

MORAY FIRTH CYCLING CLUB

HANDBOOK (version December 2013)

WELCOME!

All Club Members should take some time to browse through this Handbook and be familiar with its contents. The rules and constitution of the Club, the role of the club committee and our policies (including Welfare) are all in here. A well run club makes for a good club and having a framework in place for the governance of the club should help everything run more smoothly.

You'll also find out more about subscriptions, club sessions and race events in here, along with some good practice advice for all riders.

Over the coming year or so I'm sure we'll improve on the presentation of this Handbook, but for now please wade in - it's certainly easier to find the information in one place!

If you have any queries please don't hesitate to contact me or a committee member.

Carole

December 2013

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RULES/CONSTITUTION OF MORAY FIRTH CYCLING CLUB

Constitution adopted at the AGM 2013

1 The club will be called Moray Firth Cycling Club. It is a community amateur sports club, affiliated to Scottish Cycling.

2 The Purposes of the Club

The purposes of the Club are:

- To promote and encourage cycling as a sport, leisure activity, means of transport, social activity and a contribution to improving health.
- To promote, organise and support activities and events for members and other cyclists.
- To act responsibly and fairly to enhance the Club's standing within the sport and in the local community.
- To support cycling initiatives locally and nationally.

3 Permitted means of advancing the purposes

The Committee has the power to:

- a** Acquire and provide equipment for races and events run by MFCC.
- b** Provide coaching and training for MFCC Members.
- c** Take out any insurance for club, contractors, guests and third parties.
- d** Raise funds by appeals, subscriptions, and charges for races.
- e** Open bank accounts for processing club funds. The funds of the Club shall be lodged with an institution approved by the Committee in the joint names of the Chairperson, Secretary and Treasurer, subject to a cash float of up to £500.
- f** Set aside or apply funds for special purposes or as reserves.
- g** Deposit or invest funds in any lawful manner.
- h** Engage contractors to provide services necessary for the operation of the club.
- i** Co-operate with or affiliate to firstly any bodies regulating or organising the Sport and secondly any club or body involved with it and thirdly with government and related agencies.
- j** Do all other things reasonably necessary to advance the purposes.

NONE of the above powers may be used other than to advance the purposes

consistently with the Rules below and the general law.

4 Membership

a Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

b The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

c The Club Committee may refuse membership, or suspend it, only for good cause such as conduct eg wilfully acts contrary to any of these rules) or character likely to bring the Club or sport into disrepute. A Special General Meeting will be called for the purpose of considering the alleged act, and two thirds of the voting members present shall have the power to expel such a member. The Secretary shall advise the alleged offender in writing of the proposed meeting at least seven days before any such meeting and the charge against them.

5 All General Meetings

a All members may attend all general meetings of the Club in person.

b Such meetings need 21 clear days' written notice (via the MFCC website) to members.

c The quorum for all general meetings is 6 members present.

d The Chair or (in his or her absence) another member chosen at the meeting shall preside.

e Except as otherwise provided in these Rules, every resolution shall be decided by a simple majority of the votes cast on a show of hands.

f Formalities in connection with General Meetings (such as how to put down resolutions) shall be decided by the Committee and publicised to Club members. The following applies:

- Notices of motions are to be made in writing to the Secretary 14 days before the date of the AGM.
- The chair does not have a participatory vote, but in the event of a tied vote, the Chair shall have the casting vote.

6 Annual General Meetings (AGM)

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- a** The Members will elect a Committee including a Chair, Treasurer, Secretary, Captain and Welfare Officer to serve until the next AGM;
- b** The Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- c** The Committee will present a report on the Club's activities since the previous AGM;
- d** The Members will appoint a suitable person (normally another Club Member) to audit the accounts; and
- e** The Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting. The chair does not have a participatory vote, but in the event of a tied vote, the Chair shall have the casting vote.

