

FCCC FLYERS

Go-Ride PARENT AND RIDER INFORMATION PACK

(a/k/a the Parent/Rider/FCCC Code of Conduct)

[Last Updated – October 2023]

The Farnborough and Camberley Cycling Club (FCCC) Go-Ride scheme (now referred to as the “FCCC Flyers“ or “the scheme”) is currently open to riders aged 5-11 years old.

To ensure the safety and enjoyment of ALL participants the Coach running each group session will have the ultimate discretion to permit or deny the participation of any individual to the scheme.

IMPORTANT

Each Child wishing to join our classes must be able to ride unaided without stabilisers and must be accompanied by at least one adult.

Time:

Sundays from 09.00hrs to 10.00 hrs

Locations:

Primary Location

King George V Playing Fields, Sycamore Road, Farnborough. GU14 6PQ

Other Locations we use for some sessions:

- Moor Road Park - Recreational Ground, Moor Road, Farnborough, GU14 8HW
 - Frimley Green Recreation Ground, Frimley, Surrey. GU16 6JZ

Please note:

Our primary location is King George V Playing fields but so that we may make use of other terrains/surfaces to teach the children we do use the other locations from time to time.

In the event that any session(s) may occur at an alternative location this will be communicated to all registered riders ahead of time.

Dates:

Sessions will run weekly.

As these dates vary throughout the year the actual dates for each school term will be notified through the FCCC Flyers coaching team to the riders and their parents individually.

For any queries relating to the applicable dates please contact the FCCC Flyers GoRide Administrator (Kendra) by email at kids@fccc.org.uk

NOTES:

1. To ensure we do not exceed the maximum number of riders for the site we will only be able to accept a set number of riders. Whilst there is no obligation to participate every week, if you miss a large number of sessions without prior notice, we reserve the right to give your place to the next waiting rider in the event the coaching sessions are over subscribed.
2. All coaching sessions need to be pre-booked. (They work out at £5 per session per rider). Discounts may be available for multiple same family entries. Please contact the Administrator for further details. (The number of sessions offered may vary according to the school timetables).
3. NOTE: To comply with current British Cycling Guidance, we do not accept cash and/or 'pay on the day' transactions. IMPORTANT - We do not allow 'walk up' riders.
4. All sessions will need to be paid for in advance before the start of each session.
5. Acceptable payment methods will be confirmed to parents of registered riders before sessions start.
6. To participate you must have submitted a completed Online Rider Information and Consent Form (available at fcc.org.uk/kids).
7. Upon receipt of your completed Rider Information and Consent Form we will confirm your young rider has been registered.
8. Please note that the information contained within this pack may be subject to change. If you require further information or clarification, please contact a member of the coaching team.
9. Any official amendments to these guidelines will be notified in writing to each rider/family accordingly.

Our Expectations for Participants, Parents, and the Club

These guidelines are meant to act as a form of code of conduct between FCCC Flyers, the Rider and Parent, and are to be regarded as part of the Consent Form you are required to sign. Signing the Consent Form confirms you will abide by these rules and guidelines. They are to help ensure everyone enjoys the sessions we run and that everyone remains safe in them.

Please respect these guidelines and the other participants who attend and/or participate in the programme.

To help us run the sessions effectively, safely and on time, your attendance is subject to the following rules:

- The minimum age for the sessions is five (5) years old on the day of the first session.
- A minimum of four (4) participants is required for the session to go ahead.
- If the coaching team have not received a completed Rider Information and Consent form prior to the session your child will not be able to participate.

You agree to:

- Arrive ready with your bike ready to ride (please see minimum bike requirements below)
- Wear a protective helmet at all times during the session. **NOTE: Any rider not wearing a helmet will be refused permission to participate in the session.**
- Provide water for riders in an appropriate bottle (food should not be consumed during the session unless medically required)
- Not enter or play on the coaching area without permission from the coach in attendance on the day
- Behave and listen to all instructions from the coach
- Never use bad or hurtful language
- Not bully, use violence, or rough play
- Keep yourselves and others safe
- Report risky situations to the coach/welfare officer
- Play fairly, not cheat and be gracious to all other participants
- Respect officials and accept their decisions
- Include all participants regardless of their gender, ability, disability, cultural background or religion
- Thank coaches, officials and helpers.

