



Risk Management Policy

Adopted by PCC Board for the 2018 season

Cycling can be a dangerous activity. The Peterborough Cycling Club (PCC), in association with the Ontario Cycling Association (OCA), has developed this Risk Management Plan to document how PCC rides are to be managed to reduce risks associated with cycling activities.

These policies are to be practiced by PCC members, as well as any visiting riders as permitted by Ontario Cycling Association (OCA) rules, during every PCC ride. All PCC members, and any permitted visiting riders, share the responsibility for making PCC rides as safe as possible. Each PCC member shall receive a copy, electronic or otherwise, of this Risk Management Plan and a copy shall be available on the PCC website. Additional information regarding Ride Participant Guidelines and Club Ride descriptions can be found on the PCC website.

PCC Insurance

Through the membership registration process, each OCA/PCC member has access to General Liability Insurance Coverage through their membership with the Ontario Cycling Association and Cycling Canada during approved club organized activities. General Liability Insurance is designed to protect a person (member) or any entity (Province, Club, Canadian Cycling Association) against any legal responsibility arising out of a negligent act or failure to act as a prudent person would have acted, which results in bodily injury or property damage to another party. PCC members should familiarize themselves with the terms of the insurance coverage. Details of the coverage may be found at www.cyclinginsurance.ca.

PCC Incorporation

- The PCC was incorporated on March 3, 2003.

Definitions

- **Club Rides** refer to rides formally organized by the PCC, as described on the PCC website. Rides not listed and described on the PCC website are not PCC rides.
- **Ride Leaders** are PCC members who have volunteered to provide appropriate organization and leadership during club rides.
- **Ride Coordinator** is a position on the PCC's Board of Directors and is responsible for the overall organization and operation of scheduled club rides and special events.

Standards of Care

This Risk Management Plan and all PCC programs and rides shall adhere to the following, as applicable:

- Union Cycliste Internationale (UCI), Canadian Cycling Association (CCA) and Ontario Cycling Association (OCA) rules and regulations as they pertain to club rides; and
- The Ontario Highway Traffic Act (OHTA)
 - While on PCC Rides using roads, all members must adhere to and obey all rules of the road as per the Ontario Highway Traffic Act. The Ontario Highway Traffic Act is available here: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h08_e.htm

Risk Management

General:

- Club rides and events are restricted to PCC members and members of other OCA-affiliated clubs with written permission of the PCC President. Please advise visiting members to review and adhere to PCC Rider Guidelines.

- While on PCC rides using roads, all PCC members must adhere to and obey all rules of the road as per the Ontario Highway Traffic Act.
- Each PCC ride participant will conduct themselves in a responsible manner and retains liability for their own actions.
- Any PCC member on a PCC ride should immediately advise the ride leader(s) and other members of the ride should the member feel the group or individuals in the group are riding in an unsafe manner. The member should withdraw from the ride if they feel unsafe.
- All members of the PCC are responsible for bringing forward to the PCC Ride Leader any safety issues related to PCC rides or the trails used during PCC rides which present themselves throughout the riding season.
- All participants of PCC rides must provide proof of membership in good standing prior to each ride, if requested by the ride leader. If an ineligible rider insists on participating even after being asked not to, then the PCC ride may proceed, however, the ride leader shall advise the ineligible rider, with a witness present, that he or she is ineligible and is not covered by any PCC insurance and is responsible for all his/her actions.

Safety

- Bicycle helmets must be worn at all times while participating in any PCC rides. As well, other protective equipment is strongly encouraged (e.g. gloves, eye wear, etc.)
- Front and rear lights are required for any PCC rides that will still see riders on the road one half hour before sunset and/or extend into darkness.
- The PCC will operate both competitive and non-competitive events according to our established risk management policies and procedures which are designed to reduce the possibility of accidents.
- All participants in PCC rides and events will be informed that the ultimate responsibility for safety rests with the individuals.
- A bicycle must be in safe and proper working order.

