

ESSENTIAL INFORMATION DOCUMENT – CYCLING

Updates: 11/9/2023; 06/05/2020

1. Risk Management

- All participants must register for an Event on Member Jungle and, in so doing, formally acknowledge the club's procedures and conditions of participation, as set out in this document. Children under 18 years of age must be accompanied by an authorised responsible adult who must sign the relevant attendance form for the child;
- All participants must bring an Emergency Medical Information Slip with their details completed. This document is available from the following page on the club website: <https://www.nroac.org.au/resources/forms-and-documents>
- Each participant must comply with the club's procedures and requirements, and follow instructions from the activity leader;
- Each participant must determine and accept the level of risk for each activity from a personal perspective, or if necessary, by consensus within the party. Each participant must realistically assess their fitness and experience. Upon request, the leader and/or experienced club members will assist participants with a risk assessment, but participants must take sole responsibility for their decisions, irrespective of the influence of others, including the leader.
- Participants must advise the leader, before the ride, of any limitation or medical condition that may impair their walking ability and/or requires special treatment and/or medication in the event of incapacitation;
- Leaders are volunteers and are only responsible for the organisational aspects of that activity and are not necessarily expert in all aspects of cycling, and may rely upon the expertise of others within the party;
- Each participant acknowledges that participation in cycling may involve a real risk of serious injury or death from various causes, as well as damage to personal property. Northern Rivers Bushwalkers Club Inc, its office bearers and leaders do not accept any liability in respect of such risk. The club is covered by Personal Accident, Public and Association Liability insurance through 'Bushwalking Australia' <http://www.bushwalkingaustralia.org/>. If anyone is injured during a club activity, please advise the leader;
- The 'NROAC Cycling Risk Management Plan' is available from the following page on the club website: <https://www.nroac.org.au/resources/forms-and-documents>

How To Participate

- Intending participants must register on Member Jungle prior to the ride;
- Leaders may cancel a cycle if there are insufficient participants or if unforeseen circumstances arise. Participants will be notified via the Member Jungle chatroom;
- Prospective members, visitors and guests may attend two club activities free of charge, prior to joining the club, after which the full club subscription is payable;
- New participants are advised to start with easy cycles;
- Participants must ensure that the leader is aware of their departure from an activity;
- Participants must cancel by way of the Event on Member Jungle if they cannot attend the activity.

Bikes

- Bikes must be roadworthy and have had a safety check prior to riding. To be deemed roadworthy, a bike should have:
 - a white reflector on the front of the bike and a red reflector on the rear;

- an audible warning device (bell); and
- two working brakes.

It is also advisable to have a rear light and, in low light, bikes must have lights both front and rear. A reflective vest and reflective straps on the ankles are also a great idea;

- Bike checks can be done quickly with the ABC:

* A for Air. Check tyres by leaning on both front and back tyres with both hands. If they are squishy they will probably need pumping up. The recommended tyre pressure is on the side wall of the tyre. Occasionally check the spokes;

* B is for Brakes. Roll the bike forward and apply one brake, then roll the bike forward and apply the other brake. The right brake will stop the front tyre and the left brake will lock up;

* C is for Chain and Cables. Run a finger along the chain – a black mark is better than brown which indicates you need lubricant. Check cables occasionally for fraying and to ensure the end caps are still on the end of the cable.

Safe Cycling Procedures and Spare Parts Required

- All riders must carry:
 - A basic first aid kit;
 - A spare tube, pump and tools needed to replace the tube;
 - Enough food and water appropriate for the activity;
- Gravity-assisted mountain biking is not allowed as a club event;
- Rides will be cancelled where there are wind speeds over 50 kmph;
- When riding in a group, the leader may select someone to be the end rider. All riders should be aware of designated meeting places and the leader or other rider must wait at intersections to ensure everyone rides the correct route;
- It is legal for cyclists to ride in pairs, but not recommended. Only ride in pairs (one metre apart) when it is safe to do so and, when moving back to single file, the outer cyclist must always fall behind the inner. When a car is approaching, it is vital that no cyclist moves towards the centre of the road;
- Never overtake on the left side of another cyclist. If you wish to pass another cyclist, either ring your bell or say 'passing' before passing on the right side;
- Communication is essential when riding with others. Riders at the front should communicate oncoming traffic ('car up') and potential hazards through gestures and verbally and, where possible, riders at the back should communicate approaching traffic ('car back');
- Riders should be familiar with, and follow, the road rules. Try and ride one metre out from parked cars to avoid opening doors, and pick a line and do not swerve in and out of parked cars. Signal intentions well in advance. All hand signals need to be given at shoulder height. To signal stopping, bend the right arm and hold a flat hand at shoulder height. Signals do not have to be continued when actually turning.

Clothing

- Covered shoes are essential, with shoelaces done up tightly and, if excessively long, tucked into the shoes to prevent them from wrapping around the pedals;
- Clothing shouldn't be too loose as this can catch on various parts of the bike. In colder weather, it is better to wear layers rather than heavy jumpers. Tops should be a bright colour such as orange, yellow or red, for visibility and safety;
- Helmets should comply with the Australian and New Zealand Standard – a compliance label can be found on the inside of the helmet. Participants should ensure the helmet is fitted correctly. To do this, place the helmet on the head, then put one finger on an eyebrow, add another finger on top of this and bring the helmet down to touch the top finger. Make sure the side straps are on either side of the ears and the slide is sitting just under the ear. Finally, adjust the chinstrap so that only one finger width can be fitted between the chin and the strap when it is done up.

Photographs

Group photographs may be posted on the club website and Facebook page. Please inform the leader if you do not wish to have your image taken and/or posted online. Photographs of children under the age of 18 are not allowed to be taken by any member of a club activity.