

Newbury Road Club

# POLICIES & RULES BOOK



[www.newburyroadclub.co.uk](http://www.newburyroadclub.co.uk)



# Newbury Road Club

## Policies and Rules Book

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### 1 DATA PRIVACY POLICY

Created / Last Updated	March 2021 (updated January 2024)
Owner / Author	Dave Martin

#### 1.1 Introduction

Newbury Road Club (NRC) provides organised activities for people of all ages interested in cycling in the Newbury and surrounding districts.

NRC is committed to protecting and respecting your privacy and complying with the principles of applicable data protection laws. This policy details how NRC handles, or intends to handle, your personal information on its website and systems. If you are under the age of 18, you must get your parent/guardian's permission before you provide any personal information to us (as part of a Junior or Family membership). Please read the following carefully to understand how your information is collected, protected and used.

NRC operates or makes use of the following websites:

- <https://newburyroadclub.co.uk/> - this is the primary website for the NRC Club. The main purpose of the site is to publish information about the club and its activities. The site is also used for registering and charging attendees to Time Trial events. This includes NRC members and other CTT members.
- <https://britishcycling.org.uk/> - NRC is affiliated to British Cycling and makes use of its services to register membership of the Club and to collect subscriptions for said membership. Such details are retained by British Cycling under their privacy policy and are not stored on the primary NRC website.
- <https://cyclinguk.org/> - NRC is affiliated to Cycling UK, which provides guidance and indemnity insurance to the club's Ride Leadership and events team.
- <https://cyclingtimetrials.org.uk/> - NRC is affiliated to the CTT which is the National Governing Body for Time Trials in England, Scotland and Wales. Details of local events organised by NRC are published on our website, but event registration is not handled by our primary site.
- <https://spond.com/> - The Spond App and Website are used for registering attendees to Club events via an NRC Group managed by the service. Members are asked to self-register via a Spond Club admin link or this can be performed by the General Secretary on their behalf; this includes their own details, cycling preferences and emergency contact details to meet In-Case-of-Emergency (ICE) requirements.

The primary website provides links to other relevant website and public social media site, which members are encouraged to make use of as appropriate to their interests:

- <https://audax.uk/> - for information on national Audax events



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- <https://www.britishcycling.org.uk/> - for the British Cycling Organisation, which is the governing body for cyclists that compete in competitive events, that represents cyclists of all disciplines and provides training for both recreational and commercial organisations.
- <https://cyclinguk.org/> - for the Cycling UK organisation, a charity that represents and provides training & services for road and off road cyclists
- <https://vttta.org.uk/> - the Veterans Time Trials Association for anyone 40 years of age and over who has an interest in cycle racing, and specifically Time Trials.
- <https://facebook.com/newburyrc.co.uk/> - for NRC Facebook page
- <https://www.facebook.com/groups/newburyroadclub> - for NRC Facebook Group
- <https://twitter.com/newburyroadclub/> - for NRC Twitter page
- [https://instagram.com/newbury\\_road\\_club/](https://instagram.com/newbury_road_club/) - for NRC Instagram page
- <https://strava.com/clubs/newbury-rc-8505/> - for NRC Strava activity group
- <https://web.whatsapp.com/> - for NRC WhatsApp groups

### 1.2 Personal information

This document interchangeably refers to you as a "Customer", "User", "you" or "your", and this Website operator as "NRC", "we", "us" or "our". By accessing and using the Website and Services, you acknowledge that you have read, understood, and agree to be bound by the terms of this Agreement. This Policy does not apply to the practices of companies that we do not own or control, or to individuals that we do not employ or manage.

NRC holds information relevant to you on systems it manages and other systems managed by third parties. This includes information:

- you provide as part of the process of becoming a member of the club. This information is stored on systems managed by British Cycling and by Spond (a Norwegian technology company based in Oslo), but which is accessed and subsequently processed by the NRC Subscriptions Secretary and other club officials on an as required basis.
- from third parties where there is a clear lawful basis for sharing your information (for example, because you have registered for events via Spond)
- collected about you as required by our governing bodies, e.g. CTT, C-UK or BC, in relation to events that you may enter
- from social media accounts which are managed by NRC, but only where you have given us permission to use it (via a media consent form). For example, posts, pictures and video footage shared on sites such as Facebook, Twitter and Instagram
- managed by NRC, such as if you subscribed to communications from our website
- provided by you through general correspondence (e.g. email sent to you and your general interaction with them)



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- from optional surveys used for insight purposes to improve and provide more relevant activities to our membership.
- contained in emails and other communications we have sent to you and your interaction with them.
- contained in emails that you send to any of the email addresses used to administer the club and its activities.
- pertaining from when you digitally interact with NRC via our website and the resources that you access, which may include the use of cookies (see our Cookie policy).
- We may also ask you for information when you report a problem, make a complaint or share a concern and, if you contact us, we may keep a record of that correspondence.

### 1.3 How we process your personal information

NRC will use your personal information to:

- Provide you with information on relevant services or events that you request from us or which we feel may interest you, where we are legally entitled to do so
- Enable you to join events, rides and group activities, and to facilitate participants to communicate with each other via the NRC group as part of that activity
- Notify you about changes to our service
- Gather statistics about our membership and people interested in and/or taking part in our activities
- Segment your personal data to make sure that you only receive information that is relevant to you
- Publish and maintain a comprehensive set of results and rankings for the sport of cycling (for example, publishing Time Trial Results in which you attended)

NRC will not use any of the personal information we collect from you to make automated business decisions. We will only use your personal information where we:

- Have your consent to do so
- Need the personal data to perform a contract with you
- Need to process your personal information for our legitimate interests and only where our legitimate interests are not overridden by your data protection interests or fundamental rights and freedoms
- Have a legal obligation to collect personal information from you,
- Need the personal information to protect your vital interests or those of another person (e.g. for health and safety in case of incident whilst riding or to otherwise safeguard members). This could involve passing details to other agencies e.g. to emergency services in case of serious



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incident or for the provision of accident reports to affiliated cycling organisations for subsequent investigation and/or insurance claim purposes.

The club may use anonymised information concerning member cycling interests, to improve relevance of rides and events for the membership.

### 1.4 When and how we share information with others

We will share information about you with some of our suppliers who process data on our behalf to help us to provide services to you. We may also share your personal data with third parties that we work with where it is lawful for us to do so.

Categories of organisation and purpose

- Hosting companies - to host the NRC website platforms (e.g. the NRC website) and associated databases to enable members to log in and/or interact with the website.
- Email & Messaging companies - to send emails, SMS or IMs to our customers.
- Equipment Suppliers - to provide club specific merchandise e.g. Kalas our club kit provider may be passed information to support the ordering process, where you have given permission for us to do so,
- Social media companies (e.g. Facebook, Instagram) - to provide you with relevant social media posts.

We will not provide your information to third party marketing agencies.

### 1.5 Transferring personal data outside of the EU

We do not envisage transferring any information about or relating to individuals to anyone who is located outside of the European Economic Area (EEA). However, on some occasions, the information we collect may be transferred to organisations who may operate server platforms, store and use such data at premises in other countries.

### 1.6 Security of your information

NRC will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use. Unfortunately, the transmission of information via the internet is not completely secure and any transmission is at your own risk.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the website, you are responsible for keeping this password confidential. We ask you to keep this password secure and not to share it with anyone.



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### 1.7 Data storage and retention

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it and for a maximum of 24 months after the membership has lapsed, or for as long as our Governing Bodies require it to be kept under their regulations in respect of events you may enter. Where we hold a history of Competitive Event results, Club Awards and Club Racing, your name, age category, gender and club name will be retained indefinitely.

### 1.8 Your rights

Data protection laws grant you, as a Data Subject, certain 'information rights', which are summarised below:

- Right of access to obtain a copy of information we hold about you.
- Right of rectification or erasure - If you feel that any data that we hold about you is inaccurate, you have the right to ask us to correct or rectify it.
- Right to restriction of processing of their personal data where they have a particular reason for wanting the restriction.
- Right to Portability - You have a right to receive any personal data that you have provided to us in order to transfer it to another data controller where the processing is based on consent and is carried out by automated means.
- Right to Object - You have a right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.
- Right to Withdraw Consent - You have the right to withdraw your consent for the processing of your personal data where the processing is based on consent.
- Right of Complaint - You also have the right to lodge a complaint about any aspect of how we are handling your data
- Right to Opt-out of Marketing Communications - You have the right to opt-out of marketing communications we send to you at any time.

### 1.9 Changes to our privacy policy

Any changes we make to this policy in the future will result in an up-issue to this document and the revised policy will be published on our website (<https://newburyroadclub.co.uk>).

