



CLUB HANDBOOK

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1. Contents

1.	Contents	1
2.	Introduction.....	3
2.1.	About Beaconsfield Cycling Club.....	3
2.2.	Membership.....	3
3.	Riding with BCC.....	4
3.1.	Group Riding Golden Rules.....	4
3.2.	Club Rides.....	4
3.3.	Group Riding and Ride Leaders.....	4
3.4.	Guidance for Ride Leaders.....	5
3.5.	Group Riding with BCC.....	7
3.6.	Calls and Hand Signals	9
3.7.	Further guidance.....	9
4.	Emergency Policies and Procedures	10
4.1.	Managing Accidents and Injuries.....	10
4.2.	Reporting and Recording Accidents and Incidents	10
5.	Code of Conduct	12
5.1.	Introduction	12
5.2.	Key Elements of the Code.....	12
5.3.	Road Safety	12
5.4.	Behaviour on Club Events.....	12
5.5.	Gross Misconduct.....	13
5.6.	Grievance and Disciplinary Process.....	13
6.	Code of conduct for young people.....	15
7.	Code of conduct for parents and volunteers.....	16
8.	Junior Membership	17
8.1.	Parental Content.....	17
9.	Club Welfare and Safeguarding.....	18
9.1.	Introduction	18
9.2.	British Cycling Requirements	18
9.3.	Emergency Contact Details.....	19
9.4.	CWO Role and Duties.....	19
9.5.	Quick Guide to Safeguarding.....	20
9.6.	British Cycling Compliance	20
9.7.	Summary of Good Practice for Safeguarding and Protecting Children.....	21
9.8.	Main points concerning Poor Practice for Safeguarding and Protecting Children.....	21
9.9.	Photography	21
10.	Privacy Notice.....	23
11.	Club Constitution	25
1.	The Club.....	25
2.	Membership.....	25
3.	All General Meetings	25



4.	Annual General Meetings (AGM).....	26
5.	Extraordinary General Meetings (EGM).....	26
6.	The Committee.....	26
7.	Committee meetings.....	27
8.	Amendments	27
9.	Winding up the Club	27
10.	Profits.....	27
12.	Appendix.....	28



2. Introduction

2.1. About Beaconsfield Cycling Club

Beaconsfield Cycling Club is a social road cycling club.

Our purpose is to promote the sport of amateur cycling in Beaconsfield and the surrounding area.

Beaconsfield Cycling Club (“BCC” or the “Club”) is a Community Amateur Sports Club open to all cyclists.

This handbook is the primary source of reference for members. It contains guidance on how we ride as a Club. It also sets out the purposes, management and operation of the Club and its constitution.

All members are required as a condition of Club membership to have read the handbook, be familiar with its contents, and abide by the rules and guidance contained within it.

The Club is run by a committee of volunteers elected on an annual basis at the Club AGM. The names of the current members of the committee can be found on the Club website.

Additional information can be found on the Club website, www.beaconsfield.cc and for members in the weekly newsletter and Strava user group.

2.2. Membership

The different membership categories and costs can be found on the British Cycling website at <https://www.britishcycling.org.uk/club/profile/6590/beaconsfield-cycling-club>

In order to support the development of cycling in the UK members of Beaconsfield Cycling Club must also be members of British Cycling, the national governing body for the sport of cycling in Britain, at the Member or Premium levels. Membership of Cycling UK is also accepted. Membership of BC or CUK includes a number of benefits and discounts listed on each organisation’s website.



3. Riding with BCC

3.1. Group Riding Golden Rules.

These Golden Rules act as a framework that all members commit to when on Club Rides. They support safe group riding, setting out the essential standards that all groups should be following on BCC Rides. Further details are covered in this section of the Club Handbook.

On BCC Club Rides we should always:

1. obey the Highway Code;
2. actively support the nominated Ride Leader;
3. conduct a group briefing before the ride;
4. ride in groups of maximum 8 riders, and 2 abreast is our default. Ride single file when road conditions mean it is safer;
5. stay together as a group, maintaining an even, appropriate pace*;
6. never overlap the rear wheel of the rider in front;
7. actively communicate, calling out hazards;
8. give and receive feedback with respect;
9. only stop where it is safe, not putting the group at risk, or obstructing traffic;
10. maintain our bike in good safe mechanical working order.

* avoid surging in pace, riding off the front of the group, half wheeling or unnecessary braking.

When riding up steep hills ascend at own pace, but then regroup at a safe point at the top. When explicitly agreed the group may split, or a rider go solo.

3.2. Club Rides

Club Rides are those rides that are publicised as such in advance by the Club via the Club newsletter, the Club website or the Club Strava user group, along with the proposed route.

A Risk Assessment has been documented with the aim of identifying and mitigating risks for Club Ride participants. This Risk Assessment applies to all Club Rides and is available in the appendix to this handbook. Safety is a shared responsibility and participation in all BCC group activities is at your own risk.

All members of BCC should ensure that they have appropriate third-party liability insurance.

Club Rides are subject to change or cancellation at short notice (e.g. due to weather conditions). Please observe any updates that may be issued via email and/or advised on the day at the ride briefing.

Cold weather: Based on the Met Office weather forecast the evening before a Club Ride, if a temperature of 2°C or below is forecast at the ride start time, the ride may be cancelled.

3.3. Group Riding and Ride Leaders

On Club Rides we have a preferred size of six riders per group with a maximum of eight. Every group should have a designated Ride Leader.

Being a Ride Leader is not an onerous task. Ideally, everyone in the Club would be willing to do it from time to time. The summary below sets out what is expected of every person on a BCC Club Ride, as well as the Ride Leader.



At The Cenotaph in the five minutes of ride set up the role of a **Ride Leader** is:

- make themselves known to their group;
- check everyone knows each other's name;
- know the number of riders in their group and their contact details (easiest if they have "signed up" for the ride on Whatsapp);
- ensure everyone has an ICE tag, take ICE contact details if not;
- checks everyone has the same broad idea about the pace of the group and has the route loaded;
- asks the group to keep them informed by all other riders if someone wants to leave the group ride part way round, stop for any reason, if someone has dropped off the back, ridden off the front, etc;
- co-ordinate an agreement about coffee-stop or not, etc.

During the ride **all group riders** are responsible for:

- their own safety and how their riding impacts the group;
- communicating changes in speed/direction due to hazards, holes, junctions, parked cars, horses, etc, as well as following the planned route. All riders can make calls re riding doubles and singles and managing any safety issues;
- keeping the Ride Leader up to date with any issues affecting the ride, including deciding to leave early;
- discussing any riding that is impacting on group safety, eg riding in a dangerous position, inappropriate pace, over-lapping wheels, etc;
- contributing to managing any incidents according to their skill and experience.

The **Ride Leader** should:

- make necessary decisions on the day, eg to manage the pace, when to safely stop and wait / soft pedal, how to deal with lost riders, when to change route, etc;
- ensure that any incidents are managed appropriately and reported to the Club Welfare Officer;
- the Ride Leader may use other riders as assistants where appropriate, eg navigation, back marker rider.

A BCC **Ride Leader is not:**

- a British Cycling coach or other official position (although they may be);
- required to ride on the front all the time;
- solely responsible for navigation;
- required to be first aid trained, although it is desirable.

3.4. [Guidance for Ride Leaders](#)

The ride leader is there primarily as a 'co-ordinator' not as a coach. They will endeavour to keep the group together and wait for those that are riding at a slightly slower pace.

The ride leader has the right to expect that you have read this hand book and will follow its guidelines.

