

Member Information Pack

This information pack provides information about our club, details about how we can be contacted and how to find out more about our activities.

Who are we, what do we do?

Bigfoot Youth Cycle Club is a Bromley-based cycling club for children and young people. The club forms part of British Cycling's Go-Ride programme, and is run by cycling enthusiasts, many of whom are also parents of club members and former club members. Bigfoot Youth CC aims to provide a variety of activities that are fun, healthy, challenging and that develop bike handling and riding skills, with a focus on cycle sport in a safe environment.

The club coaching activities are run by our volunteer British Cycling-qualified coaches, who have all attended child protection training. They are helped by other volunteers.

The best place to get up to date information about our club's activities, contact details of those running the club and lots of other useful information is to go to our website at www.bigfootyouth.cc

Who can be a member?

Our club members are the children and young people who ride with the club, referred to in this documents as the **riders**.

The **Mini** section caters for children aged 6, though we may accept younger riders in some circumstances; The **Junior** section caters for children of primary school age, aged 7 and above (in exceptional circumstances we may accept other ages). Finally the **Youth** section caters for young people of secondary school age, up to the age of 17 (again, in exceptional circumstances we may accept other ages). We are unable to accept riders using stabilisers or strider bikes.

Riders in the **Youth** section must have already attained the Bikeability Level 2 qualification, or must achieve this within six months of joining. We would encourage parents/carers to seek Bikeability Level 2 training for younger riders too, especially if they are likely to ride on roads.

We welcome parents/carers to all cycling activities to watch or to help out or ride with us. We're keen to involve parents/carers in the club in many different ways – anyone interested in helping who would like to find out more can ask any of our established coaches and volunteers. Because of the younger age group, parents/carers of riders in **Mini** section must stay and supervise their children during all club activities.

Where do we meet and when?

Mini and **Junior** sections meet at weekends during term time for coaching sessions. Our main coaching location is Hayes Primary School in Hayes, but locations can vary from time to time depending on venue availability and coaching activities. The **Youth** section meets on Monday and Thursday evenings during term time at Croydon Arena and Bromley College. Session locations may vary from time to time depending on venue availability.

There are also many other activities, mainly held at weekends throughout the year. Our aim is to provide a wide range of cycling experiences for our riders and this will include activities and events arranged by third parties. The exact details, dates, times and locations of activities are published on our website and are publicised in our email newsletters.

What kind of activities do we do?

The coaching sessions combine developing cycling skills and fitness with an emphasis on cycle sport, while all the time having fun. Our other activities are wide-ranging to broaden cycling horizons and experiences; and to provide interest and challenge. Activities include:

- Off-road rides and on-road rides – from easy to challenging levels. Some close to home, some further afield.
- Activities at specialist venues, including track cycling on velodromes (indoor and outdoor), BMX cycling, and mountain bike trail rides – again from easy to challenging levels
- Taking part in cycle racing at all levels: from entry-level (Go-Ride Racing) to regional level and beyond.
- Visits to bike shows and festivals, spectating at elite cycle races.
- Training on bike maintenance, road safety and first aid.
- And for Youth section riders, the chance to volunteer within the club, including being part of British Cycling's Young Volunteer Programme.

Attendance

We don't expect every rider to take part in everything, but we do expect a good general attendance record and a willingness to "have a go". Our club has a waiting list and so we all have to be mindful of not unnecessarily blocking spaces. We are happy to discuss this in more detail in regard to individual circumstances.

How do we contact each other?

In addition to announcements made at the end of each coaching session, our website contains lots of useful information, including an up-to-date events calendar. We send membership and coaching fee correspondence directly to members by email.

We also publish a regular email newsletter, which we encourage all members to subscribe to here: www.bigfootgoride.org.uk/contact

In an emergency we will contact parents/carers by phone using the emergency contact details you have provided.

We can be contacted by phone, email or post – all contact details can be found on our website. Parents/carers must let us know of any changes to information they have provided, including contact details, disability and medical details.

What are the costs?

The club doesn't charge an annual membership fee, but instead we require that all riders are members of British Cycling - the national governing body for cycle sport. We require a minimum of Race Silver membership, and as Bigfoot Youth CC is an accredited club the first year's British Cycling membership is free of charge.

The club charges a coaching fee each term, and we require you to pay the fee in full at the start of each term. For full payment terms and conditions visit www.bigfootgoride.org.uk/payments.

Payment of coaching fees entitles your child to a place on club coaching activities for one term. If coaching fees are unpaid one month after the first session of the term we reserve the right to terminate your child's club membership, and allocate their place to someone else on the waiting list.

