



## **ON ROAD**

# Ride Leader Handbook

## About Cycling UK

Cycling UK is the UK's largest cycling charity, working to inspire and help people to cycle and keep cycling, whatever kind of cycling they do or would like to do. Over a century's experience tells us that cycling is more than useful transport; it makes you feel good, gives you a sense of freedom and creates a better environment for everyone. Find out more at [www.cyclinguk.org](http://www.cyclinguk.org)

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To ensure the maintenance of high standards of Cycling UK training courses, Cycling UK reserves the right to alter any workshop specification or detail without prior notice.

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# About the workshop

## The handbook

This handbook is designed for use during and after the workshop. There are sections where you can write notes.

**NOTE:** There will be no formal assessment or accreditation process at the end of the workshop.

## Pre-workshop knowledge

Participants do not need to have any prior experience of leading road rides in order to participate in the workshop. However, they should be used to group riding and competent leisure cyclists. They do not need to be able to ride fast or for long distances, neither are they expected to be an expert in legal and insurance issues. However, should you wish to read more about the policies and procedures that are involved, please see the information on the useful links page or the appendices to this handbook.

## Workshop overview

The workshop covers the principles of leading a group ride. It will be largely theoretical. As the workshop will be highly participative, attendees are encouraged to be proactive in the learning process and contribute their own experiences throughout.

**Note:** Participants will receive a certificate stating that they have attended the course but there is no formal qualification given or required by Cycling UK to lead group rides – Ride Leaders should be deemed competent to lead rides by at least two members of their groups and registered with Cycling UK for insurance purposes.

# Unit 1 Introduction to the Ride Leader Workshop

## Introduction

Welcome to the Cycling UK Ride Leader workshop. This workshop is for those who take people out on group cycle rides on road, and those who would like to. Participants may be from Cycling UK Member Groups, Cycling UK affiliate groups, and the wider community.

The goal of the workshop is to develop the knowledge and skills of those who currently lead social and leisure rides, as well as to give those who would like to become Ride Leaders the confidence and techniques to do so. Groups who wish to organise more sporty rides involving 'peloton'-style riding may wish to look at Cycling UK's Club Leader course, which may be more appropriate.

Delivery will be through a variety of materials but there will be plenty of opportunities for participants to share their own experiences and knowledge of ride leading.

The overarching aim is to increase the number and quality of road rides offered to group members, and thus increase participation in them by providing good quality knowledge and information to existing and future Ride Leaders.

This unit will set the scene for the Ride Leader workshop; it will provide timings and information on breaks and also set out the aims and objectives of the day.

### 1.1 Workshop aims and objectives

This workshop **aims** to develop a network of knowledgeable and confident Ride Leaders, building on Cycling UK's long experience in the field and sharing what it considers to be 'best practice', without requiring formal assessment or qualifications of Ride Leaders.

The **objectives** are to:

- Examine what makes an enjoyable ride and a good Ride Leader
- Understand what information ride participants need ahead of the ride
- Examine how to plan and lead a good group ride
- Introduce Cycling UK's current Policies and Procedures in relation to leading rides
- Understand how to lead a group ride
- Provide an opportunity for knowledge-sharing and networking for existing and future Ride Leaders
- Examine further training and development opportunities
- Provide a resource pack for Ride Leaders

The approximate timings are:

Unit	Time	Title
	9.30am	Arrival at venue
Unit 1	10.00am	Introduction to the Workshop
Unit 2	10.30am	What are the insurance, legal and moral requirements for leading a group ride?
Unit 3	11.15am	What makes a good group ride?
	11.45am	BREAK
Unit 4	12.00pm	How to plan a group ride
Unit 5	12.45pm	How to lead a successful group ride
	1.30pm	LUNCH
Unit 6	2.15pm	Workshop review and feedback
	3.30pm	End of workshop

## 1.2 Icebreaker activity

What are your reasons for coming to the workshop? Tell the group your name and one objective you would like to have achieved by the end of the session.

## Summary

### By the end of this unit, you should have:

- Gained an overview of the workshop's aims and objectives
- Expressed your own objective for the workshop
- Understood the structure of the workshop
- Been introduced to your tutor and the other participants

## NOTES

## Unit 2 What are the insurance, legal and moral requirements for leading a group ride?

### Introduction

This unit looks at the resources and materials you might need to plan a ride, and guides you through the insurance, legal and other requirements Ride Leaders should be aware of. They represent what, in our view, is best practice and are based on a common sense approach, being guidance rather than rules and regulations.

Ride leading is a voluntary role but, nevertheless, Ride Leaders have a duty of care to ensure that the experience is as safe and enjoyable for participants as reasonably possible, so you should familiarise yourself with the essential documentation in the Ride Leader Handbook appendices.

**NOTE 1** that this unit only provides an overview of the relevant guidance – there will not be time in the workshop to discuss the finer details, which can be found within the documents themselves, or by consulting Cycling UK and/or our insurance brokers Butterworth Spengler.

**NOTE 2** that Cycling UK Member Groups and Affiliated groups must abide by our guidance for insurance purposes, but other bodies may have their own rules and regulations to be followed by people leading rides for them, for example schools and youth groups.

Supporting documentation:

Appendix 1: Guidance Note 1 - Third Party Cover for Members

Appendix 2: Guidance Note 2 - Organisers' Liability Cover for Cycling UK Member Groups

Appendix 3: Guidance Note 3 - Organisers' Liability Cover for Cycling UK Affiliated Bodies

Appendix 4: Cycling UK Safeguarding Policy – a guide

### 2.1 Peace of mind

Ride Leaders and Event Organisers are covered by our master insurance policy as long as they are registered with Cycling UK and belong to either a Cycling UK Member Group or a cycling group affiliated to Cycling UK. NOTE that claims against Ride Leaders are extremely rare, if not unknown.

#### Points to note:

- You are covered as a Ride Leader for damage caused to a third party (ie another person or their property) leading to a claim against you.
- You are NOT covered for any form of competitive event, except as listed in the guidance (Appendices 2 and 3).
- You are covered provided the ride is organised in accordance with our guidance.
- Riders who are Cycling UK members are covered for claims made against them.
- Riders who are NOT Cycling UK members are covered for claims made against them by another Cycling UK member on a Member Group ride only.
- Cycling UK won't assess your insurance requirements – it is based on a common sense approach to what constitutes leisure cycling group activity.

#### Therefore:

- Affiliated groups should have no more than 10 non-members (of their group) on any one ride.
- Member Groups should have no more than 10 non-members (of Cycling UK) on any one ride.
- Non-members of either an affiliate group or a Member Group should not ride any more than three times with the group.
- These limitations do not apply to events open to the public that are registered with Cycling UK.
- You must inform Cycling UK of events/rides involving more than 200 riders.

If you have any more specific queries, look at the Law and Liability for Cycling Activities and Events fact sheet or contact Sue Cresswell at our insurance brokers Butterworth Spengler on 0151 494 4400 as Cycling UK is not authorised to assess insurance requirements.

## 2.2 How to be inclusive

Cycling UK's Diversity Policy states that:

**Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, councillor, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.**

Therefore, Cycling UK tries to ensure that there will be open access to all those who wish to participate in any aspect of cycling, and that they are treated fairly.

Young people are entitled to ride with Cycling UK groups, provided that the following conditions are adhered to:

Cycling UK Council has agreed that young people age 13 and over can ride unaccompanied, but any young person aged 17 and under **MUST** have a signed parental consent form. The consent form **MUST** make it clear the kind of ride the parent is consenting to and **that there are no special provisions made** for young people.

Appendix 4: Cycling UK Safeguarding Policy – a guide gives a Code of Conduct plus more information on our policies on including young people and vulnerable adults in cycling.

### Points to note:

- Ride Leaders do not normally need to be DBS (Disclosure and Barring Service) checked unless involved in tutoring, coaching or training young people.
- No special provision is necessary for young people over and above the standard duty of care to everybody on the ride.
- Parental consent forms are needed for **all young people under 18**, whether accompanied or not.
- Parents/guardians should be aware of how the young person will get home.
- Cycling UK cites British Cycling's Safeguarding and Protecting Vulnerable Adults and Children policies as best practice for cycling groups.

## 2.3 How to be more diverse

There are other minority groups who might feel excluded from taking part in rides. Perhaps they only appeal to MAMILS (Middle-Aged Men In Lycra) because you always start at 9am on a Sunday, then ride at a fast pace for 50 miles before stopping for a pub lunch thereby excluding families and slower riders?

