



CYCLE SEAHAVEN

RIDE LEADER GUIDANCE

Welcome to the wonderful world of Ride Leading with Cycle Seahaven. To help your journey go well, we've put together some information and tips for both the new and more experienced Ride Leaders alike.

Contents

Introduction	2
The Ride Leader Assessor	2
The Assessment Process	3
Active and Inactive Status	3
Breakdowns	3
Rides, Responsibility and Insurance	4
Reporting Incidents	5
Club Policies	7
Photographs	7
Communications	8
First Aid and Training	9
Ride Leaders Area (website)	9
Ride Expense Assistance	9
Strava	9
Additional Guidelines and Support	10
Newbies Action Points	10

Introduction

Ride Leaders may be known as such or as a Ride Guide but for the benefit of this document they will be referred to as a 'Ride Leader.'

Ride Leaders provide a focal point for enabling the smooth running of a club ride and are not necessarily experts in any field such as cycle maintenance, first aid or the law. Any club member who regularly attends club rides and wishes to become a Ride Leader must state what type of ride they wish to lead, eg Road, Off Road or both, and at what level according to the club's grading system.

Prospective Ride Leaders should always try to be assessed for the most difficult level of ride they are planning to lead. It is acceptable for a Ride Leader to lead only a 1A ride. Many Ride Leaders make natural progressions to lead higher level rides after demonstrating improvement in the required skills, and an 'active' status being maintained. It would be unrealistic for a Ride Leader assessed at grade 1A to put on a 5D ride.

All club Ride Leaders and Officials are contactable via our websites Contact Us page, where email addresses remain invisible and protected by spam filters.

The Ride Leader Assessor

Any Ride Leader can make assessments on another member but should first discuss with the nominated Ride Leader Assessment Coordinator (RLAC) and keep him updated during the process. A Ride Leader Observation Report is available [HERE](#) providing a checklist to maintain consistency and good practice. Once submitted, this form is received by the RLAC and CSH committee.

An existing Ride Leader being assessed in making a progressive upgrade to leading a higher level ride will not require another Observation Report.

The Assessment Process

Irrespective of type and level, all prospective Ride Leaders should strive to meet the following criteria to become a Ride Leader.

- To have led at least two different rides for the chosen grade, ideally made up of different size groups, and where possible with different observers. The minimum number of riders on an observed ride should be four.
- During an observed ride the potential Ride Leader should demonstrate the following:
 - Provide a brief overview of the ride (time, route and terrain) to the riders at the start of the ride.
 - Know riders names, list any unknown and ensure guests have completed a Guest Form before starting the ride.
 - Provide easily identifiable stop or regroup points throughout the ride to ensure that those riders at the front of the group don't break away or inadvertently ride into hazardous sections.
 - Collectively brief everyone at stop points regarding potential hazards on upcoming sections (loose gravel, potholes etc).
 - Factor in stops that enable riders to recover, rehydrate or snack.
 - Demonstrate use of appropriate hand signals and verbal warnings.
 - Demonstrate the ability to encourage, assist and control the group as a whole.

Active and Inactive Status

To remain 'active,' a Ride Leader should undertake to lead or assist (help another Ride Leader) at least one ride a year that is not cancelled or postponed. Ride Leaders who fail to do this will become 'inactive' and should surrender access to the Club Calendar by deleting it. A return to 'active' status will require completion of one led ride.

Breakdowns

It is not a requisite but a preference for Ride Leaders to have basic repair skills such as repairing a puncture and the club can provide training if requested. However, in the event of a mechanical breakdown on a ride we hope all accomplished riders would assist one another.

Rides, Responsibilities and Insurance

Cycle Seahaven is affiliated to Cycling UK who provide our 'Ride Leaders' and other 'Officials' with public third party liability insurance and legal expert advice. In order to ensure you have been added to the Officials & Ride Leader list, please check with the Membership Secretary. In order to comply with club insurance policies there are certain protocols laid out that Ride Leaders should comply with:

- Club rides must be published on the Club Calendar.
- Club Calendar ride information must show an accurate record of details such as start time, distance and grade as per the clubs grading system, thus allowing riders insight to expectations and assess suitability.
- Road legal e-bikes may join a ride at the Ride Leaders discretion. Ride Leaders may organise e-bike or manual specific rides, or mixed which may split for all or part way of the ride with additional helper(s). The Club Calendar ride description should include these details and the expected average speed for each bike type. Further info on UK e-bike laws can be found [HERE](#).
- Rides should not exceed 10 riders per Ride Leader. Additional Ride Leaders and assistants help can be organised should riders exceed this maximum.
- Ride Leaders should be familiar with the route they are leading and confident of new hazard risks. A new or seldomly ridden route will require a pre-assessment to ensure safety.
- Ride Leaders should note both members and guest riders names. If they are regular/familiar riders, a photo can suffice. This serves as a record of who has attended your ride, and any rider details/photos should be deleted straight after the ride if no incidence has occurred.
- Club rides must use routes where cycling is legally permitted. If you have to use a footpath, then all riders should walk their bikes through that section.
- Guest riders should be pre-registered before the start of a ride by completing a Guest Form available on the website and also [HERE](#). The form is sent directly to the Membership Secretary who will notify the Ride Leader and retain the guest details for a period of 3 years in case of later dispute.
- Guests who haven't filled out a Guest Form before the start of the ride should do so **before** the ride commences. If an internet signal can not be obtained, details

may be noted (paper/or digitally) to be later forwarded to the Membership Secretary via the online Guest form.

- Guests can ride with the club up to 3 times before having to join.
- A Guest Form remains valid for 1 year as long as details remain the same.
- Youth riders are classed as anyone under 18 years old.
 - Member youths must have a Parental Consent Form held with the Membership Secretary, and renewed annually, available [HERE](#).
 - Guest youths must have a completed Guest Parental Consent form, available [HERE](#).
 - All youths (members or guests) must be accompanied by a parent/guardian/other adult acting in loco parentis.
- A Ride Leader may refuse any member or guest from participating on a ride if considered ill equipped, inexperienced, incapable of maintaining the pace at which the ride has been graded, or may expose others to risk.
- A Ride Leader is not insured by the club to administer first aid unless holding a current first aid certificate that has been logged with the First Aid Training Coordinator.
- A Ride Leader must know links to essential forms such as the Incident Form, and be familiar with Club Policies (both detailed below).

Reporting Incidents

Our insurance is organised through Cycling UK, whom with Cycle Seahaven is affiliated. It is important for insurance purpose to record any incidents giving as much detail as possible.

It is the Ride Leaders responsibility to decide which incidents should be reported and a useful benchmark is if the first aid kit has been utilised or emergency services called. If in doubt, always err on the side of caution and report.

It is the Ride Leaders responsibility to ensure an Incident Form is completed and they will usually complete it themselves, although anyone can do this. The form will be received by the Chair, a subcommittee member who will check on the injured party and the Membership Secretary who will forward details exactly as written to Cycling UK for insurance purposes.

The link to our Incident Form is available in several places on the Club website and also [HERE](#). For ease in a possibly stressful situation it is suggested you save this link to your mobile phones Home Screen.

On an iPhone this can be done by opening the Incident Form link, clicking on the 'save/send to' icon (see fig 1) and then clicking 'Add to Home Screen'. Some members have all Club links in a folder on their home screen (see fig 2).