7 Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 4 members signed by them. Such an EGM shall be held on not less than 14 or more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

8 The Committee

The roles of Committee Members shall be specified in writing and reviewed annually at the AGM. The Committee is empowered to make any minor changes to the role specifications during the year, through collective agreement, but material changes are subject to the approval of club Members and the matter should be heard at an extraordinary meeting or AGM.

a Role:

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

b Property etc:

i. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

ii. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event

refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

- iii. The Club may also in connection with the sports purposes of the Club:
- a Sell and supply food, drink and related sports clothing and equipment;
 - b Pay for reasonable hospitality for visiting teams and guests;
 - c Indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- iv. The Committee will have due regard to the law on disability discrimination and child protection.

c Composition etc –

- i. The Committee shall consist of at least three and not more than 10 members (including Officers).
- ii. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM.
- iii. Any Committee member may be re-elected or re-co-opted within the following limit: that they do not serve any more 3 consecutive years on the committee (in any role).
- iv. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice. The Club Committee may suspend a Committee Member from the Committee as a result of their conduct (eg wilfully acts contrary to any of these rules) or character likely to bring the Club or sport into disrepute. A Special General Meeting will be called for the purpose of considering the alleged act, and two thirds of the voting members present shall have the power to remove a Member from the Committee. The Secretary or Chair shall advise the alleged offender in writing of the proposed meeting at least seven days before any such meeting and the charge against them.

d Committee meetings –

The Secretary, after consulting with the Chair, or other office bearers in the absence of the Chair, shall call a committee meeting when relevant business is to be conducted. The committee meetings are open to any Club member to attend, but with no right to vote on decisions. A minute of the meeting will be taken and circulated to all Members.

a Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

b The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:

- At least 3 committee members must be present for the meeting to be valid.
- Committee meetings shall be held face to face.

- The Chair, or whoever else those present choose shall chair meetings.
- Decisions shall be by simple majority of those voting.
- A resolution in writing signed by every Committee member shall be
- valid without a meeting.
- The chair of the meeting shall not have a casting vote.

e Delegation etc -

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

f Disclosure -

Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

9 Amendments

a These Rules may be amended at a general meeting by two-thirds of the votes cast but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in 9 (b) has been followed) or winding up provisions.

b The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

10 Winding up the Club

a The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

b The Committee will then be responsible for the orderly winding up of the Club's affairs.

c After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to another cycling club in Scotland to be decided at the time that the members vote to wind up the Club. If such assets cannot be given to another cycling club in Scotland then they are to be given to Scottish Cycling.

POLICIES AND RULES

SCOTTISH CYCLING CHILD AND VULNERABLE ADULT PROTECTION POLICY

Responsibilities

Scottish Cycling will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in cycling safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within Scottish Cycling.
- Following any issues or concerns raised about the protection of children or vulnerable adults within Scottish Cycling.
- In all other circumstances, at least annually.

1 Recruitment and Employment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

1.1 Advertising

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The aims of Scottish Cycling and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of Scottish Cycling's open and positive stance on child and vulnerable adult protection.

1.2 Pre-application Information

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on Scottish Cycling.

1.3 Application and Self-Declaration Form

All applicants will be requested to complete an application and self-declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

1.4 References

References will be sought as required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

1.5 Checks

Scottish Cycling is registered with Central Registered Body for Scotland and prior to appointment a Disclosure Scotland check and/or equivalent international check will be completed. This will require the prospective position holder to complete and submit a Disclosure Scotland form, with the results returning to Fiona Walker.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults:

Standard Disclosure

Standard disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people.

Enhanced Disclosure

Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that require regular contact with, training, supervising or being in sole charge of children and young people.

1.6 Interview

For positions that require regular contact with children or vulnerable adults, interviews will be carried out. An interview will include requests for additional information to support the application.

1.7 Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role. Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

1.8 Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aims and any other needs and aspirations.
- Clarification, agreement and signing up to the Child and Vulnerable Adult Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

1.9 Training

Newly appointed members will complete the following training over an agreed period:

- Protecting children and vulnerable adults.
- Working effectively with children and vulnerable adults (including presentation skills, developing child and vulnerable adult friendly resources and activities).
- Any other identified training needs.

1.10 Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

1.11 Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

2 Code of Conduct for the Protection of Children and Vulnerable Adults

The code of conduct details the types of practice required by all members of Scottish Cycling when in contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the code by a member will be dealt with through the Scottish Cycling's disciplinary procedures or through Responding to a Suspicion or Allegation of Abuse against a Member of Scottish Cycling. (Section 6.5)

2.1 Good Practice

Scottish Cycling supports and requires the following good practice by members when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Make sport fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them

First Aid and Treatment of Injuries:

- If, in your capacity as a member of Scottish Cycling, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the Director of Operations as soon as possible.