Try to think of ways in which you could increase diversity in cycling activities.

**EXAMPLE:** Southampton Cycling UK is a good example of a group that has a wide range of rides to suit all tastes.

## NOTES



## 2.4 How to handle sensitive data

Cycling UK adheres to the requirements of the Data Protection Act 1998. Cycling UK staff and volunteers must ensure compliance with the Act by protecting riders' confidentiality, so stored data should only be shared on a 'need to know' basis.

Think of ways in which the Act might be breached – unwittingly or otherwise – by volunteers on a ride:

Scenario	Data Protection breach – Y / N?
<b>EXAMPLE</b> A Ride Leader contacts a rider after the ride using the details on the signing on sheet and invites them out for a drink.	Yes, because they have this information for emergency purposes only.

### Summary

By the end of Unit 2, you should have understood:

- The legal and moral responsibilities of the Ride Leader
- The insurance restrictions and guidelines
- How to include young people and vulnerable adults in cycling activities
- How to increase diversity in cycling activities
- How to prevent breaches of Data Protection

## NOTES



## Unit 3 What makes a good group ride?

### Introduction

There are many reasons why people choose to go on a group ride. In this section we will discuss what these might be and what people expect to get out of the experience. We also examine the qualities, skills, knowledge and experience good Ride Leaders need and look at some of the pros and cons of the role and the benefits to society at large.

#### Supporting documentation

Appendix 5: Ride Leader and Group Rider Checklists

### 3.1 What do people look for when they go on a group ride?

#### Why do some people prefer to be part of a group, rather than riding alone?

Complete the boxes with your ideas.

Benefit of group cycling	Cycling alone
<b>EXAMPLE:</b> Progression	<b>EXAMPLE:</b> Autonomy

### 3.2 What makes a good Ride Leader?

Volunteer Ride Leaders may come from all sections of the community, whether experienced group members of long-standing or relatively new to the activity. What particular qualities are required by those who choose to take up this important role? Think about any rides you have led (if you have done so) or group rides you have been on. What was it about the Ride Leader that made the ride an enjoyable and successful experience?

List below are some of the **personal qualities** that might be useful for the role. Where do you rate them in importance on a scale of 1 to 10?

Ride Leader quality	Importance (on scale of 1 to 10)
<b>EXAMPLE:</b> Patience	<b>8</b>



### 3.4 How do you become a Ride Leader?

There are no formal qualifications required, but you should be nominated by your group or organisation as competent to lead rides and, if a Cycling UK group, registered with us by the group Secretary or main contact person to be covered by Organisers' Liability insurance.

**NOTE:** Cycling UK Member Group Ride Leaders must be paid-up individual full members of Cycling UK (this does not apply to affiliate members, who just need to be members of their own group).

Take a look at Appendix 5: Ride Leader and Group Rider Checklists – this is the guidance we issue as an aide memoire to remind both Ride Leader and riders of their essential responsibilities.

#### Summary

By the end of this unit, you should:

- Understand what makes a good group ride
- Understand the reasons why people go on a group ride rather than ride alone
- Understand what makes a good Ride Leader
- Understand the pros and cons of being a Ride Leader
- Understand the benefits to society of being a Ride Leader
- Understand how to become a Ride Leader

#### NOTES

## Unit 4 How to plan a group ride

### Introduction

In this unit, we will discuss some of the practicalities of actually planning a ride: the various factors to take into account when planning a route; what to bring; and how to publicise the ride once planned.

#### Supporting documentation:

- Appendix 6: Risk Assessment form
- Appendix 16: Event Organiser's checklist

### 4.1 Route planning methods

The first thing to consider when organising a ride is planning the route. What are the various ways of planning a suitable route? Can you think of non-technological as well as technological ones? Note down the pros and cons of each one.

Technological	Notes	Non-technological	Notes
<b>EXAMPLE:</b> Garmin	Needs own power supply	<b>EXAMPLE:</b> Recommendations by a local bike shop	Might be unsuitable for your group



## Unit 5 How to lead a successful group ride

### Introduction

The day of the ride finally dawns. You meet at the allotted time and place (preferably earlier than your participants!) and, hopefully, there is at least one other rider there. In this unit, we look at what you need to bring; what the participants should bring; the formalities you need to go through; and how to manage the group once the ride starts.

#### Supporting documentation:

Appendix 7: Guest Registration form  
Appendix 8: Signing on sheet  
Appendix 9: Ride Leader equipment

Appendix 10: Cycle Assessment (M-Check)  
Appendix 11: Emergency Operating Procedure  
Appendix 12: Incident Report form

### 5.1 Pre-ride checks

Once assembled, there are a few brief formalities to go through before you set off, such as finding out who is on your ride and their readiness for the activity. A short briefing explaining the destination, route and any planned stops is advisable before the ride starts. Don't forget to point out any known hazards in advance, and at regular intervals.

#### 5.1.1 Riders

Although riders are responsible for declaring their own suitability for the advertised activity, Ride Leaders should greet each rider and assess their general health and wellbeing before starting the ride. For insurance and practical purposes, you should ensure you know the names and emergency contact details of everybody on your ride. Ask new riders to fill in a Guest Registration form (Appendix 7) and record other riders on a Signing On Sheet (Appendix 8).

#### 5.1.2 Ride Leader equipment

What kind of clothing/equipment should a Ride Leader wear and carry? Remember, you are an ambassador for your group or organisation so should be well-prepared! List below items you should carry as Ride Leader.

ITEM	PURPOSE
<b>EXAMPLE:</b> signing on sheet	To record names and contact details of riders

Appendix 9 lists other suggested equipment, as does Appendix 5. Appendix 8 is a sample signing on sheet.

### 5.1.3 Rider equipment

Some organisations and groups require Ride Leaders to provide a list of suitable items for riders to bring. (Some suggestions are listed in Appendix 5: Ride Leader and Rider checklists.)

All riders should bring a suitable cycle, as the disclaimer on the signing on sheet should make clear, but you may be asked, or feel it necessary, to assess a cycle's road-worthiness. Appendix 10: Cycle assessment (M-Check) sheet shows how you might carry out a check of somebody's bike to assess whether or not it's roadworthy.

#### Points to note:

- Cycling UK advocates freedom of choice as regards the wearing of helmets and hi-viz clothing (<https://www.cyclinguk.org/campaigning/views-and-briefings>).
- Bear in mind, however, that other organisations may require riders to use certain items of clothing and equipment: but it is not up to Ride Leaders to promote or otherwise the pros and cons of these.
- It is the Ride Leader's prerogative to refuse anybody on their ride who they deem to be so ill-equipped they may pose a danger to themselves or others but note point above on helmets and hi-viz clothing.
- Cycling UK advocates only making adjustments or repairs to a rider's bike if you are sure you are competent to do so by experience or qualification.

### 5.2 How to lead the ride

What is the optimal group size for road riding? Should you appoint a backmarker? What techniques could you employ to ensure the group stays together? This section discusses ways to manage a group ride.

#### 5.2.1 Group size

There are no hard and fast rules about the amount of people acceptable on a group ride as it depends on many variables, such as the competence of the riders and Ride Leaders, the number of Ride Leaders available, the planned route and so on. As Ride Leader, you should be confident you can handle the number of people who turn up for the ride. Cycling UK recommends considering dividing up groups of 12-15 or more into smaller groups and/or appointing a backmarker.

Don't forget to take a headcount at the start and at regular intervals during the ride, especially if it is a large group!

### 5.2.2 Position of Ride Leaders and backmarkers (or sweepers)

Where should you position yourself during the ride? Is riding always at the front or back necessarily the best place to be? Consider where else you might be able to ride for maximum enjoyment and security. What are the best options for the following situations?

Situation	Position of Ride Leader	Position of Backmarker
Normal riding		
Descending		
Climbing		
Crossing main roads		
Stopping points		
Junctions		

### 5.2.3 Positioning of participants

It is important that each participant understands that they are responsible for their own safety. Encourage them to keep away from the gutter and to watch out for any hazards, which they should point out to other members of the group – see 5.2.4 Group Communication.

#### Riding two abreast

The Highway Code in Rule 66 says: “you should never ride more than two abreast, and ride in single file on narrow or busy roads and when riding round bends.” Cycling UK guidelines are that riders should never ride more than two abreast except when passing and should drop into single file on narrow or busy roads, unless it would be unsafe to do so.

