

GUIDELINES

FOR

RIDERS

AND

RIDE LEADERS

Welcome to CARDINIA SHIRE BICYCE USERS GROUP

GUIDELINES FOR RIDERS AND RIDE LEADERS

Welcome and Introduction

Welcome to Cardinia Shire Bicycle Users Group (BUG). Cardinia BUG was started in 2013 to develop a culture of bicycling and a community of cyclists within Cardinia Shire. We hope that you enjoy being part of the group.

History

After discussions with Rob Castelow, Cardinia Shire Council called a public meeting at Outlook Community Centre on 1 July 2013 to gauge interest from the Community in starting a Bicycle Users group. More than 25 people turned up to the meeting and Cardinia Shire Bicycle Group (BUG) commenced. The group was supported by Cardinia Shire Council and now operates under the auspice of Outlook Community Centre.

The [Goals and Objectives](#) of the group were established by the members and are attached.

1. Purpose

These guidelines have been produced for the rides organised by Cardinia BUG. They are intended to provide a framework that enhances the enjoyment of club activities, to ensure that ride leaders and riders are aware of their responsibilities and to highlight the things they should consider when riding to reduce risks and encourage enjoyment.

2. Membership Details

Annual membership to Cardinia BUG is \$20 per annum due on 1 January each year. From July each year new members will pay pro-rata of \$12, and new members from November each year will not be charged until the following January.

[Cardinia BUG Membership Form](#)

3. Meetings and Communication

Cardinia BUG communicates with its members via various mediums

Website: www.outlookvic.org.au

Emails: cardiniaBUG@gmail.com

Facebook: [Cardinia Shire Bicycle Users Group- B.U.G](#)

All members receive copies of the Meeting Minutes by email.

4. Social Events

Social events are held throughout the year and members will be notified via email. The group meets for coffee after Saturday morning rides.

5. Ride Calendar

A [ride calendar](#) is published twice a year (January–June) and (July – December). This can be found on www.outlookvic.org.au under the Community Centre tab and is also emailed to members.

6. Duty of Care

Cardinia BUG Group Committee and Ride Leaders have a duty of care in reducing risks and avoiding harm to others as a result of BUG group activities. Each rider has a duty of care to each other (including leaders and the general public) to ensure each other's safety.

7. Ride Leaders

Definition of Ride Leader:

A Ride Leader is a person in charge of a specific ride as agreed to by the BUGS committee or ride group.

Ride Leaders are expected to plan rides to maximise rider “enjoyment and experience”; such rides reduce risk of injury and unforeseen incidents.

Riders must adhere to and follow all instructions given by the Ride Leader unless an alternative is agreed to by the group in consultation with the Ride Leader.

Planning of rides includes such things as the route, the use of trails, roads or shared paths, the estimated duration and degree of difficulty, weather daylight and time of day. A [Ride Plan Guide](#) has been formulated to assist Ride Leaders plan the ride.

Please note that the Ride Leader has the right to change the route by notifying participants at any time. This includes the right to cancel a ride due to weather, illness etc.

The Ride Leader will ensure the BUG committee is notified of changes where possible for passing on to all riders.

If there are new riders or others of uncertain capability, the Ride Leader should make general inquiries to gauge whether they are capable of completing the planned ride. The Ride Leader has the right to shorten a ride or arrange for another leader to take a weaker rider or riders on a more appropriate ride.

Before starting out on a ride, Ride Leaders should:

- Tick off attendance sheet and count all participating riders and throughout ride complete “head counts”.
- Be competent in leading a group.
- Be competent in assessing and managing foreseeable risks.
- Carry the phone number list provided by BUG administration and ensure all riders have their [Emergency Contact Information](#) form with them.
- Report promptly to the Committee any accidents or incidents (see below) and complete an [Incident Report](#)
- Identify riders with current First Aid competency and ensure a First Aid is available.
- Register riders who are non members (see pint 4 below).

8. Visitors / Non Members

Riders who are not members of Cardinia BUG can participate on BUG rides. Prior to joining a ride, they will be asked to record their name, phone number and emergency contact details on the [Visitor / Non Member Indemnity Form](#). The indemnity must be signed by the rider or they cannot participate on the ride. Visitors/Non Members are welcome to join 2-3 rides before being required to commit to join Cardinia BUG but are required to adhere to all BUG Ride Guidelines.