The Club is affiliated with British Cycling and Cycling UK. This provides 3rd party liability cover for designated ride Leaders when taking part in Club Rides.



3.4.1. General Considerations for Ride Leaders

3.4.1.1. How well do you know the group?

- Have you ridden with them before?
- What sort of group are they? Do they know each other, or are they a loose collection of strangers?
- Do you know what they have done in the past?
- Do you know their skill and experience level?
- Is there someone who can brief you on the group?
- Are there questions you need to ask the group before you lead them?

3.4.1.2. Factors that can impact a ride

- Inexperienced riders may have difficulty controlling their bike
- Capable cyclists who have never ridden with others may be unaware of group riding behaviour
- Cyclists from other Clubs and groups may have different ways of riding in a group
- Experienced group riders may assume everyone else has the same level of skill

3.4.2. The Ride

3.4.2.1. Before the ride

- If possible, take the time to become familiar with the basic route and its characteristics. This will give you more time to focus on the group during the ride

3.4.2.2. Meeting and briefing your group

- Highlight which group it is and introduce yourself
- Ask if anyone is new to group riding
- Identify any first aiders in group
- Any new riders will normally be asked to ride with the most relaxed pace group for their first Club ride, in accordance with Beaconsfield Cycling Club rules, to allow an assessment of their group riding and bike handling skills
- Briefly describe characteristics of the route (distance, time, road surfaces etc.)
- Highlight likely weather conditions and impact of conditions regarding clothing and potential hazards

3.4.3. Before setting off

- Check Riders have ICE tags and take ICE info if not
- Establish who else has the route loaded on their head unit
- Count the number of riders in the group (and remember to adjust if riders drop back a group or cut off early).
- Ask if there are any questions.

3.4.4. Setting off

- Indicate where you expect to be in the group
- Indicate the initial direction so the group can set off with confidence
- Give a clear indication that you're setting off

3.4.5. On the ride

- Use appropriate hand signals and calls, be an example



- Be clear about directions, big hand signals, call out and then look behind to see people are with you and have seen where you are going
- Monitor the speed of the group and check for riders fatiguing
- If required stop the group at a safe location to brief them on the next bit of road, re-gather stragglers, have some food, etc.
- Take time to ride with new members and welcome them to the group and also to get a quick assessment of their group riding skills
- At the top of difficult hills, find a stopping point and wait for slower riders
- After the ride take a few minutes to review if there are any learning points (e.g. feedback on the route)

3.4.6. Motorised Road Users

- We share the road with cars, vans, and trucks and rely upon their care and consideration for our safety.
- If a car overtakes the group after following for a while, it is good to show appreciation for their patience with a friendly wave.
- Many drivers will appreciate a group pulling over to let them by.
- Aggressive or abusive drivers need to be ignored and avoided, not responded to or confronted.
- Instructions should not be offered to car drivers. Let them assess the road and decide for themselves the appropriate actions to safely pass the group.

3.4.7. Non-Motorised Road Users

- Pedestrians, runners and horses are a frequent occurrence, particularly in the lanes.
- In all cases if they are surprised by the group approaching them, then they will possibly react in an unpredictable way. Runners often wear headphones and may not hear a cyclist approaching
- Where appropriate slow down and give a wide berth and if necessary calmly call out to attract their attention
- When passing horses keep pedalling as the noise of a freehub can startle them. Slow down and communicate calmly with the rider, as appropriate.

3.5. Group Riding with BCC

3.5.1. Safety

- It is mandatory to wear an EC approved helmet on Club rides with an attached ICE tag (In Case of Emergency). These are provided to new members upon joining the Club and replacements can be provided on request, if the member replaces their helmet. Additional tags can be provided to members for a small charge.
- Gloves are also highly recommended as hands are often the first thing to hit the ground in a fall. Cycling glasses do a very good job of keeping dust, insects and other objects out of eyes when riding at speed. Riders will not be allowed to ride with the Club if wearing headphones.
- Please ensure lights are fitted and working when conditions dictate and especially between October and April.
- Try to avoid all black kit, or other colour combinations with low visibility.

3.5.2. Your Bike

- We are a road cycling club and typically ride road bikes with dropped handlebars. Triathlon style handlebars, including clip-on aero bars, are not permitted on Club rides.



- It is the responsibility of every rider to ensure that their bike is fully roadworthy and properly maintained. On a group ride apart from the safety implications that a problem with a bike may cause, it isn't polite if the group must wait for a repair to be completed due to a fault that could have been prevented.
- Check that tyres are properly inflated for the conditions and that they have no major cuts or embedded objects. Carry two spare tubes (and know how to fit them), a pump and or a CO2 inflator, a multi-tool, spare chain links, a charged mobile phone and some money. The use of mudguards is strongly recommended in wet conditions.

3.5.3. Fuelling

- Please ensure you have suitable food and drink for the length of the ride.

3.5.4. Communication

- The rider or riders at the front are the eyes of the group. They will see hazards first and will communicate vocally by shouting and/or by hand signals. It is important that any communication is passed down the group quickly. However, it is also important not to over communicate otherwise it becomes meaningless and an irritant – use your judgement.
- Be predictable and let others know what you are about to do and be aware of where other riders are. If you are at the back and notice a rider getting left behind, then let the group know so that they have a chance to catch up.

3.5.5. Riding Smoothly

- Braking sharply when in a group can cause accidents as riders may run into each other. Emergency braking may not be avoidable, but in normal circumstances smooth, gentle and predictable braking will increase safety. Following close to the rider ahead is efficient but do not become fixated on their rear wheel. Look ahead as much as is possible. Never overlap wheels, as one touch is all it takes to bring down one or more riders. If you are not yet comfortable with riding very close, then practice by moving slightly to one side.
- Sudden changes of direction should also be avoided
- Do not pass another rider on either side without warning the rider ahead. This is particularly important on the inside where there is limited space to manoeuvre.
- If the group overshoots a planned turning, take time and find a suitable point to slow down and turn around safely.

3.5.6. Group Organisation

On Club rides we have a preferred size of six riders per group with a maximum of eight.

The group often naturally rides single file or double file according to road conditions (width, frequency of cars). Riding double (two abreast) is preferred since it reduces the length of the group for a vehicle to pass, the extra width also discourages vehicles from squeezing past a single file group without giving sufficient space. However, it is not an exact science, judgement plays a role and there are times when a ride leader will tell the group to 'single file' or 'double up'. Riding double up means that the inside rider will ride close to the kerb and the outside rider will occupy the middle of the lane keeping well away from the middle of the road. When riding in pairs, aim to ride in compact groups, with enough space between groups for cars to pull in safely. The decision as to whether to ride double or single should be primarily governed by safety considerations.

3.5.6.1. When to ride 'double up'

- On a two-lane road with traffic



- On a wide single lane road with light traffic (though be ready to single out when cars approach)

3.5.6.2. When to ride 'single file'

- On busy main roads with cars approaching from behind at high speed
- Narrow lanes with oncoming cars
- On normal two-lane roads if you feel car drivers are getting frustrated and don't understand how riding double might actually help them overtake
- On very narrow roads it may be necessary to pull the group over into a lay-by in order to let a following car overtake

3.5.6.3. Descents

- On long open potentially fast, and/or narrow lane descents the group should single out and space out.

3.5.6.4. Right Turns

- Extra special care should be taken on right turns. The group should use clear hand signals to indicate their intention to other road users.

