



BFCC - 01

Guidance for Lead Riders

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## **Guidance for Lead Riders**

### **Policy Statement**

Bedgebury Forest Cycle Club (BFCC) acknowledges that one of its key benefits to members is the provision of organised events. These events can be varied; however the main activity is the provision of organised rides involving a Lead Rider. Since the forming of BFCC the scale and participation in club events has grown significantly and BFCC recognises the need for clear guidance to be provided to all members. It is BFCC commitment to ensure risks are practically managed, but we accept that the nature of any physical sporting activity must mean individual members accept final responsibility for their own health, safety and wellbeing.

It is BFCC policy guidance to use our reasonable endeavours to ensure every member enjoys the sport of cycling and that any guidance or policies are, wherever practical, fair and inclusive.

### **Lead rides or events**

These are organised and published cycling ride/activities that BFCC provide to members. It is the Clubs policy to provide a nominated member to act as Lead Rider.

### **Lead Rider**

A Lead Rider is a nominated member of BFCC who accepts responsibility for the ride/event. These responsibilities are reflective of the volunteer nature of all club members that support BFCC events and are designed to maintain reasonable levels of safety and risk.

### **Skills & Qualifications of Lead Rider**

The nominated Lead Rider will as a minimum standard

- be an active member of BFCC,
- have at least 5 years MTB cycling experience and
- have a good knowledge of the area in which the event is being held.
- Be currently CRB checked. (unless the run is composed entirely of adults) (Subject to "Unaccompanied children" paragraph 3 below).

Wherever possible the Lead Rider will have/be in addition to the minimum standard one or more of the following:

- Member of the BFCC Committee
- British Cycling qualified Coach – level one or above (The coach is not allowed to coach whilst riding or leading)
- Leader Qualification from a recognised Cycling body
- First Aider

### **Responsibilities of Lead Rider**

The Lead Rider will have the final decision authority in respect of the ride/event. Failure of any participating member to abide by the Lead Riders decision will automatically exclude that rider from the BFCC event.



The Lead Rider will make decisions and ensure the following:

1. Appropriateness of clothing.
2. All members **MUST** wear a helmet. There are no exceptions to this rule.
3. Where reasonable possible to visually check that the riders bike is fit for purpose. ***It remains the responsibility of the individual riders to ensure their bike is mechanically sound and safe.***
4. To collect all Information Card for Emergencies (ICE) cards from participating members or where not available to ensure the rider completes a temporary ICE card. These cards also act as a register of attendance and the Lead Rider **MUST** inform riders to collect the ICE card at the end of the ride.
5. Where participant numbers exceed 6 riders, then to nominate a Deputy Lead Rider to assist them with the ride/event.
6. To advise all riders whether or not there is a qualified First Aider present during the ride/event and if available who that person is.
7. To request assistance from ANY responsible rider participating to support the safety and wellbeing of another rider under their duty of care to others.
8. At the Lead Riders absolute discretion to determine the riders fitness & guidance compliance and grant permission for any person/s under the age of 18 to participate in the ride/event whether accompanied by a responsible parent/guardian or not.
9. At the Lead Riders absolute discretion to determine the riders fitness & guidance compliance and grant permission for any UNACCOMPANIED person under the age of 18 based on the guidance provided within this policy.
10. To ensure all riders are accounted for at the end of the ride/event by checking the ICE cards before returning them to the riders. In the unlikely event that a rider does not return with the group, then the missing person procedures should be followed.

### **Children - Person under 18 years of age.**

For the purpose of this policy all persons under the age of 18 will be deemed a child.

It is preferable that all children are accompanied by a parent/guardian who will retain primary carer responsibilities for that child. However the decision of the Lead Rider regarding the participation of a child in a BFCC lead ride/event is final.

### **Unaccompanied Children**

Where a BFCC member is presented with the responsibility for an unaccompanied child it is a difficult to maintain a fair balance between rider inclusion and acceptable burden of responsibility for the Lead Rider or other appropriately qualified member. Therefore it is, subject to the members' willingness to accept the responsibility, the BFCC Committee's decision to permit unaccompanied children to participate in a ride/event based on the following guidance:

1. That the parent/guardian remains at or within 15 minutes from Bedgebury (by whatever means of transport is then available to them).
2. That the member accepting responsibility is CRB checked and approved **or** there is a minimum ratio of 4 adults to 1 child participating in the ride/event.
3. That the child is not permitted to ride alone with less than 4 adult riders in that group at all times.



4. That the guidance stated under 'Responsibilities of Lead Rider' within this policy guidance is strictly followed and robustly applied.
5. No unaccompanied child will be permitted to participate in NIGHT RIDES or other high risk events.

## Night Rides – general guidance

BFCC recognises that some rides/events represent an above average risk. Night rides are deemed a higher risk activity and BFCC provides the following guidance for members and Lead Riders. Compliance with the guidance cannot automatically remove the risk of injury and that all participants ride at their own risk. Riders must have:

1. Completed at least three club rides during the day
2. Familiarised themselves with Bedgebury Forest single track in both dry and wet conditions.
2. Have appropriate lights and battery life sufficient to last 3 hours
3. Good quality and cycling specific thermal clothing during colder months
4. Basic (self sufficient) bike maintenance skills – changing/repair tyre punctures etc.
5. 3 years MTB experience or completed Intermediate Coach Course.

## Missing Person Procedures

In the event that the Lead Rider determines that the missing person procedures should be actioned:

1. Telephone the emergency contact number located on the ICE card to establish whether rider returned without collecting ICE card.
2. If mobile number known for missing rider or ask emergency contact for number, endeavour to contact missing rider.
3. Establish the last known place where missing rider was seen by group.
4. Ask group if rider stated any material information during ride that would indicate whereabouts or reason for leaving Bedgebury.
5. If available send group/s of riders to last known sighting of missing rider – record who is in search group/s and contact numbers.
6. Inform Bedgebury Forest Duty Manager via the Information Centre.
7. If no further sight of missing rider, no telephone contact established and search group/s fail to find rider between car park and last sighting, then
8. In conjunction with Bedgebury Duty Manager contact the emergency services for professional search and rescue support.

Signed..... Chair/Secretary Bedgebury Forest CC

This.....day of.....2010 as authorised by the Club Committee.