There will also be one-off fees for certain special activities, mainly to cover third party costs such as venue hire.

We keep costs as low as possible in order to be affordable – if however any parent/carer is having difficulty they can contact us and we can discuss how we can help.

Getting to and from the club's activities

The parent/carer should make arrangements for their rider to travel to and from the activities, and at their cost.

We ask that riders to arrive on time (if they arrive early they will need to wait before entering the activity) and leave / be collected promptly at the end of an activity. If anyone is going to be late picking their child up, they should contact one of our coaches, helpers or ride captains – names and mobile phone numbers can be found on our website.

Parents/carers of riders in the Mini section must stay and supervise their children during all club activities.

Disability and medical information

We ask for details of any relevant disabilities or medical conditions in our Membership Application and Consent Form. We ask for this information to enable coaches to run safe and effective training sessions. For the safety of all riders, it is important that the club is kept informed of any changes or recent injuries that may be relevant.

If a parent/carer would like to talk to someone at the club about this information or how it may affect their child's involvement with the club, please contact our British Cycling-trained Welfare Officer – details can be found on our website.

Equality

We are committed to the fair treatment of all our riders and volunteers regardless of ethnic origin, nationality, gender, disability, religion, marital or family status, sexuality, age or physical appearance.

Please contact us if you have any concerns with regard to equality and discrimination and we will do our best to help. Please contact our British Cycling-trained Welfare Officer – details can be found on our website.

Rider safety ,welfare, accidents or illness

The club and its volunteers will use all reasonable endeavours to ensure the safety of all the club's riders and others associated with our activities.

The club will have First Aid kits and a First Aid-trained volunteer at each and every activity and have access to information on local emergency services.

In the case of serious accidents or illnesses, we will try to contact the parent/carer immediately and will also look to deal with the accident / illness appropriately. If parents/carers have any particular guidance for

the club under these circumstances they should inform us by adding a comment to the Membership Application and Consent Form.

For all activities the rider should carry a card (in an envelope) with their name, address, medical details, two emergency contact phone numbers and any other details that may be relevant; and they should also carry all medicines they require.

Not all adult volunteers with the club need to be DBS checked: we liaise with British Cycling over the role and level of involvement of volunteers and British Cycling determine whether a DBS check is needed. If a DBS check is needed that adult volunteer cannot take up that role and level of involvement until having been cleared by British Cycling through the DBS process.

If a parent/carer has any concerns or questions over any rider's safety or welfare at any time (even if it may not relate to our club's activities), please either contact:

- our British Cycling-trained Welfare Officer – details of whom can be found on our website (who will refer the matter to British Cycling's Child Protection Lead Officer where appropriate), or
- British Cycling's Child Protection Lead Officer directly – details can be found on their website.

Sharing information

Bigfoot Youth CC is committed to protecting and respecting your privacy and that of your children. Other than sharing information related to your child's club membership with British Cycling, Bigfoot Youth CC does not supply any personal data to any other third party. You can read our Data Privacy Notice which sets out how we protecting your personal data on our website: www.bigfootgoride.org.uk/privacy

Helping us to improve

We welcome any comments and suggestions on any matter (including child welfare, health and safety, and equality) to help us improve what we do. Please contact our Welfare Officer on any such matter, who can where necessary direct you to the right person.

If you feel you need to contact someone beyond our club – please contact British Cycling (contact details can be found on their website)

Code of Conduct for riders

As a member of the club all riders are expected to abide by the following code:

- Arrive for coaching sessions in good time to prepare properly.
- Wear suitable clothing (including a helmet) for all cycling activity sessions, as agreed with the coaches.
- Carry a card with their name, address, medical details, two emergency contact phone numbers.
- Carry all medicines they require.
- Play by the rules and respect the decisions of coaches and officials.
- Be a good sport by applauding all good performances – both club-mates and opponents.
- Respect the rights, dignity and worth of all participants.
- Treat all participants in cycling as they would like to be treated.
- Cooperate with the coaches, helpers, club-mates and opponents.
- Thank officials and opponents after competitions.

Code of Conduct for parents/carers

All parents/carers are expected to abide by the following code:

- Provide the club's officials and coaches with emergency contact numbers and information about any specific health requirements or medical conditions their child may have by completing the club's application and parental consent form, and advise them of any subsequent changes to this information.
- Advise the coaches if their child has to leave early or is being collected by someone else, giving details of the arrangement.
- Discourage unfair play and arguing with officials.
- Help their child to recognise good performances, not just results.
- Set a good example by praising fair play and applauding all good performances.
- Never punish or chastise a child for losing or making mistakes.
- Support their child's involvement and help them to enjoy their cycling.
- Respect the rights, dignity and worth of every young person.
- Show appreciation and respect for the coaches and officials.
- Ensure your child arrives for coaching sessions in good time to prepare properly, and collect your child promptly at the end of the session.
- Ensure your child's bike is in good mechanical order, for the safety of your child and other members.
- Pay membership and coaching fees promptly.

