

Darlington Cycling Club
Ride Leader Guidelines



1] Background

1.1 The Club is affiliated to Cycling UK and British Cycling, the club's insurance indemnifies only the Club and its officials including Ride Leaders who have been registered with Cycling UK by the club, against claims brought by third parties. This means that individual members, unless acting as Ride Leaders are not covered by the Club's insurance against third party claims.

Members are required to have their own 3rd party insurance to the value of at least £10m, either with Cycling UK, British Cycling or appropriate insurance organisation.

The same common duty of care is owed to each other and other road users.

There is a Club expectation that Ride Leaders should wear cycling helmets. This is a strong recommendation by the club to all members.

1.2 Members of the group are individually responsible for

- a) Ensuring that their cycles are legal, roadworthy and in good state of repair.
- b) Having capability and the tools etc to deal with basic mechanical problems including punctures to tyres.
- c) Being prepared for adverse weather conditions and mechanical problems.
- d) Riding within their capability and in accordance with the requirements of the Highway Code.
- e) Ensuring their personal well-being on the ride.
- f) Carrying their club membership card with their current ICE contact details should an emergency arise.
- g) Informing the Ride Leader if leaving the ride at any time.

1.3 In the case of young persons under 18, those aged 13 to 17 are not allowed to ride unaccompanied without a parent/guardian unless a Parental/Guardian Consent form has been previously accepted by the Club.

Young persons aged 13 or less may only ride if accompanied by a parent/guardian, who will be responsible for them.

1.4 As Ride Leader, remember that if it is in the Club Runs Risk Assessment, Road Discipline and Ride Leader Guidelines documents, you need to follow them as closely as possible, if something does go wrong the guidelines will be used as the reference point in allocating accountability. Your responsibility for the ride starts with registration, briefing, bike check etc at the nominated start point and continues to the nominated finish point. This location will normally be Blackwell Post Office.

1.5 In the event of you not being able to lead the ride on the day in question, you are required to make prior arrangements for another Ride Leader to take your place. In the event of no Ride Leader being present at the designated start time, the club run shall be deemed to have been cancelled. It is your responsibility to inform members by text/social media/email etc in advance, and in addition to ensure that riders are informed verbally at the location of the start. You must also ensure that riders are aware that should they decide to continue with a group ride, the club will not accept liability for any 3rd party claims.

1.6 In the event of you deciding to cancel the ride due to adverse weather or other environmental reason, arrangements in 1.5 above shall apply. In addition you must remind the riders that should a 3rd party or any other claim arise as a result of an accident, the reason why that the club ride has been cancelled may well be taken into account, in resolving any subsequent dispute over liability associated with any claim on insurance.

2] Before the Ride

2.1 Be familiar with the proposed route. You may decide to carry a route plan, however this is optional. You have the discretion to amend the chosen route should you so wish at any time.

2.2 Be aware of the weather forecast and conditions which may require the route to be amended the ride to be aborted, or to be cancelled. In the event of aborting the ride, assuming conditions allow, the ride should normally finish at the designated start point.

2.3 You should always arrive at the start in time to be able to:

- a) Identify the riders in your group, do a head count and register any guests, and in particular any under 18's. You may wish to use the DCC Signing on Sheet registration form ~~as shown in Appendix 4~~, or you may wish to use a note book or your mobile phone.
- b) Explain the route and any known hazards.
- c) Enable the riders to decide whether the ride is within their individual capability in terms of pace, distance and terrain. You may need to advise a rider to ride with an alternative group if you are concerned about their individual capability.
- d) Ensure all riders have their ICE contact numbers either on their telephone or about their person, (Membership cards). Under 18's must have submitted a Parental/Guardian consent form.
- e) Check that riders appear to be suitably attired, and that cycles appear to be in suitable order.
- f) Deal with any additional checks that may arise as a result of the presence of any adult guest rider, or under 18's accompanied or otherwise.

3] Start of the Ride

3.1 Start the ride on time.

3.2 Before departure you may decide to appoint another ride leader, or one of the stronger riders to be a Backmarker and, ideally you should exchange mobile phone numbers.