### 1.10 Contacting the Club

If you wish to contact us about your personal data or exercise any of the rights described above, please contact [secretary.newburyroadclub@gmail.com](mailto:secretary.newburyroadclub@gmail.com)





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### 2 DATA SECURITY POLICY

Created / Last Updated	April 2021 (updated January 2024)
Owner / Author	Ian Lakey / Dave Martin

#### 2.1 Document Scope

This is NOT a Data Protection Policy. It is an Information Security Policy designed to support data protection for that data collected and managed by Newbury Road Club (The Club). The Club Privacy Policy contains a higher level of detail that is specific to the obligations imposed and rights bestowed by data protection law.

This document extends beyond IT systems and data that are stored electronically to cover a wider range of data, including that stored in hardcopy form. Although aimed primarily at Personal Data, the principles within this policy can also be used to govern the use and security of confidential Club information and other valuable data.

Key issues including internet and network security, data handling and processing, software updates and physical security are addressed.

This Policy is applicable to all Club members who access, process, or store sensitive or confidential Club information.

#### 2.2 Purpose

The Club has no control over the devices club members, including committee members, use while processing club data including personal sensitive information. However, the club expects and recommends that wherever possible members will use 'Best Practice' to keep the information they access and process, secure. This document provides guidance as to how individuals can ensure information security is maintained, what measures to take and how to minimise the risk of a data breach. The club has no power to enforce behaviour and therefore this document and its content should be considered advisory with recommendations.

Whilst some guidance refers specifically to the handling of sensitive personal data, much of the guidance pertains to good cyber security practices. Most of the controls and processes described in this document are probably, or should, already be in place if you use, for example, internet banking.

#### 2.3 Key Principles

Know your data – what personal data do you access, process, and store, what do you need it for, and who do you share it with?

Take responsibility – make sure that you're confident that the information you hold is correct and that it's secure.



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Locate your data – know where you hold and store club information.

Manage distribution and access – do not share data without appropriate cause.

Erase data – if a member requests that it's erased or when you no longer have a legitimate reason for keeping it.

### 2.4 Behaviours and Best Practice

DO NOT:

- use a personal device to collect, download, or store sensitive personal data, except when required for legitimate Club business and when absolutely necessary.
- use common accounts on shared devices; set up and use multiple profiles on shared devices.
- use the same password for multiple logins on different systems.
- give your username or password to anyone.
- open email attachments or click on links from an unknown source.
- reply to emails unless you are certain of their origin – always check the sender's address (not just the display name)
- leave screens or devices unlocked; ensure they are locked before you walk away or before putting them into sleep mode.

DO:

- ensure that your personal device is running the latest versions of software and that updates and patches are kept up to date.
- install appropriate and up to date security (Anti-Virus) software to protect against viruses, malware, trojans etc., unless the device has inherent recognised security mechanisms.
- encrypt and password protect all personal or confidential data files where possible when processing or storing on a personal device.
- keep The Club's data and your own personal data separate; this makes it easier to find, see, manage, and delete.
- secure your home WiFi connection to an appropriate security level, e.g. WPA2-AES<sup>1</sup> and change the SSID<sup>2</sup> so that it is hard for others to identify.
- use complex passwords – ideally, they should include a mix of lower-case and upper-case letters, numbers and punctuation.

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<sup>1</sup> Wi-Fi Protected Access version 2 (WPA2), with the Advanced Encryption System (AES)

<sup>2</sup> Service Set Identifier (SSID), or public name given to a wireless network



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- use secure cloud storage where possible that meets good data security standards, e.g. Google Drive, MS OneDrive, or Dropbox
- delete sensitive or personal data as soon as it is no longer needed.
- keep hardcopies of sensitive data secure and under lock and key if possible.
- destroy or shred hardcopies of personal data as soon as they are no longer needed.
- when sending email to multiple recipients use the BCC list and not the CC list unless to a closed group where email addresses are already known or agreed to be shared, e.g. The Club committee
- lock away your personal devices if you can when not in use.
- be conscious of personal data held in emails, whether received or sent, and the need to delete these once they are no longer required.
- use a separate email address for Club business if possible.

### Avoid:

- downloading personal data unless you have to
- storing personal or confidential data on your personal device – use secure cloud storage where possible.
- saving personal data onto removable devices, e.g. pen drives or SD cards
- printing personal data or producing hardcopies
- emailing personal data to other people, where necessary share via a secure cloud platform
- leaving personal devices in vulnerable locations, e.g. in your car
- using personal email accounts for sending sensitive information

### 2.5 Your responsibilities:

- Read and understand the club's Privacy Policy and this Security Policy.
- Keep software up to date. Be aware of software that is out of date and no longer security patched, e.g. Windows 7; upgrade or avoid using such devices for Club Business.
- Install and use adequate security/antivirus software (There are several free versions that will provide basic protection including for Windows users, MS Windows Defender).
- Use strong passwords.
- Minimise the storage of personal data on your own device.
- Report any potential personal data breaches.
- Erase or destroy data no longer required.



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### 2.6 Useful Resources.

#### 2.6.1 Websites

<https://haveibeenpwned.com> – a website that allows Internet users to check whether their personal data has been compromised by data breaches.

<https://www.thinkyouknow.co.uk> - Thinkuknow is the education programme from NCA-CEOP, a UK organisation which protects children both online and offline.

<https://www.getsafeonline.org> - a unique resource providing practical advice on how to protect yourself, your computers and mobiles device and your business against fraud, identity theft, viruses and many other problems encountered online.



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### 3 CLUB COMMITTEE POSITIONS

<b>Created / Last Updated</b>	June 2021
<b>Owner / Author</b>	Steve Dawes

#### 3.1 Constitutional Committee Positions

The following positions are defined by the constitution and may only be added to, removed or otherwise updated by a change to the constitution:

- Chair
- General Secretary
- Treasurer
- Welfare Officer

The following sub-sections briefly describe the roles of each of the above positions as outlined in the British Cycling Club Management support materials.

##### 3.1.1 Role of the Chair

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

##### 3.1.1.1 Duties

- Chair committee meetings and the Annual General Meeting.
- Ensure appropriate documents, including minutes are available for committee members.
- Ensure that committee members are aware of their roles and responsibilities.
- Act as the ambassador and/or spokesperson for the club.
- May be called upon to act as mediator.

##### 3.1.1.2 Skills

- Confident and effective communicator.
- Great organisation skills.
- Ability to delegate duties.
- An understanding of the club's development plan, governance and standing orders.
- Ability and knowledge to act as spokesperson for the club.
- Unbiased and impartial.
- Knowledgeable on equity issues.



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### 3.1.1.3 *Commitment to the Club*

The Chairperson will need to represent the club at meetings, attend regular club committee meetings and attend the club's Annual General Meeting. As a spokesperson for the club, the Chairperson will also need to be willing to receive phone calls from volunteers, prospective members and partners.

### 3.1.2 *Role of the Secretary*

The Secretary is the principal administrator for the club. This is a pivotal role in which the Secretary carries out, or delegates all of the administrative duties that enables the club and its members to function effectively.

#### 3.1.2.1 *Duties*

- Being the first point of contact for all enquiries.
- Organising the Annual General Meeting and other meetings.
- Taking and distributing minutes of meetings.
- Keeping records.
- Liaising with members, post holders and external agencies.

#### 3.1.2.2 *Skills*

- Confident and effective communicator.
- Great organisation/IT skills.
- Ability to delegate duties
- An understanding of the club's Development Plan.
- An understanding of the governance/standing orders.
- Ability and knowledge to act as spokesperson for your organisation.
- Ability to be unbiased and impartial.

#### 3.1.2.3 *Commitment to the Club*

You will need to be a regular attendee at the club's committee meetings, where you will be responsible for taking minutes and updating other volunteers about administrative issues. The Secretary needs to be willing to have their contact details on the Clubs affiliate websites and the club's publications. This will enable prospective members to contact the Secretary to make enquiries.

### 3.1.3 *Role of the Treasurer*

The role of the Treasurer is to oversee the finances of the club and to report on the income and expenditure at committee meetings and the club's AGM.

#### 3.1.3.1 *Duties*

- Managing all income and expenditure, including banking arrangements.
- Managing legal requirements such as taxation and charitable status.



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- Reports regularly to the committee/chairperson on the club's financial status.
- Prepares/presents audited financial year end report to annual general meeting.
- Financial planning, budgeting and monitoring throughout the year.

### 3.1.3.2 Skills

- Good accountancy knowledge.
- Great organisation skills.
- Good administrative/IT skills.
- Good communication skills.
- Attention to detail.
- Ability to handle money, cheques and electronic payments carefully and appropriately.
- Confidence with numbers.

