

## MUFG London to Paris Cycle Challenge – Guides Briefing

Background information on Revantage and TFA's relationship with them
<p><b>Mitsubishi UFJ Financial Group</b> is a leading global financial services group and one of the largest banking institutions in Japan.</p> <p>TFA has worked with MUFG on their annual fundraising and EMEA wide colleague engagement campaign, <a href="#">Fitprints for Good</a>. This campaign has a number of events that colleagues get involved in with the London to Paris cycle challenge being one of them. In 2021 some of you will have met many of the MUFG team whilst on the London to Torquay ride.</p> <p>I am delighted to say that Steve Jennings, Zinab Aldaraji, Robin Abautret &amp; Javier Garcia from MUFG are joining the TFA Guide team this year for the ride.</p> <p>The event has been very popular and there will be 40 riders from their London, Paris &amp; Amsterdam offices, all of mixed abilities.</p>

Ride Timings		
<p>We will send you the briefing pack all Revantage riders have been sent, which has further detailed timings, information and . Each morning and before each roll-out Your Event Director &amp; Ride Leader will gather the guides for a quick pre-section briefing (see also Expectations and Behaviour section below), so you know what the ride groups will be and what the rough times for any additional breaks and rest stops are on each day. These rest stops have been allocated but we may need to be a bit flexible hence we've not included here.</p>		
21 Sep	6.30/7.00pm	Arrival at Premier Inn Hackney ( <a href="#">see weblink</a> )
	8.00pm (This may change)	Dinner followed by guide briefing. If you are arriving later please call Arun or Norm and we can tell you where we are. Dinner will most likely be at a local restaurant.
22 Sep	6.30am	Breakfast and leave at 7.15am
	8.00am	Support team assemble at MUFG Ropemaker Street
	8.30am	Riders arrive
	9.00am	Group ride briefing for all
	9.30am	Ride starts
	1.30pm	Red Lion, Lindfield – lunch
	5.00pm	Brewers Fayre, Newhaven
	10.00pm	Board ferry
23 Sep	5.00am	Depart ferry and Dieppe
	6.15am	Quick pastry and coffee stop (as it's bloody early)
	8.45am	Petit Sophie, Forges-les-Eaux
	1.30pm	Original City Hotel, Beauvais - Lunch
24 Sep	8.00am	Depart Hotel
	1.00pm	Café Doree, Eaubonne – lunch
	4.30pm	Eiffel Tower!
	5.30pm	Ibis Hotel, Paris, 2 rue Cambronne, 75015, Paris
	5.45pm	Load bikes into van for the UK
	7.00pm	Siempre ( <a href="#">5-mins from Hotel</a> )

	8.30pm	Vans depart for the UK
25 Sep	1.13pm	You will have been allocated tickets on the 1.13pm Eurostar.

Guide and Support Team		
It's important you all know each other and what you're all doing so to follow is a list of the team you'll be cycling with and their roles. If you haven't please added these key numbers to your phones in case of emergency on the ride:		
Arun Sharma	Event Director (Cycling)	07841 644 828
Anne Hannan	Ride Leader (Cycling)	07817 549531
Tom Crumbie	Event Manager (Support team)	07341 815304
Hiran Patel	Medics (Paramedic vehicle) & Cycling	
Richard Roberts	Mechanic (Cycling)	07962 428 418
Steve Jennings	Guide (Cycling)	
Zinab Aldaraji	Guide (Cycling)	
Robin Abautret	Guide (Cycling)	
Ed Telling	Photographer (Driving Van)	
Paul Keyland	Guide (Cycling)	
Emma Everest	Guide (Cycling)	
Javier Garcia	Guide (Cycling)	
Ian Pollard	Guide / Support Team (Cycling)	
Nathan Sparkes	Guide (Cycling)	
Fran Williams	Guide (Cycling)	
Anna Williams	Support Team	