9. Rider Registration and Emergency Contact Information

BUG members are to provide their emergency contact and phone number details on the [Emergency Contact Information](#) form given when they become members and this form is to be kept with rider on every ride. It is the rider’s responsibility to keep this information updated.

It is also the rider's responsibility to ensure they are capable, fit and well enough to ride.

10. Safety and Legal Requirements

Participants must understand that riding a bike can be dangerous and that they should take care when riding.

It is each rider's responsibility to ensure that their bike is properly maintained and appropriate for its intended use. (I.e. a well maintained road bike may not be suitable for a poorly maintained rail-trail.)

Participants must always obey Victorian laws and regulations regarding bicycle use and follow Ride Leader instructions. Accepting this, each rider is individually responsible for making their own decisions regarding their own safety when manoeuvring their bicycle to enter traffic, cross roads, being able to safely stop at controlled intersections, passing other riders or pedestrians etc., their proximity to other riders, vehicles and obstacles. It must be accepted that riders do not automatically follow another rider without checking for themselves that it is safe and legal to do so.

It is the responsibility of participants to wear helmets that comply with the law.

Participants should respect other road and shared path users.

11. Insurance

Personal accident insurance is not covered by Cardinia Shire BUG and it is recommended that riders take out insurance such as that provided by [Bicycle Network](#). [Ambulance Victoria](#) membership is also recommended.

If a participant has special needs or limited cycling experience or any health factors relevant to the ride, they should convey this to the Ride Leader prior to any ride. This will be treated with utmost confidentiality.

12. Equipment and Supplies

What type of bike do riders need to participate in Cardinia BUG rides?

Rides are on both sealed and unsealed trails, shared paths and on some sections on the road. Ride areas may include undulating hills, some steep climbs and some descents; hence for most people a good range of gears is desirable.

Many riders select a bike (from their available bikes) that is best suited to the ride that they intend to do. For those having one bike, a well-fitted bike will be suitable for most rides.

A properly fitted bike helmet made to Australian standards must be worn.

The bicycle tyres and tyre pressure must be appropriate for the route being undertaken. (Tyres and tubes have a finite life.)

It is recommended that riders carry a basic tube repair kit at all times. (A typical kit would include a spare tube (correct for the tyres fitted to the bike), a puncture repair kit (inclusive of tyre levers, patches, and fresh glue), a bike pump, money for emergencies and one or two full water bottles. For longer rides a basic tool kit for making adjustments to the bike, food (bars, fruit) and additional money for refreshments are recommended. Carrying capacity for changes of cloths would be desirable.

It is also suggested that each rider carries a bike security system (lock). Carrying all of this equipment suggests that riders need handlebar bags or panniers or similar.

It is also recommended that riders have lights fitted to their bikes and that they use them whenever they are riding.

Modern lightweight bicycles generally provide a better riding experience than some older bicycles.

13. Clothing

A Cardinia Shire BUGs reflective vest is recommended but not compulsory. (Enquire with ride leader or Outlook Community Centre if you wish to purchase a BUG reflective vest.)

Riders should select comfortable clothing best suited to the prevailing conditions, noting that additional clothes may be needed for changes in the weather.

Cycling specific clothing usually provides a better experience on longer rides than normal street clothes. Closed-in footwear is encouraged. Thongs and sandals are dangerous and are not suitable.

High visibility clothing colours improves the likelihood of other riders and drivers seeing a rider early to improve safety.

Reflective material on the rider and bicycle will improve visibility of a rider when riding at night.

Front and rear lights must also be used for night riding and having them lit is also advisable when riding on roads and shared paths.

14. Safety and Legal Requirements

Riding two abreast is legal in some cases but not always safe. Be guided by the Ride Leader, road widths and road signs (e.g. bridges, double lines, crests).

At any change in direction or turn riders are asked to check that the rider following observes the change of direction thus ensuring that all riders in the group stay together.

15. Rider Code of Conduct

Show courtesy to others

Always follow the Ride Leader instructions, do not debate or argue their directions.

Set a good example; you represent Cardinia Shire BUG and as a group we want to show the wider community that bike riding is fun and safe.

Don't block paths / roadways.

Stay left and anticipate the actions of others, i.e. pedestrians, pets, cars etc.

Smile and be friendly to others.