### 3.1.3.3 Commitment to the Club

This role requires you to regularly attend committee meetings, in order to report on the state of the club's finances and to understand what income and expenditure to expect. It is also important to work closely with the Funding Coordinator, so that you both know how much funding the club needs and what methods would be best suited to raise the required funds.

### 3.1.4 Role of the Club Welfare Officer

The Club Welfare Officer's role is to promote the club/ organisation's policy and procedures for the protection of children and vulnerable adults.

#### 3.1.4.1 Duties

- The distribution/display of leaflets and codes of conduct to members, parents and young people.
- Advise on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people within the club/organisation (DBS checks).
- Receive, record and pass on to our affiliates' Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults. The reporting is dependent upon the event being run by the Club. This could be British Cycling, Cycling UK or Cycling Time Trials as examples.
- Attend committee meetings.

#### 3.1.4.2 Skills

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Great organisational skills.



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- Enthusiastic and a good motivator.
- Knowledge of child protection policies and procedures,
- Disclosure and Barring Service Checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.

### 3.1.4.3 *Commitment to the Club*

You will need to be a regular attendee at club activities, such as coaching sessions, rides, races and committee meetings. Attendance at every event is not necessary, however you will need to be known throughout the club so that people will know who to contact should they require someone to confide in. It is also important to attend regular committee meetings, where you will be able to advise on safeguarding issues for upcoming club activities.

## 3.2 Additional Committee Positions

The following positions provide for committee members undertaking roles beyond the core positions defined in the constitution:

- Club Run Secretary
- Marketing & Communications Lead
- Member Development Lead
- Recruitment Lead
- Ride Events Lead
- Time Trial Secretary
- Volunteering & Social Events Lead
- Website Lead

This set of positions may be added to, removed or otherwise updated as directed by the currently elected committee.





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### 4 ANTI-BULLYING POLICY

Created / Last Updated	July 2023
Owner / Author	Peter Booroff

#### 4.1 Newbury Road Club will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of NRC to be given information about this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

#### 4.2 Each Member, Coach, Volunteer or Official will:

- respect every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress, be committed to the early identification of bullying, and take prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

#### 4.3 Bullying

- all forms of bullying will be addressed
- everybody in NRC has a responsibility to work together to stop bullying
- bullying can include online as well as offline behaviour



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- bullying can include:
  - physical pushing, kicking, hitting, pinching etc.
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - posting of derogatory or abusive comments, videos or images on social network sites
  - racial taunts, graffiti, gestures, sectarianism - sexual comments, suggestions or behaviour
  - unwanted physical contact
- children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

### 4.4 Support to the Child

- children should know who will listen to and support them
- systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- children should have access to helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and be supported
- any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved
- children being bullied will be supported and assistance given to uphold their right to enjoy their sport and live in a safe environment which allows their healthy development
- those who bully will be supported and encouraged to stop bullying
- sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

### 4.5 Support to Parents/Carers

- parents/carers to be advised on NRC bullying policy and practice
- any incident of bullying will be discussed with the child's parents/carers
- parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- information and advice on coping with bullying will be made available



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- support should be offered to the parents/carers including information on other agencies or support lines.

### 4.6 Useful contacts

NRC Welfare Officer - Gary Cook - Phone 07470057346;

email [welfare.newburyroadclub@gmail.com](mailto:welfare.newburyroadclub@gmail.com)

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org.uk](http://www.antibullyingalliance.org.uk)

Cycling UK Designated Safeguarding Lead, Tel: 01483238338

British Cycling Lead Safeguarding Officer 0161 2742000

Cycling Time Trials, email [safeguarding@ccyclingtimetrials.org.uk](mailto:safeguarding@ccyclingtimetrials.org.uk)



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### 5 CODE OF CONDUCT

<b>Created / Last Updated</b>	July 2023
<b>Owner / Author</b>	Peter Booroff

#### 5.1 Introduction

NRC is fully committed to transforming Britain into a great cycling nation. A key part of this is to provide trusted governance to the club and the sport of cycling. This Code of Conduct will underpin the sport and activity of cycling by outlining our values and behaviours whilst offering guidance on good practice. A breach of this Code of Conduct may be considered as misconduct and result in disciplinary action described within the Club's Constitution. As an absolute minimum, NRC members, coaches, officials, volunteers, and anyone who participates in the sport of cycling to be driven by the following values.

#### 5.2 Unity

- Take pride in ourselves with regards to inclusivity and diversity and be committed to working in partnership within our organisation and with others.
- Recognise that all people involved in cycling have an equal right to participate in the sport.
- Make every effort to ensure that cycling is a sport in which everyone is treated as an individual, and which is open and available equally to all members of society.
- Build relationships within the sport which are open and honest, and founded on mutual trust and respect.
- Ensure that cycling, in all its forms, offers the individual an opportunity to participate without fear or harassment.

#### 5.3 Integrity

- Accept personal responsibility for all our actions and always act with transparency and honesty to build trust.
- Ensure that individuals within cycling are always treated with respect and that we are fair, honest, and considerate to riders and other individuals involved in the sport.
- Do not discriminate against an individual for any reason, whether it be race, colour, gender, marital status, sexuality, age, disability, occupation, religion, or political persuasion - and challenge discrimination in whatever form it takes.
- Recognise and understand how to report any safeguarding concerns relating to children, young people, and adults at risk.
- Act within the Technical Regulations and the spirit of cycling always and comply with UK Anti-Doping Rules.



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### 5.4 Passion

- Demonstrate passion to achieve the best results, and determination to set the standard in everything we do.
- Lead and serve our sport with dignity and humility.
- Always do the right thing with openness and accountability.
- Always strive to be positive role models for others in the sport.

### 5.5 Innovation

- Pursue innovation and continuously search for new ideas and improvements.
- Try the unconventional so we can achieve what is great.
- Challenge one another and ask others to challenge us as we seek to achieve the exceptional.

### 5.6 Riders, Spectators, Parents/Carers

In addition to the minimum standards, the roles of riders, spectators, parents and/or carers carry additional levels of expectation.

This applies to individuals participating in and/or spectating within the club environment or competitive sport, or as a recreational activity, including parents/carers of those involved in cycling activity.

These individuals will always:

- be a 'Model Cyclist' and undertake to abide by the regulations affecting public highways and rights of way as covered by the Highway Code.
- be a role model for those participating in cycling whether as a sport or recreation.
- take responsibility in ensuring that they are up to date with the rules for their cycling discipline, understand and adhere to them and encourage others to do the same.
- recognise and respect the valuable contribution made by all riders, coaches, officials, ride leaders/organisers, and volunteers.
- respect officials and publicly accept their decisions.
- respect any environment in which you are involved in cycling activity, by respecting other members of the public, by not littering and by maintaining proper personal behaviour.
- remember that all riders gain a wide range of benefits from participating in cycling, and the sport is not just about winning and losing.
- provide encouragement and support to all participants, recognising that we all make mistakes.
- adherence to the Highway Code and Rights of Way.



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### 5.7 Coaches, Leaders, Organisers and Volunteers

This section applies to individuals who help others to achieve their goals through sport and recreational activity. This could include others who are responsible for the planning and delivery, or facilitation of cycling activities and for sustaining the welfare and engagement of participants.

These individuals will always:

- provide a positive experience, appropriate to the age and developmental stage of the rider and respecting their long-term welfare and best interests.
- promote the concept of a balanced lifestyle, supporting the wellbeing of the rider both in and out of cycling.
- educate the riders as appropriate, including topics such as ethics and fair play, rules of competition, adherence to the Highway Code, Rights of Access, and performance-enhancing and recreational drugs.
- maintain up-to-date knowledge and practice through a commitment to continuing professional development (CPD) as required for the role.
- promote good practice in others and challenge any poor practice that they become aware of, reporting to other agencies or Governing Bodies if necessary, and
- respect their position of trust and maintain appropriate boundaries and relationships, particularly with participants under the age of 18 years.

### 5.8 Further Documentation:

- NRC Safeguarding Policy and Procedures
- NRC Ride Etiquette
- British Cycling Code of Practice for Cycling Coaches
- British Cycling Guidelines for Leading Rides/ Ride Organisers
- British Cycling Guidelines for Cycle Training
- Cycling Time Trials Rules and Regulations
- Cycling UK Safeguarding and Child Protection Policy
- Cycling UK Group Handbook
- Cycling UK Ride Leader Handbook

### 5.9 Event Officials

Event officials include, but are not limited to, commissaires, event organisers, judges, timekeepers, marshals, stewards, drivers, and other event support roles, across all disciplines and levels.