Guiding
<p><b>We design, assess and operate all of our events with one main priority and that is to keep everyone safe. This is our main priority.</b></p> <p><b>Incidents</b></p> <p>When an incident occurs, be a simple puncture or a serious accident, you need to adopt the same approach to manage the situation.</p> <ol style="list-style-type: none"> <li>1. <b>Assess</b> – If you are the first person on the scene you need to assess how serious the situation and who is involved before you take any action.</li> <li>2. <b>Ensure Safety</b> – Your priority is to make sure all those involved are safe and moved out of harm's way. For example, if a rider has a puncture, you'll need to move them off the road to a location where the puncture can be safely repaired. If it's a more major accident and it's safe to move the rider they should be taken off the road. If they can't safely be moved, then you'll need to get support from other guides to alert other road users, manage the other group riders close by and tend to the individual(s) involved in the incident. Remember to consider the safety of other riders, guides, road users and pedestrians as you take action.</li> <li>3. <b>Communicate</b> – Whatever the nature of the incident, make sure your fellow guides know what is happening. In the case of a minor puncture, it may be as simple as informing them that you are dealing with the situation, they should continue, you are no longer part of their cycling sub-group and there is nothing they need to do. If it's a major situation, you may need to ask guides to halt the ride</li> </ol>

and assist you in managing the situation and alert medical and mechanical support using the WhatsApp Groups and What Three Words App.

### **Rider groups**

Your Event Director & Ride Leader will allocate all the riders and guides into three groups. Each group will have between up to 10 riders and will be looked after by at least two guides. Arun will advise you all of these during the pre-event briefing.

### **Yellow Bibs**

All guides will be requested to wear yellow bibs for the first day. This is not only a safety thing, but also a way for all rider and other guides to identify the cycling guide team. The ride leader will decide on whether we continue to wear or not.

### **Crashes, Falls or Injuries**

In what we hope is the unlikely event that someone is hurt or falls off their bike and is seriously hurt then a guide will obviously stop and assist them. If the issue needs urgent medical attention, then the guide will call into Arun or Justin or directly into Matt to ensure rapid support is deployed. Call the most relevant person in the support team first. One guide should manage the situation and other guides support. If it is on the Avenue Verte use WhatsApp to share location as the support vehicles will be located on the lanes that cross the cycle path.

### **Mechanicals and Punctures**

In the event of a puncture or mechanical issue then a guide will must stay with that person and help fix or wait until mechanical support arrives. They will then attach themselves to the next group coming through or safely make their way to the next stop and if possible re-join their group. If the issue is more fundamental, then the guide will ensure a message is passed onto Rich to assist and he will make his way to the incident.

### **Routes and Bike Computers**

We are going to issue final routes to everyone in the GPX files the week before the event. We need everyone to use a bike computer with these routes. We can't have people guiding without that fixed unit on their bike. You will need them and it is essential for safe guiding too. We have a pool of Wahoo Elements if guides do not have a bike computer.

### **Small groups**

We will endeavour to have groups of 8 riders supported by 3 guides. This will have to flex according to where we are (for instance we will ride as a larger group leaving Dieppe, while on busier roads it will likely be easier to do slightly small groups, reasonably closely connected in order to allow cars past).

### **Hazard Rider**

We operate a policy of having a guide acting as a hazard rider at the front at all times. This person rides 30+ metres out front of their group and is there to spot and flag potential safety issues (e.g. crazy drivers, tractors, stopping points, etc). No one is to pass the hazard rider at all times.

### **Signals**

There are countless different shouts and hand signals you will all use to flag safety issues. Your event director and ride leader will run through these on the main briefing, but the key is to do it loudly and confidently, so people see, hear and pay attention!!!

### **Communications**

There are three ways to communicate with each other during the ride.

### What's App groups

- Group WhatsApp Group – L2P Cycle Challenge  
Use this group for general communication throughout the weekend to communicate about general logistics/timings/activities and sharing photos etc
- Emergency WhatsApp Group – EMERGENCY  
Only use this in cases of emergency. You need to get a message to the group immediately following a serious incident or something the group immediate. Use when there is a serious danger to the group.
- Guides Group – Guides L2P 9-11 Sep  
Use this for communications to the guides only.