**NOTE:** Ride Leaders should be aware of the other rules for cyclists in the Highway Code and do their best to ensure that groups comply with them. However, Cycling UK believes the current Highway Code is inadequate for cyclists and actively campaigns for changes to be made to it.

#### How and when groups should single out

Again, it is very much up to the Ride Leader to decide how and when to move the group from two abreast to single file or vice versa. However, riders are responsible for their own and others’ safety so they must be left to decide if this is appropriate at the time. Cycling UK guidelines are that riders should “show courtesy to other road users and be a good ambassador for cycling.”

Consider how and when you would ask riders to move from two abreast to single file or vice versa.

### NOTES



### 5.3 Group communication

Many groups have their own jargon and gestures to communicate warnings and instructions to each other. What terms could you use to communicate with your group? See if you can work out the meaning of the terms/gestures below. Add any of your own.

Term/gesture	Meaning
<b>EXAMPLE:</b> Car up	Car approaching from behind
Car down	
Stopping!	
Oil up!	
Oil down!	
Pointing to the ground	

Add any of your own. Don't assume everybody will know what they mean!

When is the best time to explain these terms to new riders?

### 5.4 Stopping points

Surely the whole point of a ride is to keep going? However, there might be times when you might need to stop or slow the group down. What might these be? **EXAMPLE:** Right hand turn off a busy main road.

Remember stopping points must be identified for their appropriateness, for example allowing the whole group to get off the road, without inconveniencing other users. People can also become sheep-like when in groups so may be prone to stopping where they can block the road, prevent drivers emerging from junctions and obstruct the pavement. It is your job as Ride Leader to prevent this!

**NOTE:** In mixed ability groups, some riders want continuity of riding and as few stops as possible, while others will welcome frequent rests. Be mindful of this but remember that you can't please all the people all the time so aim for the middle ground – however, do NOT set off as soon as the slowest riders have caught up with the group!

### 5.5 How to deal with unexpected minor incidents

Ride Leaders should aim to keep the ride flowing as smoothly as possible, allowing time for breaks where necessary, but there may be times when minor unexpected events occur. Some situations arise out of the blue but some can be prevented with a little forethought.

Think about how you would deal with various scenarios by preventing the situation and dealing with it should it occur. Add any others you can think of, drawing on your own experiences, if you have any.

Unexpected event	Prevention	Solution
<b>EXAMPLE:</b> Rider fatigues and can't continue	Allow enough stops for snacks/drinks	Stop ride, provide energy gel or snack/water

## NOTES



## 5.6 What to do should a major incident occur

By this, we mean an incident involving serious injury, death, or perhaps something like road rage that could theoretically lead to a claim being made against the Ride Leader or other group member. Fortunately, such events are extremely rare but, nevertheless, your group should have an Emergency Operating Procedure so you know what to do should the worst happen. (See Appendix 11: Sample Emergency Operating Procedure.)

Think about what this might include. **EXAMPLE:** What to do with the group

We require all serious incidents to be recorded on Appendix 12: Incident Report form, sent to our insurers and copied in to Cycling UK (details on the form).

**NOTE:** Full Cycling UK members may be entitled to legal advice and claims assistance from our lawyers Slater & Gordon on 0161 830 4404 – affiliate members may still phone for general advice in the event of an incident.

### Summary

#### By the end of this unit you should know:

- how to assess the suitability of equipment and people
- how to manage the group
- where to position yourself
- how to keep the ride together
- where and when to stop a group
- how to communicate with the group
- how to manage unexpected incidents
- how to cope in an emergency situation.

## NOTES

## Unit 6 Workshop review

### Introduction

What have you learned from this workshop? Do you feel more confident at being able to lead rides in future? How would you like to see the workshop change in future?

### Supporting documentation:

Appendix 13: Ride Leader Workshop Feedback Form - complete and send back to Cycling UK c/o Julie Rand, Cycling UK, Railton Road, Guildford, GU2 9JX

Appendix 14: Ride Leader Post-Workshop Questionnaire – test your knowledge

Appendix 15: Ride Leader Log – track your progress as a Ride Leader

### 6.1 Self-assessment of training needs

If you feel there are areas you could improve on as a Ride Leader, use the box below to identify what these are and how you could develop them.

Quality/skill/knowledge	How could i develop this?
<b>EXAMPLE:</b> not a confident cyclist	Take a National Standard course

The Cycling UK **cycle training course structure** is on our website at [www.cyclinguk.org/training](http://www.cyclinguk.org/training) - take a look if you wish to further your knowledge and skills of ride leading. Ride Leaders may wish to progress from the informal workshop training to our Ride Manager, Club Leader, National Standard Instructor, or other courses.

### Summary

By the end of this unit, you should:

- Understand how your knowledge of ride leading has improved throughout the workshop
- Understand how you can progress as a Ride Leader in future

### Thank you for coming and Happy Ride Leading!



## NOTES

## Cycling UK Ride Leader Workshops

### List of supporting documentation

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## Guidance Note 1 – Third Party Cover for Cycling UK Members

This guidance sheet has been produced by Cycling UK and Butterworth Spengler Insurance Group to offer guidance as to what you should do to minimize the potential for incidents to occur. Cycling UK however are not authorized to give advice on insurance.

### What cover are we offering?

As part of Cycling UK membership, Cycling UK has arranged third party cover for members normally resident in Great Britain, Northern Ireland, the Isle of Man, or the Channel Islands. Cover is given under a policy taken out by Cycling UK with Royal & Sun Alliance under policy number RSAP1587485200. The policy has a maximum liability of £10,000,000 in respect of each incident and is for the period 1 October 2015 to 30 September 2016. Cover provided to you after 30 September 2016 will reflect the cover available to Cycling UK at the time. A copy of the Cycling UK master policy is available on request.

Cycling UK believes that the cover provided meets the needs of the majority of Cycling UK members. Cycling UK has **not** assessed your individual needs for cover and you will **not** receive advice or recommendations from Cycling UK about your insurance needs.

Cycling UK arranges this cover via Butterworth Spengler Insurance Group, who are authorised and regulated by the Financial Conduct Authority. You may check this and obtain further information by looking at the [Financial Services Register](#).

### Summary of the Cover provided

Cover is provided for injury or damage caused by you to a third party while you are cycling anywhere in the world, **except** the USA and Canada. A third party means anyone **other** than someone employed by you. You will **not** be covered for damage to property belonging to another member of your family. You are covered if you are cycling on a cycle (unicycle, bicycle, tricycle, tandem triplet or adapted cycle) **unless** it is driven by mechanical power **other than** electric assistance.

You are covered while you are a fully paid-up member of Cycling UK.

You are covered while you are using your cycle for private and professional purposes, including business cycling. You will **not** be insured if you are specifically employed as a cyclist e.g. as a cyclist-messenger or a carrier cyclist.

You are covered while cycling in touring competitions, reliability events, audax events, time-trials and in record breaking. You are **not** insured for any other form of competitive cycling.

### What to do if you have an accident

If you are involved in an incident which you think may lead to a claim being made against you, telephone the Cycling UK Accident Line on 0844 736 8452. They will send you a claim form to complete. Fill in the form with as much information as possible and send it, together with any supporting information, including any letters of claim sent to you, to: Butterworth Spengler Insurance Group, 20-24 Faraday Road, Wavertree, Technology Park, Liverpool L13 1EH quoting the Cycling UK policy number RSAP1587485200.

### What to do if you have a complaint

If you wish to make a complaint about any aspect of the cover provided to you as part of your Cycling UK membership, please speak to us at Cycling UK National Office on 0844 736 8450. If you remain dissatisfied, you should make a complaint using Cycling UK's Complaints Procedure.

### Peace of mind

Royal & Sun Alliance is covered by the Financial Services Compensation Scheme. If they are unable to meet their obligations to you under the Cycling UK policy, you may be entitled to compensation from the scheme.

## Guidance Note 2 - Organisers' Liability Cover for Cycling UK Member Groups

This guidance sheet has been produced by Cycling UK and Butterworth Spengler Insurance Group to offer guidance as to what a Member Group should look to do to minimise the potential for incidents to occur. Cycling UK however are not authorised to give advice on insurance.