3.6. Calls and Hand Signals

3.6.1. Calls used on a Club ride

- 'Car up' - A car is approaching the front of the group
- 'Car back' - A car is behind the group
- 'Hole left' / 'Hole right' - There is a pothole or bad road surface that you should avoid. Some riders will point down, to the left or right.
- 'Easy', 'slowing', 'stopping' - Slow down, prepare to stop. Usually given on the approach to a junction.
- 'Gravel' - There is gravel or a loose road surface, you should slow down and or take care.
- 'Clear left' or 'Clear right' - There is no traffic coming from the left or right and it is safe to proceed. Riders should always check themselves that it is safe to proceed.
- 'Single file' - Move into single file. If riding on the outside, drop behind the rider to your left.
- 'Double up' - move from single file to side by side in pairs. This makes everything more compact and allows cars to pass the whole group more easily.

3.6.2. Hand Signals used on a Club ride

- Downward point to the right or left indicates a pothole, manhole cover or broken road.
- Palm down hand shaking indicates a broken and uneven surface.
- Point behind back indicates a stationary vehicle or obstacle in the road.
- Hand raised high above the head indicates that the group is slowing down or stopping. An extended arm to the side moving in an up and down motion may also be used.

3.7. Further guidance

Further guidance for group riding skills, including videos, is available on the Club's website at:

<http://www.beaconsfield.cc/rides#GROUPRIDINGSKILLS>



4. Emergency Policies and Procedures

4.1. Managing Accidents and Injuries

Sport, by its very nature, will always have a degree of risk associated with it particularly with road cycling. On structured sessions, such as those at Lee Valley or Hillingdon the coach will have taken all reasonable precautions to provide a safe coaching environment, but accidents do happen. Other emergencies such as fire or missing persons may also occur. Being prepared to manage accidents and emergencies when they do happen is an important part of providing a safe environment.

In any accident or emergency situation, it is important to stay calm, and manage the situation promptly and according to accepted good practice. It is important to understand the limits of your training or qualification to deal with accidents and emergencies and to know when to call for more qualified assistance or, to whom you should refer the ill or injured person to.

- Remain calm – walk to the scene if possible.
- Evaluate the situation while approaching it.
- Try to find out how the injury occurred.
- Maintain your own safety – you will not be helpful to the injured person(s) if you become injured yourself.
- Protect the casualty and other people from further risk.
- Remove other cyclists from around the injured party.
- Give reassurance and comfort to the injured rider(s).
- If appropriate, administer first aid or contact the on-site first-aider and take all possible precautions to ensure that the injury is not made worse.
- Deal with accidents in order of priority:
- Life-threatening situations first (for example, arrested breathing, heavy bleeding or fractures) followed by the less serious injuries.
- If several people are injured, deal with those who will benefit most from immediate treatment.
- Be aware that the casualty may be experiencing shock.
- If hospital treatment may be needed, do not give the casualty food or drinks.
- If in any doubt, call for appropriately-qualified assistance, giving clear and accurate information about the incident.
- If the accident occurred outside, keep the injured person warm – have a means of insulating the injured person from the ground and keeping them warm and comfortable.
- Do not transport the injured person in your own car.
- Advise the emergency services of any declared/advised medical conditions of the rider.
- If a rider is sent to hospital, advise the injured rider's emergency contact person of the details, including which hospital the rider has been taken to.

4.2. Reporting and Recording Accidents and Incidents

The Ride Leader of a Club Ride must report any emergency, accident or incident to the Club Welfare Officer within 24 hours, and if the CWO is not available, a member of the committee. The CWO will record it in the Club Incident Record, review any further actions required, inform our insurers and contact affiliated bodies as required.

When using an official venue, the accident should be reported immediately to the responsible authority (for example, facility manager, Club official, lead coach, parents). Most venues, such as Lee Valley Velodrome, will have a procedure for reporting and recording accidents (part of their Emergency Operating Procedures).



All incidents or accidents that occur during a coaching session, as well as the steps taken to manage the incident must be recorded. Recording these details will help to identify any trends or common incidents that occur, as well as areas that could be addressed to improve safety. This record will be vital in the event of legal action. A copy of the illness and injury report form should be submitted to the relevant person.

When documenting the occurrence of an injury, record the full details on an accident report from which can be found in the Appendix of this handbook or alternatively obtained from the Club Welfare Officer. The following minimum details should be recorded;

- Date, time and place of incident.
- Name of injured or ill person.
- Details of injury or illness and any first aid given.
- What happened to the casualty immediately afterwards (for example, did the rider continue to participate in the session or were they sent home/sent to hospital etc.)



5. Code of Conduct

5.1. Introduction

As the number of bikes and cars on our roads increases, cyclists have an important role to play in enabling the safety of all road users. We all have the right to use the road but responsible cycling is mandatory to maintain good relationships on the road and preserve the reputation of the Club. We also have a duty to behave responsibly, courteously and safely in the presence of all other road users, including drivers, horse riders, pedestrians and motorcyclists.

Beaconsfield Cycling Club aims to create a culture amongst its Members to be responsible and take ownership of their conduct when using the roads. This will support and enhance the reputation of the Club and importantly assist in making the roads a safer place for all road users.

The purpose of the Code of Conduct (Code) is to outline the type of behaviours which members of Beaconsfield Cycling Club are expected to follow when representing the Club. This includes when participating in Club activities, when wearing Club Kit outside of Club activities, or at any other time when they could reasonably be considered to be representing the Club.

It is not an exhaustive description but summarises the core principles that members should adopt as long as they remain a part of the Club. The Club Committee will ultimately be accountable for the behaviours it wishes and does not wish to see in the Club.

The Code applies to:

- All adult members of the Club
- Persons acting on behalf of Beaconsfield Cycling Club, for examples officials and other support personnel assisting or conducting Beaconsfield Cycling Club Events.
- Non-members or guests participating in Club events.

A separate and simplified code of conduct exists for junior members of the Club and additional guidance is provided for parents.

5.2. Key Elements of the Code

The Code is designed to facilitate the safety and well-being of all Club members and to both protect and enhance the reputation of the Club in the wider community. All persons who are bound by this code shall:

- Act in a manner that is in the interest of the Club and does not harm its reputation.
- Follow the policies, rules, procedures and guidelines as defined in the Club Handbook.
- Accord all members of the Club, the public and fellow road users the appropriate courtesy, respect and regard for their rights and obligations.

5.3. Road Safety

All members of Beaconsfield Cycling Club when participating in Club Events should follow the Highway Code as it applies to cycling.

5.4. Behaviour on Club Events

Beaconsfield Cycling Club expects its members to behave in a way that demonstrates respect for other members, external stakeholders and their property, including the general public. It also wishes to



operate in an environment that is free from harassment or discrimination. In this context, harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. Discrimination is defined as not respecting the rights and dignity of every member of the Club equally, irrespective of gender, ethnic origin, age, sexual orientation or religion.

Ultimately it is not possible to provide a comprehensive definition of what unacceptable behaviour is but a starting point would be to judge the behaviour in the context of the following questions:

- Will the behaviour have a negative impact on the reputation of the Club?
- Does the behaviour create significant tension, disharmony or disunity within the Club?
- Could the behaviour be discrimination or harassment as defined above?
- If the answer to any of these questions is 'yes', then the behaviour is likely to be unacceptable.

Examples of unacceptable behaviour include:

- Denigration or intimidation of other individuals, riders or otherwise, in the Club or outside, especially during organised events;
- Repeated use of foul language or insulting behaviour on Club rides;
- Any form of harassment whether physical, mental or sexual;
- Any form of discrimination;
- Damaging Club or another person's property;
- Theft of Club or another person's property;
- The use or encouragement of the use of banned substances (as outlined in the UCI anti-doping policy);
- Inappropriate use of social media, for example posting or sending bullying or discriminatory messages;
- Any behaviour that would harm the long-term reputation of the Club – especially when out on an organised cycle event. For example, difficult encounters with inconsiderate drivers and other road users are a frequent occurrence. These must be handled with tact and sensitivity, even if the other road user is in the wrong.

