

Club Cycling Policy

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Scope

This document is intended to describe the approach taken by the Club, Sittingbourne Striders Tri, or on behalf of Sittingbourne Striders, with regard to the facilitation and offering of cycling activities to its members and guests.

Types of Activity

The club aims to facilitate group rides using the public highways.

These rides are considered as social activities. The club does not offer specific instruction, skills training or coaching.

Rides will be lead by a volunteer ride leader, via a route of their choosing.

The general pace, distance and intention to include rest/cafe stops will determine the categorisation of these rides and reflect the intended participants ability.

Basic categorisation will be, Introductory/Beginner, Social, Training

Basic Category	General Description	Target Participants
Introductory / Beginner	Typically no more than 40 miles with a pace between 8 - 14mph/Avg , and a planned coffee/rest stop.	Newer, less experienced cyclists that want to gain confidence in riding on the public highway or as a group. A range of bicycle types will be expected on these rides.
Social	Typically between 30 – 80 miles with an average pace determined by the slowest member of the group, but expected to be between 14 – 18 mph . A planned Coffee/rest stop will also be included	Cyclists already confident in cycling on the public highway or as a group. Riders that have already completed distances of 30 miles or more. Road bikes will be expected on these rides.
Training	30 miles or more. These rides will involve a mixture of group riding and solo efforts, during which riders will set their own pace and regroup at agreed points along the route. No specific coaching is offered, but the intention is that the riders will set themselves a pace that requires significant physical exertion. An average pace will typically be 16mph or more, and a coffee rest stop will be optional.	Experienced cyclists that are looking to increase their performance or are training for an event. Riders should be familiar with cycling on the public highway either as a group or solo, and capable of manging their own pace. Those wishing to use Timetrial, or cycles fitted with aero bars are welcome.

Table 1.

Participant Safety and personal responsibilities

Participants for all cycling activities are responsible for their own conduct, and the condition of their equipment.

Participants should familiarise and conduct themselves in accordance with the law and guidance provided by the highway code with regard to cycling on the public highway.

The Club or ride leader accepts no liability as to the road worthiness of participant's cycles or associated equipment. It will be the responsibility of the individual participants to ensure their equipment is safe and roadworthy prior to commencement of the ride.

It is also recommended that participants have the means to repair items such as punctures, as the club does not guarantee the supply of spare parts or repair services.

The club/ride leader may refuse to allow participants to join/continue with the ride if they do not feel that the participant or their equipment is compliant with these responsibilities.

Personal insurance is also recommended for all participants, and can be obtained via membership of cycling/sports groups, such as British Cycling or Triathlon England, or through specialist insurance providers.

Children, or those under 16 are not permitted to attend our Club rides.

Rides and Ride Leaders

Only rides that are endorsed or approved by the Sittingbourne Striders Committee or Sittingbourne Striders Tri Sub Committee are considered to be official club rides.

Official rides will be designated as a club ride, and defined as an introductory/beginners, social, or training ride in accordance with the guidelines in table 1.

Members of the club may arrange or advertise rides themselves via our social media page but these are not endorsed by the club, and the club accepts no liability for these activities.

Ride leaders for official rides are volunteers and act on behalf of the club. They are responsible for ensuring the ride meets the policy requirements contained within this document.

Leaders may nominate support leaders (referred to as deputies throughout the rest of this document), to ensure an adequate level of leadership and supervision on the ride.

The ride leader is responsible for the route.


The ride leader should familiarise themselves and their deputies with the risks associated with the ride.

Ride Supervision

The required level of leadership or supervision for a ride will be determined by the ride leader, but the club proposes that the following guidelines should be met, where a minimum number of ride leaders and/or deputies accompany a maximum number of participants.

Basic Category	Ratio of Leaders and deputies / participants.
Beginner	1 / 5
Social	1 / 6
Training	1 / 8

Where the number of participants are greater than the guideline for a single ride leader, then it is recommended a deputy be appointed to cycle toward the back of the group to act as a “sweeper” function (Option A)

 Leader/Deputy



Participant

Option A



or

that the group is split into smaller sub groups with participants being assigned to a specific leader or deputy (Option B)

Option B

Group 1



Group 2



Risk Assessment

Cycling has the potential to expose participants to risk.