### How is the protection provided?

Cycling UK has arranged Organisers' Liability cover for officers of Cycling UK's Member Groups, Regions and Organising Committees (referred to here simply as "Member Groups"). Cover is given under a policy taken out by Cycling UK with Royal & Sun Alliance under policy number RSAP1587485200. The policy has a maximum liability of £10,000,000 in respect of each incident and is for the period 1 October 2015 to 30 September 2016. Cover provided to you after 30 September 2016 will reflect the cover available to Cycling UK at the time. A copy of the Cycling UK policy is available on request.

Cycling UK believes that the cover provided meets the needs of Member Group Officers. Cycling UK has **not** assessed individual needs for cover and you will **not** receive advice or recommendations from Cycling UK about your protection needs.

Cycling UK arrange this cover via Butterworth Spengler Insurance Group, who are authorised and regulated by the Financial Conduct Authority. You may check this and obtain further information by looking at the [Financial Services Register](#).

### Summary of the cover provided

Cycling UK Member Groups may organise rides primarily for Cycling UK members. They may also organise 'events', which are rides for both Cycling UK members and the public.

You and your Member Group are covered for rides. You are also covered for events **provided** an event is registered with Cycling UK and included in the Cycling UK Events Guide.

You and your Member Group are also covered for rides / events which are touring competitions, reliability events, Audax events, and in record breaking and for cycle information/promotional events and stands. You are **not** covered for any form of competitive cycling, including time trials or mass start races, **other than** events such as hill climbs and speed judging run as part of the Cycling UK Tourist Competition or registered with Cycling UK and included in the Cycling UK Events Guide.

You are also covered for social events run by your Member Group **except** for:

- firework displays or bonfires;
- bouncy castles or other inflatable devices;
- bodily injury arising from contact sports (including martial arts); jousting competitions; "It's a knockout" type competitions; "donkey derby" races; go-karting; parachute jumping, paragliding or parasailing; or bungee jumping or abseiling;
- events involving weapons; passenger carrying amusement devices; or remote controlled model aircraft.

If you are involved in the running of a Cycling UK Member Group ride / event (as a ride leader, marshal, or in a similar capacity), you are covered against any claim made against you or the Member Group for injury or damage caused to a third party.

You are covered while you are a fully paid-up member of Cycling UK **and** have been registered with Cycling UK by your Member Group as a volunteer.

Rides in collaboration with other bodies are covered **provided** Cycling UK is clearly the organiser of the ride / event and Cycling UK rules and guidelines are applied to the event.

You are covered **provided** the ride / event is run in accordance with any guidance issued by Cycling UK **and in particular** that you are aware of all participants on the ride / event, either through collection of name and Cycling UK membership number or by completion of an entry form.

'Tours' lasting more than one day and including transport and/or accommodation may constitute a 'package'. Unless organised via a bonded travel operator such as Cycling UK Cycling Holidays and Tours, such a 'tour' **may** be illegal and will not be covered.

### Geographic cover

You and your Member Group are covered for any ride / event which takes place anywhere **except** the USA or Canada.

### 'Guest' or non-Cycling UK members

You are covered if a non-Cycling UK member on your ride / event causes injury or damage leading to a claim against you or your Member Group.

Non-Cycling UK members on Cycling UK rides / events are also covered for the duration of the ride only against claims made against them by a Cycling UK member on the ride. This benefit is paid for by Cycling UK members. A Cycling UK guideline is therefore that there should not be more than ten non-members on any one ride, nor should a non-member participate in a Cycling UK ride more than three times. This limitation does not apply to **events** registered with Cycling UK.

### What to do if there is an accident

If there is an incident which you think may lead to a claim being made against you or the Member Group, you should follow the guidance in the **Law and Liability for cycle activity providers** advice sheet and complete the **Incident Report Form** immediately. You should also telephone the Cycling UK Accident Line on 0844 736 8452. They will send you a claim form to complete. Fill in the form with as much information as possible and send it, together with any supporting information, including any letters of claim sent to you to: Butterworth Spengler Insurance Group, 20-24 Faraday Road, Wavertree, Technology Park, Liverpool L13 1EH quoting the Cycling UK policy number RSAP1587485200.

### What to do if you have a complaint

If you wish to make a complaint about any aspect of the cover provided to you as an officer of your Member Group, please speak to us at Cycling UK National Office on

0844 736 8450. If you remain dissatisfied, you should make a complaint using Cycling UK's Complaints Procedure. Details are on the Cycling UK website at [www.cyclinguk.org](http://www.cyclinguk.org).

### Peace of mind

Royal & Sun Alliance is covered by the [Financial Services Compensation Scheme](#). If they are unable to meet their obligations to you under the Cycling UK policy, you may be entitled to compensation from the scheme.

## Guidance Note 3 - Organisers' Liability Cover for Cycling UK Affiliated Bodies

This guidance sheet has been produced by Cycling UK and Butterworth Spengler Insurance Group to offer guidance as to what an Affiliated Body should look to do to minimise the potential for incidents to occur. Cycling UK however are not authorised to give advice on insurance.

### Organisation included in the insurance

[Name of affiliated body]

### Period of insurance

[Period of cover offered to the affiliated body]

### How is the insurance provided?

Cycling UK has arranged Organisers' Liability cover for bodies affiliated to Cycling UK and its officers. Cover is given under a cover taken out by Cycling UK with Royal & Sun Alliance under policy number RSAP1587485200. The policy has a maximum liability of £10,000,000 in respect of each incident and is for the period 1 October 2015 to 30 September 2016. Cover provided to you after 30 September 2016 will reflect the cover available to Cycling UK at the time. A copy of the master insurance policy is available on request.

Cycling UK believes that the cover provided meets the needs of affiliated bodies. Cycling UK has **not** assessed individual needs for insurance and you will not receive advice or recommendations from Cycling UK about your insurance needs.

Cycling UK arrange this cover via Butterworth Spengler Insurance Group, who are authorised and regulated by the Financial Conduct Authority. You may check this and obtain further information by looking at the [Financial Services Register](#).

### Summary of the cover provided

Affiliated bodies ('You') may organise rides primarily for their members. They may also organise 'events' which are rides for both members and the public.

You are covered for rides / events **providing** the ride / event involves fewer than 200 riders. For events involving more than 200 riders, you **must** advise Cycling UK of the details in advance of the event by completing an event registration form.

You are covered for rides / events which are touring competitions, reliability events, audax events, and in record breaking. You are not covered for any form of competitive cycling including time trials or mass start races.

The cover also includes social events run as part of a ride, for example, tea stops or a barbecue for ride participants at the end of a ride and for meetings of your organisation.

If your officers are involved in the running of a ride / event (as a ride leader, marshal, or in a similar capacity), you are covered against claims made against you or your officers for injury or damage caused to a third party.

Rides in collaboration with other bodies are covered **provided** you are clearly the organiser of the ride / event and Cycling UK rules and guidelines are applied to the event.

Your officers are covered while they are a fully paid-up individual member of your organisation. For peace of mind, you are strongly encouraged to register with Cycling UK your officials who you want to be covered.

You are covered provided the ride / event is run in accordance with any guidance issued by Cycling UK **and in particular** that you are aware of all participants on the ride / event, either through collection of names or by completion of an entry form.

'Tours' lasting more than one day and including transport and / or accommodation may constitute a 'package'. Unless organised via a bonded travel operator such as Cycling UK Cycling Holidays and Tours, such a 'tour' **may** be illegal and will not be covered.

### Geographic cover

You are covered for any ride / event which takes place within Great Britain, Northern Ireland, the Isle of Man, or the Channel Islands.

### 'Guest' or non-members

You are covered if a non member on your ride / event causes injury or damage leading to a claim against you.

A Cycling UK guideline is therefore that there should not be more than ten non-members on any one ride, nor should a non-member participate in a Cycling UK ride more than three times. This limitation does not apply to **events** registered with Cycling UK.

### What to do if there is an accident

If there is an incident which you think may lead to a claim being made against you or your officers, you should follow the guidance in the **Law and Liability for Cycle Activity Providers** advice sheet and complete the **Incident Report Form** immediately. You should also telephone the Cycling UK Accident Line on 0844 736 8452. They will send you a claim form to complete. Fill in the form with as much information as possible and send it together with any supporting information, including any letters of claim sent to you to: Butterworth Spengler Insurance Group, 20-24 Faraday Road, Wavertree, Technology Park, Liverpool L13 1EH quoting the Cycling UK policy number RSAP1587485200.