5.5. Gross Misconduct

The following are examples of what could be considered as gross misconduct:

- Any act of violence, intimidation or harassment against another Club member or a member of the public;
- Any act that is deemed to be illegal whilst participating in a Club organised activity or whilst wearing Club clothing;
- Riding in a Club activity whilst under the influence of drink or drugs;
- Theft of another member's or of the Club's property;
- Ignoring the requests or instructions from officials such as the police.

5.6. Grievance and Disciplinary Process

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns. See Section 9.3.

All complaints regarding the behaviour of members or potential breaches of the Code of Conduct should be reported to the Secretary or, if not available, to another Committee member. All complaints or potential breaches of the Code should be reviewed by the Committee.



The Club regularly receives feedback on its website or directly to Committee members about the conduct of its members on Club rides. Most of these are of a trivial nature and do not require in depth investigation. If some action is required, it will probably be to ask the member(s) involved to address the issue and, if appropriate, take action to stop the incident happening again. Any action required to address these trivial incidents would probably be determined by the leader of the Club Ride or the organiser of the event.

For more serious complaints, the Committee will meet within 14 days of a complaint being lodged. The Committee may request the member or members involved in the alleged breach to explain what had happened. Any Club member who was involved in the events under review would have the right to bring as much evidence (including witnesses) as they felt necessary to support their position. The Committee would also be able to consult widely and gather as much evidence as it considers necessary to understand and resolve the issue.

The Committee has the power to take appropriate disciplinary action up to and including the termination of membership.

Gross Misconduct would result in expulsion from the Club and, if necessary, involvement of the Police.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within seven days of the Secretary receiving the appeal.



6. Code of conduct for young people

As a member of the Club, you are expected to abide by the following code. I will:

- arrive for training and competition in good time to prepare properly
- wear suitable kit (including a helmet) and clothing for all cycling activity sessions, as agreed with the coach
- warm up and cool down properly on all occasions
- play within the rules and respect officials and all their decisions
- be a good sport by applauding all good performances, whether they are made by my Club or the opposition
- control my temper - verbal abuse of officials and other riders, or deliberately distracting/provoking an opponent is not acceptable or permitted behaviour in any sport
- work equally hard for myself and my Club
- respect the rights, dignity and worth of all participants regardless of their gender, ability, disability, cultural background or religion
- pay any fees promptly
- abide by the rule that junior members are not allowed to smoke on Club premises or while representing the Club at competitions
- abide by the rule that junior members are not allowed to consume alcohol or drugs of any kind on Club premises or while representing the Club
- treat all participants in cycling as I would like to be treated - not bullying or taking unfair advantage of another participant
- cooperate with my coach, Club mates and opponents - remember, without them there would be no competition
- thank officials and opponents after competition.



7. Code of conduct for parents and volunteers

As a parent/carer of a member of the Club, you are expected to abide by the following code. I will:

- inform the coach of any specific health requirements or medical conditions of my child in advance of the coaching session by completion of a Club membership form or a parental consent form
- advise the coach if my child has to leave early or is being collected by someone other than a parent/carer, giving details of the arrangement including who will be collecting my child, when and at what time
- encourage my child to learn the rules and play within them
- discourage unfair play and arguing with officials
- help my child to recognise good performance, not just results
- set a good example by recognising fair play and applauding the good performances of all
- never punish or abuse a child for losing or making mistakes
- publicly accept officials' judgments and teach children to do likewise
- support my child's involvement and help him/her to enjoy his/her sport
- use correct and proper language at all times
- remember that children participate in sport for their enjoyment, not mine
- support all efforts to remove verbal and physical abuse from sporting activities
- respect the rights, dignity and worth of every young person regardless of their gender, ability, disability, cultural background or religion
- show appreciation and respect for coaches, officials and administrators. Remember, without them, your child could not participate



8. Junior Membership

8.1. Parental Content

Beaconsfield Cycling Club is a Clubmark registered Go-Ride Club offering junior membership and structured coaching sessions for children under 14 in a traffic free environment. Beaconsfield Cycling Club welcomes members aged 14-17 to join Club rides provided they have the minimum bike handling skills required, a suitable bicycle and the level of fitness required to participate. Those aged 14 and 15 must be accompanied by a parent or carer at all times. Those aged 16 and 17 may ride unaccompanied provided they meet the minimum bike handling skills and have the required level of fitness. All young people under the age of 18 must complete a parental consent form which must be returned to the Club Welfare Officer and the Head Coach before attending their first ride. Forms are available in the appendix of this handbook. This condition also applies to those young riders attending as a guest.



9. Club Welfare and Safeguarding

9.1. Introduction

Beaconsfield Cycle Club believes everyone who participates in cycling and all its disciplines is entitled to participate in an enjoyable and safe environment and to be given the chance to experience the fun, challenge and sense of achievement that are inherent to cycling. To ensure this, Beaconsfield Cycling Club is committed to implementing policies and procedures to ensure all those involved comply with the British Cycling code of good practice.

In addition, all young people are entitled to a duty of care and to be protected from abuse. Beaconsfield Cycling Club is committed to implementing policies and procedures to ensure everyone in the Club accepts their responsibilities to safeguard children from harm and abuse. This means taking action to safeguard children and to report any concerns about their welfare.

Beaconsfield Cycling Club is bound by British Cycling procedures for good practice and child protection that clearly states what is required of the Club. British Cycling's Child Protection policy can be found at:

https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/20170206-Safeguarding_and_Protecting_Children.pdf

British Cycling's Safeguarding & Protecting Vulnerable Adults policy can be found at:

https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/20170206-Safeguarding_and_Protecting_Vulnerable_Adults.pdf

All members of Beaconsfield Cycling Club are aware of the Clubs Welfare and Safe Guarding Policy through this handbook. All Club members should know and accept their responsibility in ensuring good practice and child protection procedures. Paper copies of British Cycling's and Beaconsfield Cycling Club's welfare and safeguarding policy and any requested forms will be made available to Club members upon request.

The following terms are used in the Club's policy:

- Anyone under 18 years of age is considered to be a young person.
- The term parent is used as a generic term to represent parents, carers and legal guardians.
- The term vulnerable adult refers to any person over 18 years of age with learning difficulties, or Down's syndrome, who is unable to lead an independent life, without the assistance of carers and or parents/family members.

9.2. British Cycling Requirements.

- Appoint a Club Welfare Officer (CWO) that should work in collaboration with the Club committee and members to implement an accepted ethical framework of club welfare and child safeguarding procedures.
- Working and collaborating together implement, action, monitor, review and improve welfare and child safeguarding procedures for the duration of the cycling Clubs existence.
- All appointed CWO should have been verified via a Disclosure and Barring Service (DBS) check.
- All Club CWO, coaches and leaders should undertake relevant child protection awareness training or undertake a form of home study, to ensure their understanding and practices meets British Cycling criteria.
- All Club ride leaders with participating young persons or vulnerable adults are required to sign up to the British Cycling code of conduct.