Our obligation to you as a participant

As a participant you have the right to:

- Be safe
- Be listened to and respected
- Enjoy your sport in a protective environment
- Be protected from abuse by any rider/coach/helper
- Participate on an equal basis within your ability
- Experience competition and the desire to win
- Be believed
- Ask for help

Minimum requirements for bicycles

- Have a minimum of one brake that is set up and effective
- Be set up so that the rider can reach the brakes in a normal riding position, and the saddle is in an appropriate position
- It is advised that the riders wear gloves to protect their hands
- Tyres are pumped up

NOTE: Cycle Protective Headwear is mandatory during our sessions

Please note that although coaches can advise changes to bike setup to facilitate your child's riding, we cannot make the adjustments.

If you any questions or concerns regarding coaching or requirements, please contact the Administrator [Kendra by email at kids@fcc.org.uk

Cancellation Policy

We operate on a limited place system. We do not offer refunds.

Please be aware that if your child fails to attend four booked sessions in a row, FCCC Flyers reserves the right to forfeit their place on the course. We will contact you to discuss before taking such actions. (In the event of an injury preventing participation please contact a member of the Coaching Team, or failing that the Club Welfare Officer).

Coaching Sessions and consent

In applying for coaching sessions or signing the consent form, you agree to the above guidelines and consent to your child taking part in the sessions. You understand and agree that they participate under instruction by British Cycling (BC) coaches entirely at their own risk. You have considered the nature of the sessions and have discussed it with them. You are satisfied that they are sufficiently responsible and competent to assume full responsibility for their own safety under the supervision of a BC coach.

Medical information

If your child has any medical conditions that you feel we need to know about, please note them on the Rider Information form. If you have any concerns about your child participating in any physical activity, please consult your GP before consenting.

Accident/Incident Policy & Procedure

What we'll do if your child is hurt.

At FCCC Flyers we will do everything we can to make cycling as safe as possible for your child but occasionally there will be incidents, so it is important for you to know what we will do when they happen.

- We will have first aid kit, and trained first aiders, readily available
- Each FCCC Flyers coach is required to undertake first aid training
- We will ask you if your child has any medical conditions whenever they sign up for the coaching sessions. If the situation subsequently changes we ask you to tell us.
- The vast majority of injuries are minor bumps, scrapes and scratches. We will deal with these quickly and sympathetically. If your child is happy to return to cycling we will allow them to do so. If they want to stop cycling we will contact you.
- If basic first aid treatment is required, we will administer it and contact you as soon as possible
- If an incident occurs which may need hospital treatment:
 - We will call for appropriate help, and contact you as soon as possible.
 - If there is any possibility of your child needing hospital treatment we will not give food or drink to a child who has been hurt.
 - We will wait for the emergency services to transport the child to hospital. We will not transport him or her ourselves.
 - We will let the emergency services know of any declared medical conditions.
- As soon as practical after the incident, we will record details of it and how we dealt with it.

If you have any questions, or concerns, please contact the Club Welfare Officer.

Welfare & Safeguarding at FCCC Flyers

FCCC Flyers takes the safety and welfare of all its cyclists very seriously. For the protection of all, and in line with statutory requirements for any sports coaching club, we have a number of Codes of Practice, Policies and Procedures that all participants, parents and carers, coaches and volunteers are signed up to.

These can all be found on our website at fccc.org.uk/kids

As FCCC is a British Cycling affiliated club, we adhere to their policies on safeguarding and protecting children. All coaches are required to have undertaken the relevant coaching training, the relevant DBS checks and will follow the British Cycling Code of Conduct.

We have a Club Welfare Officer(s) whose mandate is to maintain British Cycling's high standards in relation to children participating in cycling, allowing peace of mind for participants, their families and the club by ensuring those working with young people are suitable to do so.

If you have any concern at all about any aspect of any activity or individual at the club, please contact the Club Welfare Officer:

Steve Hammatt (07817 800726) [Email: welfare@fcc.org.uk]

Our undertaking and promise to you as parents

We aim to make FCCC Flyers a safe and enjoyable experience for all cyclists to participate in.