These individuals will always:



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- agree to comply with the rules of the Governing Body, regulations, policies, codes, and practices which shall be implied from their acceptance of appointments/role or event registration.
- understand and stay up to date with rules and regulations of Governing Bodies, as well as the principles of their application for the event where the individual presides.
- behave as an ambassador for the sport of cycling and as a representative of NRC, show respect for everyone, the event, and associated organisations.
- be unbiased, impartial, consistent and objective when performing roles where decisions affect a race, competition or its results.
- ensure that clothing and equipment is always seen as being independent and neutral.
- always follow the instructions and uphold the decisions and actions of the appointed commissaires; and never get involved in inappropriate discussions about events, riders, or officials, during or after events, or on social media.



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### 6 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES

Created / Last Updated	July 2023 (updated January 2024)
Owner / Author	Peter Booroff

#### 6.1 Introduction

Newbury Road Club (NRC) is committed to ensuring that everyone participating in cycling does so in a safe and enjoyable environment.

This policy and supporting procedures set out a framework to fulfil our commitment to good practice and the protection of children in our care.

You may be wondering “What does safeguarding actually mean?”

Safeguarding is a term used to describe measures that are in place to protect the health and wellbeing of individuals, especially children and other vulnerable groups, to live free from abuse, harm and neglect.

Your next question might be “What has safeguarding got to do with me?”

Government guidance makes it clear that ‘Safeguarding is everyone’s responsibility’.

Anyone who has a negative experience of sport at a young age is less likely to become a regular long-term participant. It is important for the future of the club and the sport as a whole that children and young people have an enjoyable experience.

By getting safeguarding right for both adults and children, we will ensure safe access to participation in sport and physical activity for everyone.

All club members have a part to play in making that happen.

All our members should contribute to the club meeting its overall duty of care, be aware of our club’s safeguarding Policy and Procedures, and know what to do if they have any concerns.

#### 6.2 How We Accommodate Children

NRC is committed to ensuring that everyone participating in cycling does so in a safe and enjoyable environment.

Where reference is made to the Governing Body within this document it refers to the national organisation whose rules and regulations apply to the type of event being held, whether this is social cycling or competitive cycling such as road races, cyclocross or time trials.

Children may be harmed in any environment and those having regular contact with young people have a key role putting their welfare first by adopting the policy and procedures that protect and support them.

NRC are affiliated to Cycling UK (CUK), British Cycling (BC) and Cycling Time Trials (CTT). The fundamentals of child protection are consistent regardless of whose affiliation the Club is operating





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under. It is important that parental consent forms are completed. The links to these forms can be found in a section of this document below. Some forms are worded such that one is required for each event, but these can be reworded to cover the annual membership period of the club. Please contact the Club Welfare Officer if you are unsure of the form to use or its content.

The majority of our cycling is non-competitive and includes our Sunday Club Runs and Midweek Rides. These rides are undertaken under the rules and regulations of CUK. All competitive events are undertaken under the rules and regulations of the Governing Body, most notably BC and CTT.

A Child's age affects how we accommodate them as the Club constitution states that we only accept children 12 and over. That is historical to accommodate the BC and CTT guidance on children cycling on the public highway. CUK does not have a minimum age, but the Club Constitution is mandatory unless changed at the AGM or an EGM and remains at age 12.

For non-competitive Club events, children under 18 years of age can join these provided they are a junior (16-17 years) or have the consent of the parent or guardian (12-15 years). The ride lead also does not need a Disclosure and Barring Service (DBS) check, but must be happy to accommodate children onto their ride. The CUK argument, and confirmed by DBS, is that it is incidental to the ride organisation and therefore not a regulated activity requiring DBS checked people, i.e. it is a ride for adults but children can attend.

The Club requires that any child aged 12 **must** have a parent or guardian cycle with them in order to ride. For those occasions where a child 12 years and over wishes to join a ride we have implemented an attendance approval hierarchy as follows, in order of preference;

1. A parent or guardian attends
2. The parent or guardian nominates someone on the ride who is familiar to them and accepts responsibility (in writing via text or email)
3. The ride lead takes responsibility if they are willing to do this and the parent or guardian nominates them (see point 2)
4. If none of the above is acceptable, they are refused onto the ride.

We would also promote a two-adult rule with any child being present. The Club or the ride lead is not responsible for getting the child to the start and from the finish of a club ride.

Spond is the App that the Club uses to manage ride attendance for its non-competitive events. When a child is admitted onto Spond it requires a parent or guardian to endorse their ride to prevent them joining without knowledge. This is done through the family membership and each would have their own account.

Juniors aged 16 and 17 can become a member in their own right and not part of a family membership, but are still classified as children under English law. We can be a bit more flexible with 16- and 17-year-olds and ride leads are more likely to accommodate them on their rides. The same hierarchy applies as described above.

A competitive cycling event organised by the Club includes time trials, road races, triathlons or similar and will include all competitive cycling events held under the technical regulations of British Cycling.



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Events which are targeted specifically at children's cycling, whether competitive or not, will require a more structured approach and include DBS checked people. Rules of the Governing Body will be followed to ensure compliance with the organisation of such events.

The event must have DBS checked people in attendance if it is considered to be 'Regulated Activity'. At present, very little, if anything that we do as a club is covered by BC requirements but are there just in case.

The Club is also affiliated to Cycling Time Trials (CTT) who have their own Rules and Regulations. CTT also operate a minimum age of 12 for events held on the public highway. Parents/ Guardians must complete a consent form for each child prior to signing onto the event. Two consent forms are available one for each type of event (Type A) Open Events and (Type B) Club Events. The links for these can be found in a section of this document below.

Sportives and Audax's are other cycling events that the Club may wish to arrange on an adhoc basis. The details of how children may enter these will be published at the time of enrolment. These details will not be included here.

### 6.3 Key Principles

- The welfare of children is paramount. (A child is defined by law in England and Wales as a person under the age of 18 years.)
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- We recognise the authority of the statutory agencies, working together under the Children Act 2020, and any legislation and statutory guidance which supersedes these.
- Everyone will work in partnership to promote the welfare, health and development of children.
- NRC owes a legal duty of care to children on our premises or engaged in our activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

### 6.4 Objectives

The overall aim of the policy is to ensure that everyone participating in the sport does so in a safe environment that supports children and young people to meet their potential.

NRC will work to promote the principles of safeguarding children by adhering to the procedures identified in this document and:

- Reviewing policy and Procedures every three years or whenever there is a major change in legislation or a significant organisational change.



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- Using appropriate recruitment procedures to assess the suitability of volunteers, coaches and officials working with children and young people in line with Governing Body guidance.
- Following procedures to report welfare concerns and allegations about the behaviour of adults and ensuring that all volunteers, coaches, officials, parents and participants, including children, are aware of these procedures.
- Directing volunteers, coaches and officials to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.
- Acknowledging the additional vulnerability of some groups of children (e.g. disabled, looked after children, those with communication differences). Ensuring that the environment is appropriate for the child and tailored to their needs.
- Reassuring parents and carers that all children and young people will receive the best care possible whilst participating in club activities.
- Ensuring that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.

### 6.5 Procedures

#### 6.5.1 MANDATORY SAFEGUARDING REQUIREMENTS

NRC will comply with the Mandatory Safeguarding Requirements set out below.

- Adopt and implement Governing Body Safeguarding Children and Young People Policy by developing its own Policy and Procedures, ensuring that it is understood by all and procedures are put into practice.
- Recruit, appoint, register and arrange for the training of a Club Welfare Officer (CWO), with a clear role description, who is the designated contact for Safeguarding issues.
- Ensure that the CWO holds a current Enhanced DBS check arranged through the Governing Body.
- Display and communicate the contact details for the CWO where possible.
- Ensure that all those working or volunteering with children in Regulated Activity hold a current DBS arranged through the Governing Body.
- Display and communicate the Club's own Safeguarding Policy Statement where possible.
- Follow the Governing Body reporting procedures, referring all concerns and allegations to the Governing Body Lead Safeguarding Officer.

#### 6.5.2 RECRUITMENT AND TRAINING OF VOLUNTEERS, COACHES and OFFICIALS

##### 6.5.2.1 Recruitment

NRC understand that getting the right volunteers, coaches and officials in place is key to a well organised club providing a safe and supportive environment.



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Each role which involves an element of responsibility regarding children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form (See the Governing Body website for details of an application form or what is expected from an applicant),
- A self-disclosure form, (See the Governing Body website for details of the form). This allows the commencement of DBS checks,
- A minimum of 2 reference checks (this may be from the applicant's last employer and/or from someone able to comment on the applicant's experience in working with children or young people. A friend or neighbour would not be considered a suitable referee)
- Details of previous volunteering experiences or relevant employment working with children. This can be included on the application form.
- A DBS check (where eligible). DBS Certificates are specific to the role and are not transferable between organisations or different roles.