For all ride groups a "front rider" and a "tail rider" (someone riding behind the slowest rider) should be used to ensure riders do not fall off the back of the group due to a mechanical problem, a riding mishap, fatigue or getting lost. Ideally the Tail Rider should be a strong rider who is capable of riding ahead to get help if required and may carry a first aid kit if available. Ideally the Front and Tail Riders should have a mobile phone. **Ideally all riders should carry a mobile phone with other rider's phone numbers installed.**

In large groups, or when there is a range of riding abilities or after a climb, it may be necessary to stop and regroup from time to time to ensure that the group does not become too spread out.

It is also important that riders remain in the general riding group (not ahead of the Front Rider) so as to not interrupt the rest of the group by missing a turn off or making wrong turns.

When making turns or veering off the main trail the Ride Leader must ensure that all riders are aware of the direction change and it may be necessary to regroup at these points to ensure all participants stay in contact with the group. The Ride Leader will delegate a rider from the front (lead) group to wait for rear riders to ensure they know direction of the ride.

If a rider wants to leave a ride at any point other than the planned finish, the rider MUST inform others before separating from the group to prevent any unnecessary searching for a missing rider. A phone call to the Ride Leader is preferable but the rider must let SOMEONE know.

The more experienced riders should look out for the inexperienced riders. This helps to improve the inexperienced rider's confidence as well as alerting them to potential hazards.

The Ride Leader should monitor the riding ability and speed of the group and give appropriate breaks for rest, water, food and toilet stops additional to any planned breaks. The speed of the ride might need to be adjusted for slower riders. The ride leader is responsible for planning breaks and toilet stops but all riders are responsible for communicating their needs.

When riding in groups, it is advisable to point out hazards to other riders. This includes calling things such as "bollards", "passing", "stopping", "dog", "loose dog", "ped (pedestrian) ahead", "bike up / bike back", "clear", "glass" etc. The warning makes other riders aware of the hazard and gives them time to react to avoid the obstruction.

When stopping call "stopping" and pull to the side of the trail before stopping. Keep well clear of the trail after stopping to ensure no hazard is created for other trail users.

Riders should keep to the left and ring their bell when approaching pedestrians from behind to ensure they are not startled by a passing cyclist.

If a puncture or a mechanical problem occurs, the group will wait while the rider and others resolve the problem & notify the Ride Leader. If the bicycle is no longer rideable, alternative solutions such as catching a train, locating a bike

shop, calling RACV Bike Assist, arranging a private lift or taxi, can be made. The Ride Leader must be informed.

16. Accidents / Incident

In case of an incident, accident or crash, it may be necessary to call for an ambulance via 000. Involve anyone with first aid experience in assisting the injured. Make sure all are clear of traffic and any other hazards that put anyone at risk, i.e. no bicycles or riders are obstructing through traffic.

Accidents / incidents will be of varying seriousness – this must be assessed by the Ride Leader and First Aider where available and an [incident report](#) must be prepared.

A simple guideline to follow is that if:

- An accident / incident involves other people or other's property
- Medical attention is required on the day or
- Incident that may impact on Cardinia Shire BUG's reputation or on a rider's safety

then the incident must be reported.

Reports are to be sent to the general BUG email address or handed in at a BUG meeting or Outlook Community Centre addressed to Cardinia BUG marked "Urgent". If email is not available contact a BUG committee member. A sample [Incident Report](#) is included within this document.

Reports related to safety must be provided to the BUG within 24 hours of incident; all others as soon as possible.

In the case of serious injury, the BUG President / Secretary or a Committee member must be notified as soon as possible.

17. Opportunity for Improvements

Cardinia BUG welcomes constructive and helpful suggestions for improvement or enhancement of the group experience and safety aspects. If you have concerns or suggestions we welcome your suggestions and solutions. These will be given due diligence by the Ride Leaders / BUG committee.

CARDINIA SHIRE BICYCLE USER GROUP

RIDE REGISTRATION: NON MEMBERS MUST READ AND SIGN

I, the undersigned, understand that participation in the bicycle ride/event indicated below involves riding on public roads and other surfaces shared by other users on foot and in vehicles, and that I am aware of the hazards involved in such an activity and in bicycle riding in general. In my judgement I have sufficient confidence and experience to participate safely in such riding. I hereby release and exempt and indemnify the leader, organisers, Cardinia Shire Bicycle Users Group and Outlook (Vic) Inc. from all action, proceedings, demands, costs, expenses and claims whatsoever made or taken by any person arising out of my / my child's participation in the bicycle ride / event indicated below. I accept that the organisers have the right to vary the described route.