### What to do if you have a complaint

If you wish to make a complaint about any aspect of the cover provided to you, please speak to us at Cycling UK National Office on 0844 736 8450. If you remain dissatisfied, you should make a complaint using Cycling UK's Complaints Procedure. Details are on the Cycling UK website at [www.cyclinguk.org](http://www.cyclinguk.org).

### Peace of mind

Royal & Sun Alliance is covered by the Financial Services Compensation Scheme. If they were unable to meet their obligations to you under the Cycling UK policy, you may be entitled to compensation from the scheme.

## Cycling UK Safeguarding Policy – a guide

Cycling UK's policies and related statements provide a structure in which cycling group and member group activities can take place safely, consistently and in accordance with current legislation. Our policies must be followed by Cycling UK members, staff and volunteers involved in delivering or supporting Cycling UK activities.

It is the policy of Cycling UK to make every effort to safeguard its members from physical, sexual and emotional harm while participating in Cycling UK activities. Cycling UK takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Cycling UK activities do so in a safe environment.

This information sheet is supported by further information and resources to ensure that our members put the policies into practice.

### Safeguarding Code of Conduct

All Ride Leaders, instructors and other volunteers have an obligation to avoid creating distressing situations. Therefore they are expected to follow the Code of Conduct below:

As a Cycling UK volunteer, you are expected to:

- respect everyone as an individual
- provide a good example of acceptable behaviour
- respect everyone's right to privacy
- show understanding when dealing with sensitive issues
- adhere to the organisation's policies

As a Cycling UK volunteer you may not:

- permit abusive behaviour
- have inappropriate physical or verbal contact with others
- jump to conclusions or make assumptions about others without checking facts
- make suggestive or inappropriate remarks or actions
- deliberately place yourself or others in a compromising situation

### Other adults present

Ride Leaders, instructors and other volunteers should avoid situations where they are alone with a young person or vulnerable adult. This precaution protects all parties by removing the feeling of threat from an insecure participant, and by providing a witness if an accusation of improper behaviour is made. However, there may be occasions where this is not possible and a judgment will have to be made as to what is in the best interests of the young person or vulnerable adult.

### Physical contact

Physical contact between an individual and the Ride Leader or instructor or other volunteer should be avoided. There are instances when it is necessary, eg to demonstrate a skill, but such contact should remain impersonal so there is no risk of it being misinterpreted.

### Appropriate language

Care should be taken about what is said, and the way it is said. Leaders, instructors and other volunteers should avoid saying anything which could be interpreted as being aggressive, suggestive, or containing an innuendo.

### Creating false impressions

It is important that Ride Leaders, instructors and other volunteers do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid awkward situations. Should such a situation arise, it is essential to handle it with care and consideration to minimise embarrassment to Ride Leaders, instructors, other volunteers and participants.

## Supporting documents

This guide should be read in conjunction with the following supporting documents, summarised below:

- Cycling UK Safeguarding Policy for Working with Young People and Vulnerable Adults
- Cycling UK Participation Policy for Children and Young People
- Cycling UK Guide to Engaging with Young People and Vulnerable Adults
- Cycling UK Disclosure and Barring Briefing Note
- Cycling UK Diversity Policy
- Cycling UK Guest Registration/Event Entry form with Cycling UK Parental Consent Form
- Cycling UK Welfare Officer Guidelines and Report Form

### Cycling UK Safeguarding Policy for Working with Young People and Vulnerable Adults

This document outlines practices and guidance to follow in order to provide a safe and comfortable environment for children and vulnerable adults.

### Cycling UK Participation Policy for Children and Young People

This document discusses which age groups can ride unaccompanied and which should have somebody to act 'in loco parentis' on a ride, as decided by Cycling UK Council. It also discusses parental consent and how and when it should be obtained.

### Cycling UK Guide to Engaging with Young People and Vulnerable Adults

This document discusses ways to engage with young people and vulnerable adults and the duty of care towards them. It also gives a checklist of everything you need to take into consideration.

### Cycling UK Disclosure and Barring Briefing Note

This document outlines and when Cycling UK groups should consider undertaking a DBS check - which replaced the former CRB (Criminal Records Bureau) in early 2013.

### Cycling UK Diversity Policy

This document outlines our policy on diversity, which exists to prevent potential/current unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its councillors, employees, members and volunteers.

### Cycling UK Guest Registration/Event Entry form with Cycling UK Parental Consent Form

These forms contain a section on parental consent which outlines the basis on which parents/guardians are agreeing to allow the child/ren to participate in the specified activity.

### Cycling UK Welfare Officer Guidelines and Report Form

This document outlines the steps that should be taken should an issue arise leading to an accusation being made against a cycling group official. Groups are advised to have a Welfare Officer to investigate such issues and provide accountability when dealing with them.

## Ride Leader Checklist and Group Rider Checklist

Cycling UK has a long history of delivering excellent rides and events. This guide to ride leading is based on the best practice that Cycling UK, its clubs, groups and instructors have accumulated over the years. By taking on the role, you are adding to this fine tradition. Thank you.

Being a Ride Leader is enjoyable, rewarding and fun: you have the satisfaction of sharing your knowledge and skills with others and, best of all, you get to choose when and where you ride! This guide will help you and your group get the most out of the experience.

### Becoming a Ride Leader

- Speak to someone on your committee so they can register you in order to be covered by our insurance.
- Familiarise yourself with Cycling UK's guidance on group riding at [www.cyclinguk.org/events](http://www.cyclinguk.org/events).
- Before the ride, work out a route your group is likely to enjoy, taking into account: distance; terrain; traffic; refreshments; toilets; points of interest; weather; ability of the riders; and any other factors.
- Be prepared to vary the ride if any of these change.
- Decide how you will navigate: GPS, maps, local knowledge, or a combination of all of these?
- Advertise your ride – don't forget to include: the meeting time and place; the approximate distance and pace; likely return time; and other essentials such as what the riders should bring.

### Leading the ride

- Find out the names of everyone on your ride – not just for insurance purposes but it's also friendlier. Ask new riders to complete a Guest Registration form (Appendix 7).
- Enlist the help of any experienced riders to: keep an eye on newer ones; act as backmarkers; lead a second group; or even act as 'human signposts' at junctions or gates.
- Explain how you will lead the ride: any jargon and hand signals you might use; when and where you will wait for stragglers; how you will deal with traffic and so on.
- Remind each rider that they are responsible for their own safety, especially at junctions.
- Point out any likely hazards in advance. In the unlikely event of an incident, please complete an Incident Report form (Appendix 12) as soon as possible.
- Avoid blocking roads and trails – choose stopping points carefully.
- Keep the ride flowing smoothly but do stop occasionally and give stragglers a rest before restarting.
- You have a duty of care to the riders and the public, so if you think someone may endanger themselves or others, have a quiet word; if their behaviour persists, you are entitled to ask them to leave the ride.
- You should lead by example and remain calm, courteous and considerate at all times to all riders and other road users
- Ensure anyone who wishes to leave the ride is happy to make their own way home.
- At the end of the ride, thank people for coming and let them know details of the next one, if you have them.
- Then go home and plan your next route!

### Items to carry

It's a good idea to carry a few essential items such as:

- Maps or GPS unit
- Selection of small tools, inner tubes, tyre levers and a puncture repair kit
- A mobile phone
- Cards or coins for phone box – in some areas there may be no signal
- A supply of: Cycling UK Guides to Cycling with a Group (Join the Group); Guest Registration forms; Incident Report forms and Cycling UK Group Riding postcards or business cards
- A signing on sheet (Appendix 8)
- A pen or pencil

## Group Rider Checklist (Join the Group)

Joining a group ride is more than just a chance to make some new friends – there is no better way to find the best cycle routes, bike shops and cafes in your area. Whether with a local Cycling UK group or other cycling organisation, following an experienced Ride Leader with like-minded souls can enhance your cycling – and may lead to further adventures in the great outdoors!

Your fellow riders can also give you tips on fixing your bike, improve your fitness and riding style, provide moral support and even encourage you to try out a whole new style of riding. These guidelines will show you how to get the most out of the experience.

### Where do I find a ride near to me?

- There is a list of Cycling UK groups at [www.cyclinguk.org/localgroups](http://www.cyclinguk.org/localgroups) or consult our UK Cycling Events guide at [www.cyclinguk.org/uk-cycling-events](http://www.cyclinguk.org/uk-cycling-events).
- Contact the local group to discuss the kind of rides they do – the chances are there will be a group locally that matches your requirements. If not, they may know of others that will. Cycling UK members are free to ride with any Cycling UK Member Groups anywhere in the country so contact them if you are nearby.
- The group should have a ride or 'runs' list, either in print or on a website, with its upcoming rides. Some groups use social media such as Facebook and Twitter.
- It's a good idea to contact the Ride Leader first to let them know you are thinking of coming along. If you are not a member of the group yet, you will be able to come along for up to three times before being asked to join.