The club, and ride leaders representing the club, will as far as is reasonably practicable seek to identify risks associated with club rides, and introduce control measures.

Rides will operate under a generic risk assessment, but ride leaders shall also consider specific risks associated with the route taken or conditions on the day as part of a dynamic risk assessment.

Appendix

Generic Risk Assessment

Ride leaders briefing guidance

Generic Risk Assessment

Risk Assessment: Sittingbourne striders social club rides					Location: All Sittingbourne striders triathlon social Road Ride Routes			
Completed by: Date Completed: Next Review Date: Signed off (date):					Other relevant Risk Assessments: NONE			
Activity	Hazard	Who is at risk	Initial risk (H/M/L)	Controlled Measures Recommended	Further action recommendation/requirements			
					Residual Risk (H/M/L)	Y/N	What	Person Responsible
1. PRE-RIDE	Equipment; breakdown, stranded	Riders	L	It is suggested that each rider to carry minimum tool kit comprising; <ul style="list-style-type: none"> • Method of tyre inflation • At least one spare inner tube (recommended two) • Two/three tyre levers • Multi-tool Inc. Allen keys • Chain splitter • Mobile phone / money for phone 	L	N	-	-
2. PRE-RIDE	Equipment: condition, accident	Riders and public	M	Cycles must be legal and roadworthy <ul style="list-style-type: none"> • Riders to inspect their cycle prior to each ride paying particular attention to brakes, frame, steering, pedals / cleats, wheels and tyres. • Riders to ensure your cycle is regularly serviced / maintained by a competent mechanic. • Tri-bars are not permitted on club rides unless specifically stated 	L	N	-	-
3. PRE-RIDE	Equipment: clothing-visible, comfortable and safety	riders	L	Riders to assess weather conditions and dress / prepare appropriately <ul style="list-style-type: none"> • Waterproof jacket / Gilet to be carried • Recommend high visibility clothing / jackets • Riders to wear approved safety helmet • Recommend the wearing of suitable eye protection • Mudguards are recommended during the winter months 	L	Y	Local and met office weather to be checked prior to ride	Ride leader.

4. PRE-RIDE	Equipment: communication, stranded	Riders	M	Mobile phone and / or money for public telephone to be carried <ul style="list-style-type: none"> • Riders to have ride leaders numbers/ social media contact either in telephone or about their person • Riders given the opportunity to familiarise themselves with the route. 	No risk	N	The destination and general details of the ride to be communicated via social media. Where possible the route will also be available on social media prior to the ride.	Ride leader
5. PRE-RIDE	Equipment: food and drink	Riders	L	Familiarise yourself with distance of ride prior to attending meet point <ul style="list-style-type: none"> • Riders have responsibility for ensuring that they carry sufficient food / drink / energy gels for duration of ride • Carry money to purchase food / drink 	No risk	Y	Distance and destination to be available on Facebook prior to club social rides. Briefing, giving length of ride and distance to any café stop (see point 9)	Ride leader Ride leader
6. PRE-RIDE	Preparation: health	riders	M	Riders to ensure they are aware of the distance / pace of the ride to be undertaken and are of a sufficient level of fitness to complete the ride <ul style="list-style-type: none"> • Do not start any ride if you are feeling unwell or do not think you are able to complete it • If during a ride you become unwell, inform the ride leader immediately. 	L	N	See point 4 and 5	
7. PRE-RIDE	Group size/ rider experience: accident, traffic problems	Riders and public	M	Group to be split at ride leader discretion and according to availability of ride leader deputies <ul style="list-style-type: none"> • Groups should be split into the smallest number of riders in each • Any riders new to a club ride should identify 	L	Y	Ride leader deputies should be appointed if the ratio of leaders to	Ride leader