All volunteers recruited with responsibility for and significant contact with children must agree to inform the club if they are subsequently investigated by any agency or organisation in relation to concerns about their behaviour towards children or young people.

NRC will report this to the Governing Body Safeguarding Lead Officer who will advise on the appropriate course of action.

Where such an individual has significant contact with or responsibility for children in a specified role at an event organised or sanctioned by the Governing Body then that individual must directly inform the Governing Body Lead Safeguarding Officer.

### *6.5.2.2 Disclosure and Barring Service (DBS) Checks*

DBS checks are another tool in the recruitment process. These must be renewed every three years.

The type of DBS check required will be determined by the role someone has, the frequency of that role being carried out and whether the role is supervised.

Anyone needing a DBS check must complete an application through the Governing Body. Use of the update service and/or DBS checks through other organisations are not acceptable. DBS certificates are specific to the described role and organisation and are not transferable.

If a DBS certificate contains any information, then the Governing Body will want to see the complete copy.

A criminal record will not necessarily prevent an applicant from working or volunteering with children and young people, but a suitability assessment will be conducted, and the applicant may be asked to provide additional information and references.

The Governing Body will consider the 'Rehabilitation of Offenders Act' and only consider offences which are relevant to the care, supervision and training of children.



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If the applicant fails to engage in this process, then NRC will be informed, and the applicant will be required to cease any involvement in NRC activities.

The Governing Body will not inform NRC about the details of any offending, but we will be informed whether the applicant is considered suitable to work with children and young people.

### 6.5.2.3 Training

All volunteers, coaches and officials should be offered access to appropriate safeguarding training. NRC will follow Governing Body recommendation of attendance at a recognised safeguarding course and all volunteers, coaches and officials who have significant contact with children should attend. A refresher course should be completed every three years.

Appropriate safeguarding training should be mandatory for all individuals in 'Regulated Activity.'

Legislation sets out what 'Regulated Activity' with children is. It is determined by the role someone has, the frequency of that role being carried out and whether the role is supervised.

## 6.6 Complaints, Concerns And Allegations

If any individual has a concern about the welfare of a child, or the conduct of another person (whether they are an adult or child, parent, coach, member or otherwise), these concerns should be brought to the attention of NRC Welfare Officer without delay.

The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to share their concerns and any relevant information to the NRC Welfare Officer

Please refer to the Flowchart "Dealing with Concerns" below for further details.

You may receive information regarding the welfare of a child or young person who is involved in cycling, yet the concern itself does not relate to someone within the sport (eg the concern relates to the child's home or other social setting) In these circumstances you should still follow the same procedures.

Please refer to the Flowchart "Dealing with Concerns" below for further details.

All concerns will be treated in confidence. Details should only be shared on a 'need to know' basis with those who can help with the management of the concern.

Concerns will be recorded on an Incident Report Form and sent to the Governing Body Lead Safeguarding Officer within 24 hours. The hyperlinks to the appropriate Governing Body form can be found in a section below.

NRC will work with the Governing Body and other external agencies to take appropriate action where concerns relate to potential abuse or alleged poor practice. Disciplinary procedures will be applied and followed where appropriate.

Any information about an individual that relates to their suitability to work, volunteer with, or participate alongside children and young people will be reported to the Governing Body Lead Safeguarding Officer.

A safeguarding risk assessment will be completed by the Governing Body and disciplinary procedures will be applied and followed where appropriate.



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In the event of a child making a disclosure of any type of abuse, the following guidance is given:

- Reassure them that they have done the right thing to share the information
- Listen carefully and take what they say seriously
- Do not make promises that cannot be kept, such as promising not to tell anyone else
- Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g. can you tell me what you mean by the word xxxxx?
- Record what the child has said as soon as possible on an incident report form.

NRC will give careful consideration as to whether the parents of the child involved should be informed of the concern at that stage, if they are responsible for the abuse or are unable to respond to the situation appropriately then this could put the child at greater risk.

NRC will seek advice from the Governing Body Lead Safeguarding Officer where possible.

If the Governing Body Lead Safeguarding Officer is not available and a delay cannot be justified then NRC will seek advice from West Berkshire Children's Services department, the Police, or the NSPCC.

NRC understand that the NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. The Helpline number is 0808 800 5000.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. NRC supports an environment where volunteers, coaches, officials, parents, and the public are encouraged to raise safeguarding and child protection concerns.

Anyone who reports a legitimate concern (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

NRC may take action to restrict a member's involvement in cycling during an ongoing investigation. This is a neutral act. At a later stage, the individual may be subject to action under the appropriate disciplinary regulations.

NRC are aware that all concerns reported to the Governing Body Lead Safeguarding Officer will be referred to the Case Management Group who will advise on the appropriate course of action to take and ensure that all allegations, incidents and referrals relating to the safeguarding of children are dealt with fairly and equitably. Details relating to children and young people will be kept on file and secure.

Details of a child or young person will not be shared with a third party without parental consent unless the information is required in the interests of safeguarding and the child or young person may be at greater risk if the parents are aware.

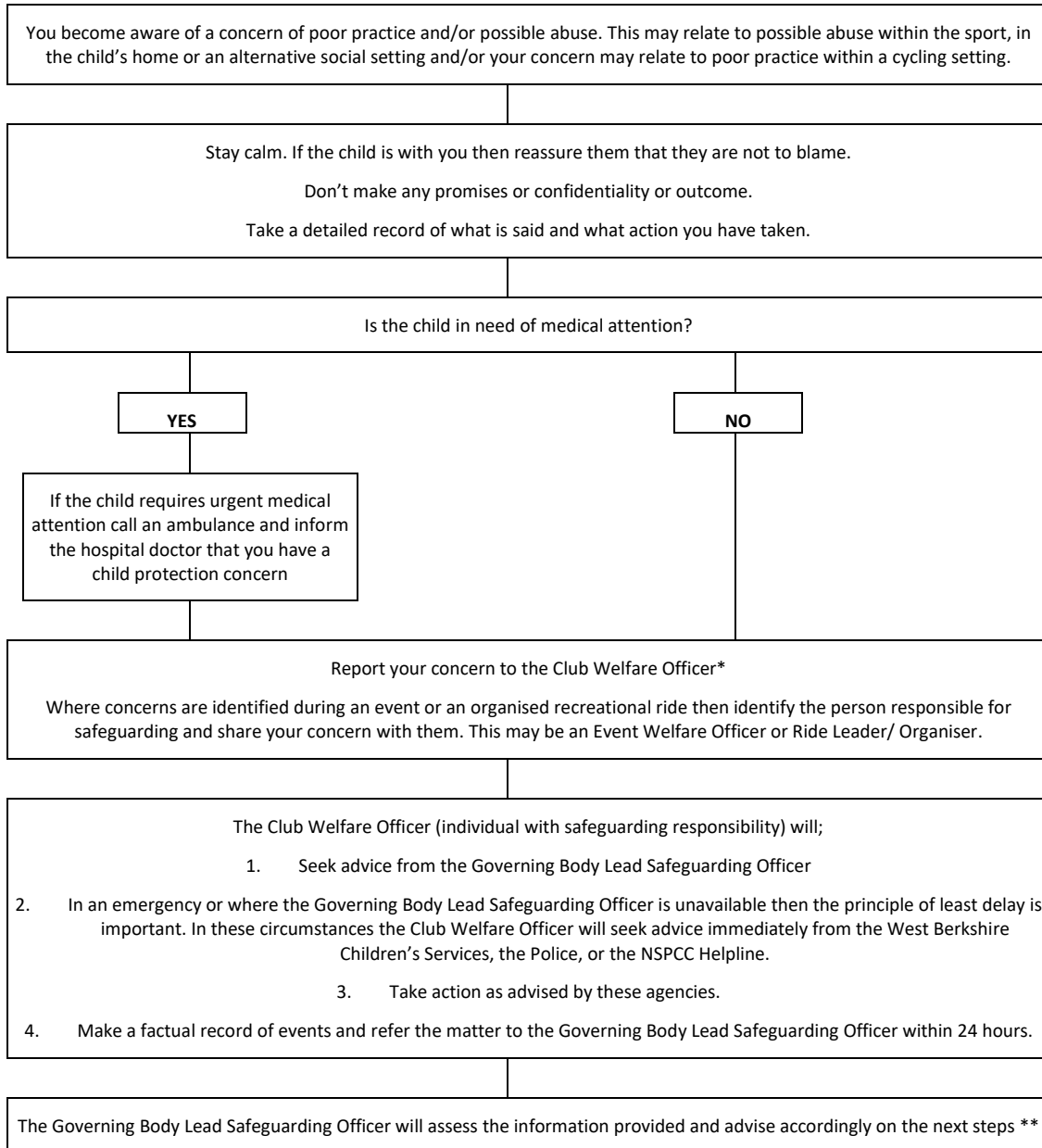
All concerns/allegations will be dealt with confidentiality, and information will only be shared on a need-to-know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.



