

Choose a safe place to stop as a group. Warn riders before stopping and keep the carriageway clear. In the event of enforced stops; clear the carriageway if possible or instruct the group to continue to a safe waiting place. Assess the problem and decide whether to hold up the ride or leave a small group behind with details of the route to the next stop.

During the ride

Adhere to the CTC Guide to Cycling with a Group thereby encouraging others to do so.

Set your standards of behaviour through clear instructions and personal example when dealing with hazards, junctions, potholes, vehicles, passing traffic, narrow roads, dangerous descents, passing horses, etc. Speak individually to riders who do not conform. Make sure the riders on the front clearly pass on indications of hazards, if in doubt stop the group to ask for co-operation. The same applies if riders have an unsafe technique or equipment.

In the extreme event that individuals put the group at risk through their behaviour you should have access to a complaints procedure which includes a disciplinary code up to and including bans from participation. CTC has a model policy if required.

Leaders do not have to be at the front all the time but should be able to communicate with leading riders to give directions, warn of hazards and indicate a stop if needed.

If a rider suggests they may leave the ride, or that the ride should carry on without them, check that you cannot change your ride to suit their abilities, or ask an experienced participant to assist the rider.

Make sure you are clear:

- that they are leaving, not left behind
- that the rider is not separating because they feel they are holding back the group or are unwelcome.
- that the rider has adequate knowledge and resources to get home.

Training

If you would like to learn more about leading rides in all situations CTC Charitable Trust can arrange education programmes for other organisations. To find out more contact us as below and ask for our Cycling Development Department.

"We expect leaders and riders to conduct themselves ethically and with integrity. Our relationships and activities are based on trust and respect, cooperation and companionship. We work together in a way that is supportive, constructive and participative. We expect all to strive for continuing growth, learning and development of individuals, groups and communities".

Member subscriptions and donations enable the CTC and the CTC Charitable Trust to carry out their work.

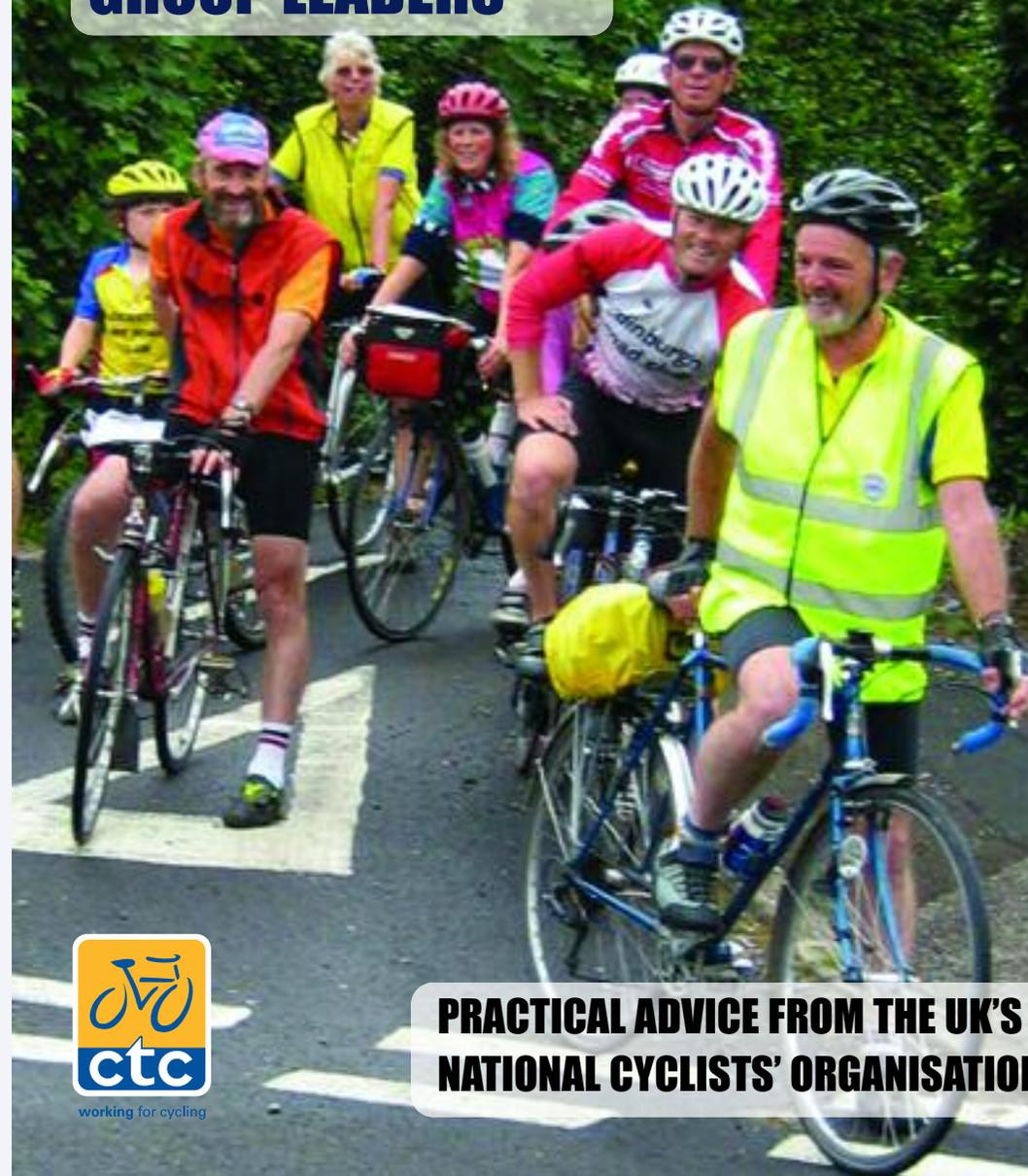


working for cycling

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CTC CYCLING GUIDELINES FOR GROUP LEADERS



