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# HOW TO JOIN RIPON CYCLING CLUB

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It's easy – we promise

- 1 Complete and sign the Application form
- 2 Take a photo or scan the completed application form. That's just the **first page** with your signature
- 3 Email the scan or photo to [join@riponcyclingclub.co.uk](mailto:join@riponcyclingclub.co.uk)
- 4 Pay £6 by bank transfer by BACS payment to Ripon Cycling club, Barclays Bank, **Sort Code: 20-37-13, Account Number: 30006637**. The reference should be your full name
- 5 Old school, fill in the application form and send the signed first page to Sue Heyworth, 5 Wellington Gardens, Ripon, HG4 1DL with a cheque for £6.
- 6 A scanned copy and a bank transfer is easier for us – but we accept either 😊



## Membership Application Form – Sign and Scan this

First Name		Last Name	
Address			Post Code
Home Phone		Mobile Phone	
Email Address			
Date of Birth			
Emergency Contact Name		Emergency Phone Number	

I accept my personal data will be held only for the purpose of running the club and keeping members informed. This information will not be passed onto a third party.

Ripon Cycling Club recommends that ALL MEMBERS carry emergency contact details (ICE) with them at all times when involved in any club activity/ride, including any medical information/medication required.

**Declaration:** *I confirm that the above details are correct. By applying for membership I am aware that I am agreeing to comply with the Ripon Cycling club rules, risk assessments and recommendations. I understand that the information about me will be held on a computerised system and do not object to this.*

<b>Signed</b>	<b>Date</b>
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Scan this page and email to [join@riponcyclingclub.co.uk](mailto:join@riponcyclingclub.co.uk)

Transfer £6 to Sort Code: 20-37-13, Account Number: 30006637



## Ripon Cycling Club – Members Rules and Recommendations

*(Members are advised to keep these rules and regulation and risk assessments and **only return the membership application form**)*

I accept that by joining Ripon Cycling club I agree to the following:

- The club advises the wearing of a helmet, but it remains the right of the individual to cycle without.
- As a Ripon Cycling Club member I will comply with the Highway Code at all times.
- Ripon Cycling Club recommends that all members carry emergency details at all times when on a club ride.
- All riders should be responsible of their own well being during a club ride and should be prepared for situations such are adverse weather condition, poor light and mechanical problems.
- All members should ensure that their bike is mechanical sound and safe for use.
- Any behaviour or conduct that jeopardises the reputation of the club may result in membership being withdrawn.
- The committee has the right to refuse membership.
- I acknowledge, agree and represent that I understand the nature of Cycling Activities and that I am suitably experienced, in sufficiently good health and in proper physical condition to participate in such activity. I further acknowledge that the activity will be conducted over public rights of way and facilities open to the public and upon which the hazards of travelling are to be expected.
- I fully understand that cycling activities involve risks and dangers of serious bodily injury. I fully accept and assume all such risks and responsibility for losses, costs and damages that I may incur as a result of my participation in club run activities. I therefore agree that under no circumstances shall the Ripon Cycling Club, its Administrators and Organizers be liable for any such losses, costs or damages.
- I agree to follow the club risk assessments
- By applying for membership, I am agreeing to comply with the rules of the club as stated above.

Ripon Cycling Club is a member of British Cycling

# Risk Assessment for Club Activities (UK)

This template is provided as a sample document to assist clubs in creating their own, detailed risk assessment documents.

1a Club Official and Riders					
<b>Name of group/ activity:</b>	Ripon Cycling Club (RCC) UK Rides				
	Social Group Cycle Rides starting from Ripon Leisure centre or other locations announced in advance				
<b>Date/time of activity:</b>	Saturdays / Sundays / Bank Holidays/Occasional week days				
	<b>Estimated Riders no:</b>	2- 15	<b>Ability:</b>	Confident road cyclists only	<b>Age:</b>
<b>Club Official Managing activity:</b>	Any club member, usually specified on website in advance as the run leader		<b>Telephone:</b>	N/A	
1b Route					
Only complete this section if you are risk assessing the general environment or any other route or circuit that is not based at a venue. For all other venues/environments, complete section 1c. Strike through these boxes if you are not completing this section.					
<b>Description/location:</b> (Use place names where possible, and include any technical sections such as junctions or roundabouts)	Runs on public roads or Rights of Way starting at Ripon Leisure Centre and typically varying in length between 10 and 100 miles, with most runs around 40 – 60 miles in length.				
	Occasional touring rides extending over several days, for example Coast to Coast or Way of the Rides.  Routes planned to avoid busy main roads. However, some main road usage is inevitable, but usage is minimised.				
<b>Approximate route/circuit length:</b>	Most runs typically 40 – 60 miles				
<b>Approximate height gained:</b> (Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable):	Between a few hundred and a few thousand feet, runs may go over Yorkshire Moors or Yorkshire Dales (hilly) or stay in the Vale of York				
<b>Other potential users of circuit/route:</b> (such as horses, tractors, pedestrians, cars, etc)	Normal traffic that can be expected on quiet UK country roads				

