



**Club Tread**

# Cycling Event Telephone Checklist

(September 2004)

## **Preamble:**

- Thank them for calling
- Be enthusiastic!
- Tell newcomers that Club events are for enjoyment and good exercise
- Briefly describe the event, including highlights, length, road surface, hills, traffic, etc.

## **Ask:**

- Their name and phone number - make a note of it in case you have to call them
- Are they a club member?
- If not, have they been on similar trips?
- Assess fitness — if not very fit, suggest they go on an easier event
- Inquire if there are any medical issues that could interfere with the event

## **Suggest they bring (especially for newcomers):**

- Daypack or panniers
- Water - 2 litres suggested
- Lunch and snacks
- First aid kit
- Spare tube, tools, repair kit
- Cycling helmet, perhaps cycling gloves
- Rain gear, if rainy
- Warm clothes - fleece, gloves, if cold

## **Inform them (especially for newcomers):**

- The idea is for everyone to be comfortable on an event
- If participants are uncomfortable, they are responsible for saying so
- If they want to rest, have a drink, or change clothes they should say so
- They are expected to stay with the group and not cycle off on their own
- Event leaders are not experts in first aid or survival
- Participants are responsible for ensuring their own safety and fitness
- Participants should know how to change a flat tire
- Participants should ensure that their bicycle is in good working order

## **Inform them:**

- Start time and place
- Approximate end time
- Event details, including any potential situations that could cause discomfort
- Requirement to sign waiver
- Pub stop - for a drink, coffee, tea, etc.
- Club events are non-alcoholic - except for the pub stop