

**Vancouver Bicycle Club
Roles and Responsibilities
Road Captain and Assistant
January 2019**

Road Captain

1. Strongly supports safe riding and observance of all traffic rules.
2. Promotes and encourages a broad range of rides (easy thru strenuous).
3. Actively solicits Ride Leaders to lead both weekend and weekday rides.
4. Manages and frequently updates the website ride calendar to keep it current.
5. Manages the Ride Leader Orientation and Approval program.
6. Contributes a monthly column for the Wheel Truth as requested.
7. Review classification of rides and revise if necessary.
8. Recruit Coordinators for rides.
9. Schedule rides that begin at different places in the region.
10. Review ride schedule to assure listed phone numbers, dates, times and descriptions are correct.

Assistant Road Captain

1. Collects and archives all ride sheets (Waiver and Release forms) and Incidence Sheets.
2. Keeps records and tracks Ride Leader and Volunteer credits and provides a monthly report for the Wheel Truth.
3. Manages and organizes the monthly "Chit Drawing."
4. Calculates annual statistics for the club (i.e., total miles ridden, the total number of rides scheduled, total number rides canceled, etc.)
5. Organizes the Annual Awards presentation and assures the availability of the awards themselves.
6. Backs up (substitutes) for the Road Captain when that person is unavailable.