

Outdoor Coaching Policy

Policy Statement

The aim of this policy is to provide safe outdoor coaching sessions for all staff, coaches and rider participants the enables them to develop improved road racing skills.

Responsibilities

The General Manager is responsible for ensuring safety requirements are developed to enable staff and coaches to safely lead young riders in coached training sessions on roads and trails.

Staff and coaches are responsible for the children taking part in the coached sessions and ensuring that sessions are conducted in a safe manner and safety requirements are met.

Participants are responsible for following the instructions of those taking the sessions, riding in a safe manner, abiding by road rules and wearing the required safety equipment.

Risks

The law requires us to manage or mitigate (to make less severe) risk by either eliminating or minimising risk and hazards.

Eliminating all risk in the outdoors is unlikely and would often defeat the purpose of the activity – would mountain biking be the same if there was no risk?

While the goal is to eliminate risk, it must be recognised that it is unlikely in an outdoors setting but Cycling Southland aims to minimise risk as much as possible.

However, if the risks are too great to be managed at an acceptable level, consideration will be given to abandoning or changing the programme, or transfer the risk by contracting a more skilled or appropriately qualified coach/instructor.

A risk action plan identifying risk accompanies this policy and while extensive thought has been given to the most likely risks to be encountered it is not exhaustive and it must be recognised that there are many variables that come in to consideration in an outdoor coaching environment.

Procedures

To enable young riders to learn how to ride safely in traffic and how to present themselves as a confident road user, it's vital that the necessary skills are developed in that environment so they feel safe and comfortable on the road.

Group sizes

Cycling New Zealand recommends adult to child ratios in outdoor coaching activities or bunch activities do not exceed 1:6.

In an U13 and U15 group, Cycling Southland has a 1:6 ratio, while in U17 it is 1:8. This reflects the quieter nature of Southland roads and lower traffic flows plus the safety measures outlined in this policy.

Date approved: June 2017
Date last reviewed: June 2018
Next review date: June 2019

Route selection

Where possible, start points will take into account the time of day and the level of traffic likely to be encountered.

The preferred options are quieter roads away from heavy traffic but it's recognised that, at times, use of those roads will be required to get to quieter areas. Trails will also be used as required.

The session organiser is responsible for choosing the appropriate road/route choice for any bunch riding activities and take into consideration things such as wide roads, long straight sections, and hills depending on what the session is designed to achieve.

Sessions on the road will require flat hard surfaces, while off-road sessions will encounter various surfaces on undulating terrain.

Bike selection

Riders will use bikes appropriate for the type of outdoor training planned. These will include mountain bikes for off-road sessions and road bikes for road sessions.

Bike maintenance falls to the rider and their parents, with an expectation that the bikes are regularly serviced and any faults repaired to a high standard.

Equipment

Riders must wear an appropriate helmet of NZ, AU or EU standard.

Riders should have front and back lights on their bike and carry any tools they might need to carry out basic repairs, as well having a spare tube and a bike pump.

Electronic equipment

Riders must not use mobile phones or have music playing, including through earphones, while cycling. Any checking of texts or replying must be done once stopped.

Weather

Consideration must be given to the weather likely to be encountered during a coached outdoor session. Hypothermia is a real risk during winter because younger riders cool down quickly.

The session coach will consider the weather forecast before starting. While it is important that riders learn to ride in various forms of weather – and indeed training in rain and/or wind is an essential part of becoming a proficient road cyclist – consideration will be given to the age of the participants, their size, and the clothing they are wearing, as well as the weather forecast and temperature.

Parental approval

A parental consent form must be signed by the parents of all riders aged under 18 before they can take part. Signing the form recognises there is a risk for riders on the road because of other vehicles but that a policy is in place to provide as safe an environment as possible.

Participant requirements

Before participants take part in an outdoor coached session they must:

- Have a signed parental consent
- Provide a completed medical needs questionnaire
- Have signed a Code of Conduct form
- Be a Cycling Southland member
- Have an understanding of the [Official New Zealand Code for Cyclists](#).
- Have their bike approved as being appropriate for the task
- Carry a pump and spare tube

- Have appropriate light-coloured clothing suitable for the conditions, and where possible Hi-Vis clothing
- Have front and rear lights
- Wear an appropriate helmet of NZ, AU or EU standard

Coach requirements

The coach must carry:

- Safety equipment including basic first aid kit and survival blanket, plus sunscreen when appropriate
- Mobile phone
- Pump and basic tools
- Lights
- Hold a first aid certificate or have an accompanying adult with a current first aid certificate

Accident/Incident Management

In the event of an accident the coach must ensure the group members are moved to a safe place. They must manage the scene to protect the safety of the other members of the group and the public.

Determine whether there have been any injuries. If there have been, attempt to make the injured person(s) as comfortable as possible, but do not attempt first aid unless qualified to do so and do not move the injured person(s) unless it is necessary to do so to prevent further injury.

Send someone to obtain additional medical help.

The general guidelines of first aid must also be applied as required

DRS ABCD

- Check for Dangers
- Check for Response
- Send for help
- Open the Airway
- Check for Breathing
- Commence CPR

Record details about the crash on the Cycling Southland Accident Report Form as soon as possible. Encourage riders to recall details of the incident.

As soon as it is practicable, notify the General Manager. There is a legal requirement to report all motor vehicle accidents involving personal injury to police within 24 hours of the accident occurring.

DO NOT discuss the details of the accident with anyone!

DO NOT express an opinion as to who was at fault!

DO NOT agree to make good any damage!

In a road rage situation, only the coach should engage with any aggrieved party but riders should take notice of the situation and remember important details such as vehicle registration numbers. If there is the opportunity to record the incident without putting themselves in harm's way, then that should be undertaken.