For taking and transporting children or vulnerable adults away from home:

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by the Child and Vulnerable Adult Protection Policy and Procedures of Scottish Cycling.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

2.2 Practice To Be Avoided

In the context of your role within Scottish Cycling, the following practice should be avoided:

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or vulnerable adults to your home.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note: It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

2.3 Practice never to be sanctioned

In the context of your role within Scottish Cycling, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.
- Never allow children or vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.

Important Note: In special cases sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child/vulnerable adult and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

2.4 Reporting

If members have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them (refer to Section 7, Sharing Concerns with Parents, Guardians or Carers).

Report, record and inform if the following occur:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have said or done.
- If a child or vulnerable adult appears to be sexually aroused by your actions.

3 Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst cause depression and/or feelings of worthlessness that lead to suicide.

To ensure Scottish Cycling creates an atmosphere where bullying of children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed.

4 Photographing, Videoing and Filming of Children and Vulnerable Adults

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children and vulnerable adults. The following procedures have been developed to protect children and vulnerable adults.

The following is required for Scottish Cycling activities or events where children or vulnerable adults are participating:

- Where possible, consent from the parent/ guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at an event must obtain approval of the event organiser
- Scottish Cycling reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

4.1 Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to the event organiser and where relevant, the Police.

5 Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure Scottish Cycling publications and information on the Internet do not place children and vulnerable adults at risk.

Scottish Cycling publications and information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.

- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress.
- Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.

Important Note: Any concerns or enquiries about publications or Internet information should be reported to the Director of Operations of Scottish Cycling.

6 Responding to Disclosures

Information you receive about or from a child or vulnerable adult may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of Scottish Cycling
2. Suspicion or allegation of abuse against a member of Scottish Cycling
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

It is not the responsibility of anyone from Scottish Cycling to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns.

It is very important that Scottish Cycling members understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

6.1 How to Listen to a Disclosure

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to Avoid When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

6.2 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Anyone who is Not a Member of Scottish Cycling

In the course of your role within Scottish Cycling a child or vulnerable adult may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a Scottish Cycling event or activity:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass the information to both the manager of the event or activity and if appropriate the parents/guardians/carers of the child or vulnerable adult (refer to Section 7 Sharing Concerns with Parents, Guardians or Carers).
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the Director of Operations

6.3 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of Scottish Cycling

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass to the Director of Operations

Establishing the Basic Facts

If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the Scottish Cycling's Disciplinary Procedure.

6.4 Responding to a Suspicion or Allegation of Abuse against Someone who is Not a Member of Scottish Cycling

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 6.1 How to Listen to Disclosures.
- Pass your concerns to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the Director of Operations of Scottish Cycling about the action taken
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words. The information must, where known, include the following:
 - Name of child/vulnerable adult.
 - Age, date of birth of child/vulnerable adult.
 - Home address and telephone number of the child/vulnerable adult.
 - The nature of the allegation in the child/vulnerable adult's own words.
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person.
 - The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
 - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
 - Details of any witnesses to the incident.
 - Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
 - Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.

- Record, sign and date on the day what you have seen, heard or been told.
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police.

6.5 Responding to a suspicion or allegation of abuse against a member of Scottish Cycling:

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with Scottish Cycling's Disciplinary Procedures.

6.5.1 On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 6.1 How to Listen to Disclosures.
- Pass your concerns to a member of the board of directors on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day).
- Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Director of Operations or the Social Work Department or Police.

Making a Referral in Cases of Suspected and/or Alleged Abuse

If the basic facts support a suspicion or allegation of abuse:

- The suspicion and/or allegation will be reported to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.

- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important Note:

Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse Against a Member of Scottish Cycling Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.

Possible Outcomes following advice from Police

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or vulnerable adult there will be an investigation. There are three types of investigation that can result:

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

6.5.3 Managing the Member Against Whom the Allegation has Been Made

Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

6.5.4 Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
- Suspension will be carried out in accordance with Scottish Cycling’s Disciplinary Procedures.

