members to evaluate current weather conditions and individually determine whether he/she should ride that day i.e. weather alerts for wildfire smoke, heat/humidity/feel like temperatures, allergies, etc.
- e) Members are expected to be respectful to fellow bicyclists, vehicles on roadways and in parking lots, pedestrians, and ride leaders at all times.
- f) Members will ride in an appropriate WW Bicycle Club ride group according to their bicycling abilities, skills, experience, and comfort level. The Group Ride Leader has sole discretion to request the member to ride in another WW Bicycle Club ride group. If the rider cannot keep pace with the group. The Group Ride Leader will suggest an appropriate ride group.



- g) Members are expected to display predictable, courteous and consistent cycling behaviors, including but not limited to appropriate verbal communications and hand/arm communications.
- h) Children on Rides
 - i) No child under 10 is permitted to ride on their own bike; however, the child may ride on a tandem bicycle, tag-along, trailer, or similar method. If the child is in a trailer, the bike trailer must specifically be designed to carry children.
 - ii) Children between the ages of 10 and 16 must be accompanied by his/her parent, legal guardian.
 - iii) If the parent/legal guardian provides written authorization by completing the WW Bicycle Club Child on Ride Form, another adult member (who is not the designated ride leader) may accompany the child. This form must be given to the ride leader prior to the start of the ride.
 - iv) Children aged 16 or 17 may ride without their parent or legal guardian if the parent/legal guardian provides written authorization by completing the WW Bicycle Club Child on Ride Form. This form must be given to the ride leader prior to the start of the ride.
 - v) No WW Bicycle Club Board Member or Ride Leader is allowed to drive a child home after the WW Bicycle Club Ride.
 - vi) All children must wear helmets at all times while participating in WW Bicycle Club events.
- i) Ride Leaders may include one or more breaks during the bike ride. *(Note: Typically, Black, Red, and Orange rides don't include breaks.)* Members are expected to stop at a safe location (typically at the side of the road), as directed by the Ride Leader.
- j) Members who are not Group Ride Leaders are not allowed to publish (email, social media, etc.) upcoming bicycle ride as a WW Bicycle Club Ride without the permission of the WW Bicycle Club Director of Rides.

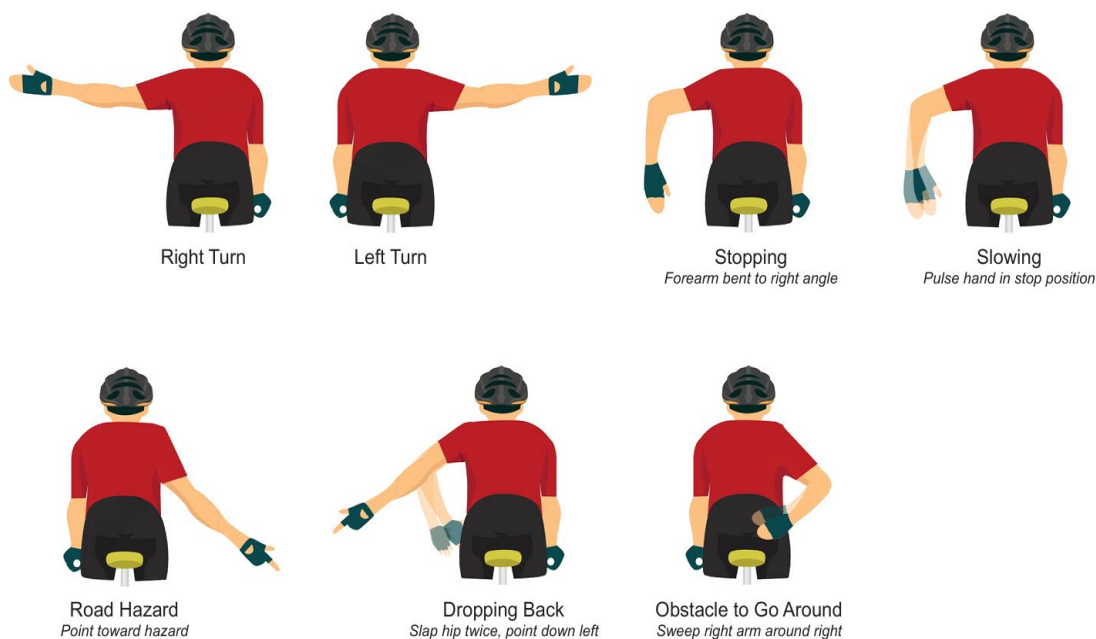
- k) Ride Leaders may schedule Group Rides outside of the official WW Bicycle Club season (typically May through early October). *For example, Grey Group Ride Leader may schedule additional rides throughout October, as weather permits.*

