

CTCSUFFOLK - GUIDANCE NOTES FOR RIDERS.

The purpose of this guide is to outline rider etiquette, procedures and conventions recommended by the CTCsuffolk group. It is not a set of rules, but rather advice on best practices based on many decades of collective experience. It should be carefully read by all riders including the ride leaders. Any questions can be answered by your rides co-ordinator.

Choosing a Ride.

- CTCsuffolk publishes all its ride lists on its website at ctcsuffolk.org.uk and in its quarterly magazine, the Winged Wheel.
- The rides start from various points and are shown on maps on the website.
- The different ride types are explained to help you chose a suitable ride.
- All rides of the same type are of a similar length even if the destinations appear to be quite close.

Preparing to Ride.

- Familiarise yourself with the general location of the published ride destinations for morning lunch and afternoon tea before coming on the ride.
- Consider the expected terrain and weather conditions on the day of your intended ride, and prepare accordingly. Layered clothing is recommended.
- Good visibility clothing and a cycling helmet is recommended.
- Give your bike a check over. Check brakes, brake cables and nipples, gear adjustment, gear cables and nipples. Check brakes are not binding. Check handlebars, stem and saddle are secure. Check tyres are puncture free and correctly inflated. Check tread for any imbedded sharp objects and remove.
- Carry a puncture repair outfit, tyre levers and a replacement inner tube of the size to fit your tyres.
- Carry a pump compatible with your tube valves.
- A mobile phone is recommended for emergencies and to contact the ride leader during the ride if necessary.
- **Carry Identification.** To assist others to help if you are immobilised in an accident on your bike, please ensure that you carry identification giving:
 - your name and home address,
 - a contact telephone number of whom to contact, preferably listed as an 'I.C.E.' number (In Case of Emergency) in your mobile phone, or in your wallet, or somewhere easily found in your luggage,
 - the name of any medications you are taking that a paramedic may need to be aware of, including dose rate.
- To assist in identification, blank ID tags for attaching to cycles are available from the secretary.

Beginning the Ride.

- Assemble at the start point at least 5min before the start of the ride.
- Identify yourself to the leader of the ride you wish to join.
- Complete a guest registration form, if required, obtainable from the ride leader.

During the Ride

- The ride leader is responsible for planning and navigating the route, setting the pace and liaising with refreshment venues. However, each individual is responsible for their own actions and using their own judgement for their own and the group's safety.
- Your leader has spent time and effort to plan and schedule the ride. Follow your leader and abide by their instructions. Do not get ahead of your leader. If you are, fall back and let them overtake.
- Always abide by the Highway Code that can be downloaded from www.gov.uk/guidance/the-highway-code.
- Show respect and courtesy to other road users. Single out on busy roads and arrange gaps every 4 riders to allow overtaking vehicles space to pull in.

- **On Narrow Roads.**
 - On roads that are only wide enough for a family saloon, riders should dominate the road and NOT rush to single out, as this will encourage vehicle drivers to attempt to squeeze past the group when it is not safe to do so. In this situation riders should pull off the road when it is safe to allow the vehicle to overtake.
- Do not ride close to the wheel in front. Leave a minimum gap of 0.5 metre, and stay alert at all times to changes in pace of the person in front, especially when changing gear.
- Do not overlap with the rider in front, especially not on their inside.
- Do not overtake riders on their inside.
- If you feel you must accelerate through the group for any reason, call “coming through” and overtake on the off-side of the group to avoid collisions.
- Call out to inform adjacent riders if you develop a mechanical problem or puncture.
- Inform the leader if you intend to leave the ride at any destination or intermediate point.
- Ensure that you are able to navigate safely to home or to your pick up point as rides do not always return to the starting point.
- **Calling Procedures.** It is important and is every riders responsibility to pass the calls “forwards” and “backwards” within the group by repeating them, for the benefit and safety of all those on the ride.
 - **HOLE** means anything from a pothole to a sunken grating. This is often accompanied by a pointing gesture in the general direction of the hazard. This is the most important of all calls to help prevent very serious crashes and multi-party collisions!
 - **STOPPING** means that group members are stopping. It is important to be aware that riders behind you need some warning when you intend to stop, so it is recommended that you call stopping but do not brake immediately unless it is an emergency. This is an important call to avoid collisions.
 - Club members use the call “**OIL**” to represent powered vehicles.
 - **(BIG)OIL UP** means traffic is coming **up** behind the group.
 - **(BIG)OIL DOWN** means traffic is coming **down** the road towards the group.
 - **COMING THROUGH** is used to indicate an “oil” is overtaking. The group should single-out.
 - **ALL CLEAR** is used when all have passed or to cancel the OIL UP call, where the oil has turned off.
 - **ALL CLEAR, CLEAR LEFT/RIGHT** are used at junction together with **FROM THE LEFT/RIGHT** to indicate whether traffic is coming or not, but it is still the individuals responsibility to look and confirm it is safe prior to making any manoeuvre.
 - **ON THE LEFT** means pay attention to the left side of the road, there could be a parked vehicle a pedestrian or a branch overhang or the like.
 - **ON THE RIGHT** likewise means the same thing but on the right.
 - **IN THE MIDDLE** means just that and more usually mean loose material or other debris that has accumulated in the middle in narrow lanes, but can also refer to a “Pothole” (two abreast riding)
 - **EASY** mean prepare to stop if necessary, used mainly approaching junctions and where a rider is experiencing difficulty.
 - **SINGLE OUT** means any riders riding two abreast should **quickly** manoeuvre into single file. It is strongly recommended that the **Inside rider should accelerate forward and the outside rider to tuck in behind.** The exception is when the outside rider is already ahead, in which case that rider will tuck-in in front.
- **Puncture or mechanical problem.** Call out to adjacent riders who will call forward to the ride leader who will stop the group and assess the situation. Riders are expected to have the means and ability to repair a puncture, but the ride leader will assign a capable volunteer to assist with the repair. The ride leader will also assign a volunteer to aid in navigation to the intended venue if necessary. The ride leader will then continue to lead their group to the intended destination.