The member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with Scottish Cycling’s Disciplinary Procedures.

6.5.5 Managing False or Malicious Allegations

Where after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice. All records pertaining to the circumstances and investigation will be destroyed.

6.5.6 Managing Allegations of Historical Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made the procedures for managing allegations of abuse, detailed in Sections 6.4 and 6.5, must be followed.

7 Sharing concerns with Parents, Guardians or Carers

7.1 Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child/vulnerable adult. Therefore in most situations, not involving the possibility of the abuse of a child or vulnerable adult, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

7.2 Allegations of Abuse

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Social Work Department or the Police as to who contacts the parents.

RULES ON MEMBERSHIP AND SUBSCRIPTIONS

People should have an opportunity to try out the club before they join but if they are regularly riding with the club they should join the club, and this includes people who are members of other clubs who should join MFCC as a second claim member. This is much fairer to all, as everyone who enjoys the benefits of what the club has offer makes a contribution to the costs of running the club.

- **The club year starts on 1st January and ends 31 December.**

- **Senior – over 18years on the 1st January (first day of the club year)**

Ordinary Club Member£20 per annum
Second claim Member.....£20 per annum

A second claim member was someone who's already a member of another club with whom they may elect to race, but who also joins MFCC & regularly trains with us. Second claim members have the same rights as other Members of the club.

- **Under 18s: under 18 on the first day of the club year : written parental consent is required.**
If someone under 18 is still at school£20 per annum
School leavers.....£20 per annum

Subscriptions

Subscriptions are to be paid annually by the 31st of January. Anyone who has not renewed their membership by this date will have deemed to have resigned.

New members – those who have not been a member of MFCC in the past – who join the club during September to December of a membership year should pay £20 on joining and their membership will extend until end of the following December.

INSURANCE, RACE LICENCES AND MEMBERSHIP OF GOVERNING BODIES

Members participate in club activities at their own risk.

By Affiliating to British Cycling, MFCC is insured against third party liability. The policy only indemnifies the club in respect of its legal liability for accidental loss or damage to third party property or accidental bodily injury or death to third party persons. **It does not include personal accident cover, liability for accidents caused by club members, or damage to equipment.**

Members of British Cycling can obtain varying levels of insurance depending on their membership, ranging from bike insurance up to personal accident insurance and more. [Click here](#) to compare British Cycling membership categories. [Click here](#) to see the legal and insurance benefits associated with British Cycling and [Click here](#) to see the other benefits of joining British Cycling.

It is strongly advised that all members actively involved in cycling at any level obtain appropriate insurance such as that provided by British Cycling and that silver or ride membership be considered as a minimum.

Members of MFCC joining British Cycling for the first time are entitled to free bronze membership or a discount on another category.

In addition to the benefits of becoming a member of British Cycling you also get a free provisional racing licence with every type of Race membership which is the minimum requirement for competitive racing. Generally, a full licence is required for entry into national and international level events. [Click here](#) to compare provisional and full racing licences.

British Cycling offers a cheaper 'Ride Membership' for people who only want to do events like sportives.

You need to be a member of the Scottish Highland Games Association to compete in grass track cycling on the Highland Games circuit.

ROLES AND RESPONSIBILITIES

COMMITTEE MEMBERS

As at 1 September 2013, the MFCC Committee comprises the:

Chair, Treasurer, Secretary, Captain & Welfare Officer.

At the date of writing, there are no 'other' officers appointed to the committee and the committee has not coopted any members.

The Chair shall:-

- Have sufficient knowledge and understanding of the club committee's policy, rules and constitutional matters and other good practice guidance so as to ensure effective governance of the club.
- Attend and Chair club meetings, in accordance with the constitution and other rules.
- Present a 'Reflection of the year past' for presentation at the Club AGM.
- Assist other Committee members in the discharge of their functions, as and when requested.

The Treasurer shall:-

- Have sufficient knowledge and understanding of the club committee's policy, rules and constitutional matters and other good practice guidance so as to ensure effective governance of the club.