### What is it like on a group ride?

- You will have an experienced Ride Leader who will have a great route planned so relax and enjoy it
- If you are new to group riding, let them know – they will keep an eye on you, or assign someone to do so. You will be asked to complete a Guest Registration form or Signing On Sheet.
- Keep in mind they are a volunteer and listen carefully to any instructions. Let them lead!
- He or she should explain any jargon and hand signals they may use to keep control of the group, however you are responsible for your own safety.
- If you fall behind, don't worry – your group should wait for you at the next junction or at the top of a climb.
- Abide by the Highway and Countryside Codes – never ride more than two abreast except when passing. Shout 'Passing!' if you do so.
- Drop into single file on narrow or busy roads, unless it would be unsafe to do so.
- Show courtesy to other road and trail users and be a good ambassador for cycling.
- Be alert to what other riders around you are doing and do not get too close to them.
- Shout 'Slowing!' or 'Stopping!' if necessary – smooth, gentle manoeuvres work best.
- Point out any road defects or other hazards to others.
- If you wish to leave the ride, let the Ride Leader know first.

### What should I bring on a group ride?

- Any appropriate bike in good working order. If in doubt, have it checked over by a local bike shop or qualified mechanic.
- Carry at least a spare inner tube, pump and tyre levers.
- Dress for the weather and bring a spare layer.
- Bring a drink and energy bar plus a picnic or cash for lunch if out all day.
- Good lights are essential if there is any chance of riding in the dark or poor visibility.

### Top Tips

- Find your ride at [www.cyclinguk.org/localgroups](http://www.cyclinguk.org/localgroups)
- Let the Ride Leader know if you are new to riding or the group
- Listen to all instructions carefully
- Abide by the Highway and Countryside Codes
- Have fun and come back for more!

## Cycling UK Risk Assessment Form

The hazards below have been identified as influencing the safety of an event. Please complete the section below with details of likely hazards for your particular event/s.

Hazard	Control Measures
Riders' equipment, health and stamina	Riders sign a disclaimer on the entry form agreeing to their fitness to take part in the event and that their cycle is in a safe, legal and rideable condition.
Event terrain	Detailed information about the likely demands of the event is given in advance on the entry form.
Adverse weather	Riders should be warned at the start about any likely adverse weather ie ice/snow/fog etc and encouraged to wear appropriate clothing and ride accordingly.
Other road users	Events should take place away from busier roads where possible. Riders are reminded on the entry form that it is their responsibility to carry out manoeuvres safely and to adhere to the rules of the road.
Highway design or maintenance	The route should be risk assessed and any particular hazards pointed out on the entry form or route sheet. Hazardous features should be avoided if possible or alternatives given. However, riders must not be given the impression that the organisers can control what happens on public roads.
Other hazards	Risk assess and list any additional control measures separately below.

## Cycling UK Risk Assessment Form

Event name: ..... Event location: .....  
 Date: ..... Organisers' Name/s: .....  
 Event type: ..... (eg randonée, hill climb etc)

Please grade the risk based on likelihood of an incident occurring and the severity of the possible outcome = risk x severity. For examples, see bottom of this document. Add extra rows as required.

Hazard	Risk (Low = 1, medium = 2, high = 3)	Severity of outcome (Low = 1, medium = 2, high = 3)	Total grade of hazard (= risk x severity). NB if total is 9, hazard must be removed or avoided	Location	Control measures and/or alternatives considered	Warning given

## Cycling UK Risk Assessment Form (example)

Hazard	Risk (Low = 1, medium = 2, high = 3)	Severity of outcome (Low = 1, medium = 2, high = 3)	Total grade of hazard (= risk x severity). NB if total is 9, hazard must be removed or avoided	Location	Control measures and/or alternatives considered	Warning given
Severe Pothole on route	2	3	6	Bottom of Mare Lane	Circled with white paint	In route details
Significant Gravel on left of carriageway	2	2	4	Next to bend on Royal Road	Place marshal on bend	Put warning sign 100m away
Difficult junction/danger point	2	3	6	Royal Road/Mare Lane	Place marshal on junction	Put warning sign 100m away
Severe descent/ascent	2	2	4	Grid ref		In route details
Level crossing	1	2	2	Grid ref		In route details
Limited facilities – toilets, cafes, shops	1	1	1			In route details and highlight where there are facilities
Traffic-free cycle route shared with walkers	2	1	2	Grid ref		In route details and emphasise need to share with care

## Guest Registration Form for Cycling UK Rides (Please use BLOCK CAPITALS)

**RIDE DETAILS:**  
 Destination ..... Date: ..... Approx. distance: .....

**GENERAL RIDE INFORMATION:** .....

**PARTICIPANT DETAILS:**  
 First name: ..... Surname: .....  
 Address: .....  
 Postcode: ..... Membership No: ..... Tel No: .....  
 Email: ..... Date of birth if under 18: .....  
**NB Parental Consent opposite MUST BE signed**

**EMERGENCY CONTACT DETAILS:**  
 Name: ..... Tel: .....  
 Relationship to rider: ..... **NOTE** Non-Cycling UK members will be asked to join Cycling UK after three rides.

**DISCLAIMER FOR RIDERS** I agree that I understand and will abide by the terms and conditions required by Cycling UK for the safe participation in this activity and to act responsibly and adhere to the rules of the road and countryside. Marshals, if they are used, are solely to indicate the direction and it is my responsibility to ensure that any manoeuvre is carried out safely. I hereby maintain that I am fit and healthy enough to participate in the activity described above and my cycle is in a safe, legal and roadworthy condition. I also accept that Cycling UK cannot be held responsible for any personal injury, accident, loss, damage or public liability during the event.

**Name:** ..... **Date:** ..... **Signature:** .....

Cycling UK rides are covered by Organisers' Public Liability Insurance and all Cycling UK members are covered by third party insurance. Riders who are not members of the organisation are advised to either join Cycling UK or obtain their own insurance. Cycling UK will not disclose the information on this form to any other organisation. If you do not want any photographs used, please notify the event organiser.

**Cycling UK Parental Consent Form Please read and sign in space below:**

All participants in Cycling UK rides and events under the age of 18 must have a signed Cycling UK Parental Consent Form. The only exemption is where a young person having reached the age of 16 can prove that they are no longer living with their parents or guardians and are living as an independent adult. This needs to be proven by the supply of evidence such as a rent book or utility bill with the person's current address in their name or a National Students Union membership card.

**Cycling UK Policy on Young People's Participation in Cycling Activities**

The minimum age for unaccompanied children on any ride/event is 13. Children aged 13 to 17 may participate unaccompanied if they have parental permission and a signed Parental Consent form. There is no lower age limit if accompanied by a responsible adult acting in loco parentis, but a signed Parental Consent form is still needed.

Parents or guardians must also understand:

- the demands of the cycling activity and that they alone can make the decision about the ability of their child to complete it;
- that the child may cycle with other adults and/or with other children, but that there is also a possibility of the child cycling on its own (for example with treasure hunt events);
- that while Cycling UK extends a welcome to cyclists of all ages and abilities, no special provision for children is made;
- arrangements to get to and from the event are the sole responsibility of the parent or guardian;
- that DBS checks may not have been done on event organisers or ride leaders.

Cycling UK, its members, agents and other participants may take photographs during the course of an event, mostly for private use but some may be for local or national publicity purposes. It may be difficult to ensure that photographs in which your child appears will not be used in any way. If you have concerns about this please speak to the ride leader or event organiser.