Bike safety checklist

Parents/carers should ensure their riders have bikes that are in good working order.

Frame

- Check for damaged/bent frame and forks – if there is visible distortion, cracking or other damage the bicycle should not be used.

Headset and Brakes

- Check that the brakes work and are properly adjusted – when the brakes are fully on the lever should have been pulled approximately half way to the handlebars.
- Check that the brake levers are securely attached and the cables are not frayed.
- The brake pads should not be excessively worn and there should be at least 1mm between the pad and the rim.
- Check adjustment of headset by engaging the front brake and seeing if there is any rocking movement or knocking noise when gently pushing on the handlebars – there should be no movement.

Wheels and Tyres

- The wheels should run freely, with no excessive wobbles/buckles.
- Check for loose spokes by running your hand over the spokes.
- Tyres should be inflated to a reasonable pressure – manufacturer's recommendations will be indicated on side wall of tyre.
- The tread should not be excessively worn and the tyres should have no splits, cracks or holes.

Hubs and Axles

- Bolts and quick release mechanisms should be securely tightened.

Saddle and Handlebars

- Check to see if either are loose, but do not use undue force.
- Check saddle is straight.
- Check saddle height – cyclist's knee should be slightly bent when they have the ball of their foot on the pedal, and the pedal is at its lowest point.
- Handlebars and stem should be straight and in line. Handlebars **must** have end plugs.

Pedals, Cranks and Bottom Bracket

- Check that there is no movement in the bottom bracket or cranks by holding one crank still and trying to move the other crank. There should not be any movement.
- Check that the pedals are securely attached and that they rotate freely.

Chain and Gears

- Check that the chain is lubricated properly, and is not slack or rusty.
- Check that the gears are properly adjusted, lubricated and cables are not frayed.

BMX trick nuts

- For safety reasons these should be removed if group riding is included in the session.

Helmet safety check

All cyclists participating in club cycling activities must wear a cycling helmet while cycling. The helmet should have a CE mark and conform to an appropriate standard.

Check that the helmet is fitted and worn correctly:

- Make sure it is the right way round – this is particularly important with children and young people.
- It should be placed on the top of the head with the straps fastened under the chin.
- The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a 'V' just under the ears).
- The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement.
- If you can slide the helmet off the head either backwards or forwards you need to tighten the straps – always get the cyclist to take the helmet off before adjusting their straps.

Clothing safety check

Correct clothing is an essential part of making cycling both safe and enjoyable. We publish a comprehensive guide to winter clothing on our website: www.bigfootgoride.org.uk/info/winter-clothing-guide

Some common things to look out for include:

- Baggy clothing – this can get caught in moving parts.
- Trousers and tracksuit bottoms should be tucked in to prevent them becoming entangled in the chain.
- All cyclists must wear shoes, with shoe laces tucked in.
- The clothing must be appropriate for the weather and environmental conditions.
- We recommend wearing suitable gloves or mitts to protect hands in the event of a crash.

Road ride guide

This is how activities that take place (wholly or in part) in trafficked environments will take place. These rides are known as Club Runs and definitions of some of the other terms used can be found at the end of this document.

All our Club Runs, are only open to:

- our rider members and
- adult volunteers who have been inducted and have signed up to be a Ride Captain, Ride Buddy or Lantern Rouge.

General

- Information on the activity, timing, cost, route, terrain, distance, degree of difficulty, stops en-route (eg cafes), age restrictions, etc. will be advised in advance – the parent/carer of the rider can then determine if it is suitable for the rider and what food, drink, money, etc. to provide.
- All rides will have at the front a Ride Captain, who will:
 - know the route and will navigate for the group
 - have carried out a risk assessment of the ride and will communicate how to safely complete the ride both at the start and during the ride
 - be first aid trained (or have a first aid trained adult with them)
 - carry a first aid kit.
- The rear of the ride group will be held by a Lantern Rouge, who will:
 - be familiar with the route and help to ensure no one is left behind or lost.
- Distributed within the group will be Ride Buddies, to ensure there is an adequate rider / adult ratio.
- The Ride Captain may refuse a rider's participation if they have reason to believe the ride is not suited to them or that they are poorly prepared for the ride (including their bike, helmet, clothing, etc.).
- No riders are to ride ahead of the Ride Captain's part of the group, nor ride behind the Lantern Rouge.
- There will be no racing, training or coaching on the ride. Guidance will be provided during the ride, where necessary, for the safety of the group or individuals.