- Act as treasurer and membership secretary of the committee which involves:
 - Collecting all monies due to the Club
 - Proactively seeking payment of monies owed by the Club so they are paid timeously
 - Maintaining a list of Club assets and recording the loan or disposal of assets
 - Keeping a record of all financial transactions
 - Preparing a financial statement for presentation at the club's AGM
 - Providing financial advice to the Committee about seeking value for money

- Ensuring that all members have completed a membership form and maintaining a list of Club Members' names, current addresses, emergency contacts and email addresses
- Collecting subscriptions annually
- Promoting new membership and renewals
- Arrange for another Club Member (or externally appointed person) to audit the records annually. At present John Maclean performs this function.
- Assist other Committee members in the discharge of their functions, as and when requested.

The Secretary shall:

- Have sufficient knowledge and understanding of the club committee's policy, rules and constitutional matters and other good practice guidance so as to ensure effective governance of the club. When the Committee feel it necessary, seek external advice or clarification from bodies such as Scottish Cycling.
- Ensure that up-to-date versions of official club documents (the constitution, policy and rules, role specifications, minutes and so on) are maintained in an accessible place for all members. Coordinate a review and refresh of key club documents as appropriate.
- Apply annually, before the deadline, for club membership of Scottish Cycling Federation which ensures the provision of adequate and appropriate insurance for the general operation of the club.
- Maintain records relating to contracts with suppliers such as for the provision of club kit, discounts to stores.
- Call meetings and organise logistics for meetings in accordance with the club constitution and other rules. Be responsible for providing the agenda(s); taking an accurate and fair record of the meeting(s) and following up progress of any action points arising at those meetings.
- Conduct all written correspondence on behalf of the Club. The Secretary may delegate specific tasks where appropriate to other members.
- Be a central point of contact for key contacts namely: British Cycling; Scottish Cycling; NoSCA; Development Officer; any external organisation offering/ promoting things of interest to cyclists.
- Represent MFCC at meetings of the NoSCA Committee.
- Be a point of contact for the Scottish Cycling Development Officer (DO). Related activities include: leading the drawing up and periodic refresh of the MFCC development plan; passing on the DO's communication messages; coordinating MFCC members attending events organised by the DO (eg track cycling).

- Maintain a record of the names of club coaches, commissaires and timekeepers. Be a liaison point for other clubs seeking these people for events, and publicise NoSCA's fliers seeking new people to attend training courses.
- Be a point of contact for the police and other bodies who are campaigning for road safety and increasing participation in the sport of cycling.
- Be a point of contact for the Velodrome Project, helping to promote their fund raising events and seeking volunteers from the club to assist; on request arrange the loan of MFCC's equipment.
- Be a key communicator, passing on relevant and interesting information on a range of matters to all members via the website, social media or email or word of mouth as appropriate
- Act as social secretary, coordinating key social events on behalf of the club such as the annual dinner and weekend club run and any events agreed by the club at a general meeting or meeting of the Committee.
- Coordinate the drafting of any nominations that the committee supports for accolades such as 'best club', 'sports personality of the year', 'best coach' and so on.
- Assist other committee members in the discharge of their functions, as and when requested.

The Captain shall:

- *Coach and mentor for MFCC members who are racing.*
- *Attend the NoSCA date fixing meetings (for races).*
- *Assist other committee members in the discharge of their functions, as and when requested.*

The Club Committee is collectively responsible for ensuring that the organisation of races promoted by the Club and ensuring that:

- *Race organisers are competent in their role, including liaising with the police, first aid and other relevant authorities.*
- *the calendar of events is organised by the first of March each year*
- *Events are promoted and publicised*
- *Approval for the Club competition rules, determine the winners of competitions and coordinate the award of trophies.*

The Welfare Officer shall: -

- Be responsible for co-ordinating the welfare of Club members, particularly the young and vulnerable
- Be appropriately informed in this regard.
- Assist other committee members in the discharge of their functions, as and when requested.

OTHER ROLES

There are a number of other key roles allocated to Members:

- Webmasters
- Lead organisers for MFCC races
- Coaches

MFCC SESSIONS

Members normally discuss the plan for the programme of club sessions for the coming year at the AGM. These events usually include:

- Sunday club runs
- Monday night recovery run – beginners welcome
- Tuesday hill training
- Thursday and Saturday chain gang
- Tuesday Turbo training
- Club annual dinner/weekend away group cycling

The Club promotes the application of the best practice guidelines issued by British Cycling (see later section).

