

University of Sheffield Union of Students

CYCLING CLUB

Good Practice Guidelines 2008-2009

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1 Introduction

The Cycling Club is committed to the safety of its members and considers it good practice to operate in accordance with the following guidelines which are reviewed annually to ensure they are up-to-date. The club acknowledges that there is a wide variety of skills and experience within the club and aims to provide activities which are both safe and cater for the needs of club members. Trip Organisers and Activity Leaders are key in organising and delivering these activities and part of this document outlines their role and responsibilities in relation to their "Duty of Care" (See Appendix 1). **All Committee Members, Trip Organisers, Activity Leaders and those participating as Equals are required to read these Good Practice Guidelines and accompanying Risk Assessments and sign them accordingly on the sheet provided at the end of the document.**

2 Club Activities

2.1 Club Activities are recognised as being one or more of the following:

- Publicised at club meetings.
- Publicised on the club notice board, on the front page or club calendar on the website or in weekly newsletters.
- Funded by USport.
- Requiring the use of **any** equipment owned by the club.
- Requiring group transport booked through USport.

2.2 Organisers of club activities are bound by the conditions of the club's constitution and must follow these Good Practice Guidelines.

3 Club Ethics

In all its disciplines the Cycle Club, through its leaders, will endeavour to manage its activities such that it reduces the possibility of conflict with other users of both the Peak District and elsewhere. Other users include car drivers, fellow bikers, runners, walkers and horse riders who are all 'competing' for a positive experience from the same space.

The Cycle Club recognises that off road riding can have a larger environmental impact than other users of the same area and will encourage its leaders to manage rides appropriately to reduce this impact at the same time as passing the respect for both the environment and other users to those new to the club.

4 Home Bases, Self Regulation & Trip Registration

The Cycling Club in its various disciplines regularly uses areas in the vicinity of Sheffield & the Peak District. This area is defined as the club's 'home base'. Club activities in 'home base' areas do not need the 'trip' to be registered with the University but require self regulating for safety reasons.

4.1 Self Regulation

Self regulation requires that Trip Leaders carry with them the names and UCard numbers (or next of kin details) of all group participants as well as the 'phone number of the University's Security Services (**0114 222 4085**) in case of an emergency.

4.2 Trip Registration

The club also runs trips away from 'home base' areas with some requiring nights spent away. These 'trips' **do need** to be registered and 4.2.1 provides details of how to do this

4.2.1. Trip registration provides information for the university to assist club officials in the event of an accident. Registration is via a **Trip Notification Form** (TNF), available electronically, which is completed and returned to both the Club Sports Manager (CSM) and the Club's Safety Adviser (CSA) **at least three working days** before the Trip is undertaken. The following information is required on a **Trip Notification Form**:

- Name, address, and telephone number of the Trip Leader
- Address and telephone number of destination.
Should this prove impractical, all reasonable steps will be taken to ensure that the destination is known to the university. Information can be left 24 hours a day via University Security Services on 0114 222 4085
- A list of all participants, including UCard numbers. Next of Kin details required if UCard number not available.
- Provisional itinerary including date and estimated times of departure and return to Sheffield.
This will be updated if changes are made prior to departure and, where possible, all reasonable steps will be taken to ensure that the University/Union is notified of changes made after departure from Sheffield
- Details of transport arrangements.
- Name(s) of the driver(s).
- Names of any qualified First Aiders.
- Details of any special emergency procedures and local rescue services

4.2.2 The Trip Organiser to carry a copy of **Trip Notification Form** on the 'trip' itself in case of emergencies.

4.2.3 When multiple activities are taking place at different locations on the trip they will be noted separately but on the same TNF

5. Trip Organiser

A **Trip Organiser** will be appointed by the Committee for each and every club trip whether it takes place at a 'home base' or elsewhere. Ideally the Trip Organiser should also be a participant on the trip.

The Trip Leader is responsible for the overall planning of a trip. Tasks may be delegated but it is up to the Trip Organiser to ensure that the requirements, detailed below, are all completed so that the activity can run safely, efficiently, and successfully.

5.1. Trip Organiser's Responsibilities

5.1.1 Transport. Transport to and from the trip destination and during the trip to be organised to ensure relevant regulations regarding drivers are abided by.

5.1.2 Accommodation: To book suitable accommodation in advance for the trip

5.1.3 First Aid, Drivers and Activity Leaders: To ensure that there are an adequate number of First Aiders, Drivers and Activity Leaders on the Trip to enable all activities to be run safely.