Ride leader please return this form to Cardinia Shire Bicycle Users Group, 24 Toomuc Valley Road, Pakenham or CardiniaBUG@gmail.com or Secretary or committee member.

NAME OF RIDE:..... LEADER: DATE HELD:

NAME OF PARTICIPANT	MOBILE NO. IF CARRIED	EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE	SIGNATURE

CARDINIA SHIRE BICYCLE USER GROUP INCIDENT REPORT FORM

Date	Time	Name and telephone no. of people involved	Witness/es name and contact details	Location of incident / accident	Describe what happened	Describe action taken	For more details	Date reported to BUG

CARDINIA SHIRE BICYCLE USER GROUP LEAD RIDER - PRE-RIDE COMMUNICATION

- Welcome to new riders
- Signatures on the Release Form
- Carry sunscreen and water
- Pace of ride
- Whether the ride will stick together and, if not, where the first regroup spot (or lunch) will be
- Weather
- Toilets
- Length of ride
- Terrain; hills, flat, road, gravel
- Ride safely
- Obey traffic regulations
- Be courteous
- Ride single file in traffic
- Ride on the left half of trails
- Use hand and voice signals
- Watch out for other cyclists / pedestrians
- Special equipment required (lights?)
- Keep the ride leader informed
- If you don't have a mobile phone, ask if anyone else does
- Questions

CARDINIA SHIRE BICYCLE USER GROUP RIDE PLAN GUIDE

Terrain		INFO AND SYSTEMS	
• Hills		• Landmarks/points of interest	
• Flat		• Incidents / accidents	
		• First Aid	
		• Maps	
Weather			
• Cold		• Ride Length	
• Hot		• Mobile reception available	
• Rainy / Wet		• Ride route identified	
• Windy		Facilities	
		• Accommodation	
Path Types			
• Gravel		• Bike storage required	
• Asphalt		• Bike transport required	
• Mud		• Toilet on ride	
• Pot Holes		• Water supply on ride	
• Corrugation		• Lunch / food stops	
		Safety	
People			
• Riders		• Ride Hazards	
• Identify Other Ride Leaders		• Dangerous conditions	
• Ability of Riders		• Safety planned	
• Health of Riders		• Bike Tool Kits	
• Support Crew Required			
• Bike pace considered			

GOALS AND OBJECTIVES

- To develop a community of cyclists within Cardinia Shire as the foundation for growing the BUG and promoting its objectives
- To develop a culture of bicycling in Cardinia Shire
- To promote the health benefits of cycling (for all ages, most medical conditions / disabilities)
- To work with Cardinia Shire and other organisations to make cycling safer in the Shire
- To promote cycling as a legitimate mode of transport
- Conduct social rides; short and local, longer and exploratory beyond the Shire
- Organise bicycle skills workshops
- Conduct monthly meetings of members
- Act as a forum for riders to discuss cycling issues, promote campaigns, and comment on topics, position papers, negotiations with other organisations / Shire as appropriate
- Submit monthly reports to appropriate officers in Cardinia Shire regarding cycling hazards and suggested improvements as appropriate
- Work with Cardinia Shire in the development and updating of bike path maps and the promotion of paths as safe transport options for access to community destinations (schools, shopping centres, work precincts etc)
- Work with Cardinia Shire in areas of estate development during the planning and construction phases of roads, footpaths, cycle paths, etc with the appropriate Shire Officers (in support of the objectives of the group).
- Promote a positive relationship with Cardinia Shire Councillors.
- Promote the general principles of “Outlook Community Centre” as our auspice body

Cardinia Shire Bicycle Users Group

BUG

Membership form

Name: _____

Address: _____

Email address: _____

Contact phone number/s: _____

Emergency contact person and relationship: _____

Emergency contacts phone number/s: _____

Are you a member of any other organisation that provides personal accident insurance such as Bicycle Network Victoria?

Yes

No

Do you have ambulance membership?

Yes

No

Note: Cardinia BUGs does not provide Insurance cover for any rides and strongly recommends before you ride that you purchase insurance cover.

Cardinia Shire Bicycle Users Group

BUG

Consent:

I understand that bicycle riding can be a dangerous activity and my family and I take part in the Cardinia Shire Bicycle Users Group events and activities voluntarily. I acknowledge that the rides may include both trail and on-road riding.