Consideration of previous risk assessments:	Previous risk assessment completed January 2017	
How will you communicate with appropriate people/organisations in an Emergency?	Mobile phone	
If using a mobile telephone, can you get adequate signal on the route?	Generally, all members carry a phone which allows a variety of networks to be tried, so good mobile phone coverage. If no coverage would ask house holder to use land line.	

<b>1c Venue</b>		
Complete this section only if you are risk assessing an activity occurring at a venue. Strike through these boxes if you are not completing this section.		
Venue name:	N/A	
Address/location:	N/A	
	Postcode:	
Venue Contact Name:		Telephone:
Obtained and reviewed the venue's:	Health and Safety policy:	Yes No
	Normal operating procedures:	Yes No
	Emergency operating procedures:	Yes No
Consideration of previous risk assessments:	N/A	
Location of toilets:	N/A	
Location of changing rooms:	N/A	

Location of nearest telephone and how to dial out:	N/A
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### 1d First Aid

Name of first aider:	N/A	Telephone:	N/A
Location of first-aid:	<p>This is a small club and it is not possible to have a nominated first aider one each run.</p> <p>Several members have attended first aid courses and may be available. Cycling is in the UK and emergency services are available</p>		
First-aid kit available*	No		

**\* It is the first aider's responsibility to ensure the first aid kit is adequately stocked and maintained at all times.**

### 1e Person Conducting the Risk Assessment

Date of risk assessment:	07 March 2019		
Name:	Mark Sinton, Susan Heyworth, David White (RCC Committee)	Telephone:	01 845 526 816
Signature:	<i>Mark Sinton, Susan Heyworth, David White</i>	Date:	07 March 2019

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/implemented
1	UK Road	Fall from cycle	Riders, Leader	Medium	No	Riders advised to wear suitable and properly adjusted helmets. Route chosen carefully with regard to the group, skill level, gradients and terrain. Group trained to cope with identified hazards.	All riders	
2	UK Road	Collision between two or more riders	Riders, Leader	Low	No	Clear instructions on spacing, particularly when going downhill or on narrow or busy roads; communication with others in group, verbally and with hand signals. Clear navigational directions communicated to all riders. Endeavour to ride smoothly and not to brake without warning unless necessary – one rider's actions impact those behind.	All riders	
3	UK Road	Traffic accident	Riders, Leader, members of the public	Very low	No	Understand and be familiar with the Highway Code. Ride no more than two abreast unless overtaking. Where appropriate ride in single file on busy roads and where it would otherwise be dangerous or difficult for drivers to pass. Communication with others in group, verbally and with hand signals.  Remember that the club promotes safe cycling.	All riders	
4	UK Road	Mechanical breakdown	Riders, Leader	Medium	No	Bikes maintained adequately for intended ride. Riders to carry out checks prior to the ride. Riders to carry spares and tools to fix common roadside issues e.g. punctures	All riders	
5	UK Road	Medical Emergency	Riders, Leader	Low		Each rider is responsible for ensuring they	All riders	

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/implemented
					No	are medical fit for the ride. It is the rider's responsibility to declare any relevant medical conditions to the leaders before the ride.		
6	UK Road	Adverse weather conditions	Riders, Leader	Medium	No	Current forecast checked, advice given on appropriate gear and clothing. Have alternative routes in mind, modify/shorten routes if necessary.	Run leader	
7	UK Road	Group separation/ missing group member(s)	Riders, Leader	High	No	Clear instructions to all riders to ride as a single group. All missing riders to be reported to ride leaders. Supervision of both head and tail of group. Leaders to remain in contact regularly. Missing riders to be located by retracing the route if possible.	All riders	
8	UK Road	Collision due to stopping on the Road	Riders, Leader	Low	No	Always choose a safe place to stop as a group and in particular avoid road junctions, bends and other physical road hazards. Warn riders before stopping and choose a position that where possible keeps the carriageway clear. In event of punctures, breakdowns move off the carriageway if possible and decide whether to instruct the group to continue to a safer waiting place.	All riders	

