

# Essential Info

Read in conjunction with [Ride Leader Guidance](#) and [Club Rules & Safety Guidance](#).

## Reporting An Incident

- Incidents should be recorded as soon as possible using the online Incident Report found [HERE](#). (Note - Ride Leaders have found it useful to link this form directly to their mobile phones home page).
- The Ride Leader assesses which incidents should be reported, and a useful benchmark for injury is if the First Aid kit was utilised and whether additional medical treatment is likely later required. If in doubt err on the side of caution and report.

## Club Calendar

- For user guidance on advertising/cancelling rides, click [HERE](#).
- Cancellations need to be put on the calendar by adding the words \*CANCELLED\* to the BEGINNING of the description – adding it to the end makes it difficult to see on a mobile device. Don't just delete the ride entry as this can be confusing – far better to state that it is cancelled.
- Any further problems concerning the Club Calendar, ask an experienced Ride Leader or contact the Membership Secretary at [Contact Us](#).

## First Aid

- If you use items in the First Aid kit there should be a corresponding completed Incident Report.
- Ride Leaders are only covered by Cycling UK's third party liability insurance to administer First Aid if they hold a current First Aid Certificate (renewed every 3 years).
- Replacement First Aid kits can be requested from the First Aid Kit Monitor via [Contact Us](#).

## Guest Protocol

- Before joining a ride Guests must have filled out an online Guest Form found [HERE](#). (Note Ride Leaders have found it useful to link this form directly to their mobile phones home page). This form is received by the Membership Secretary who will notify Ride Leaders via the websites Contact Us page of relevant information, ie guest name, contact details, experience and ride applied for.
- Guest Youths must fill out a Parental Consent Form [HERE](#).
- Should a Guest turn up without pre-registering and the Ride Leader can accommodate them, Guest details must still be obtained BEFORE the start of the ride.
  - If a mobile signal permits, the online form can be quickly completed.
  - If there is no mobile signal, details may be taken by whatever means (ie digital or hand written) and later passed onto the Membership Secretary by completing the online form.

- Ride Leaders must delete Guest details directly after the ride and the Membership Secretary retain for a 3 year period in case of later dispute.
- Guests may participate in three Club Rides only before requirement of a Membership. (Guest details may be checked with the Membership Secretary).
- Only TEN Guests may join any one Club Ride, but this rule does not apply to Club Events.
- A completed Guest Form will remain valid for 1 year as long as details do not change.

## Youths (under 18 years old) - more details within consent forms

- Member youths must have a completed Parental Consent Form, available [HERE](#).
- Guest youths must have a completed Parental Consent Form, available [HERE](#)
- All youths (members & guests) must be accompanied by a parent/guardian/ other adult acting in loco parentis.
- If doubtful regarding this paperwork, check (held) details with the Membership Secretary via [Contact Us](#).

## Club Radios

Radio short/long term loans may be arranged through the Radio Monitor via [Contact Us](#). Responsibility must be taken for safe keeping of all equipment loaned to you and conditions of use are as follows:

- Radios are lent out in pairs with a charging station.
- You must inform the Radio Monitor if you pass the radios to another Ride Leader, accept where they are for use on a single ride on the same day.
- You must inform the Radio Monitor of any faults.
- You accept a digital record of your loan is stored with the Radio Monitor.

## Ride Expense Assistance

A Club grant capped at £200 may be offered to assist with large costs incurred by certain rides. Ride Leaders application forms are available [HERE](#)

## Public Toilets

<https://greatbritishpublictoiletmap.rca.ac.uk/>

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