All sessions should be well publicised.

COACHES

One of the benefits of being a member of MFCC is that we have a number of experienced coaches. Ask the Committee for more details about who to contact.

MFCC CLUB SESSIONS

In 2013 & 2014, we plan to run the following sessions:

All year:

Sunday club runs – aiming for 3 abilities: Group 1 (fastest 18mph+), Middle Group (16-18mph) and Group 3 (10-12mph*) but the group formations depends on who's there on the day.

March to September:

Monday recovery and beginners ride*

Tuesday hill climbing*

Thursday Chain gang

September to March:

Saturday Chain gang

Saturday group session

Tuesday turbo session*

Training and mentoring for improvers and racers who are of Group 1 type ability.

Notes about these sessions:

The sessions that are more likely to have a broader range of ability riders so are better placed to cater for people who want to ride at slower speeds/over shorter distances are marked with a *

The sessions not marked with an * tend to attract fast paced riders, so those attending on the day need to be prepared and competent to ride alone (including wintry conditions) if they cannot keep to the pace of the group.

We do not normally allow under 18s to ride with the club unless their parents are riding alongside them. Under 18s must have completed a parental consent form.

Members participate in club activities at their own risk. MFCC has insurance that covers third party liability and guests who are riding with the club with a view to joining the club. It's worth bearing in mind that if you organise an activity for Members without first seeking the club's official approval, in the event of a claim for loss or damage, the club's insurers may not deem it to be covered.

RACING EVENTS

MFCC organises races, and also supports other clubs' events.

- **Lead organisers for racing events for 2013/14 were agreed at the AGM 2013** and may be changed at the discretion of the Club Committee.

- **Commissaires and Time Keepers**

Commissaire(s) and Assistance Commissaires - for Road & TT: (none at present)

Timekeeper(s): Brian Pirie

If you would like to be trained to become a commissaire or timekeeper then please get in touch with the club secretary.

Moray Firth Cycling Club
Development Plan 2013-2014



1. Retain new Young riders				
Goal	Action	KPI (Key Performance Indicator)	Lead	Date
Welcome and encourage young people who are competent riders to join the club.	Other organisations develop junior riders, and we hope they will feed them through to MFCC when they are competent to ride with club members.	Retain Under 18 year olds who's riding skills are such that they are competent to ride with Club.		

2. MFCC has several coaches who are either qualified or part qualified				
Goal	Action	KPI (Key Performance Indicator)	Lead	Date
Support and encourage existing MFCC coaches with regular CPD	Ensure coaches aware of CPD opportunities and support them with continual development where necessary	Coaches up to date with latest practices and continually expanding knowledge base		

3. Develop Ladies Section				
Goal	Action	KPI (Key Performance Indicator)	Lead	Date
Increase the number of adult females of all abilities participating in races	Encourage females to participate in club activities, and to try time trials.	Female participation at time trials		

4. Support and Organise Events				
Goal	Action	KPI	Lead	Date
Organise a Women's only race	With support from SC organise and host a women's road event	Successful running of the event		
Support youth events	Promote events and prepare riders for events and support with volunteers where possible.	MFCC riders competing in youth events		

GOOD PRACTICE

MFCC encourages Members to take account of British Cycling's best practice guidelines:

British Cycling Best Practice Guidelines

This document is intended only as a general guide for clubs. For specific advice and questions relating to club activities and the legal and insurance benefits provided to clubs, members and events, please consult the British Cycling Legal and Insurance Benefits booklet or contact the membership team on membership@britishcycling.org.uk

Club/Group Ride/Training Session – on the public highway

Best practice is.....

- _ Have a predetermined start time and communicate the route to all participants.
- _ All participants should comply with the Highway Code.
- _ All adult participants are responsible for their own well-being during the ride and should be prepared for situations such as adverse weather conditions, mechanical problems and flat tyres.
- _ Have emergency procedures and communicate them to all participants. This should include emergency procedures for incidents that riders may experience during a ride (eg punctures, mechanical problems, changes in environmental conditions, accidents involving one or more members of the group).
- _ Have procedures in place to ensure that individual riders are not left on their own during the session.
- _ All riders should be aged 12 years or older, and be competent at a level equivalent to the Level 2 Cycle Training Standards.
- _ There is a greater duty of care for riders under the age of 18 years. Therefore, if there are riders aged 12-18 years in the group, somebody will need to take responsibility for these riders and ensure they are not left on their own during the session.
- _ Have a signed parental consent form for all riders under the age of 18 years.
- _ All riders should be encouraged to take part in activities that are within their capabilities.
- _ All riders must wear a helmet.

