



Melbourne Bicycle Touring Club

Version 1 - April 2009.

Ride Guidelines

Purpose:

In response to the current insurance climate, it has been necessary to develop a Risk Assessment (**RA**) Policy to identify and control risks effecting Melbourne Bicycle Touring Club (**MBTC**). As a result of developing the Policy, the Committee felt that there should be general guidelines appropriate to social rides that the MBTC organises or facilitates. These guidelines are not binding and are purposely excluded from the RA Policy due to their specific nature. The guidelines are designed to make people aware of their responsibilities and highlight risks that should be considered.

Guidelines

1. Ride Leaders

Ride Leaders carry responsibilities such as demonstrating a duty of care when organising or leading a ride. For clarity, in these Ride Guidelines, the person riding at the front of the group will be called the “Front Marker” to distinguish from a Ride Leader.

Organisers or leaders of any MBTC event have to demonstrate they had a “duty of care”. 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 of the ride, the use of roads or shared paths, estimated duration and indicative degree of difficulty should be communicated to prospective participants so individuals can gauge whether they are physically capable of riding the route. Where possible, the Ride Leader should make general inquiries of the participants to gauge whether they are capable of completing the ride.

The Ride Leader should be mentally and physically competent to lead the group and has the right to limit numbers, change the route or cancel the ride if required.

The Ride Leader should make a list of each participant’s emergency contact and contact phone number prior to the start of 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 not enough numbers
- 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
- Leaders to use the club's accident form report to Committee if there are any accidents or incidents that could potentially result in liability

2. Participants

Participants that are not members of MBTC can ride on MBTC rides but will should be aware that their visitor status does not confer all the benefits of membership.

Participants must understand that riding a bike can be dangerous and should take care when riding. It is the responsibility of participants to wear helmets that comply with the law. Participants should respect other road and shared path users. To complement the Club's own insurance, it is recommended that members take out insurance such as that provided by Bicycle Victoria (as part of their membership package). If a participant has special needs or limited cycling experience, they should convey this to the Ride Leader.

Ride participants will be asked to register their name, emergency contact and phone number prior to joining a ride.

3. Rides

A "Back Marker" (someone riding behind the last rider) may be required to ensure that nobody is left behind on a ride. Ideally the Back Marker should be a strong rider that 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 every ride, but a club first aid kit available should always be carried by the ride leader, and kept handy for use in an accident or emergency. Ideally, the Front and Back Markers should have a mobile phone.

A ride should 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 Marker) so as to not interrupt the rest of the group by missing turn offs or making wrong turns.

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.



The Ride Leader should try to arrange that experienced riders 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.

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 Touring Secretary rides@mbtc.org.au by email if possible, within 2 days of the incident.

Accident Report forms are available in MBTC's Club Room or from the club web site www.mbtc.org.au

In the case of serious injury, the Committee should be notified as soon as possible.