2) **Safety Guidelines**

All WW Bicycle Club members are expected to follow basic bicycle safety guidelines, including but not limited to

- a) Respecting and adhering to the instructions of the Ride Leader.
- b) Wearing a properly fitted bicycle on all WW Bicycle Club Rides.
- c) Earphones or similar devices are not allowed on group rides; however, hearing aids may be worn.
- d) Members are expected to ride with both or at least one hand on bicycle handlebars i.e., no hands-free riding.
- e) Complying with Wisconsin regulations as outlined in related state statutes -- <https://wisconsin.gov/Pages/safety/education/bike/rules.aspx>
- f) Having a sufficiently maintained bicycle in good working order, and rudimentary tools on board to remedy mechanical issues arising during rides. It's recommended to regularly check tire pressure, lubricate chain, check brake operation.
- g) A red flashing taillight is required on all WW Bicycle Club group rides--USB Rechargeable High Visibility/100 lumen minimum LED is preferred. Additionally, a white front headlight strongly encouraged.
- h) WW Bicycle Club recommends using a bike traffic device (Garmin Varia or similar) and/or a mirror (on helmet or bike).
- i) Follow Group and paceline etiquette (Section 5)
- j) Downloading the route map onto an applicable device if able or notify the ride leader and other fellow group riders that the member needs to know upcoming turns if/when in the lead.
- k) Members will always follow and stay with their no drop ride group. Member will notify the Ride Leader if they leave the group ride early (i.e., take a route to bike directly home). Members will not deviate from the route, unless the Ride Leader changes the route (e.g. detour due to road construction).
- l) Riding not more than 2 abreast at all times (unless dropping back from lead in a double paceline).
- m) When entering an intersection, **all members should look both ways before proceeding through the intersection.** Members should verbalize their intentions – “Slowing”, “Stopping”, “Car Right”, “Clear”, “Rolling” before proceeding through the intersections
- n) Riding on the right side of the roadway, as close to the right shoulder as safely and feasibly possible while remaining in a lane position “relevant” to motorists in the shared lane. Members should not cut corners when turning onto a road or trail.

- o) Communicating (verbally and/or with hand signals) road hazards and approaching cars e.g., hazards such as hole/cracks/gravel in the road, railroad crossing, roadway debris, and/or car back/up. Members should verbalize “Car Back” when there is a car behind the riders and “Hazard” when there is a road hazard (i.e., pot hole, debris).
- p) Passing ONLY on the left and calling out verbally when passing slower riders e.g., when a paceline passes a slower cycling group or an individual bicyclist.
- q) Maintaining a consistent straight paceline (i.e., hold their line) unless there is a safety hazard requiring a “jog” to the left or right. Members should hold their line especially when traveling up and downhill and not pass slower members in their ride group.
- r) Maintaining a safe distance behind other members, especially in a paceline and should never overlap wheels with another member.
- s) Shouting out “Mechanical” if a member experiences an equipment issue or suspected issue e.g. flat tire or chain drop and stop at the side of the road/trail at the first safe opportunity. The paceline/group will stop to wait and possibly assist with the mechanical.
- t) Members should always remove themselves from the paceline or the group when needing to express bodily fluids (i.e., spitting, blowing nose, etc.) and then rejoin the group as quickly as possible.
- u) If a member’s bike is equipped with Aero Bars (or similar handlebars that don’t have immediate access to the bicycle’s braking system when used), the Aero Bars/similar handlebars may not be used at any time during a group ride.
- v) Likewise, members are required to have their hands on the handlebars and not their arms (in a “puppy paw” position).
- w) The WW Bicycle Club here are pictures of common hand signals:



3) Instructions during the WW Bicycle Club Ride

- a) The Ride Leader may provide group education and/or corrective instruction on safe bicycling topic(s) before and during the ride.
- b) If a Ride Leader observes that a member's conduct is dangerous or disruptive (or potentially dangerous or disruptive) on a group ride, the Ride Leader may stop the group and provide instruction. If the member's action/behavior doesn't improve, the Ride Leader has the authority to remove the member from the group ride. The Ride Leader is obligated to inform Director of Rides or a WW Bicycle Club Board Member of the incident, preferably in writing, within 1 day.

4) E-bikes

- a) Class 1 and Class 3 (pedal assist) E-bikes are allowed on all WW Bicycle Club rides.
- b) Class 2 and Class 4 e-bikes (e-bikes with a throttle) are not allowed on any WW Bicycle Club Rides.
- c) E-bike members are expected to ride within the speed range parameters of the WW Bicycle Club group and not push the speed, especially up hill, and/or beyond the comfort of the non-e-bike cyclists in that group.
- d) Although e-bike members may ride in any WW Bicycle Club group, the e-bike member must not advance to a ride group beyond the member's experience, skills, abilities, and comfort level at the sole discretion of the Ride Leader.