Club/Group Ride/Training Session – facility

Best practice is.....

- _ Know, and comply with, the rules and regulations of the facility, such as the normal operating procedures, emergency operating procedures, codes of conduct, etc.

_ All riders should be encouraged to take part in activities that are within their capabilities.

_ Ensure there is adequate first aid provision.

_ All riders must wear a helmet.

British Cycling

Best Practice Guidelines

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Club/Group Ride/Training Session – off road

Best practice is.....

_ Always have a leader in attendance with an appropriate off-road leadership qualification that is recognised by British Cycling.

_ The leader should hold a valid British Cycling Coaching License, which includes the requirement to have a valid first aid certificate.

_ The leader should only lead rides that are within the limits of his/her qualification (eg altitude, distance, environment, number of riders in the group, etc).

_ All participants should follow the Countryside Code (England and Wales) and the Scottish Outdoor Access Code.

_ The route must not include areas where riders are prohibited under current legislation.

_ All riders should be encouraged to take part in activities that are within their capabilities.

_ Have a signed parental consent form for all riders under the age of 18 years.

_ All riders must wear a helmet.

Coaching Group Sessions

Best practice is.....

_ Always have a coach in attendance with an appropriate and recognised British Cycling coaching qualification.

_ The coach should hold a valid British Cycling Coaching License, which includes the requirement to have a valid first aid certificate.

_ The coaching should be consistent with the British Cycling Code of Conduct and meet the minimum standards outlined in the British Cycling Health and Safety Guidelines for Coaching Cycling.

_ The coach should operate within the remit of his/her coaching qualification.

British Cycling

Best Practice Guidelines

This document is intended only as a general guide for clubs. For specific advice and questions relating to club activities and the legal and insurance benefits provided to clubs, members and events, please consult the British Cycling Legal and Insurance Benefits booklet or contact the membership team on membership@britishcycling.org.uk

Coaching Individuals

Best practice is....

- _ The coach must hold a recognised British Cycling Club Coach or a Level 3 coaching qualification in the appropriate discipline.
- _ The coach should hold a valid British Cycling Coaching License, which includes the requirement to have a valid first aid certificate.
- _ The coaching should be consistent with the British Cycling Code of Conduct and meet the minimum standards outlined in the British Cycling Health and Safety Guidelines for Coaching Cycling.
- _ The coach should operate within the remit of his/her coaching qualification.
- _ The minimum age for riders to receive individual training prescription is usually 16 years old. However, in some instances, it may be appropriate for riders aged 14-16 years old to receive individual training prescription.
- _ For further detail regarding the health and safety requirements of coaching groups and individual riders, please see the British Cycling Health and Safety Guidelines for Coaching Cycling.

Running a competitive event

Best practice is....

Speak to the British Cycling events team on 0161 274 2020 or visit the British Cycling website www.britishcycling.org.uk for full guidance on running a cycling event in one of the following disciplines:

- _ BMX
- _ Circuit
- _ Cycle Speedway
- _ Cycle Sportive
- _ Cyclo Cross
- _ Leisure Ride (on or off road)
- _ Mountain Bike
- _ Road

- _ Track

British Cycling Guidance - Risk assess your club activities

As per British Cycling's best practice guidelines it is important that you fully risk assess your club activities. This helps to ensure that the activities you run promote safe and enjoyable cycling for everybody involved.

[Risk assessment guidance PDF](#)

This document helps to explain the risk assessment process and assists you in completing the risk assessment template which you can download below.

[Risk assessment template PDF](#)

Use this template to document all relevant details of your activities including hazards and your action plan of how to minimise/eliminate the risk presented by these hazards.

The guidelines are not exhaustive and the risk assessments which you produce should be reviewed prior to the start of every activity to take into account any changes (permanent or temporary) which may have occurred.