5.1.4 Equipment: To ensure that all necessary equipment is available on the trip.

5.1.5 Itinerary: To produce an itinerary of both arrival and departure times and the trip's activities. In addition the Trip Leader needs to give some thought to possible alternative activities in case of adverse weather or unsuitably equipped participants etc

5.1.6 Emergency procedures: Knowledge of the action to take in case of an emergency. eg How to inform the Union and other relevant authorities of the emergency, having ready access to UCard numbers of participants and lists of people travelling in each vehicle etc.

5.1.7 Publicity: The Trip Organiser to provide the Publicity Officer/ Secretary with information regarding the trip. This will then be publicised on one or all of the following: - the club notice board, the website or in the newsletter. The information should include:

- Location of trip.
- Cost and what this includes.
- Date, time, location and method of sign-up.
- Details of activities, potential level of difficulty and personal experience required.
- Personal equipment required

5.1.8 Sign-up A signing up system to be organised and publicised whereby members can sign up to attend the trip. UCard numbers (or next of kin details) should be collected at the sign up and participants made aware of their responsibilities as attendees. **Nb.** These include informing the Trip Leader of any relevant personal medical conditions that might effect their performance

5.2 Post Trip Review

The Trip Organiser to file a report in the club files to cover all aspects of the trip. This report to provide information for subsequent committees when planning repeat visits to that area.

5.2.1 If an accident or "near miss" occurs on the Trip, the Trip Leader should file a report with the CSA and CSM within 24 hours of the completion of the activity.

6 Activity Leaders

All club events will have at least one Activity Leader. The Activity Leader may also be the Trip Organiser. Activity Leaders within the Cycling Club are responsible for the sessions that they lead

The Cycle Club is currently involved in 3 main disciplines, road riding, cross country riding and downhill, all of which involve a different set of skills. As such the Cycle Club has three different types of Activity Leader. They are Downhill Leaders (DL), XC Leaders (XLC) and Road Leaders (RL). A single person can lead in all of these activities if they have the suitable experience.

6.1 Becoming an Activity Leader

It is Clubs Committees responsibility to appoint Activity Leaders for the club. The process by which people become Activity Leaders within the Cycling Club is as follows:

- They complete an Activity Leader Form, available electronically from CSM, detailing their relevant experience in as many of the following areas as possible: XC riding, road riding, downhill, leadership, coaching & training of others in various cycling disciplines, 1st aid and any relevant qualifications.
- They are signed off on their Activity Leader Form as suitably experienced and **mature enough** to fulfil a leadership role by a minimum of two committee members, one to be either the Chair or Safety Officer.
- They read and sign up to the club's Risk Assessments
- They read and sign up to the good practices as laid out in this document

6.2 Activity Leader List

A current list of Activity Leaders and the discipline that they can lead in to be kept in the club files.

6.3 Activity Leader Ratios

The minimum ratio of Activity Leaders / Participants is dependent on the nature of the cycling activity. The following are guidelines that the Cycling Club deems appropriate to their activities with respect to both the club ethics, other road users and safety.

Road riding: 1 Leader : 11 Riders

Cross Country riding: 1 Leader: 8 Riders

Downhill riding: 1 Leader : 6 Riders

6.4 Activity Leader's Responsibilities:

Overall their role is to enable the activity to take place as safely as possible whilst making the participants aware of the potential risks and their personal responsibilities as a member of both this particular cycle group and the universities cycle club. This requires the Activity Leader to:

- Ensure that all participants are appropriately dressed and equipped for the conditions and terrain. If a participant does not have appropriate kit, and the leader has none to lend, then that participant must be refused participation.
 - Ensure that participants bikes are suitable and sufficiently well maintained to cope with the ride planned
 - Brief participants at the start of each trip ensuring that they are all aware of the nature of the activity and which Activity Leader is in charge if there is more than one
 - Inform participants that any medical conditions which may affect them on the event should be disclosed to the Leader
 - If conditions are not suitable for the event, as arranged, to take place safely it is the responsibility of the Leader(s) to call off or alter the trip according to their judgement. If there is more than one leader then the leaders must come to an agreement over what action to take.
 - Suitable safety equipment is carried depending on the nature of the event.
 - a) For road rides: small 1st aid kit & mobile 'phone. Space blanket at leaders discretion
 - b) For Downhill*/XC rides within 2kms of a metalled road (non remote): 1st aid kit, mobile 'phone, space blanket or bivi bag.
 - c) For Downhill*/XC rides in remoter areas – further than 2 kms from a metalled road (remote): 1st aid kit, mobile 'phone, bothy bag,
* There are times, because of the nature of Downhill, that 1st aid & safety equipment may be positioned up to 10 minutes away from the activity
- It is suggested where possible that for c) above a qualified First Aider (minimum 8hr 1st aid course) is present in the party**
- Carry a list of participants names and UCard numbers (or next of kin details if a UCard number is not available) to the event site together with the **Universities 24 Hour Security Services number 0114 222 4085**.
 - Be aware of the Accident and Emergency Procedures detailed in section 6
 - Propagate the Cycle Clubs ethics as in 3.