9.3. Emergency Contact Details

In case of an emergency situation contact:

Police: 999
NSPCC: 0808 800 5000
Childline: 0800 1111

The CWO for Beaconsfield Cycling Club is:

Name: Stephen Fowler
Tel: 07485 297586
Email: CWO@beaconsfield.cc

9.4. CWO Role and Duties

For more information regarding the role and duties of the CWO please refer to:

https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_1_12_CWO_Role_Description.pdf

- It is the responsibility of the CWO to promote the Club policy and procedures for the protection of children and vulnerable adults.
- Receive record and pass onto British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- Forms available from:
https://www.britishcycling.org.uk/zuvvi/media/bc_files/safeguarding/SG_1.4_Reporting_a_Safeguarding_concern.pdf
- Attend committee meetings.
- Make themselves known and approachable throughout the Club.
- Advise on the development of cycling activities for young people within the Club organisation.
- Promote cycling for young people in the Clubs catchment area, through leaflets and visits to schools and social Clubs/groups.
- Keep records of DBS and First Aid certification for members and volunteers in the cycling Club.
- Archive records of accidents or other reported welfare issues.
- The CWO should maintain a written record of training and relevant qualifications of those working with children within the Club.
- The Club Safeguarding Audit form can be used to assess training requirements and Club awareness on an annual basis.
- Be aware of the tell-tale signs of abuse and bullying.
- Provide a satisfactory method for documenting any issues concerning people's welfare and child protection in the Club. It is not appropriate to share sensitive and confidential Information with other people. Any information relating to child protection should be held under secure conditions and made available on a need-to-know basis.
- Ensure all individuals in the Club who have been vetted, have their DBS checks repeated every 3 years.
- Ensure all volunteers for Club activities involving young persons are suitable.
- Volunteer recruits in such cases need to complete an application form, provide references and be interviewed. Forms SG 2.2., SG2.3. and SG 2.4. available at:
<https://www.britishcycling.org.uk/safeguarding>



9.5. Quick Guide to Safeguarding

Safeguarding is a range of interventions designed to minimise the potential of risk and harm to vulnerable groups. It is imperative that everyone involved in cycling knows what might constitute a safeguarding concern and how to report it. The below guidance acts to ensure that everyone involved in the Club has at least some knowledge of what to do if they have a Safeguarding concern about a child or vulnerable adult.

The issues that you could be presented with can be classed as:

- High level or Low level
- Internal or External
- Unforeseeable or Reasonably Foreseeable

This might include:

- Pushy parents
- Lost Children or Vulnerable Adults
- Suspected abuse in the home, school or within cycling
- Health issues
- Coaching poor practice
- Acting outside the Code of Conduct

Some of the issues you may find difficult to deal with for whatever reason. The relevant Club Welfare Officer (CWO) and the British Cycling Compliance Team will support you to deal with any concerns you may have. The welfare of the child or vulnerable adult is paramount and you must always act on your concerns by speaking to either of the above.

9.6. British Cycling Compliance

9.6.1. British Cycling contacts

British Cycling is responsible for promoting Safeguarding good practice, implementing policy and responding to Safeguarding concerns. They are easily contactable to advise you if you have any Safeguarding concerns.

- Jason Wiltshire Ethics & Compliance Manager 0161 274 2041
- Compliance Out of Office Hours number 0161 274 2002

9.6.2. What can I speak to the Compliance Team or CWO about?

Any concerns you have about:

- A child or vulnerable adult (their safety, home life, state of mind, something they disclose to you)
- A coach, adult, team or Club (their behaviour, something they've said, poor practice)
- An event (logistics, medical provision, safety)

9.6.3. When can I talk to the Compliance Team or CWO?

Any time that suits you. The CWO will be at your Club and various events as appropriate. The Compliance Team can be contacted on the details above at any time.



9.6.4. What information will the Compliance Team or CWO need?

As much as possible, using the 'form for reporting a concern', and ideally the following:

- Name of individual
- Their date of birth
- What the concern is
- Any actions you have already taken

It is a good idea to write things down as soon as possible so that you pass on accurate information.

9.6.5. What options are available for the Compliance Team or CWO to take?

The range of actions can include but not be limited to:

- Advice and guidance
- Discipline at the event or under Club rules
- Discipline under British Cycling Code of Conduct
- Referral to Police or Social Services when and where necessary

Please note that this is a guide only and should be read in conjunction with the full British Cycling Safeguarding policies.

9.7. Summary of Good Practice for Safeguarding and Protecting Children

- Conduct all meetings in an open environment. Avoid one-to-one situations in unobserved situations
- Avoid unnecessary physical contact with young people. Touching can be okay and appropriate as long as it is neither intrusive nor disturbing and the cyclist's permission has been given
- Be aware of any medical conditions (including allergies), existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given
- Treat all young people and vulnerable adults equally
- Provide open access to all those who wish to participate in cycling and ensure they are treated fairly
- Ensure all cyclists are able to participate in an environment that is free from harassment, intimidation, victimisation, bullying and abuse
- Build relationships based on mutual trust and respect in which young people are encouraged to take responsibility for their own development and decision-making
- Club members must always take action if they have concerns about an adult's behaviour towards a child.

9.8. Main points concerning Poor Practice for Safeguarding and Protecting Children.

- Avoid spending excessive amounts of time alone with one child from the others
- Never allow children to use inappropriate language unchallenged
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Never invite or allow children to stay with you at your home unsupervised.

9.9. Photography

The taking and publication of photographs on the Internet, of images of under sixteens is an increasingly sensitive issue. Beaconsfield Cycling Club will endeavour to limit photos taken or published on its website of riders in the under sixteen categories. Off the bike photos of under sixteens will be



limited to groups of riders unless provided by and with the consent from a parent or guardian of the young person.

Beaconsfield Cycling Club will always remove images from its website or on the Club's social media sites upon the request to the Club secretary or CWO, where reasonable.



10. Privacy Notice

As a cycling club Beaconsfield Cycling Club must follow current legislation and keep you informed about what we do with your personal information and how we look after it. We do not share your personal information with any external entities or individuals other than British Cycling other than as outlined below. If you have concerns or questions about our privacy policy, then please contact a member of the committee.

When you become a member of or renew your membership with Beaconsfield Cycling Club you will automatically be registered for an online account with British Cycling. We provide British Cycling with the following details; *[Your name, address, date of birth, email address, telephone number and the telephone number and email address of your emergency contact]* which they use to enable access to an online portal for you (called My Dashboard) on the British Cycling website. British Cycling will use your personal data in accordance with its own Privacy Notice which can be accessed at <https://www.britishcycling.org.uk/staticcontent/info--Privacy-Policy-0> . British Cycling will contact you to invite you to sign into and update your dashboard (which, amongst other things, allows you to set and amend your privacy settings). If you have any questions about the continuing privacy of your personal data when it is shared with British Cycling, please contact compliance@britishcycling.org.uk.

As a member of our club, we may, from time to time mention your name on the club website, in our social media pages or in our club emails. This will only happen in the context of you acting as a club volunteer, participating in a race or challenge or having recorded a major achievement. If you would prefer not to be mentioned please let us know and we will endeavour to keep your accomplishments entirely private.

On joining the club members are invited to join the Club closed user group on Strava. This is entirely optional and joining or not joining will have no impact on your membership. Your privacy settings on Strava may be configured to suit your needs.

We may disclose some of your personal data in the following circumstances:

Training and competition entry

- With club coaches or officials to administer training sessions

With club team managers to enter events

- With facility providers to manage access to the track or check delivery standards
- With leagues, county associations (and county schools' associations) and other competition providers for entry in events.

Membership and club management

- Processing of membership forms and payments
- Share data with committee members to provide information about club activities, membership renewals or invitation to social events
- Publishing of race and competition results
- Website management

Marketing and communications

- Sending information about promotions and offers from sponsors (should we ever have any)
- Sending club newsletter either directly or via Mailchimp



- Sending information about selling club kit, merchandise or fundraising.