- **IF THERE IS AN ACCIDENT.** These points are given in **order of priority**.
 - At times when a rider has fallen on the road, sentries **MUST** be sent immediately to both forward and to the rear to stand at least 100 metres from the obstruction to warn oncoming traffic to stop/slow down. Anyone in proximity of such an incident should take the initiative to do this without waiting for instructions.
 - **Assess the injuries** to the fallen rider(s) and clear the road if you assess that they are able to move themselves. Do not allow them to move if in any doubt.
 - If the rider requires urgent medical attention,
 - If not breathing administer CPR. Move them as is necessary.
 - Call an ambulance. (See below) They will provide CPR advice if it is needed.
 - If breathing, **do not move them**, but ensure that their breathing is not restricted.
 - Do not remove their helmet unless it impairs their breathing.
 - Support their head and neck without moving them.
 - Arrest any bleeding with bandages or pads.
 - Secure fractures by pinning limbs or by splints.
 - Keep them warm but do not move them. Key riders will carry space blankets. Borrow blankets etc from nearest houses. Use adjacent body warmth if necessary.
 - Give verbal assurances. Continually assess their status. Call ambulance again if their condition worsens or if ambulance has not arrived within 1 hour.
 - Arrange for 2-3 riders to stay with the injured person until emergency services arrive.
 - After the accident situation is under control, those riders who are not needed to remain should clear the road and take themselves on to the intended venue. If the ride leader is not immediately available, he should be informed as soon as practicable.
 - **Contacting Emergency Services-999 or 112**
 - If Internet access is possible, obtain the nearest postcode from <http://gridreferencefinder.com/>. Otherwise send riders to find the nearest houses to obtain their postcode and request the use of their landline. If the postcode cannot be obtained, you should obtain the OS grid reference or compose a description of your location.
 - Communication will probably have to be done by mobile phone, but if no phone/no signal is available, then several riders should disperse to the nearest houses to request to use their landline and obtain their postcode.
 - Even if your mobile phone indicates a poor signal you should still try to call 999 as it may, for an emergency call, select a non-partner network with the strongest signal. The network selection option in your phone settings should be set to 'automatic'.
 - If the call cannot be connected, try again. Other members of the group should also try to make the call on their mobile phones. Mobile phones performance can be improved by moving into an area clear of trees or moving to higher ground.
 - **Dialogue with the Emergency operators.**
 - Before making the call you should find out a) your location, b) your phone number, c) what has happened, d) details of the injury.
 - The 999 call will be answered immediately and the operator will simply say "Emergency, which service?"
 - You should request ambulance and you will be quickly transferred to an ambulance call handler.
 - Tell the handler if you are updating an already reported incident.
 - The call handler will be working from a pre-prepared script which they must follow. Do not try to volunteer information. You must simply answer(Y/N) to their questions. If you do not know the answer, say "Don't know." Eventually, even though you may not have known the postcode, you will be asked for a grid/co-ordinates reference.
 - If all call attempts fail, it may be possible to TEXT the emergency services, as texting may still work when there is insufficient signal to support a voice call. You should

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This guide can be updated at any time and will be reviewed annually.*

attempt a text call several times before giving up. Other members of the group should also attempt text calls.

- IN ORDER TO TEXT you must have previously REGISTERED your mobile phone with the EmergencySMS Service. If you carry a mobile phone it is recommended that you register it as soon as you can. The service is free. See http://www.emergencysms.org.uk/files/3649_esms_6.pdf for details and user guide.
- **Special note.** To register your phone you must text the message 'register' (all lower case without quotes) to 999. The message must NOT BE capitalised, otherwise your registration will be rejected without explanation! The EmergencySMS Service documentation does not make this clear.
- **Location note.** If you include your OS grid reference in your message you must include the TWO LETTER grid identifier before the 6 digit grid reference. (This may easily be forgotten in an emergency situation.)
- After you have made a voice/text call you must leave your phone switched on so the emergency services can contact you.

- **Incident Report**

Following any accident, no matter how minor, an incident report shall be prepared as soon as practicable, and not more than 48 hours after the incident, using the [Incident Report Form](#) published by CyclingUK. The Ride Leader should complete the report after consulting a rider who witnessed the incident if necessary. The completed form shall be submitted as soon as possible to the Suffolk Group Secretary, who will process the form if necessary. The relevant Ride Co-ordinator should also be notified of the details of the incident, so that if appropriate any warnings can be issued promptly for subsequent rides.

After the Ride. Look forward to the next one and prepare to lead one yourself.

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