5) Paceline Etiquette

- a) WW Bicycle Club rides use single or double pacelines, as directed by the Ride Leader. Depending on the group and ride leader's direction, the members may form a single or double paceline.
- b) Rider on the front of pacelines should maintain a steady pace; be vigilant and communicate about road hazards and upcoming turns and stay in the lead for the distance recommended by the Ride Leader.
- c) The Group Ride Leader may define the expected length of the "Pulls" before the ride begins. Also, the Rider on the front of paceline may "pull" longer if he/she feels unsafe to drop back i.e., cars/busy road, uphill, oncoming traffic, etc.
- d) The Rider on the front of paceline should maintain the expected speed of the WW Bicycle Club ride group, with variations due to uphill, wind, downhills and the speed of the ride group that day. Following members should communicate "Gap" if the Rider on the front of the paceline needs to slow.
- e) When bicycling through intersections, making turns or cresting hills, the Rider on the front of paceline should slow down enough to allow all members to catch up prior to returning to the expected speed.

- f) Members are expected to maintain a consistent speed and trail the bike ahead at a safe distance.
- g) Bicyclists should not overlap wheels; in the event of an unintended overlap the bicyclist behind should immediately move left or right of the overlapped member a safe distance while coasting back into a safe position. Avoid braking if possible, to keep from causing more and harder braking by the following members.
- h) Bicyclists should try to maintain a consistent order in the paceline to allow everyone to take a turn “pulling” the group. WW Bicycle Club strongly supports a member’s wish not to “pull” at any time.
- i) When the member is done “pulling” the Rider on the front of paceline should
 - i) Indicate with designated hand signal that he/she is done pulling and dropping back. The designated hand signal is to the member to point down with left arm/one finger and the point left with left arm/one finger.
 - ii) Drop back ONLY on the left side of the paceline.
 - iii) Avoid dropping back when bicycling uphill, downhill, in a double line no-passing zone, or rear-approaching vehicle(s). Turn head to left and/or use rearview mirror to determine lane is free of a “car back” vehicle. Other paceline members should assist in this determination and announce “car back” when seen.
 - iv) Never cross the road’s center line when dropping back.
 - v) When dropping back, member slows speed so that the paceline will pass the member efficiently. This is especially important when Rider on the front of paceline(s) drop back in a double paceline since they will be briefly riding three abreast. Be mindful that slowing too much may limit ability to catch back on to members at the end of the paceline.
 - vi) The member should rotate to the back of the paceline. The member should never rejoin the paceline in the middle of the pack, even if there is a gap. Exceptions include:
 - (1) Another member prefers to remain at the back of the paceline.
 - (2) Temporarily rejoin in the middle of the pack if there is a car back/passing. The member should ensure that the other members are aware that he/she is rejoining the paceline by hand and/or verbal signal. (Hand signal is right index finger pointing right from hip height). When safe to do so, the member who re-joined in the middle of the pack, should rotate to the back of the paceline.
- j) If there is a “gap” between members in the paceline, other members should shout out “Gap”. This should be repeated forward to the Rider on the front of paceline who will slow the pace a little and without braking, allowing the gap to close. Once the “gap” is closed, the “gapped” member(s) should shout out “back on” or “all on” (repeated forward) and the Rider on the front of paceline will gradually accelerate back to the expected speed. Occasionally, the Ride Leader may choose to instruct the faster group to bike to a location for a group re-group and then allow the gapped riders to catch up to the group and rest for a few minutes (ie, top of hill, next intersection).

6) Incidents and/or Accidents occurring on WW Bicycle Club Rides

- a) In the event of an accident/incident, the ride group should pull off to the right of the roadway immediately or as soon as it's safe to do so. The ride group should allow for aid to be rendered to the member(s) involved in the accident/incident. As appropriate, the ride group may call 9-1-1 to report the accident and/or for emergency care of those potentially injured.
- b) Any member involved with or observing an incident and/or accident involving personal injury or potential for personal injury should report the incident and/or accident to Ride Leader immediately or as soon as safely possible during the Club Ride.
- c) The Ride Leader will notify a WW Bicycle Club Board Member the same day (or within 1 day).

7) Removal from Membership

The WW Bicycle Club Board of Directors, at their sole discretion, shall determine if a Member's actions or behaviors while participating on a WW Bicycle Club group ride will be subject to disciplinary action up to and including expulsion from the WW Bicycle Club.