#### What Three Words

- Please ensure you download this app to your phone before the ride
- Use this to alert the Event Director, Rider Leader, Medic or Mechanic in the event of an incident where you are not able to give a clear location.
- Each guide will be given a whistle to use to alert the group they are leading or riding with. There are two whistle alerts.

#### Verbal communications

- Use verbal communications to alert and relay messages through the ride to your group.
- To slow your group use
- The use of the whistle is an additional way to alert your group, usually in areas where you may not be able to see the whole group. We recommend the use of verbal communications over the use of a whistle, but if you prefer to have as well please advise the event director.
- Radios will also be available for certain guides and medics.

#### **Speed**

This is a group ride and we are not time-trialling it into Paris. No riders are allowed past the hazard riders, for not just the safety reasons above, but to ensure that the pace is appropriate and people don't get spread out, etc. There will likely be times where some groups might want to ride quicker, but this needs to be agreed with your Event Director & Ride Leader, but the same principle applies. No one goes past the hazard rider.

#### **Rider behaviour**

Most of the people you will be guiding will be lovely, but one or two might be tempted to push the boundaries we're setting (e.g. overtaking the hazard riders, not adhering to signals, etc). In this instance we expect people to gently and with good humour as people to respect the rules. If you have any problems or concerns then flag to your Event Director & Ride Leader.

### **Expectations and Behaviour of Guides**

The ride is meant to be fun for everyone including the guides, but there are a lot of people we must keep safe and looked after, so we need all the guides to muck-in and help. A few key things therefore we expect:

- **Safety:** we've mentioned this above in the Guiding section, but there is no harm repeating it. It is our number one priority and we must endeavour to look after all the riders so we avoid injuries
- **Setting a ride standard:** key to safety is setting a standard or riding competence and discipline that the riders will respect. Showing off, speed, bunny hops, etc, will only encourage others to do the same
- **Alcohol:** Guides are not allowed to consume alcohol at any point during the day. In the evening please restrict yourself to 2 or 3 drinks maximum. We just cannot have guides intoxicated, it does just send a poor message, and we cannot risk the safety of the riders because a guide is hungover. We

will simply remove you from the ride the next day if that is the case. (Obviously on the final night go for it as the ride will be over, but don't miss your train in the morning!)

- **Helping:** we have a lot of moving pieces, quite literally, so please don't just get off your bike at the end of a section/day and sit down or get a meal. Actively see what you can do to help. It will make the ride a lot smoother if we all muck-in
- **Stopping points** – Guides will be asked to watch bikes and bags at the stopping points
- **Friendly:** you're all lovely people, but even the loveliest of people can have their moments. Please try and be as engaging and supportive to all the riders. We're not expecting you to be to Michael McIntyre, but don't be too shy either.

### Kit, Travel and your Bike!

We are cycling for three days and while we will try and have a kit wash stop in Beauvais, except this to be for the Salesforce team. Therefore, you'll need:

- (Appropriate) Cycle clothing for three days
- Helmet (essential)
- Bike computer
- Four inner tubes and kit for removing tyres
- Evening Clothes for at least three evenings (we will likely go straight to sleep on the ferry)
- Toothbrush (obviously!)
- And don't forget your passport
- That's it!

In terms of **travel**, if you live far away from the start then you will either need to make your way to the pre-event hotel the night before, so do let us know if you have not already, or make sure you are at the meet point by 8.00am at the latest, so you can help with final briefings and pre-roll out preamble. Meet point, The Dickens Inn, see web link on Support Team page.

For those not travelling back in vans your return travel has been prebooked on Eurostar, on the 1.13 from, from the Gare de Nord. Groups will be making their way independently in the morning, but we will brief you all closer to the time when we give you your tickets.

Finally, **your bike** will be brought back to the UK either by Arun or a pre-arranged van. It will be available to pick up from Tunbridge Wells, Crystal Palace (same as the meet point as the start) or St Pancras (place TBC) on the Sunday (unless otherwise arranged with Arun).