



# KAWARTHA CYCLING CLUB RISK MANAGEMENT POLICY

Kawartha Cycling Club (KCC) is a volunteer based non-profit organization that focuses on all aspects of cycling and encourages member social interaction.

KCC is committed to providing an environment where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities. Harassment or discrimination will not be tolerated, condoned or ignored. In cases where such a claim is proven, disciplinary measures will be applied, up to and including expulsion from KCC.

KCC endeavours to make all rides as safe as possible. To help achieve this, KCC has developed the following rules of conduct that all riders are required to observe.

## 1. Membership

- 1.1. All riders must be a member of the Kawartha Cycling Club (KCC) and the Ontario Cycling (OC), or a guest participant who has completed the Ontario Cycling guest rider form and paid any applicable guest rider fee.

## 2. Traffic Law

- 2.1. All members must obey the Highway Traffic Act, R.S.O. 1990, c. H.8 (HTA) at all times while riding with KCC.
- 2.2. Each member will conduct themselves in a responsible manner and is accountable, and retains liability, for their own actions.
- 2.3. Riders are not permitted to participate in any KCC ride while under the influence of drugs or alcohol, or are for any reason impaired according to the HTA. Impaired drivers or cyclists are to be reported immediately to the police, and the Executive Committee notified as soon as possible thereafter.
- 2.4. All bikes must be equipped with a working horn or bell in accordance with the HTA.
- 2.5. Functioning front and rear lights are required on all KCC rides at all times, and must be activated in accordance with the HTA guidelines.

## 3. Helmets

- 3.1. The average lifespan of a helmet is 3-5 years from the date of manufacture, regardless of purchase date. The date of manufacture can commonly be found on a sticker inside the helmet. KCC considers helmets to expire no more than 5 years from the date of manufacture, unless the manufacturer recommends more frequent replacement. Storage in extreme conditions of heat or cold, UV exposure and other environmental factors may reduce the lifespan of helmets significantly. Riders should consider replacing their helmet sooner based on storage conditions.



## **KAWARTHA CYCLING CLUB RISK MANAGEMENT POLICY**

- 3.2. Cycling helmets are designed to endure one hard impact. Once the helmet has experienced an impact, fall or collision, retire it, even if it shows no sign of external damage. If you are unsure, replace it.
- 3.3. All riders will wear a cycling helmet which bears a certification sticker from the CSA, EN, ASTM, CPSC or Snell B90/B95 while riding with KCC.
- 3.4. Helmets which have experienced an impact must be replaced prior to the rider's next KCC ride.
- 3.5. Riders must actively monitor their helmet condition and replace expired, or damaged helmets prior to joining any KCC ride.

### **4. Additional Safety Equipment**

- 4.1. Each rider will carry an emergency kit consisting of at minimum:
  - Identification and emergency contact information
  - Tire change kit including:
    - Tube appropriate for your bike
    - Tube patch kit
    - Levers
    - Pump or inflator
  - An all-in-one multi tool and/or tools appropriate for your bicycle
  - Basic first aid supplies and medications they may require
  - Cell phone
  - Cash or other emergency funds
- 4.2. KCC strongly recommends that all riders wear:
  - Brightly coloured / high visibility clothing designed for cycling
  - Protective eyewear (prescription and / or sunglasses)
  - Gloves

### **5. Rider Responsibilities**

- 5.1. Members must ensure their bike is in good working order prior to each ride.
- 5.2. Members must be proficient in basic maintenance of their bicycle, and be able to repair a flat tire roadside, should the need arise.
- 5.3. Members will understand their fitness level and cycling skills, and select rides that fall within their capabilities. When in doubt, riders should choose a Trail & Gravel or C Level ride and engage the Ride Leader for assistance in assessing their ride-readiness for other rides.

### **6. Group Rides Specific Additional Policy**

- 6.1. Ride routes will be selected to avoid busy and /or dangerous roads where possible.



## **KAWARTHA CYCLING CLUB RISK MANAGEMENT POLICY**

- 6.2. All non-competitive events will have a designated Ride Leader. The Ride Leader may appoint a designate should the Ride Leader be unable to attend a KCC ride. If the Ride Leader is unable to attend a specific ride, the Executive recommends the group designate one of their number to act in this capacity before the ride begins.
- 6.3. When a group ride has a large number of participants or a wide variety of skills, KCC recommends that the Ride Leader nominate an experienced cyclist as a “Sweep”. The Sweep shall cycle last in the group and shall provide help and support to members in order to ensure the safety of the group and avoid dropped riders.
- 6.4. Prior to each ride the designated Ride Leader should review the cycling route, cover the safety topic and address any concerns they have on this route. The Ride Leader has the final decision on all matters pertaining to the KCC ride and her/his decisions must be respected by all participants.
- 6.5. All riders are expected to follow the route as planned. Should there be cause to depart the route by any member, they must notify the Ride Leader immediately via voice call or text message.
- 6.6. If the Ride Leader redirects the route, they must notify the Executive Committee of the change as soon as possible. When redirecting a route, it is important to consider the planned terrain and distance, as well as the skills and abilities of all riders present.
- 6.7. All cyclists will be considerate and courteous to others on the route, including pedestrians, motorists, cyclists and other outdoor enthusiasts.
- 6.8. When many riders come out for any given ride, riders are encouraged to break into smaller groups of 6-12 riders based on expected speed of travel. Groups should ride at least 100 meters apart on the road to allow safe passing.
- 6.9. KCC has a no-drop policy. Riders must not be left behind during a KCC ride unless they first confirm with the ride coordinator(s) that they are detaching from the group: all members are responsible for ensuring they properly notify the ride leader(s) if they are detaching from the group.
- 6.10. KCC holds a great variety of events which should be suitable for most levels of riders. We do not expect new members to be expert cyclists, but we would like to encourage all members to develop their skills and emphasize that adherence to the safe riding practices outlined in this document is essential for all members.

### **7. Incidents**

- 7.1. Riders who witness an incident involving injury and/or property damage involving a member of the ride are responsible for reporting the incident to the Ride Leader and/or KCC Executive Committee as soon as possible.
- 7.2. The Ride Leader, in conjunction with the involved and witness riders, will report to the KCC Executive Committee any incident involving first- or third-party injuries and /or property damage. The Executive Committee, once notified, will be responsible for



## **KAWARTHA CYCLING CLUB RISK MANAGEMENT POLICY**

ensuring the OC Sport Injury Report is completed and additionally filed with the KCC Safety Coordinator and the President.

### **8. Reporting**

- 8.1. KCC members should immediately advise the Ride Leader(s) if they feel there is a safety concern of any kind. Safety concerns may include route, ability, behaviour or health of an individual or group on the ride, as well as any other safety concern that arises.
- 8.2. The ultimate responsibility for safety rests with the individual member. Any member who feels unsafe should notify the Ride Leader(s) and withdraw from the ride.