I accept sole responsibility for any loss or injury however incurred during a Cardinia Shire BUG activity.

I hereby release and exempt Cardinia Shire BUG, its officers, sponsors, event organisers and all there persons involved with Cardinia BUG activity from actions, proceedings, demands, claims, or suits whatsoever made or taken by any person arising out of my or my family's participation in the Cardinia Shire BUG events.

Cardinia Shire BUG reserves the right to cancel any events without notice.

I acknowledge that Cardinia Shire BUG recommend personal insurance and ambulance membership.

I agree to provide the Ride Leader with any information on my health and wellbeing if it poses a risk to myself, others or the ride outcome.

I agree to obey all road rules when participating in Cardinia Shire BUG activities.

I consent to having my photo taken and used for publicity purposes.

I am happy for my contact details and emergency contact details to be shared with the group.

Signature

Date

Privacy Statement:

This information will only be used for mandatory records and in contact lists for distribution to members. If you object to your details being distributed to other members please tick this box

Outlook
COMMUNITY CENTRE

Cardinia Shire Bicycle Users Group

BUG

Survey

How would you describe your cycling skill and experience?

- Beginner Intermediate Advanced

What style of riding do you like to do?

- Easy flat rides On road
 Off road/ trails Long distance e.g. G.V.B.R.

Preferred length of social rides:

- 30 mins -1 hour 2 hours
 1/2 day Full day
 Overnight

Distance you would like to ride:

- 0-5km up to 10km 20-30km
 up to 60km up to 100km Beyond

Cardinia Shire Bicycle Users Group

BUG

What do you want to get out of the group (e.g. make new friends, find new rides, ride with a group, meet people with similar interests, learn more about bikes/riding)

How would you like to be involved?

- Participating in social rides
- Helping to organise social rides
- Campaigning for bicycle paths and improved conditions
- Assisting with admin tasks
- Other (e.g. marketing) _____

Where did you hear about the group?

- Flyer at _____
- Internet on _____
- Another group _____
- Other, please specify _____
- Facebook
- Newspaper _____
- Connect Council newsletter

RIDE CALENDAR

CARDINIA BICYCLE USERS GROUP (BUG) RIDE TIMETABLE FOR JANUARY – JUNE 2017

SATURDAY

Starting/finishing at Cardinia Cultural Centre, Lakeside Blde, Pakenham

Social Riders – 9.00am start approximately 20 kms Faster Riders - 8.30am start - approximately 30-35 kms

SUNDAY

Starting/finishing locations and times vary – to be advised prior to each ride.

1st Sunday of the month - approximately 40-50 kms.

Date	Destination (round trip)	Leader
8 January (1 week late due to New Year's Day)	Berwick - Carrum	
5 February	Lilydale - Warburton	
5 March	Great Southern Rail Trail	
2 April	Peninsula Link: Patterson Lakes - Momington	
7 May	Moonee Ponds Creek: Greenvale - City	
4 June	Gardiners Creek and Capital City Trail	

WEDNESDAY EVENING

(during daylight savings dates – commencing 5.30pm)

Starting/finishing at Outlook Community Centre, 24 Toomuc Valley Road, Pakenham

Approximately 15 – 20 kms

May - September	No evening rides
Starts 5 October 2016	Concludes 26 April 2017

WEEKENDS AWAY

More information to come closer to date

Labour Day Weekend 11 - 13 March	Queen's Birthday Weekend 10 – 12 June
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Cardinia Shire Bicycle Users Group
Outlook Community Centre
24 Toomuc Valley Rd, Pakenham, 3810
Phone: 5940 4728

EMERGENCY INFORMATION
(Private and Confidential)

Please complete, sign and put this form in an envelope, inside a zip lock plastic bag and carried in your pack at all times.

Name	D.O.B.
Address	
Telephone:	Blood Group
Medical Conditions / Allergies	
Medication Taken / Carried	

Next of kin or persons authorized to legally act on your behalf in an emergency

Name	Relationship	Contact Number

Before participating in a club bike ride / activity I have advised the leader in private about any personal health care situations that could arise or be necessary to address during the bike ride / activity and of any medication carried for such conditions.

The above information is private and confidential and shall only be used in an emergency.

Signed	Date
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