			<p>themselves to the ride leader and consideration should be given to allocating a chaperone / mentor</p> <ul style="list-style-type: none"> • Be familiar with the Highway Code (Rules 59 to 82) and in particular advice on where/when to ride two abreast or single file (Rule 66). Always follow any instruction given by the ride leader. (https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82) 			<p>participants exceeds the recommended ratio</p>	
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8. PRE-RIDE	New/guest riders	Riders and public	M	<p>Any guest / new rider must introduce him / herself to the ride leader (also see point 7)</p> <ul style="list-style-type: none"> • New members should contact the club in advance • Guest / new rider should be directed toward this risk assessment and familiarise themselves with it. 	L	Y	Once identified, the ride leader shall verbally assess the competence level of the new/guest rider and ask an experienced rider to “buddy” up with them for support	Ride leader
9. PRE-RIDE	communication	Rider	M	<p>Ride leader to undertake a pre-ride briefing for all riders to cover;</p> <ul style="list-style-type: none"> • An overview of the route, any café stops, likely duration and distance • Any known route hazards, diversions or other considerations • Any issue relevant to the weather (in particular wind, frost and ice). • A reminder of the standard hand signals and calls used within the group • Check of presence of new members or guests 	L	N	-	-
10. RIDE	Collision/accident: each other	Rider	M	<p>Ensure cycle is properly maintained (see also point 2)</p> <ul style="list-style-type: none"> • All riders to be conversant with group ride calls, hand signals and warnings and ensure that these calls are passed along the line • Ride smoothly and consistently, be aware of those around you and do not brake without warning • Concentrate at all times and anticipate changing road conditions • When negotiating unforeseen road conditions (such as potholes) riders should be aware that their actions impact on others • Ride slightly to one side of the wheel in 	L	Y	<p>Pre ride briefing to be undertaken (point 9 above).</p> <p>New/inexperienced riders to be identified and given ride buddy (experienced rider) where possible.</p>	<p>Ride leader</p> <p>Ride leader</p>

				<p>front and with sufficient safe gap if not confident/competent to ride immediately behind the wheel in front.</p> <ul style="list-style-type: none"> • Do not let your front wheel overlap that of the rear wheel of the bike in front • When riding two abreast maintain an even pace and do not speed up when another rider draws level (do not 'half wheel') 				
11. RIDE	Collision/accident: motor vehicle, other road users	Rider/public	H	<p>Riders will conform to the Road Traffic Act and follow the advice of the Highway Code at ALL times.</p> <ul style="list-style-type: none"> • Riders will obey all traffic signals and signs. • At times of poor visibility, wear bright clothing and if necessary use cycle lights. • All riders to continually assess traffic conditions, driver attitudes and carry out dynamic risk assessments. E.g. get off and walk/use a pedestrian crossing if you have to cross a major road. • Should the need to stop arise e.g. through puncture, breakdown etc. then a place must be found sufficiently off the road to allow safe passage of traffic. • Consider using person(s) at strategic points to warn oncoming traffic of any obstruction. • Riders to warn of approaching vehicles and obstacles using verbal and hand signals. 	M	Y	<p>Consideration be given to nominating a ride leader assistant (deputy) during any ride to assist with control of the group.</p> <p>All accidents to be reported as per the Road Traffic Act and to the Committee. An accident report submitted detailing the circumstances.</p> <p>Report all near misses.</p>	<p>Ride leader</p> <p>Ride leader/ rider</p> <p>Ride leader</p>

12. RIDE	Accident: falling off	Rider	M	<p>Pay close attention to the road surface at all times and dynamically risk-assess any changes identified. e.g consider dismounting to cross a ford.</p> <ul style="list-style-type: none"> • Be aware of the calls / warnings in relation to changes in surface such as potholes and use / pay attention to these warnings. • Only ride at a speed at which you are competent / confident particularly on descents. • Ice on the roads should be brought to the attention of the ride leader immediately 	L	Y	<p>Consideration is given to cancelling club ride if the roads are icy and publicise via social media (facebook).</p> <p>Should a club ride set off and there be a risk of ice then there should be a continual dynamic risk assessment of the conditions. Consideration should be given to;</p> <ol style="list-style-type: none"> Call ride off change the route stick to main roads if they are clear of ice. 	<p>Ride leader</p> <p>Ride leader</p>
13. RIDE	3rd Party Claim Arising From Accident / Mishap-financial loss.	Rider	L	<p>Sittingbourne strider triathlon club recommends that all of its members are covered for 3rd party claims via an appropriate insurance policy e.g. British triathlon federation or British cycling</p>	No risk	N		
14. RIDE	Theft of cycle	Rider	M	<p>Always try and ensure that your bike is within your sight during stops.</p> <ul style="list-style-type: none"> • At protracted stops e.g. cafe ensures that your bike is locked to an immovable object / other bikes using a good quality / approved lock. • Ensure that you have adequate insurance 	L	Y	<p>If a theft does occur report to the police.</p>	Rider