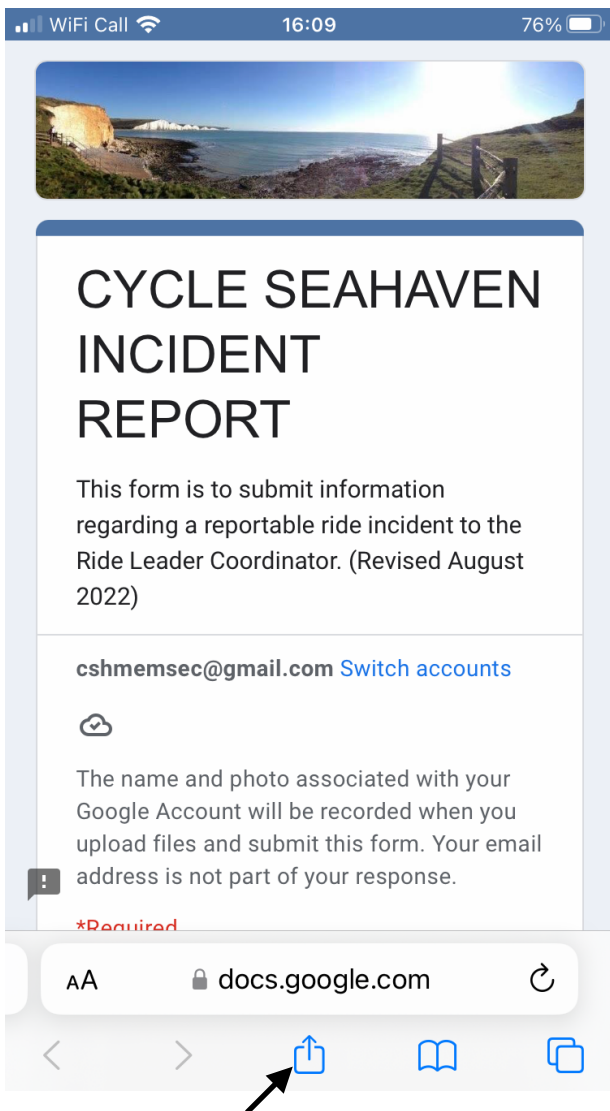


Fig 1 : Saving Incident Form to iPhone home page

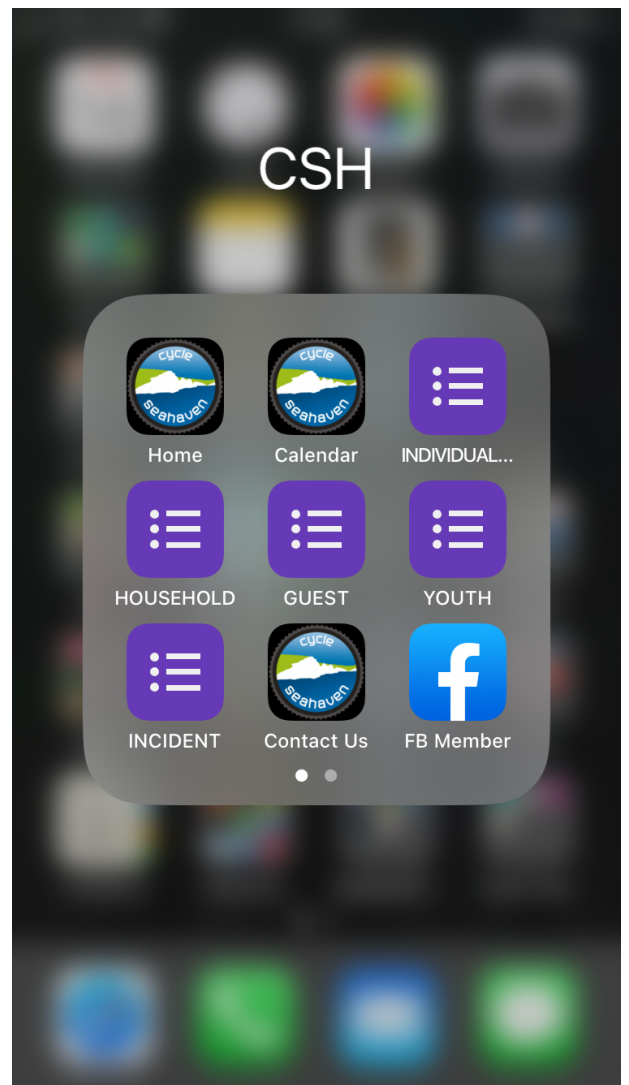


Fig 2 : Direct Club links within a folder saved onto iPhone home-screen

Club Policies

We have a large membership for a community club and as such have to ensure good practice for everyone's safety, and policies that conform with general laws and work within our club. These are documented on the website and we ask that you familiarise yourself with these short reads, and especially the Privacy Policy (GDPR) that states collected data must be processed in accordance with the purpose for which it has been collected, and retained for only as long as is necessary for purpose.

- [Club Rules and Safety](#)
- [Safeguarding](#)
- [Privacy Policy](#)
- [Complaints Policy and Guidance](#)
- [The Constitution](#)

The club does not provide ride programs specifically aimed for children, and operates a policy where under 18's must always be accompanied by their parent, guardian, or adult acting in loco parentis. As such we do not expect Ride Leaders to undertake a Disclosure and Barring Service check.