3.3 There are no hard and fast rules about the number of riders acceptable on a group ride as it depends on many variables, such as competence of the riders and the Ride Leader. As a Ride Leader you need to be confident you can handle the number of people who turn up for the ride. Consider dividing up groups of 12-15 or more into smaller groups and/or appointing a Backmarker.

Don't forget to do a head count at the start and at regular intervals during the ride, especially if it is a large group.

4] During the Ride

4.1 The pace of the ride should be advertised on the club website, and then as applicable to the particular club members on the ride dependant on the route and the weather conditions.

4.2 Your objective should be to move the group "as a vehicle" wherever possible. The default riding position shall be two abreast, adjusting speed as necessary to keep the group together. The group should single out when the road/or traffic conditions dictate, and then move back to two abreast soon afterwards.

When riding as a group it is important that you and the experienced riders communicate clearly regarding hazards etc both verbally and through the use of hand signals in accordance with the DCC Road Discipline document.

4.3 As Ride Leader you should be in a position such that you can “manage” the ride at all times. This position may vary depending on the capabilities within the group. This does not mean always leading at the front, as the best place is often at the back. This may require you to:

- a) Move up and down the group to ensure effective communication takes place, in particular with the Backmarker regarding road positioning and ride speed.
- b) Allow others to take the lead on a long hill
- c) Pause at a suitable location to allow riders to regroup.

Supplementary Notes

i) There are advantages/disadvantages to the various positions of the Ride Leader. Generally you should be at the front for the first mile or so to set the pace and let the group settle down. You also want to be on the front in difficult traffic conditions and where you need to impose navigation e.g. in a town on the way to the cafe. On the flat you wish to ride in the middle. You may decide to move to the back and swap with the Backmarker.

Communicate as necessary with the Backmarker as he or she is your additional “eyes and ears” so that you know all riders are ok.

ii) You should go to the front when you need to control the pace for example on the approach to know hazards, a ford, or fast descent with a corner that tightens up, or where from experience you know there is a risk of leaves/gravel. In addition for riders new to the route, try and give them advance verbal warning of such hazards.

iii) On a long climb you may decide to let the climbers go and for the group to split, telling the climbers where to wait at the top. You should ride with the rest of the group, giving encouragement, staying together all the way up the climb. Don't let any rider get “spat out the back”.

4.4 The club “ethos” is that the group remain together and individual riders do not get separated or left unless absolutely necessary.

4.5 Stoppages may occur for a variety of reasons and in the event of:

- a) Mechanical problems - ensure the rider has adequate assistance.
- b) Incidents requiring the emergency services, implement the emergency procedure as detailed in Appendix 1.
- c) Rider fatigue - this may only require a short rest break. Alternatively it may require arranging for the rider to remain with others and proceed more slowly or, if necessary for the rider to leave the ride – see 4.6 below.

4.6 Should a rider need to leave the ride for reasons of fatigue, illness, or due to mechanical problem ensure adequate arrangements are in place to ensure a safe return home. In the case of illness never allow the rider to return home on their own. In the case of an “under 18” there must be at least two adult riders accompanying the individual. Depending on the circumstances there may be a need to arrange suitable transport for the rider with or without the cycle.

In the case of mechanical failure, depending on the circumstances (nature of failure/location/experience and capability of the rider) it may be appropriate for an adult rider to return home unaccompanied. In the case of “under 18”, two volunteers shall always be required to accompany the rider.

- 4.7 Should a rider decide to leave the group for any reason, make sure you have a witness to the discussion during which you must satisfy yourself that the rider is “OK”, and is fully capable of going off on their own from that particular location.
- 4.8 Riders may on occasion decide that they want to change groups at the cafe stop. Ensure that you and the other Ride Leader are aware of the intended changes, and that both of you are satisfied that the change in group is appropriate.