				cover in place covering the loss of your bike				
15. RIDE	stopping	Rider/public	M	<p>Always choose a safe place to stop as a group, and in particular avoid road junctions, bends and other physical road hazards.</p> <ul style="list-style-type: none"> • Warn riders before stopping, and keep the carriageway clear. • In the event of punctures, breakdowns etc. clear the carriageway if possible, or ride leader to instruct the group to continue to a safe waiting place. • Assess the problem and decide whether to hold up the ride or leave the affected rider with helpers and details of the route to the next stop(s). • If unsure of the route, stop well before junction to consult map. Check for presence of back marker at junctions. If necessary wait for slower riders beyond the junction. 	L	N	-	-
16. RIDE	Passing horses	Rider/horse rider	M	<p>On approach to a ridden horse, the lead rider should warn the horse and horse rider by verbal communication that a human(s) are present and behind. Thereafter proceed and pass by slowly.</p> <ul style="list-style-type: none"> • Heed any advice given by horse rider. (Horses can be spooked by bikes, it is essential that the horse hears the human voice before it sees the bike. 	L	N	-	-
17. POST-RIDE				<p>At the end of the ride the ride leader will conduct a ride debrief.</p> <p>Riders are encouraged to raise any issues or concerns and just as importantly to talk about things that have gone well. In addition any accidents, near misses and anything else of note must be brought to the attention of the ride leader if it hasn't</p>		Y	Report to the committee any matters arising from the ride	Ride leader

				already been done. If any rider is not comfortable doing this in front of others then please approach a committee member privately, via official email channels or use the social media.				
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All riders are reminded that they are responsible for their own safety; individuals take part in any group activities at their own risk. We strongly urge all riders to obtain appropriate 3rd party insurance as a minimum. It should be noted that no liability shall be attached to the Sittingbourne striders running and triathlon club (including its officials and members) for any injury, loss or damage suffered.

Ride leaders - Pre ride Briefing guidance

Purpose of this document

The following is intended as a guidance note to be used by ride leaders as part of a pre ride brief.

Considerations and best practices.

1. If possible share the destination and route GPX file on Facebook.
2. Try to ensure at least 2 people know the route.
3. Do you know roughly how many people are going to attend. Have you got sufficient ride leaders/deputies?
4. Check the weather before the event.
5. Do you have a first aid kit available on the ride.

Pre ride participants briefing.

1. Are there any new riders/ or guests?
 - a. Non Club members may join 3 rides as a guest before being asked to join the club.
 - b. For new riders and guests consider ensuring they have a nominated "buddy" during the ride.
2. State the destination and distance for the ride.
3. Identify ride leaders / deputies to the group
4. Explain group riding etiquette
 - a. Avoid sudden moves, i.e swerving, sharp braking etc.
 - b. Let people know what you are doing and what's going on around you.
 - i. Verbal warnings or hand signals should be given for activities such as:-
 - i. Stopping / Slowing,
 - ii. Objects or hazards in the road.
 - iii. Turns
 - c. On busy roads ride in single file, and if it's a big group, allow car size gaps after approximately every 5 riders to allow vehicles to overtake.
 - d. Mention any specific risks related to the weather conditions or route.
 - i. Slippery conditions, poor lighting etc.
 - e. The group will generally cycle at the pace of the slowest rider, and will regroup before turning off of a road so as not leave anyone behind.
5. Explain that the club recommends personal liability insurance, such as that offered by British cycling or Tri England.
6. **Check / State that everyone has a helmet**, and that their cycles are in roadworthy condition. (It is their responsibility, but for new riders / guests its worth undertaking a basic visual check) **NO HELMET = NO RIDE!**
7. State that if anyone has any specific medical needs / concerns they should notify the ride leader.

Before setting off and during the ride.

1. Count the number of participants and keep check of this.