

## 2018 Sudbury Cycling Club Risk Management Plan

Reviewed and approved by the SCC Board of Directors on September 18, 2017.

### Definitions

*By-laws:* the current version of SCC By-laws

*Coach:* includes the Head Coach, and any Member who is a Cycling NCCP – Trained coach or Cycling NCCP - Certified coach, who has been appointed by the SCC Board to assist the Head Coach

*Club TT:* a time trial competition, open only to Members

*Indoor Training:* training indoors on a bicycle that is on rollers, or fixed on a stationary trainer, including related activities inside the indoor training facility, for example setting up and dismantling bicycle trainers

*Ride Leader:* a Member appointed to lead cycling activities

*Member:* a member of SCC, as defined in the SCC By-laws

*Road Cycling Training:* includes non-competitive road cycling for training purposes

*SCC:* Sudbury Cycling Club

*Track:* Delki Dozzi Cycling Track in the City of Greater Sudbury

### General

The SCC Board of Directors shall review and approve the Risk Management Plan annually. Date of review and approval will be included in this Risk Management Plan document.

The Risk Management Plan shall be communicated to Members.

Conformance with the Risk Management Plan shall be monitored by the Board.

Ultimate responsibility for safety rests with individual Members.

### Policy

To support the club's objectives, Members shall keep risk as low as reasonably achievable.

The Procedures shall support this Policy.

## Procedures

### *Ride Leaders*

Ride Leaders shall be appointed by the Head Coach.

### *Cycling Activities*

Cycling activities shall be restricted to Road Cycling Training, Club TTs, Cyclocross Training, Indoor Training, and special events as may be declared by the President. If an activity has not been declared by the President, then it is not an SCC activity.

The dates and times of scheduled Training shall be declared by the SCC President.

No cycling activity shall proceed in the absence of a Coach or Ride Leader. If no Coach or Ride Leader is present to lead a scheduled cycling activity, then that activity shall be automatically cancelled.

The Coach and/or Ride Leader have the final decisions on all matters affecting the safety of the cycling activity and their decisions must be respected by all participants.

During a cycling activity,

a Coach or Ride Leader shall

identify himself/ herself to the group;

direct riders in the safe conduct of the activity;

ensure that

no person is permitted to participate unless he or she is a Member, or, in the case of Road Cycling Training, Cyclocross Training, or Indoor Training, has proof of appropriate Ontario Cycling Association membership;

gates at Track entrances are closed at the beginning of Road Cycling Training and Club TTs; and

a telephone is available in case of emergency; and

in the event of an incident, document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President; and

in the event of an incident involving injury, illness or property damage, immediately notify Ontario Cycling Association, the SCC President and the SCC Vice-President, and document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

a rider shall

follow safety directions from a Coach or Ride Leader;

ensure that his or her bicycle is maintained in safe working order; and

in Road Cycling Training, Cyclocross Training, or a Club TT, wear an approved helmet.

In Road Cycling Training or Cyclocross Training, no rider shall use aero handlebar extensions or other types of handlebar extensions without permission and direction from a Coach or Ride Leader.

In Road Cycling Training, Cyclocross Training, or a Club TT, no rider shall wear earphones.

In inclement weather, the Coach or Ride Leader shall decide if cycling activity shall be cancelled.

## Incidents

In the event of an incident,

the Coach or Ride Leader shall document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

the Vice President or designate shall investigate the incident and submit a report to Ontario Cycling Association as soon as possible; and

the Board shall take corrective action if required.

In the event of an incident involving injury, illness or property damage,

the Coach or Ride Leader shall immediately notify Ontario Cycling Association, the SCC President and the SCC Vice-President;

the Coach or Ride Leader shall document and report the incident immediately, or as soon after as possible, to the SCC President and the Vice President;

the Vice President or designate shall investigate the accident or incident and submit a report to Ontario Cycling Association within 48 hours; and

the Board shall take corrective action if required.