Adult / rider ratios and rider supervision

- Every rider remains responsible for their own wellbeing and that of other riders and road users. They must be aware of the Highway Code. The rider's parent/carer must be satisfied on this count and have confidence that the rider has reasonable road sense and will ride sensibly.
- Every Ride Captain, Ride Buddy and Lantern Rouge remains responsible for their own wellbeing and that of other riders and road users, they will be aware of the Highway Code. Every Ride Captain, Ride Buddy and Lantern Rouge is in particular to be aware of the riders, to help avoid them getting isolated or lost and to ensure that they are riding safely and to advise them where necessary. Additionally every Ride Buddy is to ensure that the adults are evenly distributed amongst the riders.
- Ratios:
 - BIKEABILITY – any rider who has not yet achieved the Bikeability Level 2 qualification must be accompanied and supervised by a parent/carer or adult friend of the family who must also have achieved Ride Buddy status. No more than two such riders may be supervised by the parent/carer or adult friend.
 - UNDER 10s – riders aged under 10 must be accompanied and supervised by a parent/carer or adult friend of the family who must have also have achieved Ride Buddy status. No more than two such riders may be supervised by the parent/carer or adult friend.
 - AGE 10 -15 – these riders must be in a ratio of two riders per one Ride Captain / Ride Buddy / Lantern Rouge (who may or may not be the rider's parent/carer or adult friend of the family).
 - AGE 16+ - these riders may ride without adult accompaniment.
 - In the group as a whole there will be no more than two riders (aged under 16) per adult.
 - The Ride Captain may alter these ratios at their discretion, providing ride safety is a paramount consideration.

Incidents

If it is necessary for the ride group to split (eg due to puncture, mechanical problem, accident, illness, etc.) the following considerations will apply:

- The Ride Captain will wherever possible ensure there is a minimum of two of the ride's adults in each part of the group, with wherever possible the above ratios maintained.
- The split into groups is only to occur if the Ride Captain is satisfied that both groups can safely reach the finish point of the ride or to some other appropriate location, e.g. hospital or home (including where necessary having arrangements in place for other forms of transport).
- Wherever possible no rider is to be left without two of the ride's adults in supervision until that rider is united with their parent/carer or adult friend of the family.

Off road rides and other activities guide:

This is how off-road rides and outings that do not involve road riding (eg a trip to a cycle show or if club stays at overnight accommodation) will take place in the club:

These will still be group events and the principles in the above road ride guide will continue to apply, including adults at front and back of group etc, except that the club will accept ratios that contain twice as many riders, ie:

- UNDER 10s – riders aged under 10 must be accompanied and supervised by a parent/carer or adult friend of the family who must have also have achieved Ride Buddy status. No more than four such riders may be supervised by the parent/carer or adult friend.
- AGE 10 -15 – these riders must be in a ratio of four riders per one Ride Captain / Ride Buddy / Lantern Rouge (who may or may not be the rider's parent/carer or adult friend of the family).
- AGE 16+ - these riders may ride / take part without adult accompaniment.
- In the group as a whole there will be no more than four riders (aged under 16) per adult.
- The Ride Captain may alter these ratios at their discretion, providing ride safety / general safety is a paramount consideration.

Definitions of Roles

- 'Ride Captain' – an adult volunteer at the front of the ride, who has been inducted and has signed up to this role – basically a guide to the route (if we cycle in extreme off road environments the Ride Captain will have a British Cycling Off-Road Leadership qualification). They will be a member of British Cycling or Bigfoot CC, in either case with at least third party insurance; they may or may not have their own child participating.
- 'Ride Buddy' – an adult volunteer within the ride, who has been inducted and has signed up to this role – basically to ensure an adequate adult / rider ratio. They will be a member of British Cycling or Bigfoot CC, in either case with at least third party insurance; they may or may not have their own child participating.
- 'Lantern Rouge' – an adult volunteer at the rear of the ride, who has been inducted and has signed up to this role – basically to help avoid anyone being left behind / becoming lost. They will be a member of British Cycling or Bigfoot CC, in either case with at least third party insurance; they may or may not have their own child participating.
- We encourage all parents/carers or friends of the family to become a Ride Buddy, and maybe a Ride Captain or Lantern Rouge. These are important roles and the club cannot operate without such help