

Ditcham Park School Cycling Club - Operational Procedures

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Ditcham Cycling Club (DCC) is a member of **British Schools Cycling Association (BSCA)**.

This document presents the procedures that govern the running of DCC which have been compiled in consultation with:

- British Cycling Best Practice Guidelines for on-road and off-road cycling
- Hampshire County Council's Hampshire Outdoors: Supplementary Advice and Guidance Apr 2019
- Hampshire County Council's Hampshire Outdoors: Guidance and Good Practice - Cycling Jan 2019
- OEAP National Guidance - (Adventure Activities, Risk Management - an overview, what to record, Approval of Leaders)
- a number of experienced riders qualified in coaching, road leading and mountain bike leading.

The Cycling Club will always run in line with Government public health guidance, and the School's Risk Assessment and System of Controls .

DCC activities are for current pupils of Ditcham Park School, "Ride Leaders" (suitably qualified adults- see following Operational Procedures), and responsible adults who are also competent experienced cyclists.

Other riders may attend DCC rides by invitation at their own risk. Any non-DCC under 18 rider must be accompanied by a parent or nominated adult - a maximum of 2 under 18s to one parent/nominated adult. Former DCC pupils may ride unaccompanied on DCC rides with their parents' permission and are not included in our supervision ratios.

Age requirements

Young Riders - aged 5+

MTB Riders - aged 5+ (each ride is risk assessed and will be limited to pupils by age/capability).

Hill Climb Training - aged 5+

Road riders - aged 11+

Pupils attending road rides must either have Bikeability Level 2 or must demonstrate a similar level of competence to a DCC qualified leader (not all children have had the opportunity to take Bikeability before joining the school). All riders must follow the Highway Code. Pupils attending MTB rides do not have to have Bikeability Level 2 as sections of road riding are very limited and always risk assessed.

Risk Assessments

Road riding routes - these are chosen to avoid heavily trafficked areas where possible. A general risk assessment for road riding has been carried out. All routes will have been ridden by a qualified ride leader prior to use by the club.

Off-road routes - a risk assessment is carried out for every route prior to the ride.

On-site activities - a risk assessment has been carried out for all on-site riding

Hill Climb Training - a risk assessment is carried out every year prior to the commencement of training.

Ditcham Park School Cycling Club - Operational Procedures

<u>DCC Activity</u>	<u>Minimum Ride Leader Qualifications</u>	<u>Activity Ratios</u>
Road cycling	BSCA Touring Leader BC Ride Leader MIAS Level 1	1 qualified leader plus 1 responsible adult per 8 unaccompanied pupils.
Mountain biking	BC Level 2 MIAS MTB Level 2 BSCA MTB Leader Cycling UK MTB Trail Leader	1 qualified leader plus 1 responsible adult per 8 unaccompanied pupils.
Young Riders - on site coaching and hill climb training (40 m not on site)	BC Level 1 Bikeability Level 1 BSCA MTB Leader Cycling UK MTB Trail Leader MIAS Level 1	1 qualified leader to 15 pupils plus one other responsible adult. Each pupil must be accompanied by a parent or other nominated adult - no more than 3 children per adult.
On - site MTB coaching	MIAS MTB level 1 BSCA MTB Leader Cycling UK MTB Trail Leader BC Level 1	For supervision: This is an entirely on-site activity covered by usual school ratios.

Pupils accompanied by a parent or nominated adult do not count towards leader:pupil ratios. One parent/nominated adult can only supervise two pupils.

Siblings brought to Young Riders Club must be supervised by a parent or nominated adult.

Ditcham Park School Cycling Club - Operational Procedures

Riders aged 14+ are encouraged to sign up to the BC Cycling Award for Young Volunteers (CAYV) or similar with BSCA/MIAS.

Those riders who have demonstrated competence in cycling, road safety, bike maintenance, and navigating can be recognised as 'independent riders' and capable of riding with more remote supervision with written parental consent in advance.

- All riders must provide a bike in good working order and wear a helmet.
- Parent/Carer Consent Forms including Emergency Contact details and medical information and requirements must be completed for all U18s
- Each rider will be assigned to a group and be supervised by a suitably qualified Ride Leader supported by at least one responsible adult who is a competent cyclist.
- Ride leaders carry emergency contact and medical details.
- The ride leader will make sure every rider is properly prepared for the activity.

Best Practice Guidelines

- Where appropriate, a support car should 'shadow' the ride and carry basic bike-fixing tools (back-up only), water and snacks and a first aid kit. However, riders will be encouraged to be self-sufficient in fixing punctures and carrying their own bike tools.
- Where possible, riders will be given instruction in bike maintenance.
- All adult riders are responsible for their own well-being during the ride.
- All Ride Leaders should be capable of basic bike maintenance.

Volunteer Ride Leaders

Volunteer Ride Leaders all have one of the following qualifications:

- MIAS MTB Leader Level 1 or 2
- BSCA Touring Leader/MTB Leader
- BC Coach Level 1 or 2
- Cycling UK MTB Trail Leader

Volunteer ride leaders should aim to attend a 2 day Outdoor Activities First Aid Course as soon as is practicable. At least one ride leader/staff member on a ride will be First Aid qualified.

Volunteer Ride Leaders are DBS checked.

A member of staff will not always be present on a ride but will have been informed of the route details. All ride leaders have been given DCC Operational Procedures.

Updated 16/04/21 by Lucy O'Loughlin