We also create information for funding and reporting purposes – but this is anonymous and won't individually identify you. This includes funding partners as condition of grant funding e.g. Local Authority, and the creation of data which we analyse to monitor club trends.

We do have a junior section (The Flyers) so we collect some children's data. But we only do this with the express permission of a parent or guardian in the context of the child joining British Cycling and attending our training sessions. This information is only available to the committee and club officials who are directly involved with the running of junior sessions. Emails about the sessions are only sent to the adult contact and if we want to mention a junior member in a public forum we will ask first.

We must have a reason for processing your data and in this instance, it is known as Legitimate Interests. This means that we collect information in order to provide all of the benefits of being a part of our club.

You have rights – including stopping or restricting the way we use your information, the ability to change it, or look at it if you want to. If you leave the club, we will delete all of the information we have collected, and we will tell British Cycling that you no longer a member of Beaconsfield Cycling Club. If you don't renew your membership, we will send you a couple of reminders, but if that has not worked, we will remove all of your information when 4 months has passed.

If you don't want to receive our regular emails, you can unsubscribe on Mailchimp. This saves your email address on a list of its own to ensure that you will receive no further communications.

If you want to exercise these rights, please contact the Club Secretary on secretary@beaconsfield.cc.

If you are not happy with the way, we look after your information and we have been unable to address your concerns then you have a right to escalate your grievance to the ICO. You can find them: at <https://ico.org.uk/concerns/> or you can call them by telephone on: +44 303 123 1113.



11. Club Constitution

The “Rules” referred to below are defined as this Club Constitution, ie section 11 of this handbook.

1. The Club

- 1.1. The Club will be called - Beaconsfield Cycling Club Community Amateur Sports Club (the “Club”).
- 1.2. The Purposes of the Club - The purposes of the Club are to promote the sport of amateur Cycling in Beaconsfield, South Buckinghamshire and community participation in the same area.
- 1.3. Permitted means of advancing the purposes; the Committee has the power to:
 - 1.3.1. Acquire and provide grounds, equipment, coaching, training and playing facilities, Club house, transport, medical and related facilities.
 - 1.3.2. Provide coaching, training, medical treatment, and related social and other facilities.
 - 1.3.3. Take out any insurance for Club, employees, contractors, players, guests and third parties.
 - 1.3.4. Raise funds by appeals, subscriptions, loans and charges.
 - 1.3.5. Borrow money and give security for the same, and open bank accounts.
 - 1.3.6. Buy, lease or licencelicense property and sell, let or otherwise dispose of the same.
 - 1.3.7. Make grants and loans and give guarantees and provide other benefits.
 - 1.3.8. Set aside or apply funds for special purposes or as reserves.
 - 1.3.9. Deposit or invest funds in any lawful manner.
 - 1.3.10. Employ and engage staff and others and provide services.
 - 1.3.11. Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any Club or body involved with it and thirdly with government and related agencies.
 - 1.3.12. Do all other things reasonably necessary to advance the purposes.NONE of the above powers may be used other than to advance the purposes consistently with the Rules below and the general law.

2. Membership

- 2.1. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 2.2. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 2.3. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of Club members.

3. All General Meetings

- 3.1. All members may attend all general meetings of the Club in person.
- 3.2. Such meetings need 21 clear days’ written notice to members.
- 3.3. The quorum for all general meetings is 20 members present.
- 3.4. The Chair or (in his or her absence) another member chosen at the meeting shall preside.
- 3.5. Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 3.6. Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members.



4. Annual General Meetings (AGM)

- 4.1. The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:
- 4.2. The Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- 4.3. The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 4.4. The Committee will present a report on the Club's activities since the previous AGM;
- 4.5. The Members will appoint a suitable person to audit the accounts; and
- 4.6. The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

5. Extraordinary General Meetings (EGM)

- 5.1. An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 25 members signed by them. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

6. The Committee

- 6.1. Role of the Committee
- 6.2. Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.
- 6.3. Property etc.
 - 6.3.1. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
 - 6.3.2. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002
 - 6.3.3. The Club may also in connection with the sports purposes of the Club:
 - 6.3.3.1. Sell and supply food, drink and related sports clothing and equipment;
 - 6.3.3.2. Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - 6.3.3.3. Pay for reasonable hospitality for visiting teams and guests;
 - 6.3.3.4. Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- 6.4. The Committee will have due regard to the law on disability discrimination and child protection.
- 6.5. Composition etc. -
 - 6.5.1. The Committee shall consist of at least 5 and not more than 10 members.
 - 6.5.2. The Committee may co-opt up to 5 Club members to serve until the end of the next AGM.
 - 6.5.3. Co-Opted members do not have voting rights at Committee meetings and exist to assist the Committee and Club where required.
 - 6.5.4. Any Committee member may be re-elected or re-co-opted without limit.
 - 6.5.5. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his or her case to the Committee with an appeal to the Club members, or is removed by Club members at a



general meeting. The Committee shall fairly decide time limits and formalities for these steps.

7. Committee meetings

- 7.1. Whenever a Committee member has a personal interest in a matter to be discussed, they must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- 7.2. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
 - i. At least 5 members must be present for the meeting to be valid;
 - ii. Committee meetings shall be held face to face;
 - iii. The Chair, or whoever else those present choose, shall chair meetings;
 - iv. Decisions shall be by simple majority of those voting;
 - v. A resolution in writing signed by every Committee member shall be valid without a meeting;
 - vi. The chair of the meeting shall not have a casting vote.
- 7.3. Delegation etc.: The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub- committee at any time or to change its mandate and operating terms.
- 7.4. Disclosure: Annual Club reports and statements of account must be made available for inspection by any member and all Club records may be inspected by any Committee member

8. Amendments

- 8.1. These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in paragraph 8.2 has been followed) or winding up provisions.
- 8.2. The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

9. Winding up the Club

- 9.1. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- 9.2. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 9.3. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining, including any profits or cash held in the Club's bank account to one or more of the following:
 - i. To another Club with similar sports purposes which is a charity and/or
 - ii. To another Club with similar sports purposes which is a registered CASC and/or
 - iii. To the Club's national governing body for use by them for related community sports.

10. Profits

- 10.1. Any profits derived from operating the Club will not be distributed to its members. For the avoidance of doubt all profits shall remain within the Club and be reinvested in the Club.



12. Appendix

Group Ride Risk Assessment

Consent Form

Incident Report Form



Group Ride Risk Assessment

1a Club Official and Riders					
Name of group/ activity:	Beaconsfield Cycling Club weekend club rides				
Date/time of activity:	Saturday 8am (summer) or 9am (winter) / Sunday 9am				
Riders:	Estimated no:	Variable	Ability:	Mixed	Age: Mixed, 14 and up
Club Official Managing activity:	Committee member per rota and Ride Leaders		Telephone:		

