

## Clubs & Societies



# CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

Club/Society: Cycling Club

The Aims of the Club/Society

To ride bikes both on and off road in a safe and enjoyable manner.

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

Area of activity: Safety Gear

### Procedures to follow

- All participants must wear helmets on all rides and the President will check at the start of the activity to ensure helmets are worn.
- Where deemed appropriate by the exec the use of other safety gear such as shinpads, body armour, gloves, lights and high visibility jackets is mandatory. When other safety gear is required the exec will inform members in advance.
- The President will check at the start of the activity that all appropriate safety equipment is being worn, anyone not wearing safety equipment will not be allowed to participate.

Areas of risk assessment covered:

Falling Off, Crashing

Area of activity: Tools, spare parts and bicycle maintenance

### Procedures to follow

- Bike checks on all bikes will be carried out by a member of the exec before every ride commences and after any crashes. Any bike that is not safe will not be used. The Exec will advise members on correct maintenance for bikes.
- If a bike is deemed unsafe at any point it must either be repaired to a

safe standard (an exec member will check to ensure it is safe) or the rider must dismount and continue on foot accompanied by an exec member.

- When members are fixing bikes the exec will supervise and advise members on the correct techniques.
- General tools, spare parts, and lights must be taken on rides by all members. The exec will inform members in advance of the tools and parts that are required and will check before the ride to ensure all the required equipment is present.
- Basic tools such as allen keys and puncture repair kits will be carried by at least one exec member on every ride.

Areas of risk assessment covered:

Bike Failure, Bike Component Failure, Crash, correct equipment, lack of knowledge.

Area of activity: Rides

### **Procedures to follow**

- Mobile phones or radios must be carried by exec members at all times.
- At least one member of the exec will carry a map on all rides. Exec members must have access to a map at all times when on a ride in unfamiliar territory.
- Before any ride the exec will advise members of necessary equipment such as food, water, adequate clothing relative to weather conditions, waterproofs, sun cream etc. The exec will ensure that the members have all the necessary equipment at the start of the ride or the member cannot participate.
- Members are advised to have plenty of food and water before the ride to prevent exhaustion.
- The exec will check the weather before the trip and the ground conditions at the site; if the exec feel the conditions are unsafe they will cancel the trip.
- If there is the possibility of ice the exec will warn members to ride carefully and advise them to walk if ice is spotted.
- If the ride uses roads or busy trails then members are warned beforehand by the Exec of the dangers and to ride with caution. Members must remain vigilant when on busy trails or roads to avoid accidents.
- When riding on roads, especially in poor light, and the Exec believe it is necessary hi-visibility vests must be worn by all members.
- The Exec will warn riders beforehand of known puncture danger areas and to be careful. If a rider notices a puncture danger area they must inform the rest of the group immediately.

- Riders will be advised of the length and difficulty of rides and any foreseeable dangers such as members of the public, animals, road traffic etc. Members are always advised to ride within the limits of their own abilities and not to partake in activities the exec think are beyond their capabilities. The members will be advised to ride with caution until they are familiar the route they are riding.
- If the Exec believes a member is not competent enough to ride a track they will ensure they use an easier track instead. If a member feels they are not competent during the ride they must walk the rest of the way with the Safety Officer.
- Members will be warned before the ride if wildlife is expected and members must be vigilant and stay away from wild animals. The Exec will also warn members about the dangers of insect bites, stings and allergic reactions.
- There must be a responsible rider at the front and back of a group at all times, they must carry communication equipment and make regular checks to ensure nobody gets lost or left behind.
- Members are told to always avoid braking sharply as this can cause an accident.
- When using gates members must use the correct lifting techniques for carrying bikes and spread the load between the group. The exec will remind the group of this when approaching a gate. The Vice President will teach all new members the correct lifting techniques.
- All riders must slow down and take care when passing members of the public or in wet conditions and maintain extreme caution around children and animals.
- The route will include regular stops for food and fluid intake and headcounts to ensure no club members have been left behind or lost, also to provide rest time to prevent exhaustion; members must all take the regular breaks.
- The Exec will plan the routes to avoid riding at night and if the light level gets too low during the ride members will be instructed to walk. Members must also carry lights in case of darkness.
- Either sites with first aid provision will be used or a first aid trained person will be present on rides and must have access to a first aid kit and communication equipment (i.e. mobile).
- The condition of riders will be monitored throughout the ride by exec members and appropriate action will be taken if anyone is deemed unfit to continue; they will be made to rest and if possible walk or the emergency services will be called.

Areas of risk assessment covered:

All

Area of activity: Travelling before and after trips
<b>Procedures to follow</b>
<ul style="list-style-type: none"> <li>○ Any motorised vehicles used by the society must have a valid MOT and insurance. The driver must have a clean licence and obey the highway code. The Exec will check all paperwork before a car or driver can be used.</li> </ul>
Areas of risk assessment covered: Car accident

Area of activity: Behaviour
<b>Procedures to follow</b>
<ul style="list-style-type: none"> <li>○ All members are expected to act responsibly at all times, irresponsible behaviour will not be tolerated during any club activity including rides and socials, persons acting in an unacceptable manner will be removed from participating in that activity and may be banned from future events.</li> </ul>
Areas of risk assessment covered:

Area of activity: Socials
<b>Procedures to follow</b>
<ul style="list-style-type: none"> <li>○ There will be at least one sober exec member on all socials to supervise the group and deal with any situations which arise.</li> <li>○ All socials will be planned so that they are non-alcoholic friendly.</li> <li>○ Members are advised at the start of every social to drink sensibly.</li> </ul>
Areas of risk assessment covered: Socials

### **Duty of Care**

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.