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### 6.7 Flowchart 1 - Dealing With Concerns



\* If the Club Welfare Officer is not available, or the concerns relate to the Club Welfare Officer/ individual with safeguarding responsibility then contact the Governing Body Lead Safeguarding Officer or refer the matter directly to West Berkshire Children's Services/ Police as a delay may place the child at further Risk.

\*\* If the concern is about the Governing Body Lead Safeguarding Officer, then report your concerns directly to the West Berkshire Children's Services, the local Police or the NSPCC Helpline.



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### 6.8 Good Practice Guidelines

#### 6.8.1 Emergencies and Incidents

Where children are participating in events or activities, or attending organised coaching sessions, Parental Consent Forms will be obtained. These forms will be retained, treated in confidence and only shared with those who require the information they contain to perform their role effectively. See a below section for hyperlinks to these forms.

Newbury Road Club (NRC) use the Spond App to schedule rides and events. Booking onto these provides emergency contact information to the organisers. Where this is not the case then other arrangements will be in place.

Events run by NRC under other Governing Bodies rules, such as Cycling Time Trials, will have arrangements for consent and emergency contact details.

#### 6.8.2 Supervision

During coaching sessions, coaches will conduct a risk assessment to inform decision making about appropriate supervision levels.

Coaches should consult their Governing Body Coaching Guidelines for specific coaching ratios.

Regardless of the recommended ratio of adults to participants, it is recommended that a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

Parents may be encouraged to stay for coaching, activities & other events where their children are of an age where greater levels of parental supervision are required.

Parents should be made aware that where there is limited changing room space there may be occasions when adults and children may need to share the facilities.

Parents should be aware that supervision is only provided when their child is attending and engaged in specific coaching sessions and activities.

Special arrangements will be made for away trips. Parents will receive full information about arrangements for any such trip and will be required to provide their consent for their child's participation.

#### 6.8.3 Behaviour of Adults and Children

Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from allegations of poor practice.

NRC requires that all volunteers, coaches and officials working with children adhere to the standards set out in the Code of Conduct relevant to their role. Similarly, children, parents and all participants are expected to follow their respective Codes of Conduct to ensure the enjoyment of all participants and assist NRC in ensuring their welfare is safeguarded.





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Responsible interaction between adults and children helps bring mutual respect and understanding and should be encouraged during activities. Adults should always be aware, however, that age related differences do exist and conduct themselves in a manner that both recognises this and prioritises the welfare of any children involved.

Physical contact with children by coaches or volunteers, coaches and officials should always be intended to meet the needs of the child and the sport, not the adult. For example, to develop technique, to protect the child from injury, to provide first aid or treat an injury. It should always take place in an open environment, and should not, as a general principle, be made gratuitously or unnecessarily.

### 6.8.4 Changing Rooms

Changing rooms may be used by a number of individuals at events or activities.

When children are attending events and activities parents will be made aware that adults may use changing rooms throughout the day for changing & showering.

Where a parent/ carer does not consent to their child accessing the changing rooms, it is their responsibility to either supervise the child while in the changing rooms or ensure that they do not use them.

Volunteers, coaches and officials will not shower or change at the same time as the children and young people that they have been working with.

No photographic equipment should be used in changing rooms. This includes cameras, video camera, mobile phones and any other device capable of taking and recording images.

### 6.8.5 Transport

NRC believes it is primarily the responsibility of parents to transport their children to and from events and activities. It is not the responsibility of NRC volunteers, officials, or coaches to transport children and young people to and from events, activities, or coaching sessions. Children will not be left unattended whilst waiting for a parent/ carer to collect them.

Arrangements for transport may be made in exceptional circumstances, such as team events. Where this is the case, the written permission of the parent/ carer will be sought.

The drivers used will be checked for their suitability to transport and supervise children and their insurance arrangements verified.

Consideration will be given to accident, breakdown, and recovery cover.

### 6.8.6 Social Media

Social media provides unique opportunities to engage and develop relationships with people in a creative and dynamic forum where users are active participants.

However, the range of social networking sites also introduces a range of potential safeguarding risks to children and young people.

It is important that volunteers, coaches and officials follow best practice guidelines.



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Additional care may be needed with some children in terms of internet safety depending on their age, understanding and development. This may be something to consider with the child and their parents.

### 6.9 Anti Bullying Procedures

#### 6.9.1 What is Bullying

Newbury Road Club (NRC) believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as:

- Physical
- Verbal
- Emotional

Bullying can take place anywhere but is more likely to take place where there is inadequate supervision. Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group where the relationship involves an imbalance of power.

Bullies no longer rely on being physically near to the victim. It can happen face-to-face or online. Cyberbullying is when a person uses technology to deliberately upset someone.

A bully can be anyone involved in the sport, a parent, coach, child, volunteer or official.

NRC will not tolerate bullying in any of its forms during activities, events, competitions, coaching or at any other time.

#### 6.9.2 Take a Positive Approach

NRC will:

- Ensure that Anti-Bullying policies are promoted
- Ensure all volunteers, coaches and officials working with children adhere to the standards set out in the Code of Conduct relevant to their role.
- Ensure that all children, parents and participants follow their own Code of Conduct
- Have discussions about bullying and why it matters and how we will respond to it
- Develop an open environment that encourages children and young people to share their concerns
- Report any concern of bullying to the Governing Body Lead Safeguarding Officer
- Take the problem seriously

### 6.10 Children At Increased Risk Of Abuse

#### 6.10.1 Abuse

Any child can be abused but it is recognised that there are some factors that increase the risk to children and make them more vulnerable to abuse.



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Children with disabilities, children in care, children from black and mixed ethnic backgrounds, LGBT young people and children who have previously suffered abuse are all at increased risk of harm.

Children whose parents are suffering from mental health problems, pressure, drug or alcohol abuse or domestic violence within the family are at increased risk of harm.

However, just because a child is living in these circumstances does not mean they are suffering harm.

### 6.10.2 Children and Young People with Disabilities

A child's disability may not always be obvious or visible (for example a child with a learning disability).

When volunteers, officials, and coaches are working with children with disabilities NRC understand that extra safeguards may need to be put in place. Everyone working with the child should understand what their impairment means.

NRC will consult with the parents and the child to make sure that there is an appropriate plan in place to meet any additional needs.

### 6.10.3 Elite Athletes

Moving through the talent pathway offers fantastic experiences and rewards for athletes, however there are specific factors in elite sport that can make talented athletes more vulnerable to harmful behaviours, either from themselves, their coaches, parents, or members of their wider support team.

This may take the form of over-training or being pushed too far that the focus is on the goals to achieve success, rather than the needs of the young person. These factors include:

- a win at all costs approach
- intense coach-athlete relationships
- a self-image that is linked closely with performance excellence
- young athletes operating in an adult-focused environment
- being away from family and support networks
- fear of losing funding or a place on the programme if they speak out

NRC will ensure suitable boundaries are maintained and any concerns are challenged and reported appropriately.



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### 6.11 Useful Contacts

Cycling Contacts		
Name	Address	Number
British Cycling Lead Safeguarding Officer	National Cycling Centre Stuart Street Manchester M14 4DQ	Tel: 0161 2742000 Email: <a href="mailto:compliance@britishcycling.org.uk">compliance@britishcycling.org.uk</a> (Address your email FAO the Lead Safeguarding Officer)
Cycling UK Designated Safeguarding Lead	Parklands Railton Road Guilford Surry GU2 9JX	Tel: 01483 238338 Email: <a href="mailto:incidents@cyclinguk.org.uk">incidents@cyclinguk.org.uk</a> (Address your email FAO the Designated Safeguarding Lead)
Cycling Time Trials Safeguarding officer	David Barry 85 Waverley Road Sherbourne Gardens Coventry CV1 3PQ	Email: <a href="mailto:safeguarding@cyclingt看metrials.org.uk">safeguarding@cyclingt看metrials.org.uk</a> (Address your email FAO Safeguarding Officer)

National Contacts		
The NSPCC	National Centre 42 Curtain Road London, EC2A 3NH	Tel: 0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Childline UK	Freepost 1111 London N1 0BR	Tel: 0800 1111
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel: 0116 234 7278 <a href="mailto:cpsu@nspcc.org.uk">cpsu@nspcc.org.uk</a>
NSPCC Whistleblowing Helpline for Professionals		0808 028 0285
NSPCC Freephone 24-hour Helpline		0808 800 5000
Local Police child protection teams		101 In an emergency 999
West Berkshire Children's Services		Phone: 01635 503090 (office hours) Email <a href="mailto:child@westberks.gov.uk">child@westberks.gov.uk</a> Phone: 01344 786512 (out of hours) Emergency Duty Team Email: <a href="mailto:edt@bracknell-forest.gov.uk">edt@bracknell-forest.gov.uk</a>
Samaritans		116 123

### 6.12 Categories Of Child Abuse

Abuse can happen on any occasion or in any place where children and young people are present.