1b Route	
<p>Only complete this section if you are risk assessing the general environment or any other route or circuit that is not based at a venue. For all other venues/environments, complete section 1c. Strike through these boxes if you are not completing this section.</p>	
<p>Description/ location: (Use place names where possible, and include any technical sections such as junctions or roundabouts)</p>	<p>Meet at The Cenotaph, Windsor End, Beaconsfield. Riding on roads throughout Bucks and surrounding areas</p>
<p>Approximate route/circuit length:</p>	<p>Short routes are typically 35-40miles Long routes are typically 50miles or more in summer; 45miles or more in winter Mellow rides are 20-25 miles</p>
<p>Approximate height gained: (Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable)</p>	<p>Varies by route. Typically long routes are ~3,000ft elevation but can be up to 7,000ft (eg 100mile Chiltern Fondo route). Chiltern Hills can include steep gradients of 20% or more.</p>
<p>Other potential users of circuit/route: (such as horses, tractors, pedestrians, cars, etc)</p>	<p>Open roads, so cars, lorries, horses, tractors, pedestrians, etc can all be encountered</p>
<p>Consideration of previous risk assessments:</p>	<p>Several other public cycling club risk assessments have been reviewed as well as previous BCC Trips risk assessments</p>
<p>Emergency communication:</p>	<p>How will you communicate with appropriate people/organisations in an emergency?</p> <p>Mobile phone (call, text, whatsapp, etc)</p>
	<p>If using a mobile telephone, can you get adequate signal on the route?</p> <p>Not guaranteed in all locations but generally good coverage</p>



Risk ID	Activity	Description of risk	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Risk mitigation measures	Person responsible
1	Pre-ride	Route may include poor road surface or other road hazards	Riders	Medium	Routes are planned in advance to avoid known hazardous roads. Routes are communicated to Club Members on Thursday before the weekend. Last minute route changes can be communicated by Whatsapp if necessary. Plan B winter routes are available in the event of adverse weather conditions.	Routes team, Committee
2	Pre-ride	Late changes to the planned route may not have been communicated to all riders	Riders	Low	Where necessary late route changes and known hazards (eg weather related) can be communicated to all riders at The Cenotaph pre-ride briefing.	Committee
3	Pre-ride	Adverse weather conditions lead to accident, exhaustion or other ride incident	Riders	Medium	The Committee considers adverse weather forecasts (cold, wind, etc) in line with the Cold Weather Protocol and considers whether to cancel rides.	Committee
4	Pre-ride	Inappropriate clothing leading to a lack of visibility or rider becoming cold	Riders	Medium	Riders should dress appropriately for the weather, wear a helmet and visible clothing as per Club Handbook 3.3.1	Rider
5	Pre-ride	Equipment failure leading to stranded rider	Riders	Low	Riders should carry a basic toolkit as set out in the Club Handbook 3.3.2	Rider
6	Pre-ride	Equipment failure leading to an accident	Riders, public	Medium	Riders should ensure equipment is roadworthy and well maintained as set out in the Club Handbook 3.3.2	Rider
7	Pre-ride	Insufficient food and drink consumed leading to rider exhaustion	Riders	Medium	Riders should know the route distance and elevation in advance and carry sufficient food and drink (Club Handbook 3.3.3)	Rider
8	Pre-ride	Health: Rider may become exhausted due to ride distance, pace, weather or other circumstances	Riders	Medium	Riders should assess their fitness for the ride's distance/pace. Don't ride if unwell. Inform a Ride Leader if feeling unwell during the ride. All riders should have an ICE tag on their helmet with details of any medical conditions.	Rider
9	Pre-ride	Inability to contact next of kin in the event of an emergency	Riders	Low	All riders should have an ICE tag on their helmet with emergency contact details and medical conditions.	Rider
10	Pre-ride	Badly matched groups, rider unfamiliarity with each other, etc, may lead to poor group riding discipline	Riders	Medium	At the ride meeting point a Committee member should facilitate pace groups being matched and each group having a designated Ride Leader. Ride Leader should check everyone has the same broad idea about the pace of the group and has the route loaded.	Committee, Ride Leaders
11	Pre-ride	Poor group riding leading to an accident or other incident	Riders, public	Medium	Ride in compliance with Club Handbook sections 3.3.4 to 3.5. Groups are limited to 8 riders, matched by pace. New riders should be identified and introduced before the ride starts. Regular group training sessions held to improve club group riding standards.	All riders
12	Pre-ride	New riders to the Club may be either inexperienced or unfamiliar with Group ride organisation, leading to an accident or other incident	Riders, public	Medium	Demo/new riders must be introduced to a Ride Leader who will brief them on key group riding considerations (eg signals) and introduce them to the group.	Ride Leaders
13	Pre-ride	Safeguarding of youth riders	Riders	Low	Riders aged 14-17 may join club rides subject to adherence with the parental consent requirements (Handbook 8.1). The Club's safeguarding procedures (Handbook section 9) provide further guidance.	Committee



Risk ID	Activity	Description of risk	People at risk <i>(coaches, officials, cyclists, spectators and others)</i>	Level of risk <i>(high, medium or low)</i>	Risk mitigation measures	Person responsible
14	Ride	Accident caused by collision or road hazard (potholes, stationary vehicles, junctions, etc)	Riders, public	Medium	All riders are responsible for their own safety and how their riding impacts the group. Riders should ride smoothly and consistently, communicating potential hazards to others in the group. Follow group ride calls and hand signals. Ride in compliance with Club Handbook sections 3.3.4 to 3.5	All riders
15	Ride	Accident caused by rider falling	Riders, public	Medium	All riders should pay attention to road surfaces and conditions. Only ride at a competent speed, especially on descents.	All riders
16	Ride	Accident caused by other road users failing to see the group, giving insufficient space or other factors	Riders, public	High	Follow the Road Traffic Act and Highway Code. Use front and rear lights in poor visibility. All riders should continually assess traffic conditions, driver attitudes, etc, and take appropriate action to maintain safety, such as getting off to walk, waiting for traffic jams to clear, etc. Treat other road users with respect at all times.	All riders
17	Ride	Rider separates from Group and becomes lost	Riders	Low	Riders should preload the route so they do not get lost. Riders should carry a mobile phone and provide contact details to the Ride Leader, ideally by signing up on Whatsapp.	All riders
18	Ride	Third party claim in the event of an incident	Riders	Low	All Club members to have 3rd party insurance through personal membership of BC or CUK (Handbook Sec2.2).	All riders
19	Ride	Theft of equipment	Riders	Low	It is recommended to keep bikes in sight during stops and use a quality lock to an immovable object or other bikes.	All riders
20	Ride	Unsafe circumstance created by stopping in an unsuitable location	Riders	Medium	Choose safe stopping places, avoiding road junctions, bends, and other hazards. Warn riders before stopping, keeping the carriageway clear.	All riders
21	Ride	Spooked horses, runners and other road users	Riders, public	Medium	Warn horse riders of your approach by verbal communication, and pass by slowly. Where appropriate, slow down and give a wide berth. See Handbook Sec 3.2.7	All riders
22	Ride	Incident management	Riders, public	Medium	In the event of an accident or other incident, protect the casualty, move the group off the road and control traffic if required. Administer first aid and contact emergency services if necessary. Stay with the injured cyclist until help arrives. Assist in filling an accident report form. See Handbook Sec 4 for further detail.	All riders



Consent Form

This form should be completed by all riders participating in coached sessions or prescribed training from a British Cycling qualified coach. You should read the appendix carefully before providing consent.

1 Rider Details

First name:		Surname:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of birth:	Age:
Address:			
		Postcode:	
Home telephone:		Mobile telephone:	
Email:			
Cycling Club/ group:			

2 Emergency Contact Details

First name:		Surname:	
Relationship to rider:		Home telephone:	
Work telephone:		Mobile:	



3 Medical and Specific Needs

It is your responsibility (or that of a parent/guardian/carer if under the age of 18) to provide the coach with details of any medical or health conditions, allergies, or dietary or other specific needs that might affect your ability to participate in cycling. Please note that a coach is unable to provide guidance or make decisions relating to medical or health conditions. Rather, if you have any concerns about participating in any form of physical activity, please consult with your GP before signing the consent form.

Please give details of any medical or health conditions, allergies, or dietary or specific needs that might affect your participation in cycling and what support/modifications are needed by the coach.

