

# **BANYULE BICYCLE USER GROUP Inc**

Version 1.8 – 30th June 2011

## **Ride Guidelines**

### **1. Purpose:**

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

### **2. Duty of Care**

Club Officials and Ride Leaders have a duty of care to avoid others coming to harm as a result of club activities. To be deemed negligent in that duty, they would need to have done something a reasonable person would not have done, or omit to do something a reasonable person would have done, in the same circumstances.

### **3. Ride Leaders**

A Ride Leader can reduce the risk of harm by planning the ride. Such things as the route, the use of roads or shared paths, the estimated duration and degree of difficulty, and weather conditions should be considered. The Ride Leader has the right to change the route by notifying participants. The Ride Leader also has the right to limit the number of participants on the ride, or to cancel the ride if there are insufficient participants.

If there are new riders or others of uncertain capability, the Ride Leader should make general inquiries to gauge whether they are capable of completing the planned ride. The ride leader has the right to shorten a ride or arrange for another leader to take a weaker rider or riders on a more appropriate ride.

Ride Leaders should:

- be competent to be able to lead a group
- assess and manage foreseeable risks as appropriate
- carry the emergency contact and phone number list provided by the BUG administration
- report promptly to the Committee any accidents or incidents (see below).
- register riders who are non-members (see next).

### **4. Rider Registration and Emergency Contacts**

Riders who are not members of Banyule BUG can participate on Banyule BUG rides. Prior to joining a ride, they will be asked to record their name, phone number and emergency contact details using the Banyule BUG Ride Registration Form. The form also includes an indemnity clause and it must be signed. A copy of the form is attached below.

Banyule BUG members have the opportunity to provide their emergency contact and phone number details on the membership new/renewal form. A list with these details is

provided to Ride Leaders by the BUG administration. It is the rider's responsibility to advise the Ride Leader if this information requires updating.

## **5. Participation**

Riders who are not members of Banyule BUG will be encouraged to become 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.

What type of bike do riders need to participate in Banyule BUG rides? Our rides are on both sealed and unsealed trails including some sections on the road. The north east area of Melbourne is undulating with some steep climbs and descents, hence for most people, a good range of gears is desirable. Almost any bike in a serviceable and reliable condition can be used. Participants must ensure their bicycle is in a safe and reliable condition before joining a Banyule BUG ride. The bicycle tyre pressure must be appropriate for the tyres and route being undertaken. A spare tube (correct for the tyres fitted), a puncture repair kit with appropriate patches, serviceable patch glue and basic tools appropriate for the bicycle, bicycle pump, food, money for emergencies/coffee/food and one or two bidons of water should be carried either on the bicycle (eg. frame, handlebar bag, pannier, small bag under saddle) or on the rider. Modern lightweight bicycles provide a better riding experience than some older bicycles.

Select clothing for the ride that ensures the rider is comfortable in the prevailing weather conditions. Additional clothing will sometimes need to be carried for unexpected changes in the weather. Cycling specific clothing usually provides a better experience on longer rides. High visibility clothing colours improves the likelihood of other riders and drivers seeing a rider early to improve safety. Reflective material on the rider & bicycle will improve visibility of a rider when riding at night. Front and rear lights must also be used for night riding.

Riding two-abreast is legal in some cases 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 observes your change of direction to ensure all riders in the group stay together.

## **6. Ride Conduct**

For rides that have less than 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. A tail rider should also be used where the Ride Leader is unsure of the ability of a rider to stay attached to the group. 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 for an accident or emergency. Ideally, the Front and Tail Riders should have a mobile phone.

In large groups, or when there is a 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 others before separating from the group to prevent any unnecessary searching for a missing rider.

The more experienced riders should look out for the inexperienced riders. This helps to improve the inexperienced rider’s confidence as well as alerting them to potential hazards.

The Ride Leader should monitor the riding ability and speed of the group and give appropriate breaks for rest, water, food and toilet stops additional to any planned breaks. The speed of the ride might need to be adjusted for slower riders.

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. Keep well clear of the trail after stopping to ensure no hazard is created for other trail users. Riders should keep to the left and ring their bell when approaching pedestrians from behind to ensure they are not startled by a passing cyclist.

If a 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, RACV Bike Assist, telephone for a private lift or taxi or arrange for a strong rider to leave the group to find and return with transport.

## **7. Accidents/Incident**

In case of an incident, accident or crash, it may be necessary to 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/incidents 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 report the incident. Reports are to be sent to the general Banyule BUG email address specified in the Banyule BUG Internet site, [www.vicnet.net.au/~banylbug/](http://www.vicnet.net.au/~banylbug/), within 2 days of the incident, if email is not available contact a BUG committee member. A blank Incident 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.

## BANYULE BICYCLE USER GROUP INC.

### RIDE REGISTRATION: NON-MEMBERS MUST READ AND SIGN

I, the undersigned, understand that participation in the bicycle ride/event indicated below involves riding on public roads and other surfaces shared by other users on foot and in vehicles, and that I am aware of the hazards involved in such an activity and in bicycle riding in general. In my judgement I have sufficient confidence and experience to participate safely in such riding. I hereby release and exempt and indemnify the leader, organisers and Banyule Bicycle User Group Inc. from all action, proceedings, demands, costs, expenses and claims whatsoever made or taken by any person arising out of my/my child's participation in the bicycle ride/event indicated below. I accept that the organisers have the right to vary the described route.

Ride leader please return this form to Banyule Bicycle User Group, PO Box 2018, East Ivanhoe, Vic 3079 or Secretary or committee member.

NAME OF RIDE:.....LEADER:.....DATE HELD:.....

NAME OF PARTICIPANT	MOBILE No. IF CARRIED	EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## Incident Report Form – Banyule BUG

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