5] End of the Ride

5.1 As Ride Leader you are required to:

- a) Contact the Ride Leader Coordinator by phone or email immediately after the ride, if there has been a significant event involving the emergency services, or an incident on the ride which may result in a claim, and inform them regarding what happened.
- b) Submit an incident report (see Appendices 1 and 2) to the Ride Leader Coordinator within 24 hours. He/she or the club secretary will in turn forward the report to Cycling UK.

5.2 Should an incident of a safeguarding nature occur, the Ride Reader shall deal with the incident as is necessary at the time and shall report the details to the Welfare Officer in order that he/she is aware and can further investigate and report upwards to Cycling UK as is necessary.

5.3 As Ride Leader you need to review the ride. You can do this “formally” by finishing the ride at the designated finish point and asking the group for feedback.
Alternately as is often the case individuals go their own way home with the group breaking up over the last mile. In this case make a point of riding along the group over the last few miles and elicit feedback informally “on the hoof” best you can.

6. The role of Ride Leader is not precise, but is one of responsibility where you must act at all times in the best interest of the club and have a Duty of Care to its members.
Your role as a volunteer Ride Leader is vital for the future well being of the Club and your contribution is much appreciated.

Darlington Cycling Club - Incident Report Form



Did the incident happen during a group ride? Which DCC ride:	Name of person reporting incident: Contact phone number:																																
Name of ride leader: Cycling UK Membership No if applicable:	Name of first party involved in incident: Cycling UK Membership No if applicable:																																
Name of second party: Cycling UK Membership No if applicable:	Date of incident: Approximate location of incident																																
Collision with:																																	
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:

Parents/Guardians/Next of kin contacted?

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:

Hospital details:

Police details:

Incident no:

Other riders who witnessed the event

Name		

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

- claims@butterworthspengler.co.uk
- carol.mckinley@cyclenguk.org
- groups@cyclenguk.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.

Name		

Appendix 1 Emergency Procedures

1. As Ride Leader think of yourself first, making sure you are safe. Count to 10 before acting, then carry out the following as is necessary, delegating tasks as appropriate.
2. Get other people off the road and away from danger.
3. Make the area safe, asking two or more people to stop the traffic if necessary.
4. Assess the condition of the casualty(ies). Use the first aider if anyone is suitably qualified. Try to avoid moving the casualty unless clearly "walking wounded". If anyone is suitably qualified ask them to administer basic first aid.
5. If the emergency services are required, establish your location and ensure that they are called by dialling 999.
6. Send people to guide the emergency services if necessary.
7. Reassure/support the casualty if conscious. Ask who they would want to be contacted. Obtain the ICE number located on the casualty's membership card, or mobile, or rider signing on sheet/guest registration form or as stored on your mobile at the start of the ride.
8. Support the rest of the group. Keep an eye out for anyone who is suffering from shock.
9. When the Police/ambulance arrives, share the name of the casualty and next of kin details and establish where the casualty will be taken, then agree with the emergency services personnel who will update the next of kin. Also try and get the job number in case the ambulance is redirected en route. Do not go with the casualty.
10. The police will want to talk to any witnesses. Once these have been identified you may wish to let some of the group ride back home, assuming they are able to do so. Stay at the scene until the police have taken witness statements.
11. Make a note of any witnesses so that you can record these on the Incident Report Form which you will be required to complete and submit to the Ride Leader Coordinator on completion of the ride. Briefly record any relevant details, and take any photographs that may be relevant so that these can be included in your report.
12. Decide what to do with the casualty's cycle, perhaps ask a neighbour to look after it or lock it up somewhere until such time as you or the next of kin can make arrangements for its recovery.
13. Once the police have said "you can go", for those riders who remain at the scene, decide whether to continue or not. People may appreciate a chance to sit down quietly and discuss what has happened over a coffee. They may feel they can carry on with the ride, or they may want to go home. Whatever the decision, try to keep the group together and watch for anyone who is suffering from shock.
14. Liaise with the Ride Leader Coordinator and ensure that copies of the complete Incident Report Form are sent to Cycling UK, and the claims department at Butterworth Spengler. Contact Slater and Gordon for legal advice if appropriate.