Please list any medications you take on a regular basis.

(This information may be required by the emergency services in the event of an accident)

4 Arrival and Departure Arrangements

While riders under the age of 18 may travel to and from sessions unsupervised or may be accompanied by a responsible person who is not the rider's parent/guardian/carer, the coach has a responsibility to ensure that all riders leave the session safely.

If under the age of 18, please give details of typical arrival and departure arrangements, e.g. the names of people you authorise to accompany the rider, and or whether the rider is allowed to depart alone or with friends.



5 Rider Information

Previous cycling experience.
What other sports do you participate in regularly? How often?
Why are you attending the sessions?
What do you want to achieve from the sessions?
In the long term, what do you want to achieve from your participation in cycling?
Please detail any other specific information that is relevant to participation in cycling activity sessions.



6 Consent for Riders Aged 18 Years and Over

I have read and understood the information on this form and the coach has satisfactorily answered any questions I have asked. I understand and agree that I participate in coached sessions and/or training prescription entirely at my own risk. I have considered the nature of such sessions; I will participate in a safe manner and follow all reasonable instructions from the coach. I confirm that the information I have provided is correct and complete to the best of my knowledge.

Rider name:			
Signature:		Date:	
Coach name:			
Coach signature:		Date:	

7 Parental/Guardian/Carer Consent for Riders Under the Age of 18

I have read and understood the information on this form and the coach has satisfactorily answered any questions I have asked. I understand and agree that my child participates in coached sessions and/or training prescription entirely at their own risk. I confirm that the information I have provided is correct and complete to the best of my knowledge.

Type of Consent	Circle as Appropriate		
Consent for participation in coaching activities in a traffic-free environment.	Yes / No		
Consent for moving from one location to another on the public highway (riders must be aged 12 or older).	Yes / No		
Consent for participating in prescribed training (riders must be aged 14 or older).	Yes / No		
Consent for appropriate photographs and videos for coaching purposes.	Yes / No		
Name:			
Relationship to rider			
Signature		Date:	
Coach name:			
Coach signature		Date:	



Appendix: Notes for Riders and Parents/Guardians/Carers

A1 Data Protection

The information provided on this form will be used for the purposes of providing you/your child with coaching services throughout the year. This information will be stored, processed and destroyed in accordance with the principles of the Data Protection Act 1998.

A2 Bike, Helmet and Clothing

It is the responsibility of the rider (or their parent/guardian/carer if aged under 18) to ensure that their bike, helmet and clothing is appropriate, well maintained and in a safe condition prior to participating in every session. Riders must wear a helmet which complies with current safety regulations when riding their bike.

A3 Traffic Free Environments

- Riders under the age of 12 are only permitted to participate in coaching activities in a traffic-free environment.
- In some instances, it may be necessary for the coach to move riders from one location to another, which may require limited use of the public highway. For example, moving from the meeting point to the coaching area, or between coaching areas. Riders under the age of 18 will be under the coach's direct supervision throughout the route.
- Young riders are expected to remain in the session from beginning to end. If a rider has to leave early or is being collected by someone other than the parent/guardian/carer, the coach must be informed of this arrangement, including who will be collecting the rider.
- All riders are expected to behave in a manner that does not impact on the fun and safety of other riders. The coach may exclude riders who persistently misbehave or put other riders in danger.

A4 Public Highway

When riding on the public highway, riders should be able to do so in a safe and competent manner. It is recommended that the rider should at least one of the following:

- Previously demonstrated in a traffic-free area, the riding skills required to ride on the public highway in a safe, confident and consistent manner
- Have substantial experience of riding on the road already
- Have attained at least Level 2 Bikeability.

A5 Participating in Prescribed Training

- Only British Cycling Level 3 qualified coaches may prescribe training for individual riders.
- A coach may only prescribe training for individuals aged 14 years or older.
- Training prescription may include a variety of activities in a variety of environments including the public highway. These sessions may be prolonged and intense.
- Riders will be required to perform sessions without the supervision of a coach, so for riders under the age of 18, the parent/guardian/carer will be entirely responsible for their safety in such circumstances.
- For younger riders, one-to-one training should focus on learning how to train, rather than on specific performance goals. Therefore, it is recommended that only riders over the age of 16 participate in prescribed training.



- All riders participating in prescribed training must complete a Rider Profile form or equivalent.
- Riders are required to provide feedback to the coach regarding training, racing and any other factors that are likely to affect their cycling performance. This feedback is fundamental to the coaching process and the coach may cease to provide training prescription when not provided.

INCIDENT REPORT

This form should be completed where injury, illness or property damage has been sustained by any party during a recognised British Cycling event or activity, including formally organised and registered events, club activities and all coaching, training, ride leading and instructing. It should also be used to report incidents that did not result in injury, illness, or damage – but had the potential to do so.

The form should be completed by an appropriate person, normally the organiser of an event or activity, but may also be completed by an appointed Chief Commissaire or Referee, Event Safety Officer, Coach, Ride Leader, Cycle Training Instructor or other appropriate club or event official.

Day & Date of Incident :		Time :	
<i>Name & Type of</i> Event / Activity : <i>(please include Event URN)</i>		Event URN :	
Incident Location / Venue : <i>(include address & postcode if possible)</i>			
<i>Name of</i> Organiser :			
<i>Name & Role of (where applicable)</i> Other Responsible Official :			

What Happened? <i>(please provide a factual account of the incident)</i>

Who was involved ? What injuries / illness were suffered ? What property was damaged ? <i>(further details can be provided on a separate sheet if necessary)</i>
--

Full Name :		Involved as :	
Email / Tel :		Member No :	
Injury (or illness) :	Property Damage :		
First Aid Treatment Provided : <i>(state if 'none given' / 'refused')</i> / Referred to : / Recommendations :			

Full Name :		Involved as :	
Email / Tel :		Member No :	
Injury (or illness) :			Property Damage :
First Aid Treatment Provided : (state if 'none given' / 'refused') / Referred to : / Recommendations :			

Full Name :		Involved as :	
Email / Tel :		Member No :	
Injury (or illness) :			Property Damage :
First Aid Treatment Provided : (state if 'none given' / 'refused') / Referred to : / Recommendations :			

Witnesses (please provide full details of all witnesses. Further details can be provided on a separate sheet if necessary)

Full Name :		Involved as :	
Address :		Postcode :	
Email / Tel :		Member No :	

Full Name :		Involved as :	
Address :		Postcode :	
Email / Tel :		Member No :	

Additional Information (please provide any further information that you feel may be useful if the incident needs to be investigated)

reported by :			
Print Name :		Signed :	
Position / Role :		Date :	
Member No. :		Email / Day Tel. :	

This form should be sent to British Cycling headquarters as soon as possible but no later than within 3 days of the incident, by email to: incident@britishcycling.org.uk or by post to: Legal & Insurance Officer, British Cycling, Stuart Street, Manchester M11 4DQ

For internal use only :			
Received by :	Date :	Ref. :	Sent to : CSM / CED
Cycling Discipline :	RO / TR / XC / DH / 4X / CX / BMX / CS	Activity Type :	NR / R / T
At Fault ? :	Y / N / ?	Cat. :	EV / RA / R2R / MV / NEG / CLI / PED / ANI / RR / CL / RE / HI

EV=Event / RA=Racing / R2R=Rider to Rider / MV=Motor Vehicle / CLI=Coaching, Leading & Instructing / PED=Pedestrian / ANI=Animal / RR=Road Race / CL=Club
 RE=Rider Error / HI=Highway Defect