Please help us to achieve this by being aware of and respecting our safeguarding promises:

- The welfare of children is paramount. The need to ensure that children are protected is our primary consideration, and as so it may override the rights and needs of those adults working with them.
- Everyone, whatever their age, culture, disability, gender, language, racial origin, religious belief, and/or sexual identity is entitled to participate in cycling in a fun and safe environment.
- Everyone involved in FCCC Flyers - riders, coaches, volunteers, and anyone involved in cycling - has a responsibility to safeguard children from any harm, abuse, discrimination and degrading treatment, and to respect their rights, wishes and feelings at all times.
- We have a duty to take seriously all suspicions and allegations of poor practice or abuse and to respond swiftly and appropriately to them.
- All coaches and other volunteers at FCCC Flyers will be required to have the relevant training (for coaching, first aid and safeguarding) for their role.

Anti-Bullying Policy

FCCC Flyers wants to provide a safe and friendly environment for all participants at all times.

Consequently we will not tolerate any form of bullying during, and/or related to, our sessions.

For the avoidance of doubt for this purpose, 'Bullying' is 'any behaviour, usually repeated over time, that intentionally hurts another individual or group, physically or emotionally'. [Safe from bullying in youth activities, DCSF 2009.]

We recognise that

- One person or a group can bully others.
- Bullying can occur either face to face between individuals or groups, or online using technology such as computers or mobile phones.
- Bullying can, inter-alia, include:
 - Verbal teasing or making fun of someone

- Excluding children from games and conversations
- Pressurising other children not to be friends with the person who is being bullied
- Spreading hurtful rumours or passing around inappropriate photographs/images/drawings
- Shouting at or verbally abusing someone
- Stealing or damaging someone's belongings
- Making threats
- Forcing someone to do something embarrassing, harmful or dangerous
- Harassment on the basis of race, gender, sexuality or disability
- Physical or sexual assaults (all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

FCCC Flyers understands that bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.

We recognise that bullies may target people simply because they appear different from others.

We **all** have a role to play in preventing and putting a stop to bullying.

Our policy is therefore designed:

- To prevent bullying from happening in our organisation as much as possible
- If bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need
- To provide information to all staff, volunteers, children and their families about what we should do to prevent and deal with bullying.

We will seek to prevent bullying by:

- Having a code of behaviour that sets out the 'dos' and 'don'ts' in terms of how everyone involved in FCCC Flyers is expected to behave, both in face-to-face contact and online. NB ~ copies of our Code of Conduct can be provided upon written request.
- Developing a new members' welcome policy that will help FCCC Flyers to attract members from diverse groups.
- Having regular updates with coaches, volunteers, children, young people and families who use FCCC Flyers to ensure that they understand our anti-bullying policy.
- Reminding everyone:
 - That **all** FCCC Flyers participants have the responsibility to look after one another and uphold the behaviour code
 - It is important that everyone listens to one another
 - We need to respect the fact that we are all different

- To make sure no one is without friends and therefore making sure that no participant(s) is/are excluded from any activity
- Dealing with problems in a constructive way
- Checking that the anti-bullying measures are working well
- Making sure the coaches, volunteers, children and young people, and parents and carers have clear information about our anti-bullying policy, complaints procedure and the code of conduct and behaviour.

If bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place
- Providing support and training for all coaches and volunteers on dealing with all forms of bullying including racial, sexist, homophobic and sexual bullying
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and FCCC Flyers as a whole
- Periodically reviewing the plan developed to address the bullying, in order to ensure that any problem(s) has/have been resolved
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others

The Club Welfare Officer is responsible for monitoring the effectiveness of this policy. If you have any questions or concerns, please contact the Club Welfare Officer(s) - referred to above.

In accordance with the guidelines and standards set out by British Cycling, the FCCC Flyers Club Welfare Officers will not undertake any coaching and will act solely as independent coordinators to address any issues that arise and ensure that any appropriate authorities are notified including but not limited to British Cycling's Safety Liaison Officer, the Local Authorities Social Care and if necessary the Police. The role of the Welfare Officer is to protect the children participating in the FCCC Flyers Go-Ride scheme.