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**GODRIC  
CYCLING  
CLUB**



## **Godric CC Club Ride Leaders Guidance.**

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**Version** 1.0

### ***INTRODUCTION***

Fundamentally our club rides should be fun and enjoyable, nevertheless, we all have a responsibility to ensure that club riders are not exposed to a foreseeable risk of injury, as far as is reasonably practicable.

Godric CC have carried out this guidance for club rides as part of our duty of care to our members and in line with the requirements of our insurance through BCC and CUK. This insurance only covers the club, its officials when undertaking club instructions and non-member riders invited to take part in a ride (limited to 3 occasions).

Being a member of Godric CC **does not provide any individual rider insurance cover** and it is recommended that individual members have their own insurance.



## Ride Leaders Guidance.

| <b>Planning the Ride</b>  |  |
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| Work out a route you think your group is likely to enjoy, taking into account: distance; terrain; traffic; refreshments; toilets; points of interest; weather; season; ability of the riders; and any other factors. Minimise the time spent on busy roads. | Be prepared to vary the ride if any of these changes. Take account of the risk assessment.             |
| Decide how you will navigate: GPS, maps, local knowledge, or a combination of all of these.   | Consider providing a link to a GPX file so that riders can download the route in advance.              |
| Advertise your ride on the website/social media   | Don't forget to include; the approximate distance and pace; likely return time; and any planned stops. |
| Be prepared to cancel the ride if you consider it's not safe to proceed.  | See section 5 of the Club Ride Risk Assessment.  |
| <b>At the start of the ride</b>   |  |
| Give a warm welcome to any new riders!  |  |
| Find out the names of everyone on the ride and record their contact details and ICE on the log.   | Enlist the help of experienced riders to keep an eye on newer ones.                                    |
| If appropriate, provide advice to new riders on pre-ride checks.  | See sections 1 to 4 of the Club Ride Risk Assessment.  |
| Explain how you will lead the ride: any jargon and hand signals you might use; how you will deal with traffic and so on but remind each rider they are responsible for their own safety.  | See sections 6 to 10 of the Club Ride Risk Assessment.   |
| <b>During the Ride</b>  |  |
| Consider splitting the group if a large number of riders (over 12) turn up. Appoint a ride leader for the second group.   | You may be able to segregate in to a fast and slower group.  |

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| <p>Maintain an appropriate speed and keep the ride flowing smoothly but consider slowing the pace or stopping if necessary, to give slower riders a rest.</p>  | <p>Consider putting an experienced rider at the rear to keep an eye on anyone struggling.</p>                                  |
| <p><b>Positioning of riders:</b> It is important that each participant understands that they are responsible for their own safety. Encourage them to keep away from the gutter and to watch out for any potential hazards, which they should point out to other members of the group. They must also be careful not to ride too closely to each other or the Ride Leader.</p> <p>The Highway Code in Rule 72 says: “Road positioning. When riding on the roads, there are two basic road positions you should adopt, depending on the situation.</p> <p>1. Ride in the centre of your lane, to make yourself as clearly visible as possible, in the following situations:</p> <ul style="list-style-type: none"> <li>• on quiet roads or streets – if a faster vehicle comes up behind you, move to the left to enable them to overtake, if you can do so safely</li> <li>• in slower-moving traffic - when the traffic around you starts to flow more freely, move over to the left if you can do so safely so that faster vehicles behind you can overtake</li> <li>• at the approach to junctions or road narrowing’s where it would be unsafe for drivers to overtake you</li> </ul> <p>2. When riding on busy roads, with vehicles moving faster than you, allow them to overtake where it is safe to do so whilst keeping at least 0.5 metres away, and further where it is safer, from the kerb edge. Remember that traffic on most dual carriageways moves quickly. Take extra care crossing slip roads.</p> | <p>Ride in the centre of the road on quiet roads and 0.5m (or further where it is safer) from the kerb edge on busy roads.</p> |
| <p><b>Riding two abreast:</b> The Highway Code in Rule 66 says: “You can ride two abreast and it can be</p>  | <p>If cycling on busier roads, riding two abreast means the group might be</p>   |

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| <p>safer to do so, particularly in larger groups or when accompanying children or less experienced riders. Be aware of drivers behind you and allow them to overtake (for example, by moving into single file or stopping) when you feel it is safe to let them do so.</p> <p>When riding two abreast, the less experienced cyclist should usually ride on the inside. The rider on the outside should drop behind the rider on the inside when adopting single file.</p> | <p>more visible and take up less space so following vehicles can overtake more easily.</p> <p>If possible, it might be appropriate for the group to ride in single file or even pull in, for example on a longer stretch of narrow lane.</p> <p>However, you should put the safety of your riders first and avoid singling out if it might lead to dangerous close passing, with drivers being tempted to overtake you where there is not enough room to do so.</p> |
| <p><b>Stopping:</b> There might be times when you might need to stop or slow the group down, for example when turning right off a busy main road or before a particular trail feature, or simply to allow others to catch up. If you want to slow or stop the riders, clearly shout ‘Slowing!’ or ‘Stopping!’, otherwise there may be a pile-up behind you</p>  | <p>Remember, stopping points must be identified for their appropriateness: do they allow the whole group to get off the carriageway or track, without inconveniencing other users? People can become sheep-like when in groups so may be prone to stopping wherever they feel like it, blocking the trail or road. It is your job as Ride Leader to prevent this!</p>   |
| <p>You have a duty of care to the riders and the public, so if you think someone may endanger themselves or others, have a quiet word; if their behaviour persists, you are entitled to ask them to leave the ride.</p>   |   |
| <p>Ensure anyone who wishes to leave the ride early is happy to make their own way home.</p>  |   |
| <p>Be flexible, consider changing the route if conditions dictate.</p>  | <p>Avoid time spent on busy roads.</p>  |
| <p><b>Unexpected Incidents</b></p>  |   |
| <p><b>Accident.</b></p>   |   |
| <p>Think of yourself first and make sure you are safe.</p>  | <p>Count to 10 before acting.</p>   |
| <p>Get other people off the road or trail and away from danger and make the area safe.</p>  | <p>Ask for two (or more) people to stop any traffic or other riders if</p>  |

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|   | necessary.   |
| Assess the casualty if qualified to do so or ask if anybody has a first aid qualification.  | Only move the casualty if absolutely necessary.  |
| Call the emergency services if required by dialling 999 or 112.   | They will need to know your location and the details of the injured parties. Send people to guide the emergency services if required.                              |
| Reassure the casualty and, if they are conscious, ask who they would like to be contacted.  | If they are unconscious, try and locate their emergency contact details (ICE) on their phone or on the Signing in/out sheet.                                       |
| Keep an eye on the rest of the group - look out for anybody suffering from shock, which can be dangerous  |  |
| When help arrives, ask where the casualty is being taken so you can inform the emergency contact. Try and get the job number as well in case the ambulance is redirected en-route | Do not go with the casualty.   |
| Make a note of any witnesses and other parties and write down their details ready for the Accident/Incident Report form.  | Record briefly what happened and take photos of the scene.   |
| Decide what to do with the casualty's bike and possessions.   | Perhaps a local resident could look after it for the time being or you could lock it up somewhere and retrieve at a later date?                                    |
| Decide whether or not to continue with the ride.  | People may appreciate the chance to sit down quietly and discuss what has happened over a hot drink. They may also feel able to carry on with the ride as planned. |
| Send a copy of the completed Accident/Incident Report form to the Club Secretary.   | Club Secretary to forward to Cycling UK and or British Cycling as soon as possible.  |