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/ implemented
9	UK Road	Hazards arising from the road surface (loose surface, gravel, potholes, leaves and diesel spills)	Riders, Leader	Medium	No	When safe, the front rider is to shout / signal as appropriate with the left or right hand. Warning to be repeated (if safe) by those following. Pot hole – pointed signal Gravel/loose material – downward arm with a hand making a movement as if dusting fast. Stationary vehicle – use appropriate arm behind the back to point away from the obstruction to guide the rider behind	All riders	
10	UK Road	Collision due to due to motor vehicles approaching the group on narrow roads, from the front or rear.	Riders, Leader	Low	No	Warn of approaching / overtaking vehicle by rear marker shouting “car back” and warn of an oncoming vehicle the lead rider should shout “car front “.  There may be situations where the group will be required to proceed in single file.	All riders	

# Risk Assessment for Club Activities (EU)

This template is provided as a sample document to assist clubs in creating their own, detailed risk assessment documents.

1a Club Official and Riders				
<b>Name of group/ activity:</b>	Ripon Cycling Club (RCC) Rides			
	Social Group Cycle Rides starting from any location in the EU announced in advance as a club activity. The trip aboard would normally be announced on the club website site some months in advance.			
<b>Date/time of activity:</b>	Date of activity: Anytime throughout the year – but generally April to October			
<b>Estimated Riders no:</b>	2- 20	<b>Ability:</b>	Confident road cyclists only	<b>Age:</b> 18+ adult participants
	<b>Club Official Managing activity:</b>		<b>Telephone:</b>	N/A
Any club member				

  

1b Route	
Only complete this section if you are risk assessing the general environment or any other route or circuit that is not based at a venue. For all other venues/environments, complete section 1c. Strike through these boxes if you are not completing this section.	
<b>Description/location:</b> (Use place names where possible, and include any technical sections such as junctions or roundabouts)	Run on public roads or rights of way anywhere inside the EU, normally tarmac surface but short stretches of unmade road may occur.
	Occasional touring rides extending over several days, for example Zeebrugge to Waterloo. Routes planned to avoid busy main roads. However, some main road usage is inevitable, but usage is minimised.
<b>Approximate route/circuit length:</b>	Most runs typically 40 – 60 miles but may occasionally be 100 miles or more.
<b>Approximate height gained:</b> (Identify the approximate total height gained, as well as the approximate height and percentage incline for key hills if applicable):	Between a few hundred and several thousand feet,
<b>Other potential users of circuit/route:</b> (such as horses, tractors, pedestrians, cars, etc)	Normal traffic that can be expected on quiet country roads inside the EU

Consideration of previous risk assessments:	Previous risk assessment completed January 2018	
How will you communicate with appropriate people/organisations in an Emergency?	Mobile phone	
If using a mobile telephone, can you get adequate signal on the route?	Generally, all members carry a phone which allows a variety of networks to be tried, so good mobile phone coverage. If no coverage would ask house holder to use land line.	

<b>1c Venue</b>		
Complete this section only if you are risk assessing an activity occurring at a venue. Strike through these boxes if you are not completing this section.		
Venue name:	N/A	
Address/location:	N/A	
		Postcode:
Venue Contact Name:		Telephone:
Obtained and reviewed the venue's:	Health and Safety policy:	Yes No
	Normal operating procedures:	Yes No
	Emergency operating procedures:	Yes No
Consideration of previous risk assessments:	N/A	
Location of toilets:	N/A	
Location of changing rooms:	N/A	

Location of nearest telephone and how to dial out:	N/A
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### 1d First Aid

Name of first aider:	N/A	Telephone:	N/A
Location of first-aid:	<p>This is a small club and it is not possible to have a nominated first aider one each run.</p> <p>Several members have attended first aid courses and may be available. Cycling is in the EU and not in remote areas and emergency services are available</p>		
First-aid kit available*	No		

**\* It is the first aider's responsibility to ensure the first aid kit is adequately stocked and maintained at all times.**

### 1e Person Conducting the Risk Assessment

Date of risk assessment:	07 March 2019		
Name:	Mark Sinton, Susan Heyworth, David White (RCC Committee)	Telephone:	01 845 526 816
	Signature:	<i>Mark Sinton, Susan Heyworth, David White</i>	Date: 07 March 2019