7. Activity Participants: Guests & Experience Levels / Equals

7.1 Guests

7.1.1 Riders may join two club rides as 'guests' to see if the club is suitable for them. During these rides 'guests' will be accepted as full club members and covered by the USports liability insurance. After 'guesting' on a maximum of 2 rides these riders, if they wish to continue riding with the club, must pay the current membership fee and become a full member.

7.1.2 Activity Leaders will require Ucard number details of all 'guests' before they commence the ride

7.1.3 Club trips away from the 'home base' require all participants to be full club members

7.2 Experience Levels / Equals

The club at any one time will have a mix of experience within it and for the purposes of these Good Practice Guidelines we have defined three categories of personal experience of riders :

- 1) Novices
- 2) Average experience
- 3) Experienced

Novices and those with average experience will require a leadership style where some coaching and encouragement will be necessary. Once club members are experienced they, in common with other clubs, are deemed as **equals** in their discipline. As such, although all club events still require a formal Activity Leader in the ratios described, their leadership style is liable to

be more relaxed and assumptions can be made about the appropriateness of the bikes and kit that these riders bring along with them. Equals are required to have read and signed both these Good Practice Guidelines and the Club's Risk Assessments.

8. Accident and Emergency Procedures

Despite taking all precautions accidents can still occur during activities. These guidelines are designed to protect the individual(s) involved, their relatives, the Activity Leader(s), and university officials were a serious incident to occur.

8.1 In the event of a death or serious injury the following procedure must be adopted concerning the disclosure of information: Cases have been reported where relatives have been contacted by the media rather than the police following serious accidents. This is obviously an unacceptable situation, which should not be allowed to develop. Unofficial statements may also affect proceedings if any legal action results against Activity Leaders and University Officials.

- Liaise with emergency services as required. Let the emergency services have the full name of the casualty and any personal details. The police may also request the name and address of the Next of Kin. This information will either be carried by the Trip Organiser or Activity Leader or be available from the University.
- Do not make any statement to the media other than "no comment". Do not discuss **any** aspect of the incident with anyone who is not connected to the emergency services
- Ensure that no member of the group makes a statement to the media as above. Apparently innocent comments can be damaging.
- Contact the University Security Services on **(0114) 222 4085** as soon as possible. The University Director of Public Relations will then advise you on any further actions.
- The University will require the casualty's name and UCard number in order to access their records: A telephone number where the University can contact you will also be necessary.
- The 'High Risk' Club's Safety Adviser (CSA), currently on 0114 2630117 / 07968 898252, will also need to be informed as soon as possible. He will pass information along to the Club's Sports Manager (CSM).

8.2 Any accident requiring medical treatment at a hospital or by a doctor must be reported to the CSA & CSM within 24 hours of the completion of the activity.

9 Club Administration

9.1 Committee Responsibility

A safe and successful club is dependent on good administration implemented through the committee. These guidelines are intended to ensure that poor club administration does not lead to concerns over safety

9.1.1 Club administration is the responsibility of the committee who must act in accordance with the club constitution. Failure to do this will result in the loss of support of USport and the Union. The constitution will be prepared by the Club and approved by Sports Committee. A model club constitution is available from the Union.

9.1.2 Following election all new committee members will be required to undergo a handover period where the old committee members inform them of their responsibilities and duties and any ongoing business to be attended to.

9.2 Training Courses

9.2.1 It is the Committee's responsibility, as detailed in the Club Constitution, to organise training over the course of the year

In the course of one academic year the University and /or Club aims to organise the following:

- Committee training sessions
- Minibus driving assessments
- First Aid Training Courses

9.2.2 As the costs involved in providing training are high, clubs must ensure that selected recipients are worthy candidates, and that they will prove useful to the Club for the full academic year.