PRACTICAL ADVICE FROM THE UK'S NATIONAL CYCLISTS' ORGANISATION

Simply call

0870 873 0060 Helpline

0870 873 0061 Membership

email cycling@ctc.org.uk

or visit www.ctc.org.uk

Contact your local CTC group:



Liability and negligence

Leisure cycling is inherently safe and has a safety record that leads insurers and legal advisers to assure CTC that cycling and its volunteers should have very little to fear from threats of negligence or liability.

For specific advice and the legalities of event organising and leading see the CTC advice sheet *Law and Liability for Cycle Activity Providers* – an extract on avoiding legal claims says:

- Be well organised, supportive and structured. Present yourself in a way that shows the organisation is not negligent in its approach to safety and quality issues.
- Build a positive profile of the organisation so that participants are likely to be supporters

This guide has been produced to support that advice. The information given here is not mandatory; it is a summary of best practice accumulated by CTC, its clubs, groups and trainers over many years.

Some straightforward principles and procedures enable group cycling to continue as a pleasurable, safe and largely voluntary activity. Where CTC has specific rules for its own groups, or for insurance purposes, they are available from our website, or from group contacts.

The role of the leader

The ride leader has a duty of care towards the riders and must ensure as far as reasonably practicable that the safety and enjoyment of all participants and the public has been taken into account in the organisation of the ride.

The role of leader is usually voluntary and it is not expected that the leader has any specific

authority over the group. However, the Organiser/s of the ridegroup must be certain that the person selected can carry out the requirements detailed within this guide to the standard expected.

Leaders should be protected by complaints procedures and liability insurance in any organisation. Contact CTC for model policies and information about insurance used for our groups.

CTC ride leaders are registered for insurance purposes. Groups should keep a list of registered leaders and event organisers so there is no doubt of their status in the event of complaints or related issue. Participants should be aware of who is leading the ride.

Leaders must be aware of incident procedures, available as separate CTC guidance.

The role of participants

This is explained in accompanying CTC guides. These apply to all riders; however, significant allowance has to be made for the inexperienced and those who may not know your group or area.

The leader should therefore be prepared to give sufficient time if a new rider needs additional information, or to make arrangements for them to be accompanied by an experienced rider.

Before the ride

Risk assessment

Risk assessments are demanded for some rides, including those run on behalf of schools, youth groups or local authorities, rides linked to cycle training courses and high country off road rides (over 600 metre altitude). Specially qualified leaders may be required in certain situations.

Because group rides have a good safety record, CTC does not require a formal risk assessment for regular club rides. It relies on the experience and common sense of leaders who can assess the terrain and traffic around them and make appropriate decisions as a group progresses. It also recognises that many enjoy discovering new terrain or taking an unexpected diversion; our guidance does not stand in the way of this spirit of exploration.

However good practice suggests any leader must have a potential route in mind and should consider in advance known physical hazards, likely weather conditions and the ability of the participants.

Descents, main or busy roads, poor road surfaces and the nature of trails are all possible hazards that can be identified and possibly avoided through route choice or made safer by communication with riders.

Above all consider the impact of weather and the ability of riders especially in wet and icy conditions, and be prepared to slow the group or alter your plans to suit the conditions. Risk assessment advice and forms are available from CTC.

Some other suggestions

Ensure that you are familiar with the route. Check that the chosen refreshment stops are open, can accommodate the likely numbers and that food will be available.

Offer to ring and advise on numbers if the group is large. Be aware of possible extra toilet stops.

Have your own Leader's Toolkit

- maps
- selection of small tools, etc

- coins and card for telephone, or mobile phone if available (Do not rely on mobile phones for communication between groups, especially in high country and off road)
- a supply of CTC Guides to Cycling with a Group, plus incident, entry, and membership forms

At the start

Avoid causing an obstruction or noise at the meeting point.

Welcome new riders, introduce yourself and tell them about the ride. Ensure that all riders are carrying emergency contact details.

CTC rules state that an entry form should be completed for all non-members as this includes a disclaimer and a parental consent form, this is good practice for all rides.

Ensure child participation rules are adhered to if young people attend the ride. CTC has a model child protection policy for non competitive cycling activities.

Some other suggestions

Allocate a "buddy" to a new rider, not just for safety but to ensure they are socially welcomed and included. The buddy need not stay with the newcomer for the duration of the ride.

Use an experienced "backmarker" to accompany the last rider on the road and wait if someone stops without the front of the group being aware. Check for the presence of the backmarker at junctions. This is especially important in large groups, groups of very mixed ability or with novices.

Consider splitting very large groups, appoint an assistant leader if needed.

for more information on any of the above simply call **0870 873 0060** or email **cycling@ctc.org.uk**