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults, either male or female, or by other children.



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Safeguarding is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

Child Protection is the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

There are 4 main types of abuse: neglect, physical abuse, sexual abuse and emotional abuse. Children and young people can also be harmed through poor practice and bullying within a sport setting.

**Neglect** is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

*Examples in sport* could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

**Physical abuse** is when someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

*Examples in sport* may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.

**Sexual abuse** is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

*Examples in sport* may include coaching techniques involving physical contact with children creating situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing.



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Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

**Child Sexual Exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants, and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Emotional abuse** is the persistent emotional ill-treatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

*Examples in sport* may include children who are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

**Bullying** is behaviour that hurts someone else. It can happen anywhere – in a club, at school, at home or online (cyberbullying). It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying behaviour can often stay confined to 'bullying hotspots', which are locations in a club or venue that might be more secluded or have fewer witnesses, such as changing rooms.

Bullying can take many forms, examples in sport may include:

- Physical – hitting, pushing, kicking or other physical assault
- Verbal abuse – offensive name-calling, insults or gossiping
- Non-verbal abuse – offensive hand signs or text messages
- Racial, sexist or homophobic – racist remarks, sexist jokes or comments, or homophobic, transphobic or gender-related jokes or comments
- Sexual – abusive sexualised name-calling, inappropriate and uninvited touching, or an inappropriate sexual proposition
- Indirect – spreading nasty stories or rumours about someone, intimidation, exclusion from social groups, manipulating or constantly undermining someone



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### 6.13 Poor Practice in Sport

There is a requirement for all clubs/ teams to report any safeguarding concerns, including concerns relating to poor practice.

Understanding what kind of behaviour constitutes poor practice and abuse will help you respond appropriately when concerns are raised.

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (typically as described in the Code of Conduct relevant to their role).

Anyone working or volunteering with children should avoid putting themselves in situations where their conduct is questionable.

Poor practice may not be immediately dangerous or intentionally harmful to a child but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to, or create an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.



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### 7 SAFEGUARDING, INCIDENT AND PARENTAL CONSENT FORMS

Created / Last Updated	July 2023
Owner / Author	Peter Booroff

Depending on the event and the regulations under which it is run will determine the report form used.

#### Safeguarding Report Forms

- Cycling UK – For Not Competitive Cycling such as Club Runs and Midweek Rides  
[https://www.cyclinguk.org/sites/default/files/document/2022/05/safeguarding\\_policy\\_report\\_form\\_v3.pdf](https://www.cyclinguk.org/sites/default/files/document/2022/05/safeguarding_policy_report_form_v3.pdf)
- British Cycling – For all competitive cycling except Time Trials. There is no link on the BC website for this form. The Club Welfare Officer is responsible for making a report to British Cycling via the email address - [www.compliance@britishcycling.org.uk](mailto:www.compliance@britishcycling.org.uk)
- Cycling Time Trials – Only to be used for Time Trial events. Appendix 1 of Guidance Note 20 -  
<https://www.cyclingtimetrials.org.uk/documents/download/7547>

#### Incident Report Form (Accidents and Incidents)

- Cycling UK - For Not Competitive Cycling such as Club Runs and Midweek Rides  
[https://www.cyclinguk.org/sites/default/files/document/2018/06/a4\\_portrait\\_cycling\\_uk\\_incident\\_report\\_form\\_2022\\_v1.pdf](https://www.cyclinguk.org/sites/default/files/document/2018/06/a4_portrait_cycling_uk_incident_report_form_2022_v1.pdf)
- British Cycling - For all competitive cycling except Time Trials.  
[https://www.britishcycling.org.uk/zuvvi/media/bc\\_files/officials/Incident\\_Report\\_Form\\_.doc](https://www.britishcycling.org.uk/zuvvi/media/bc_files/officials/Incident_Report_Form_.doc)
- Cycling Time Trials – Only to be used for Time Trial events. The Event Secretary is responsible for submitting this form in accordance with CTT Guidance Note 18 -  
<https://www.cyclingtimetrials.org.uk/documents/download/9915>

#### Parental Consent Forms

- Cycling UK - For Not Competitive Cycling such as Club Runs and Midweek Rides  
[https://www.cyclinguk.org/sites/default/files/document/2019/09/parental\\_and\\_photo\\_consent\\_v1\\_editable.pdf](https://www.cyclinguk.org/sites/default/files/document/2019/09/parental_and_photo_consent_v1_editable.pdf)
- British Cycling - For all competitive cycling except Time Trials.  
[https://www.britishcycling.org.uk/zuvvi/media/bc\\_files/go\\_ride\\_racing\\_docs/2018/Go\\_Ride\\_PARENTAL\\_CONSENT\\_NOTICE\\_2018\\_V3.pdf](https://www.britishcycling.org.uk/zuvvi/media/bc_files/go_ride_racing_docs/2018/Go_Ride_PARENTAL_CONSENT_NOTICE_2018_V3.pdf)
- Cycling Time Trials – Only to be used for Time Trial events. (Type A Open Events and Type B Club Events) <https://www.cyclingtimetrials.org.uk/documents/download/3743>





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### 8 SOCIAL MEDIA GUIDANCE

Club policy is not to enable messaging for any under 18 year olds on the platforms managed by the Club (i.e. Spond, WhatsApp and WIX website).

This following guidance is to support and underpin the use of social networking and other online services within Newbury Road Club (NRC). It is important that all members, staff, volunteers, coaches, officials, committee members, or anyone working on behalf of NRC are aware of this guidance and agree to the following terms.

#### 8.1 Advice for Individuals

- Do not accept children as contacts on social networking sites if you hold a position of trust with children/young people.
- Where contact through social networking sites is used for professional reasons, restrict the communication to professional content and obtain written consent from parents prior to establishing contact.
- Include a third party in any communications to children, e.g. copy parents into communications.
- Use the privacy settings on the various sites to ensure that your content will only be viewed by appropriate people.
- Ensure that any content you place on a social networking site is age appropriate. Do not use the site to criticise or abuse others.
- Know where to direct junior members and their parents for information.
- Know how to report concerns.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

#### 8.2 Advice for Children

- Consider carefully who you invite to be your friend online and make sure they are who you actually think they are.
- There are websites that offer advice about protecting yourself online, such as [www.ceop.gov.uk](http://www.ceop.gov.uk) and [www.childnet.com](http://www.childnet.com)
- Make sure you use privacy settings so that only friends can view your profile.
- Remember that anything you post on websites may be shared with people you don't know.
- Never post comments, photos, videos, etc., that may upset someone, that are untrue or that are hurtful. Think about whether you may regret posting the content at a later date.
- If you are worried or upset about something that's been posted about you, or by texts you receive from other juniors or adults involved with the club, raise this with your Club Welfare



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Officer. Details can be found on the Club Website and in the Policy Document under 'Contacts' and the Club Welfare Poster. Do not suffer alone. You will be listened to and your concerns will be taken seriously.

- If you want to talk to someone anonymously, call Childline on 0800 1111, or contact them on the web at [www.childline.org.uk](http://www.childline.org.uk).
- You can also call the NSPCC on 0808 800 5000.

### 8.3 Advice for Parents

- Make yourself knowledgeable about social networking platforms and how they work.
- Go on the internet with your child and agree what sites are acceptable to visit. Regularly check that they are staying within the agreed limits.
- Encourage your child to talk to you about what they have been doing on the internet.
- Make sure they feel able to speak to you if they ever feel uncomfortable, upset or threatened by anything they see online.
- Encourage children to look out for each other when they're online. Explain that it's all part of staying safe and having fun together.
- Explain to children that it's not safe to reveal personal information, such as their name, address or phone number on the internet. Encourage them to use a cool nickname rather than their own name.
- Attachments and links in emails can contain viruses and may expose children and young people to inappropriate material. Teach children to only open attachments or click on links from people they know.