**Signature of parent or guardian:** .....

**Name:** (Please use BLOCK CAPITALS) .....

**Date:** ..... **Cycling UK Membership No:** .....

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## Sample Signing On Sheet

In order to comply with our insurance guidelines, groups should keep a record of who is attending their rides, with emergency contact details. Our guidelines state that non-members should take part in no more than three Cycling UK group rides before being asked to join the Cycling UK group. By signing the below riders agree to the terms and conditions outlined in the disclaimer\* below. Please sign and complete the sections below with your essential information:

	Name	Signature (if under 18, parent or guardian must sign)	Mobile	Email address	Emergency contact name and number	Cycling UK membership number
1						
2						
3						
4						
5						
6						
7						
8						
9						

**DISCLAIMER\***  
 I agree that I understand and will abide by the terms and conditions required by Cycling UK for the safe participation in this activity and to act responsibly and adhere to the rules of the road and countryside. Marshals, if they are used, are solely to indicate the direction and it is my responsibility to ensure that any manoeuvre is carried out safely. I hereby maintain that I am fit and healthy enough to participate in the activity described above and my cycle is in a safe, legal and roadworthy condition. I also accept that Cycling UK cannot be held responsible for any personal injury, accident, loss, damage or public liability during the event.

**Parents or guardians of young people under 18** must also understand the demands of the cycling activity and that they alone can make the decision about the ability of their child to complete it; that the child may cycle with other adults and/or with other children, but that there is also a possibility of the child cycling on its own (for example with treasure hunt events); that while Cycling UK extends a welcome to cyclists of all ages and abilities, no special provision for children is made; arrangements to get to and from the event are the sole responsibility of the parent or guardian; DBS (Disclosure and Barring Service) checks may not have been done on event organisers or ride leaders. Cycling UK, its members, agents and other participants may take photographs during the course of an event, mostly for private use but some may be for local or national publicity purposes. It may be difficult to ensure that photographs in which your child appears will not be used in any way.

	Name	Signature (if under 18, parent or guardian must sign)	Mobile	Email address	Emergency contact name and number	Cycling UK membership number
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**DISCLAIMER\***

I agree that I understand and will abide by the terms and conditions required by Cycling UK for the safe participation in this activity and to act responsibly and adhere to the rules of the road and countryside. Marshals, if they are used, are solely to indicate the direction and it is my responsibility to ensure that any manoeuvre is carried out safely. I hereby maintain that I am fit and healthy enough to participate in the activity described above and my cycle is in a safe, legal and roadworthy condition. I also accept that Cycling UK cannot be held responsible for any personal injury, accident, loss, damage or public liability during the event.

**Parents or guardians of young people under 18** must also understand the demands of the cycling activity and that they alone can make the decision about the ability of their child to complete it; that the child may cycle with other adults and/or with other children, but that there is also a possibility of the child cycling on its own (for example with treasure hunt events); that while Cycling UK extends a welcome to cyclists of all ages and abilities, no special provision for children is made; arrangements to get to and from the event are the sole responsibility of the parent or guardian; DBS (Disclosure and Barring Service) checks may not have been done on event organisers or ride leaders. Cycling UK, its members, agents and other participants may take photographs during the course of an event, mostly for private use but some may be for local or national publicity purposes. It may be difficult to ensure that photographs in which your child appears will not be used in any way.

## Suggested Ride Leader Equipment

The amount of equipment the Ride Leader carries depends on the type of ride being led and the participants on the ride and the carrying capacity of the rider.

Equipment below is divided into three parts:

1. The leader's own kit
2. Additional equipment to bring
3. Nice to haves.

LEADER'S OWN EQUIPMENT		
Two spare tubes	To fit the leader's bike	
Tyre levers		
Good pump		
Small tyre boot	A small bit of cloth should be sufficient	
Multi tool	Should include the following: 1. Allen keys, 2, 3, 4, 5, 5.5, 6, 8 2. 8, 10mm spanners 3. Flat head and cross head screwdrivers 4. Spoke key 5. Chain tool	
Phone	In plastic bag	
Money		

ADDITIONAL EQUIPMENT		
All the above		
Puncture repair kit		
Tube	To fit another size	
Dumb bell spanner	Or sufficient spanners to fit most sizes	
Route sheet	Or map	
Consent forms		
Incident form		
Small first aid kit	Plasters and maybe a bandage	
Waterproof bag	Big enough to cover everything	

NICE TO HAVES		
All the above		
Proper spoke key		
Proper chain tool		
24" tubes		
Spare folding tyre	Ideally one for each size wheel, but that maybe a lot to ask	
Spare waterproof	Or cape	
Space blanket		
Larger first aid kit	Be careful though, you must be competent to use it	

## Cycle assessment (M-check) sheet



Bikes can be assessed for roadworthiness using a simple M-check.

Consider how you would check the bike above, starting at the rear wheel then moving up the frame to the saddle and back down to the bottom bracket. Then move up the downtube to the handlebars and headset before checking the front wheel.

Label the parts that need to be checked. Then check the list on the next page to see if you are right.

## Parts of the bike to be checked in an M-check:

### Brakes:

Both front and back need to work. The brakes should bite quickly when the levers are pulled, not when they are tight against the handlebars. Brake blocks also need to be checked for wear and alignment. If they are not aligned properly to the wheel rim they will wear unevenly and be less efficient. Adjust (unscrew) the barrel adjusters to ensure the brakes bite.

### Wheels and Tyres:

Tyres wear. The back tyre wears more quickly than the front, as it carries more of the cyclist's weight. Badly worn tyres must be replaced, look for the carcass showing through. Tyres should be well inflated so that they are hard to the touch requiring strong pressure on the sidewalls to make any impression on them. Wheel rims and spokes should also be checked for dents and other damage.

### Chain:

The chain should be oiled and have no serious defects. On non-derailleur bicycles (BMX) they are often too slack. When properly adjusted it should not be possible to derail the chain.

### Steering:

One area which is often overlooked on a bike check is the steering. This can be checked by standing with the front wheel held firmly between your legs while facing the saddle and turning the handlebars against the pressure from your legs. If the steering turns, independently from the wheel, then the stem side bolts need tightening (head bolt on a threaded fork).

### Gears:

Index the gears by adjusting the rear derailleur barrel adjuster.

### Lights:

Appropriate lighting should be discussed according to the conditions.

## Alternatively, you could use the simple ABC checklist below:

A	Air	Tyre and wheel. Spin and look
B	Brakes	Front and back
B	Bolts	Is anything loose
C	Chain	Check for colour and tightness. Spin the peal backwards.

## Sample Emergency Operating Procedure

1. Think of yourself first and make sure you are safe. Count to 10 before acting.
2. Get other people off the road or away from danger.
3. Make the area safe. Ask two (or more) people to stop the traffic if necessary.
4. Assess the casualty (or get a first aider to do this) but only move them if necessary. If anybody is suitably qualified, ask them to administer first aid.
5. Call for emergency services if required by dialling 999 or 112. They will need your location and details of the injuries.
6. Send people to guide the emergency services if necessary.
7. Reassure the casualty and, if they are conscious, ask who they would like contacted or check their phone for ICE (In Case of Emergency) details. You can also find emergency contact details on a signing on sheet or guest registration form.
8. Reassure the rest of the group. Keep an eye out for anybody suffering from shock, which can be very dangerous.
9. When the ambulance arrives, ask where it is going so you can inform the casualty's emergency contact. Also try and get the job number in case they are redirected en route. Do not go with the casualty.
10. Make a note of any witnesses and write down their details on an Incident Report form (Appendix 12). Record briefly what happened. Photos can be really helpful too.
11. Decide what to do with the casualty's bike – perhaps ask a neighbour to look after it for the time being or lock it up somewhere.
12. Decide whether or not to continue. People may appreciate a chance to sit down quietly and discuss what happened over a coffee or feel able to carry on with the ride as planned.
13. Send a copy of the Incident Report form to Cycling UK and the claims department at Butterworth Spengler. Contact Slater and Gordon for legal advice if appropriate.

## Cycling UK Incident Report Form

Please complete both sides of this form as fully as possible. Thanks.

Did the incident happen during a group ride? <b>Y / N</b>  Cycling UK Member Group/Affiliate Group Name: .....	Name of person reporting incident: .....  Contact phone number: .....																																
Name of event organiser/ride leader: .....  Cycling UK Membership No: .....	Name of first party involved in incident: .....  Cycling UK Membership No: .....																																
Name of second party: .....  Cycling UK Membership No: .....	Date of incident: .....  Approximate location of incident: .....																																
Collision with: (circle as appropriate) <b>Motor vehicle / Cyclists / No other vehicle involved / road rage / other</b>																																	
General description of incident: ..... ..... .....																																	
Tick if a near-miss: [ ]																																	
Severity of any injury: (please tick as appropriate)																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of injury</th> <th style="text-align: center;">Head</th> <th style="text-align: center;">Torso</th> <th style="text-align: center;">Limb</th> </tr> </thead> <tbody> <tr> <td>Fracture</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sprain</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cut</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Burn</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bruise</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Graze</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of injury	Head	Torso	Limb	Fracture				Sprain				Cut				Burn				Bruise				Graze				Other				
Type of injury	Head	Torso	Limb																														
Fracture																																	
Sprain																																	
Cut																																	
Burn																																	
Bruise																																	
Graze																																	
Other																																	

First party details of Cycling UK membership number not known:

Name: ..... Address: .....

