

Policies and Procedures Practice Manual

Title: Policy, Emergency and General Procedures for Cycling Classes.

Objective: To provide a written statement of policies and procedures of U3A Knox Inc to ensure consistent acceptable standards are maintained for the conduct of all Cycling Classes.

Medical Policy

- Members are solely responsible for ensuring their medical and physical fitness for these classes. If uncertain they should seek medical advice before enrolling or participating at any time. The class leaders may request verbal confirmation that medical advice has been obtained and is being followed.
- Prior to any scheduled ride, members must be personally satisfied they can complete the ride and if uncertain they should not attend on the day.
- Members must wear or carry their U3A Knox Inc identity name tag including details of any emergency contact telephone number, relevant medical condition or vital medication, to alert medical professionals who may be called on their behalf.
- When serious injury, illness or other medical emergency occurs an ambulance is to be called.
- Any costs associated with receiving medical services, medical treatment of any kind, attendance by paramedics or others are the responsibility of the member or other person receiving the treatment or service.
- Qualified medical or first-aid treatment is **NOT** provided for cycling classes, however, a basic first aid kit is provided.
- Class leaders are to ensure class members are to be advised in writing details of the *Medical Policy*.

Practice:

- Class leaders are to ensure each member of the class is advised in writing at the beginning of each term.

Safety Policy

- Each cycling class is to appoint a safety representative.
- Safety representatives are to receive appropriate training from the Risk Management Officer.
- Safety representatives are to advise the class leader of any safety concerns and possible remedial action for consideration by the class leader.
- Class members are responsible for obeying the *Road Rules*, riding in a safe manner, showing courtesy to all others. In addition they are required to comply with any related and reasonable request from the class leader.

- Class members must maintain their bike & equipment in good order and roadworthy condition and wear and or use lawfully required safety equipment at all times when riding.
- Class members are required to advise the class leader if they;
 1. are not attending class,
 2. intend joining the class at other than the listed starting point,
 3. intend to deviate from the planned route being taken, and
 4. intend to leave before the finish of a ride.
- Class members who do not to complete a ride, deviate from the programmed or planned route, or choose for any reason not to ride within the group between the ride leader and nominated rear rider are deemed to be absent from the class for that period.
- When the forecast temperature for Melbourne is between 30°C and 34°C the program may be changed by the class leader. When the forecast temperature for Melbourne is >34°C the ride must be cancelled by the class leader.
- Changes including cancellation for any reason may only be made by the class leader.
- Class leaders may appoint a member to be ride leader and appoint a member to ride at the rear of the group
- Two way radio communication to be maintained between the ride leader and the appointed rider at the rear of the riding group to ensure integrity of the riding group.
- In case of an emergency the class leader to carry mobile telephone and advise the number to each member the Class Coordinator and the U3A Knox office.
- Class leaders are to carry a basic first aid kit as provided.
- Class leaders are to prescribe in term programs, the minimum riding speed expected to be achieved by participants when riding in easy terrain and with favourable weather conditions.
- Description of all rides in the term and mid-term programs are to include approximate length and grading i.e. easy (**E**), medium (**M**) or difficult (**D**) and whether a lunch break (**LB**) is included.
- Class members are at all times required to be aware of and abide by all applicable policies and rules established from time to time by U3A Knox Inc.

Practice:

Class leaders are to ensure:

1. the *Safety Policy* is implemented,
2. the official attendance sheet has been completed prior to and at the end of each ride,
3. Any accidents, injuries or incidents are reported to the Course Coordinator,

General Policy

- In the absence of the class leader from a class/s, class leaders may appoint a substitute or interim class leader. As soon as is practicable the Course Coordinator is to be advised details of the change.
- The substitute or interim class leader must be made aware of and ensure that the duties and responsibilities of the class leader are performed.
- Class leaders may invite an un-enrolled member or a visitor/s to participate in an introductory or other ride. Class leaders are to ensure the invitee/s is aware, understands and accepts the relevant provisions of the *Policy, Emergency and General Procedures for Cycling Classes*.
- When a mid-term program has not been provided, an extension of the term program to; participate in community or other public events, or other rides during the term or term break, may only be made by a class leader or delegate.
- The Course Coordinator is to be advised of any changes, extensions or cancellations to the programs. If a class or member/s of a class propose representing U3A Knox Inc in a community festival or other public event, prior notice is to be given to the Course Coordinator.
- Cycling classes are to appoint a class assistant.
- At the end of each term class leaders or class assistants are required to return the completed class attendance sheet to the Course Coordinator.
- Class assistants are to obtain the weekly bulletin and any other relevant information from the office and read to class members.
- Class assistants are to provide administrative support to class leaders as required.
- Each member is to be advised in writing that U3A Knox Inc does **NOT** indemnify ordinary members or provide public liability, personal accident or any other insurance cover whatsoever including loss or theft or damage to personal or other property.
- All policies and or instructions established from time to time by U3A Knox Inc are to be adhered to,
- A statement in accordance with this policy outlining conditions for participation in cycling classes is to be provided with each term program.
- This policy and statement to be reviewed on an annual basis and any proposed changes referred to the Risk Management Sub Committee for evaluation. Any proposed changes to be approved by the U3A Knox Inc Committee.

Practice:

- Class leaders are to ensure the *General Policy* is adhered to.