WW Bicycle Club
Child on Ride Form

Parent or legal guardian must sign for, accompany, and be responsible for all persons under the age of 18; minors ages 16-17 may be unaccompanied with this signed consent form.

I authorize emergency medical treatment for the minor registering and I accept full responsibility for all medical expenses incurred as a result of the minor's participation in any Club Ride. I hereby RELEASE from any liability, and agree to HOLD HARMLESS and INDEMNIFY WW Bicycle Club Inc, their employees, officers, agents, successors and assigns, the sponsors, the ride leader(s) (if any), or other volunteers from any claims brought by me, another parent, grandparent, relative, or legal guardian for liability, including injury, loss or damage caused by the negligence, unintentional acts, and acts of omission of any party, and any loss or expense, which may arise from the minor's participation in any Club Ride. I hereby further agree to INDEMNIFY WW Bicycle Club Inc., their officers, agents, successors and assigns, the sponsors, the ride leader(s) (if any), and other volunteers from any future claim of liability by the minor named below.

I further state that I am of lawful age, a parent or legal guardian of the minor authorized to sign this waiver & release and this Addendum and legally competent to sign this waiver & release and Addendum. I understand that the terms of this document are contractual and not a mere recital, and I have signed this document as my own free act.

I AGREE I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS WAIVER & RELEASE AND ADDENDUM BY READING IT AND AGREE TO ITS TERMS

_____	_____	_____
Name (printed)	Signature	Date

Note: Ride Leader may request copy of this form prior to every ride.

For WW Bicycle Club Use Only:

Date Received: _____

Ride Leader: _____

Ride Leader to provide copy to Director of Rides for WW Bicycle Club files

Child on Ride Addendum for Minor Participants

A parent or legal guardian must sign for, accompany, and be responsible for all persons under the age of 18. Minors aged 16-17 may be unaccompanied with this signed consent form.

Representations and Warranties. I represent and warrant that I am over 18 years old, am the parent or legal guardian of the minor, and am authorized and legally competent to agree to the Assumption of Risk, Waiver of Liability, and Consent to Emergency Medical Treatment and to this Addendum.

☐ **I understand that a parent or legal guardian must accompany all minor children/members.**

☐ **I authorize my minor child/member (name/age: _____/_____) to be accompanied by the WW Bicycle Club Adult Member (who is not the child's parent or legal guardian). Name of WW Bicycle Club Adult Member: _____.**

☐ **If applicable, I authorize my minor child/member who is 16 or 17 years of age (name/age: _____/_____) to participate in WW Bicycle Club rides without their parent or legal guardian being participating in the Club Ride.**

1. **WAIVER OF LIABILITY.** I hereby **RELEASE** WW Bicycle Club, and the state, counties, and municipalities through which the Club Ride route passes—and their respective affiliates, departments, owners, officers, employees, volunteers, agents, successors, and assigns—from all claims and liabilities arising from or relating to the minor's participation in the Club Ride. This waiver includes negligence by any released entity or individual but does not extend to gross negligence, recklessness, intentional misconduct, or any other liability that Wisconsin law does not permit to be excluded by agreement. I understand that I am responsible for the minor's conduct and decisions while participating in a Club Ride and further agree that this release applies to any claim arising from or relating to the minor's participation in non-bicycling activities during a Club Ride. This includes but is not limited to minors riding on: attached trailers, trail-a-bike, or frame/rack-mounted child seats.
2. **INDEMNITY.** I agree to **DEFEND, INDEMNIFY, AND HOLD HARMLESS** WW Bicycle Club, and the state, counties, and municipalities through which a Club Ride route passes—and their respective affiliates, departments, owners, officers, employees, volunteers, agents, successors, and assigns—against (1) all claims brought by me or another relative or legal guardian arising from or relating to the minor's participation in any Club Ride, and (2) from any future claim of liability by the minor named below. This indemnity obligation applies to claims of negligence by the indemnitee and includes defense costs like attorneys' fees. It does not apply to the extent the claim, loss, or expense was caused by the gross negligence, recklessness, or intentional misconduct of an indemnified party.
3. **Consent to Emergency Medical Treatment.** I authorize emergency medical treatment for the WW Bicycle Club Member who is a minor and I accept full responsibility for all medical expenses incurred as a result of the minor's participation in any Club Ride.

I have fully informed myself of the content of this addendum and the assumption of risk, waiver of liability, and consent to emergency medical treatment, and agree to their terms.



Name (printed)

Signature

Date

Note: Ride Leader may request copy of this form prior to every ride.

For WW Bicycle Club Use Only:

Date Received: _____

Ride Leader: _____

Ride Leader to provide copy to Director of Rides for WW Bicycle Club files