### 8.4 Further Advice for Parents

- If you are concerned about any texts, social networking posts or any other use of communication technology by members of the club, volunteers or members of staff, raise this with the Club Welfare Officer. They will look into the matter and take appropriate action.
- You may choose to immediately report possible online abuse to the Child Exploitation and Online Protection Centre (CEOP) or the police. Law enforcement agencies and the internet service provider may need to take urgent steps to locate a child and/or remove the content from the internet. Where a young person may be in immediate danger, dial 999.
- Do not post/send negative or critical comments or messages about other children in the club, staff or volunteers. If you have concerns about a person, these should be raised using appropriate channels within the club and not using social media.
- If you wish to speak to an external organisation for advice, you can contact the NSPCC helpline on 0808 800 5000.



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### 9 INSURANCE

Created / Last Updated	July 2023
Owner / Author	Peter Booroff

#### 9.1 Introduction

It is important to note that the Club Insurance policies cover club officials, ride leaders and event organisers against any claims made against them as a result of their negligence. There is no third party or personal accident insurance cover for Club Members. The Club recommends that club members take out their own third party cycling insurance with either BC or CUK or other reputable insurance provider.

This section provides a summary of the Insurance Policies of CUK, BC and CTT. However, at the time of publishing this Policies and Rules Book, this section is not intended to be a substitute for reading the Insurance policies themselves. Insurance details and cover changes over time. It is therefore important that individuals check the Insurance Policies of the respective organisation so that they may be kept informed. The Club will aim to update this section, but this will undoubtedly lag behind any updates provided by the Affiliated Bodies Insurance Underwriters.

Since joining Cycling UK (CUK) in 2022 there has been a fundamental change that has affected how the Club operates. Firstly, all ride leaders (and officials) are covered by the Club's affiliate insurance provided they are named with CUK. That is why all our non-competitive rides (Weekend and Midweek Rides) are run in accordance with any guidance issued by CUK.

Ride leaders **are not** covered by the BC Insurance under the Club's British Cycling (BC) membership regardless of who is present. Ride Leaders have to undergo separate BC training and purchase separate insurance. This is the fundamental reason that our non-competitive events follow CUK guidelines.

Cycling Time Trials (CTT) has insurance that covers the Event Organiser. The basic details of which can be found below and on the CTT website.

Individual members are advised to take out their own insurance as they **are not** covered by the Club's insurance. Both BC and CUK have insurance products that are suitable for riding with the Club. Other insurance companies will also have suitable policies that cover cycling. The Club does not make recommendations for the use of a particular insurance provider and is a matter of individual choice.

Members are advised to have a minimum third party insurance which covers legal expenses if they are subject to legal proceedings whilst out on a bike ride, whether a club ride or not. The Club does not mandate individual insurance, in joining the Club members acknowledge that the Club's advice has been understood.

Come And Try It (CATI) riders are included in the Club's third party insurance through CUK and BC insurance for two rides at the invitation of the club. The Club can only accommodate a maximum of 10 guests at any one event, however this limit may be exceeded if the event is pre-registered with CUK.



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### 9.2 Insurance Details

Below are the highlights of the insurance provided by our membership/ affiliation to CUK, BC and CTT. The full details can be found on the websites of the respective Governing Bodies.

#### 9.2.1 Cycling UK

Organisers liability insurance for affiliated clubs has a maximum liability of £10m in respect of each incident.

##### What is Covered

1. You are covered for rides and events providing the ride or event involves fewer than 200 riders. For events with greater than 200 riders, the event has to be registered with CUK.
2. The cover also includes social events run as part of a ride, for example, tea stops or a barbecue for ride participants at the end of a ride and for meetings of your organisation. Cover also extends to cover cycle related promotional activities not tied to a ride.
3. If your officers are involved in the running of a ride or event (as a ride leader, marshal, or in a similar capacity), you are covered against claims made against you or your officers for injury or damage caused to a third party.
4. Your officers are covered while they are a fully paid-up individual member of your organisation. It is recommended that you register your officials with Cycling UK to ensure that they are covered.
5. You are covered if a non-member on your ride or event causes injury or damage leading to a claim against you.

##### What is Not Covered

1. You are not covered for any form of competitive cycling including time trials or mass start races.
2. 'Tours' lasting more than one day and including transport and/or accommodation may constitute a 'package'. Unless organised via a bonded travel operator such as Cycling UK Cycling Holidays and Tours, such a 'tour' may be illegal and will not be covered. *Note: CUK has confirmed that NRC has liability insurance cover for events organised/lead on drive & ride weekends or trips abroad. The key point is that any trip must not be considered a tour package organised by the club i.e. we **MUST NOT** be organising/ booking travel or accommodation on behalf of our members.*

#### 9.2.2 British Cycling

##### What is Covered

All Clubs, Teams and Associations in England other than school clubs are automatically covered for Public Liability Insurance, with an indemnity limit of £20m.



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The policy indemnifies the club/team in respect of its legal liability for accidental loss or damage to third party property or accidental bodily injury or death to third party persons. Subject to the normal terms and conditions of the Insurer's Public Liability Insurance Policy (a copy of which can be accessed on the website), it indemnifies:

- 1 The club against claims brought by non-members and invitees.
- 2 Officials of the club who act on the club's specific instructions during their term of office, against claims, as follows:
  - a) Actions brought by non-members who have been invited (prior to possible membership) to take part in the Club's activities, for example, club runs, social activities etc., for injuries sustained and damage to third party property, sustained during participation.
  - b) Actions brought against the club or its elected officials who have carried out the club's instructions, including the hire, rent or loan of premises, at the instructions of the club committee. Such instructions should in all cases comply with the decision given by the club committee.
  - c) Individuals who have been invited to participate in club activities as invitees with a view to joining the club and are not already covered by any other Insurance.

### **What is not covered?**

The following activities and persons are excluded from the club/team insurance cover:

- a) Competitive Events: i.e. formally organised Road Races, Circuit Races, Time Trials, Track Meetings, Mountain Bike Downhill, Mountain Bike Cross Country, Mountain Bike Four Cross, Bike Trials, BMX, Cycle Speedway and Cyclo-Cross events and timed personal and team challenge events in any of the above disciplines. Insurance cover for the organisers of Time Trials held under the auspices of Cycling Time Trials is provided by the Road Time Trials Council.
- b) ii) Non-Competitive Events: i.e. formally organised social, charity & fundraising type events, reliability rides, personal challenge endurance type events, Mountain Bike Downhill practice events with 'uplift' transportation.
- c) Individual Club Members: (as opposed to club officials) are not covered unless they themselves are Ride, Race Silver or Race Gold members of British Cycling with personal liability insurance cover.
- d) Activities not regulated by British Cycling: A club and its officials and event promoters are not covered for cycling activities that involve any variant or discipline of cycling that is not formally endorsed and regulated by the British Cycling Federation.
- e) Activities utilising facilities where an appropriate risk assessment has not been carried out and/or the findings and recommendations have not been implemented by the appropriate people.
- f) Activities on Artificial Structures: Any off-road activity that takes place on or around artificially constructed timber structures, with the exception of bridges/causeways/ramps and the like



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which exist to span natural features or obstructions, and which exist as part of trails, paths or roadways.

### 9.2.3 Cycling Time Trials

The limit of the Public and Products Liability is £10m. This cover includes any claims received associated with the use of buildings hired as headquarters for an approved event.

#### What is Covered

- a) The current third party liability policy provides indemnity in the event of a claim against the event officials involved in an approved event (event secretaries, timekeepers, pusher off, marshals, sign erectors, observers and all volunteer helpers, including catering provided by the event). (NB: Should a commercial organisation provide the catering, they must hold and provide evidence of appropriate insurance).
- b) Cycling Time Trials' third party insurance covers accidents during approved events where a competitor-to-competitor claim is received.
- c) The insurance cover we have arranged is aimed primarily to protect race organisers and committees, including cover for claims arising from incidents involving competitors injuring other competitors or officials during an event.
- d) The following is CTT clarification from questions raised;
  - i. Regarding riders, CTT have cover but it is noted as contingent, so if they carry their own insurance that doesn't exclude riding TT's (so certain British Cycling membership) then that insurance needs to be recorded and will be the policy that responds in the event of an incident - as such, it is important to know if riders have their own insurance in place.
  - ii. Rider to rider cover is in place, again, subject to no other insurance policy.
  - iii. The main thing to remember is that first party risks aren't covered. So while we currently have rider to rider cover and rider third party (so if you do something that damages third party property we don't cover first party), so the cost of damage to yourself.