Ride Leaders

- A Ride leader(s) will be appointed by the PCC Board for each PCC ride. The ride leader will identify oneself to the group so that everyone is aware of who is coordinating the ride. The ride leader may describe the general ride route, and may provide a brief safety tip at the commencement of the ride.
- The ride leader(s) has the final authority on all matters pertaining to the PCC ride and his or her judgment must be respected by all participants.
- The ride leader may appoint a designate, also known as a co-leader, should the ride leader be unable to attend a PCC Ride.
- Ride leaders will carry cell phones for emergency use on all PCC Rides and, from time to time, will remind riders to bring their own cell phones. Riders should immediately call 911 in the event of an emergency.
- Ride leaders have been provided with guidance and direction from the PCC Board as to their roles and responsibilities and are encouraged to discuss concerns with the PCC Ride Coordinator.
- Training for captain and stokers on tandem bikes will be provided by TandemEyes ride leaders.

Rides

- When deciding on routes for PCC rides, the focus will be on utilizing lower-traffic roads where possible and practical.
- When a large number of riders come out for any given PCC ride, the riders will be encouraged or required by the ride leader(s) to break into smaller groups. A size of 10-20 is a reasonable group. Groups should be at least 100 metres apart on the road to allow other vehicles to pass safely. Since a PCC ride may split into smaller groups, each individual group on a PCC Ride may not have a leader.
- Most PCC rides are designated as "No Drop" which indicates that riders will not be left behind unless they first confirm with the ride leader(s) that they are departing from the group. Members who intend to leave a ride at any point are responsible for ensuring that they have properly notified the ride leader(s) before they leave.
- While trail riding, all riders must be courteous and considerate of other trail users and the trail system.
- PCC members are responsible for ensuring they are sufficiently fit for their desired activity.
- PCC members are responsible for bringing sufficient liquids and food, as required, for each PCC ride. As well, they must provide their own appropriate tools/spare tubes, etc.

- PCC members must not to be under the influence of alcohol or any drug that could impair their riding ability and judgment while on a PCC ride. Members displaying impaired ability or judgment will be asked not to join or to leave the ride by the ride leader.
- PCC rides will follow its Weather Policy, as set out on the PCC website: <http://peterboroughcc.com/wp-content/uploads/PCC-Weather-Policy-2018-1.pdf>
- All ride leaders, captains and instructors working with anyone in our vulnerable sector must follow the Screening Policy, as set out on the PCC website: <http://peterboroughcc.com/wp-content/uploads/PCC-Screening-Policy-2018.pdf>

Accidents

- Ride leaders are to follow the PCC Emergency Action Plan (EAP).
- All accidents that occur during PCC rides shall be reported as soon as possible to the PCC Ride Coordinator by the ride leader using the reporting procedures and forms provided by the Ontario Cycling Association (OCA). The PCC Ride Coordinator shall forward the report to the OCA and to the PCC President.
- Accident reports will be maintained on record by the PCC Board for 3 years.

Skills Development

- The PCC encourages all riders to be comfortable and proficient with group riding before joining a PCC ride, and makes available Ride Participant Guidelines (<http://peterboroughcc.com/wp-content/uploads/Ride-Participant-Guide-2018.pdf>) to encourage self-assessment.
- To support rider skills development, the PCC may periodically hold skills development programs for road riding or other disciplines and encourages all PCC members to attend these programs, as well as other cycling skills courses. Ongoing skill development takes place during club rides through guidance from ride leaders and other members.
- Riders may be requested to complete a skills development program before attending or continuing to attend regular scheduled PCC rides. This applies for both road and off-road PCC rides.

Waivers

- All club members must complete the OCA approved membership waiver. This is completed online utilizing the OCA-approved online registration system.
- Club members under the age of 18 must have a parent or legal guardian (18 years or older) complete the waivers.
- Non-PCC members wishing to try a PCC ride as part of a scheduled Try-A-Ride promotion (as approved by the OCA), must obtain, sign and return to the rider leader, a waiver form prior to participating in the PCC Ride.
- Waivers will be stored at the OCA for a minimum of 7 years, to ensure that they can be accessed if legal action is taken against the Club. Waivers are crucial in defending the Club and the OCA during litigation.

Failure to follow the Risk Management Policy will place the PCC insurance at risk.