.....

Phone no: ..... Email: .....

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Parents / Guardians / Next of kin contacted? Y / N

Name of person contacted: .....

Relationship to injured party: .....

Contact phone number: ..... Time of call: .....

---

Second party details:

Name: ..... Address: .....

.....

Phone no: ..... Email: .....

Vehicle registration: ..... Make/model:..... Colour: .....

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Hospital details: .....

Police details: .....

Incident no: .....

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Once completed, please email a copy of this form to:

- [claims@butterworthspengler.co.uk](mailto:claims@butterworthspengler.co.uk)
- [carol.mckinley@cycling.uk](mailto:carol.mckinley@cycling.uk)
- [groups@cyclinguk.org](mailto:groups@cyclinguk.org)

If any of the parties thinks they may have a claim against another party, or they would like legal advice, they should also ring our Incident Claims Line on 0844 735 8452. Thank you.

## Ride Leader Workshop Feedback Form

How did you feel the workshop benefited your confidence as a Ride Leader? We value your input so please complete the information below as fully as possible:

- I now feel more confident as a Ride Leader Y / N
- I will be leading more rides in the future, or will start doing so Y / N
- I will lead different sorts of rides to the ones I have done in the past Y / N
- What did you enjoy most about the workshop?

- What did you find most useful about the workshop?

- What would make the workshop better?

## Post workshop questionnaire

Do you feel you have widened your knowledge of Ride Leading after completing the workshop handbook? Check your learning by answering the following questions. Answers can be found at the end.

**Q1** Name 3 personal qualities of a good Ride Leader:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q2** Name 3 examples of the knowledge, skills & experience that might be expected of a Ride Leader:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q3** Describe how you would become a Ride Leader for your group or organisation:

**A** \_\_\_\_\_

**Q4** Name 3 factors to consider when planning a group ride:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q5** Name 3 ways to plan a good route:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q6** How would you calculate the relative risk of the hazard below?

Significant gravel on left of carriageway = 2; Severity of outcome = 2; Total grade of hazard = \_\_\_\_\_

**Q7** Name 3 ways to publicise your ride:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q8** What document should you complete should a major incident occur during a ride?

**A** \_\_\_\_\_

**Q9** List 3 things to bring on a group ride as a Ride Leader:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Q10** When should you take a headcount during the ride?

**A** \_\_\_\_\_

**Q11** What does the Highway Code say about riding two abreast?

**A** \_\_\_\_\_

**Q12** What should you be especially careful of at stopping points?

**A** \_\_\_\_\_

**Q13** What do the insurance guidelines say the maximum number of non-members on a group ride should be?

**A** \_\_\_\_\_

**Q14** What do the insurance guidelines say the maximum number of times they should attend a ride should be before joining the group or organisation?

**A** \_\_\_\_\_

**Q15** When should Ride Leaders be DBS (Disclosure and Barring Service) checked?

**A** \_\_\_\_\_

**Q16** Is the following scenario a breach of our Data Protection Policy? A Ride Leader uses the data on the signing on sheet to contact a rider about a future ride he/she is organising.

**A** Y / N

## Answers:

1. Patience/punctuality/enthusiasm – this list is not exhaustive!
2. Cycling ability/mechanical knowledge/communication skills - this list is not exhaustive!
3. Be nominated by at least two committee members who can attest your competence – the group secretary or main contact person should then notify your details to Cycling UK
4. Participants' ability/your personal preferences/time of year – again this list is not exhaustive.
5. Use a Garmin/ask at a bike shop/use an Ordnance Survey map
6. 4 (2 x 2)
7. Facebook/Twitter/Cycling UK Events Guide
8. An Incident Report form
9. Tools/mobile phone/signing on sheet – these are just 3 items, more ideas can be found in Appendix 6
10. At the start; at coffee/tea/lunch stops; periodically during the ride eg at junctions; at the end
11. You should never ride more than two abreast, and ride in single file on narrow or busy roads and when riding round bends
12. Keep the group from obstructing roads or trails
13. 10
14. 3
15. When they are involved in tutoring, training or coaching young people
16. Yes – it should only be used for keeping a record of who is on the ride for insurance purposes or for emergency situations.

## Ride Leader Logbook

You may like to keep a record of the rides you have led so that you can report on them on social media or keep track of anything interesting or unusual that occurred. It might also be a useful way of charting your progression as a Ride Leader and seeing what worked well and what didn't go so well. Adapt this form as you wish.

Ride Leader initials	Date of ride	Location	Distance	Start time	End time	No. of riders	Any incidents of note	Notes

## Cycling UK Event Organisers' Checklist

This document is aimed at organisers of small, non-competitive one-day cycling events. It is not exhaustive but is a guide to some areas that Cycling UK considers best practice, in addition to the guidance we include in our Ride Leader Handbook. There is also lots of useful advice issued by the Government at Organising a voluntary event: a 'Can do' guide at <https://www.gov.uk/government/publications>

Events lasting more than one day, or for a large number of people, may be classified as large events and therefore don't fall within the remit of this guide. You may find useful advice for larger events in the CTC White Guide copyright 2012.

### Insurance

- To be covered by our Organisers' Liability insurance, events or rides open to the public and/or for more than 200 riders should be registered with Cycling UK.
- Event organisers, marshals and other officials should be approved by their group and also registered with Cycling UK.

### Health and Safety

- Complete a Risk Assessment for every event you hold.
- If your event is aimed at novices, risk assess the use of busy or fast roads. Other hazards might include: cattle grids; loose gravel; sharp corners; steep downhill; railway crossings; roadworks, roundabouts and so on.
- Keep a copy of the Risk Assessment for your own records.
- Your own group or organisation may also have its own health and safety policies to bear in mind.
- Consider how you would deal with extreme weather on the day. If the weather is too severe to be able to guarantee the safety of your participants, you should cancel it, even at short notice. Extreme weather could include: snow, ice, fog, heavy rain, wind, heat and so on.
- Have a contingency plan in place should the unexpected occur, for example somewhere to shelter or a way of contacting participants.

### Event base

It is a good idea to have an event base. Think about the following when choosing this:

- A recognised start and finish area away from pedestrians and other traffic
- A signing in and signing out area
- Availability and proximity of public transport
- Cycle parking – dedicated cycle parking or railings to which bikes can be locked securely
- Changing rooms and showers for longer rides mainly
- Toilets, including disabled access
- Refreshments – water should be freely available, whether tap or bottled
- Any food provided should be clearly labelled to allow for allergies and intolerances
- Signage – to the venue and at the venue itself
- Car parking
- Proximity of emergency services or local hospital
- Obtain the venue postcode to provide to emergency services
- A landline as well as a mobile phone number for emergency use if possible.

- Mobile phone charging facilities
- Facilities needed by people with disabilities might include:
  - priority car or cycle parking
  - easy access to toilets and refreshments
  - large signage with colour contrasts
  - good lighting
  - facilities for help dogs
  - extra support from ride leaders or other officials
- If you're hiring a village or community hall, the Health And Safety Executive provide a Village and Community Hall Checklist to use: <http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>
- Any gazebos or shelters used must be firmly pegged down, especially if it's windy.

### Publicity

- In the run-up to an event, you can generate coverage by means of e-mailed or posted press releases followed up by phone calls to local newspapers, TV and radio stations.
- Your press release should contain as much information as possible: name, dates, times, location, line-up, ticket information, public transport information, website address and contact name and telephone number.
- Such publicity serves a triple purpose of advertising your event to would-be participants, notifying the local community that a cycling event is taking place, and passing on basic information. Cycling UK's Social Media Toolkit has more information on using Facebook, Twitter and so on.

### Event Dressing

To make the event feel like more of an occasion, you might like to put up posters, bunting, balloons or other decorations. Certificates of completion are also always popular.

### NOTES

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**NOTES**



Find us on:  Facebook and  Twitter

Support Cycling UK | T: 0844 736 8451 or 01483 238301

[www.cyclinguk.org](http://www.cyclinguk.org)

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