

BANYULE BICYCLE USER GROUP Inc

Draft Version 1.4 – 31st December 2008

Ride Guidelines

Purpose:

These guidelines have been produced for the social rides organised by Banyule BUG. These guidelines are intended to provide a framework for our rides that enhances the enjoyment of club activities, to ensure ride leaders & riders are aware of their responsibilities and to highlight risks that should be addressed.

Guidelines

1. Ride Leaders

Club Officials and Ride Leaders have a duty of care when organising or leading a ride. For a person to be deemed negligent, they are said to have omitted doing something a prudent and reasonable person would have done in the same circumstances. A Ride Leader can demonstrate a duty of care by planning the ride. Such things as the route, the use of roads or shared paths, the estimated duration and indicative degree of difficulty should be communicated to prospective participants. This will enable individuals to gauge whether they are physically capable of completing the ride. Where possible, the Ride Leader should make general inquiries of the participants to gauge whether they are capable of completing the ride.

Ride Leader Checklist

- Leaders should be competent to be able to lead a group
- Leader should assess and manage risks as appropriate for the group
- Leader has the right to limit the number of participants on the ride or to cancel the ride if there are insufficient participants.
- Leader has the right to change the route if participants are notified.
- Leader has the right to make general inquiries of the participants to gauge their competencies to complete the ride
- Leader should record emergency contacts and phone numbers prior to the start of the ride
- Visiting riders and new riders, who are not members, will be asked to sign the registration/indemnity form.
- Leaders to report promptly to the Committee any accidents or incidents that could potentially result in liability

2. Participants

Participants who are not members of Banyule BUG can ride on Banyule BUG rides, but will be encouraged to become Banyule BUG members. A non member completing 3 rides with Banyule BUG will be expected to become a member.

Participants must understand that riding a bike can be dangerous and that they should take care when riding. Participants must always make their own decisions regarding their safety when manoeuvring their bicycle to enter traffic, cross roads, pass other riders, proximity to other riders etc. Do not automatically follow another rider without checking for yourself if it is safe and legal to do so. It is the responsibility of participants to wear helmets that comply with the law. Participants should respect other road and shared path users. Road laws must be obeyed at all times. Personal accident insurance is not covered by Banyule BUG and it is recommended that riders take out insurance such as that provided by Bicycle Victoria. Ambulance service membership is also recommended. If a participant has special needs or limited cycling experience, they should convey this to the Ride Leader.

Participants must ensure their bicycle is in a safe and reliable condition. A spare tube, appropriate for the tyres fitted, a puncture repair kit with appropriate patches, serviceable glue and basic tools appropriate for the bicycle should be carried. One or two bidons of water, appropriate clothing for weather conditions, some food and money for emergencies/coffee/food should also be carried. The bicycle tyre pressure must be appropriate for the tyres and route being undertaken.

Riding two-abreast is legal but not always safe. Be guided by the Ride Leader, road widths and road signs (e.g. bridges, double lines, crests).

At a turn off, check that the rider following you sees you turn.

3. Ride Registration

Ride participants will be asked by the ride leader to record their name, emergency contact name & phone number prior to joining a ride using the Banyule BUG ride registration form. This form also includes an indemnity clause applicable for visiting riders or non members and it must be initialled by these riders. (Banyule BUG Event/Ride Registration Form)

4. Rides

For rides that have less than 10-12 riders, and generally this is most of Banyule BUG rides, the leader can maintain a cohesive group without a lot of assistance. However for groups larger than this a "front rider" and a "tail rider" (someone riding behind the slowest rider) should be used to ensure riders do not fall off the back of the group due to a mechanical problem, a riding mishap, fatigue or getting lost. Ideally the Tail Rider should be a strong rider who is capable of riding ahead to get help if required and may carry a first aid kit if available. It is unlikely that someone with first aid training will be attending a ride, but having a first aid kit available may be of use in an accident or emergency. Ideally, the Front and Tail Riders should have a mobile phone.

In large groups, or when there is range of riding abilities or after a climb, it may be necessary to stop and re-group from time to time to ensure that the group does not

become too spread out. It is also important that riders remain in the general riding group (not ahead of the Front Rider) so as to not interrupt the rest of the group by missing a turn off or making wrong turns. When making turns or veering off the main trail the ride leader must ensure that all riders are aware of the direction change and it may be necessary to regroup at these points to ensure all participants stay in contact with the group.

If a rider wants to leave a ride at any point, other than the planned finish, the rider must inform the ride leader before separating from the group to prevent any unnecessary searching for a missing rider.

The Ride Leader should try to arrange for experienced riders to ride with, or look out for, inexperienced riders. This helps to improve the inexperienced rider's confidence as well as alerting them to potential hazards.

The ride leader should observe the riding ability and speed of the riders in the group and give appropriate breaks for rest, water, food and toilet stops additional to any planned breaks.

When riding in groups, it is advisable to point out hazards to other riders. This includes calling things such as "bollards", "passing", "stopping", "dog", "loose dog", "ped (pedestrian) ahead", "bike / car front / back", "glass", etc. The warning makes other riders aware of the hazard and gives them time to react to avoid the obstruction. When stopping call "Stopping" and pull to the side of the trail before stopping and keep well clear of the trail after stopping to ensure no hazard is created for other trail users.

If a tyre puncture or a mechanical problem occurs, the group will wait while the rider, Tail Rider and others involved resolve the problem. If the bicycle is no longer rideable, seek a solution such as catching a train, locating a bike shop, telephone for a private lift or taxi or arrange for a strong rider to leave the group to find and return with transport.

5. Accidents

In case of a major accident, use a mobile or pay phone to call an ambulance via 000. Involve anyone with first aid experience in assisting the injured. Make sure all are clear of traffic and no bicycles or riders are obstructing through traffic.

Accidents will be of varying seriousness – this must be assessed by the ride leader and where appropriate a report must be prepared. A simple guideline to follow is that if

- The first aid kit is used, or
- Medical attention is required on the day, or
- It seems likely that medical attention will be required (neck/spinal etc),

then the incident must be reported. Reports are to be sent to the general Banyule BUG email address specified in the Banyule BUG Internet site, www.vicnet.net.au/~banylbug/, within 2 days of the incident, if email is not available contact a BUG committee person. A blank Accident Report is included at the end of this document.

In the case of serious injury, the BUG President/Secretary or a Committee member must be notified as soon as possible.

Accident Report Form – Banyule BUG

Date	Time	Name and telephone No.	Location	Incident	Action	For more details	Date reported to Insurance Co.