

Spokes CTC, Part of Cycling UK

RIDE LEADERS PACK

This pack is intended to support **Ride Leader's**. Not all the documents may be needed for every ride. Please use your discretion in deciding which documents should be used for your particular activity.

The pack contains:

| | Document | Intended Purpose |
|---|--|---|
| 1 | Guidelines for Ride Leader and Assistant Ride Leader | Outline of Ride Leader's functions and the basic working arrangements that should govern the relationship between the Ride Leader and the Assistant Ride Leader |
| 2 | Non-Member Details Form | Form used to record non-Spokes members who participate in a club ride. |
| 3 | Incident Report Form | Method of recording any incident of note on a ride |
| 4 | Sample Emergency Operating Procedures | Sample protocol to follow in the event of a serious accident. |

ACTIVITY DOCUMENT PACK

Pack contains those documents that need to be made available to all organisers of a Spokes activity.

| | Document | Intended Purpose |
|------|--|---|
| ADP1 | List of Approved Ride Leaders | List of the club's Ride Leaders with contact details |
| ADP2 | Guidelines for Ride Leader and Assistant Ride Leader | Outlines the basic working arrangements that should govern the relationship between the Ride Leader and the Assistant Ride Leader. |
| ADP3 | Assessing the Risks | Guidance on assessing the risks for club rides. |
| ADP4 | Generic Risk Assessment For Day Rides | Generic Risk Assessment to cover club rides. Risk assessment form for identifying and evaluating the level of risks. Document listing many common risks involved in cycling the preventative measures taken during club rides. This demonstrates the risks to be acceptable. A supplementary page is available allow additional hazards and control measures to be added, if applicable. To be made available to any member requesting a copy and for use by both participants and organisers of activities. |