9.2.3 The benefit of both skills and leadership training should not be under-estimated, and the Club Committee should actively encourage members to seek further training at every opportunity.

9.3 Activity Equipment

The Club may appoint an Equipment Officer. If appointed their duties and responsibilities will be detailed in the Club Constitution. The Equipment Officer is responsible for club equipment and should seek swift return of borrowed items. They will need to keep an up to date inventory in club files and ensure that a full inventory of equipment is handed over to their successor.

9.4 Club Log Books

The transition between club committees often causes problems. The following information should be recorded in such a manner that it will facilitate an efficient transfer:

- A formal record of the club's events of the past year as provided by Trip Leaders reports
- The Club's Equipment Inventory.
- The minutes of all committee meetings and AGMs
- Copies of the President's/ Chair's reports.
- An annual report from each Officer containing any information gained from their year in office that might prove useful to successors.

9.5 Clubs Complaints Procedure

This procedure has been created to allow Club members to raise complaints about issues, which might include the following:

- The safety of Club activities
- The standards of instruction or leadership
- The standard of equipment used for Club activities
- Club Administration
- The availability of suitable activities for their level of participation
- Observation of the Union's Equal Opportunities policy

9.5.1 Complaints concerning Club safety or operational matters should initially be addressed to the Club Chair/President. If this does not prove satisfactory a written complaint should be made to the Union Sports Officer. A reply will be received within ten days. If this reply is unsatisfactory then a written complaint should be made to the Union President. This procedure does not affect your rights to use the complaints procedure under Bye-law 18 of the Union Constitution and Bye-laws (Feb. 95).

9.5.2 The Chair/President must respond satisfactorily to any complaints received, and if the form is not anonymous must return a written answer within ten days as specified in 9.2.

9.5.3 Complaints must be recorded in the Club "complaints registration" book, with a record of action taken. If no action is deemed necessary, then "No Action" will be recorded in the book.

9.6 Review of Accident and Emergencies

If an accident or emergency situation does occur it is the responsibility of the committee to review the incident with all involved parties to prevent a future similar occurrence and to change the club's practices accordingly.

9.6.1 Any accident requiring medical treatment at a hospital or by a doctor must be reported to the CSA & CSM within 24 hours of the completion of the activity.

9.7 Non-Student Members

9.7.1 Non-student members must pay the standard membership fee.

9.7.2 The club must ensure all non student next of kin details are recorded.

10 Appendix 1 - Duty of Care

“Individuals in any sport face a risk of injury as part of the normal participation in that sport. However, if a person has been injured because of another person's negligence, and that negligence can be proved, they may seek financial compensation under civil law.”

To establish that there has been negligence, three factors must exist:

- 1) A duty of care must be owed.
- 2) There must be a breach of that duty of care.
- 3) Actual damage must have resulted from that breach of duty of care.

“In law, a Duty of Care is owed to persons who are so closely and directly affected by an individual's acts that the individual ought reasonably to have had these people in contemplation as being affected, when directing his or her mind to the acts or omissions that are called into question.”

When considering the nature of a particular duty of care, the following factors ought to be considered:

- 1) The experience and expertise, or any other relevant characteristics, of the persons concerned, (e.g. greater care would be expected when dealing with a beginner than with an expert.)
- 2) The dangers of the particular activity.
- 3) The risks of the injury occurring.
- 4) The foreseen ability of the particular accident occurring.
- 5) And lastly, the suitability of the equipment or premises.

Participants should be made aware of and accept the risks of participation. Where there are the nominal or actual leaders of others, these may be held responsible in the event of an accident.

The above has been written with climbers and mountaineers in mind but the factors mentioned could be applied to any sport.

Although the concept of **Duty of Care** is not capable of precise definition, it is clear that in certain circumstances it could apply to a university club. **Therefore the Club Captain and Committee have a responsibility to inform the Club's Activity and Trip Leaders of its existence in order that they have the opportunity to decide whether:**

- a) *They want to accept that responsibility.*
- b) *They have a level of experience commensurate with the leadership task required of them and that the care they have exercised is reasonable in all of the circumstances. The court will ask whether activity trip leaders have been properly appointed, in line with the above, and **not whether they acted as a qualified leader would.***