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk ( <i>coaches, officials, cyclists, spectators and others</i> )	Level of risk ( <i>high, medium or low</i> )	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/implemented
1	EU Road	Riding on right hand side ("wrong") of the road resulting in a traffic accident or fall from cycle or collision	Riders, Leader, members of the public	Low	Yes	As per traffic accident measures listed below but in addition; Allow riders time to adjust to riding on the right and generally adopt a slower pace until riders have become familiar with the change. Anticipate that some riders will prefer to stop rather than move to the middle of the road before doing a left-hand turn.	All riders	
2	EU Road	Riding through unlit road tunnels, risk of fall or collision between riders	Riders, Leader, members of the public such as other cyclists	Low	Yes	Advise riders that the ride will involve unlit road tunnels and that they should be prepared for this type of riding. Advise riders to take lights. Advise riders on need for spacing when in tunnels. Endeavour to ride smoothly and not to brake without warning unless necessary – one rider's actions impact those behind.	All riders	
4	EU Road	Fall from cycle	Riders, Leader	Medium	No	Riders advised to wear suitable and properly adjusted helmets. Route chosen carefully with regard to the group, skill level, gradients and terrain. Group trained to cope with identified hazards.	All riders	
5	EU Road	Collision between two or more riders	Riders, Leader	Low	No	Clear instructions on spacing, particularly when going downhill or on narrow or busy roads; communication with others in group, verbally and with hand signals. Clear navigational directions communicated to all riders. Endeavour to ride smoothly and not to brake without warning unless necessary – one rider's actions impact those behind	All riders	

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/ implemented
6	EU Road	Traffic accident	Riders, Leader, members of the public	Very low	No	Understand and be familiar with the Highway Code. Ride no more than two abreast unless overtaking. Where appropriate ride in single file on busy roads and where it would otherwise be dangerous or difficult for drivers to pass. Communication with others in group, verbally and with hand signals.  Remember that the club promotes safe cycling.	All riders	
7	EU Road	Mechanical breakdown	Riders, Leader	Medium	No	Bikes maintained adequately for intended ride. Riders to carry out checks prior to the ride. Riders to carry spares and tools to fix common roadside issues e.g. punctures	All riders	
8	EU Road	Medical Emergency	Riders, Leader	Very Low	No	Each rider is responsible for ensuring they are medical fit for the ride. It is the riders responsibility to declare any relevant medical conditions to the leaders before the ride.	All riders	

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/ implemented
9	EU Road	Adverse weather conditions	Riders, Leader	Medium	No	Current forecast checked, advice given on appropriate gear and clothing. Have alternative routes in mind, modify/shorten routes if necessary.	Run leader	
10	EU Road	Group separation/ missing group member(s)	Riders, Leader	High	No	Clear instructions to all riders to ride as a single group. All missing riders to be reported to ride leaders. Supervision of both head and tail of group. Leaders to remain in contact regularly. Missing riders to be located by retracing the route if possible.	All riders	
11	EU Road	Collision due to stopping on the Road	Riders, Leader	Low	No	Always choose a safe place to stop as a group and in particular avoid road junctions, bends and other physical road hazards. Warn riders before stopping and choose a position that where possible keeps the carriageway clear. In event of punctures, breakdowns move off the carriageway if possible and decide whether to instruct the group to continue to a safer waiting place.	All riders	
12	EU Road	Hazards arising from the road surface (loose surface, gravel, potholes, leaves and diesel spills)	Riders, Leader	Medium	No	When safe, the front rider is to shout / signal as appropriate with the left or right hand. Warning to be repeated (if safe) by those following. Pot hole – pointed signal Gravel/loose material – downward arm with a hand making a movement as if dusting fast. Stationary vehicle – use appropriate arm behind the back to point away from the obstruction to guide the rider behind	All riders	

2a Risk Assessment								2b Review and Implement
ID	Location of hazard	Description of hazard	People at risk (coaches, officials, cyclists, spectators and others)	Level of risk (high, medium or low)	Advice on hazard required?	Resolution/action	Resolution implemented by	Dated reviewed/ implemented
13	EU Road	Collision due to due to motor vehicles approaching the group on narrow roads, from the front or rear.	Riders, Leader	Low	No	Warn of approaching / overtaking vehicle by rear marker shouting "car back" and warn of an oncoming vehicle the lead rider should shout "car front".  There may be situations where the group will be required to proceed in single file.	All riders	