Photographs

GDPR introduced in 2018 grants people the right to expressly request not to be photographed and places responsibility on the photographer to ask if taking their pic is permissible when they are the main/individual focus of the picture. Casual group pics in public places where people are unintentionally in the background are allowed. Should a youth be photographed even within a group setting when staged, explicit consent must be sought from their parents/guardians.

In compliance with GDPR club membership forms have a permission opt in/out tick box for photos to be taken that might be published on club social media pages and the newsletter. To encourage the sharing of responsibility, a bottom-note has been added stipulating a rider must notify their RL should they not wish to be photographed. Ride Leaders are not responsible for the taking of photos by other riders, but at the start of each ride verbally checking that your riders/guests remain happy to be photographed will allow everyone to know each rider's preference.

Communications

Communication within the Ride Leader Group may be:

- WhatsApp Group - organised by admins who renew the group annually. You will need to request to be added to the group, and it is encouraged to keep chat on topic in order to eliminate too much unwanted 'traffic' that may discourage others from using it.
- Meetings - held regularly with details announced within the WhatsApp group. Ride Leaders are encouraged to attend to keep up with latest updates, participate in discussion, and socialise.
- Social media pages - There is a club members private Facebook group where Ride Leaders often post rides, photos and exchange other news items. To join you will need an existing Facebook account and request permission [HERE](#).
- Club Radios - Short or long term loans may be arranged through the Radio Monitor, and responsibility must be taken for keeping equipment safe.
 - Radios are lent out in pairs with a charging station.
 - The Radio Monitor should be informed if the radios are passed to another Ride Leader, accept where they are for use on a single ride on the same day.
 - The Radio Monitor should be informed of any faults.
 - The Ride Leader should accept a digital record of the loan will be stored with the Radio Monitor.

Communication with (prospective) riders.

With permission a Ride Leaders name is added to the websites Contact Us page so prospective riders have means of contact. This protocol offers safeguarding by means of:

- A Ride Leaders personal email address remaining invisible.
- Ensuring best protection from spam.

First Aid and Training

Training in first aid is not mandatory to become a Ride Leader but supported by the Club who provide free group training and first aid kits for those with a current certificate and are happy to administer first aid. If you would like to attend a first aid course, please inform the First Aid Training Coordinator.

A first aid certificate will need renewing every 3 years, and Ride Leaders are not insured by the club to administer first aid without a current certificate.

The committee regularly seeks feedback from Ride Leaders and reviews their ongoing role and progress. Where requirements are imposed, suitable training will be provided free of charge as the club gratefully acknowledges their voluntary role.

Ride Leaders Area

CSH's website contains a Ride Leaders Area housing the following:

- **Essential Info** for quick access to info and important links.
- **Ride Leaders Guidance** (this document).
- **Club Calendar Guidance** for info on how to join and advertise your rides.
- **CSH Tourers Route Library** advising of linked ride routes and information downloadable to your chosen device.

Ride Expense Assistance

A club grant capped at £200 may be offered to assist with large costs incurred by certain rides. The grant is intended to assist in making a safe & enjoyable ride happen where previous costs may have been a prohibitive factor. Any receipts must be collected to be exchanged for monies and please allow two weeks before the ride to allow application process. Application forms can be found [HERE](#).

Strava

The club has a private Strava account at <https://www.strava.com/clubs/seahaven>. You will need your own Strava account (free version or paid subscription) to request access from the Membership Secretary via the Strava site.

Additional Guidelines and Support

Ride Leaders are not expected to be experts and where necessary should call on the experience of other riders to assist. There is more information on the club website and Cycling UK. If you can't find what you are looking for, please ask another Ride Leader or (sub)committee members. The club has many experienced members but nobody knows everything, and working as a team builds confidence and rapport with fellow riders.

Cycling UK Ride Leaders Toolkit can be found [HERE](#)

Public Toilets - <https://www.toiletmap.org.uk>

Action Point Summary For Newbies

Please discuss the following with the Membership Secretary:

- Club Calendar access so you may advertise your rides.
- To be added to the 'CSH Officials' list held with Cycling UK to benefit from third party liability insurance and legal advice.
- To be added to the Ride Leaders Whatsapp Group.
- Your first aid training status, eg any current certificates.
- If applicable, access to CSH Facebook members page and the CSH members Strava group.

Finally, all that's left is to wish you Happy Cycling!

