

Health and Safety Guidelines for Coaching Cycling

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Throughout this resource, the terms *bike* and *bicycle* should be read to include all types of pedal cycles that meet the minimum requirements for safe participation in a coaching session. The terms *rider* and *cyclist* are also interchangeable. References to *parents* are intended to be inclusive of *guardians*. The term *riders with a disability* should be read as a generic term for anyone with a physical or sensory impairment, or learning disability.

Note: Any reference to specific levels or disciplines within this document is intended only to include those endorsed by British Cycling (eg Level 1 refers to British Cycling Level 1, etc)

1. Introduction

Aim

The *British Cycling Health and Safety Guidelines for Coaching Cycling (HSGCC)* have been developed to promote good practice and ensure all riders receive coaching that is safe, effective, enjoyable and challenging. They aim to provide guidance to coaches regarding health and safety issues that should be considered when conducting cycling sessions or prescribing training for individual riders. They also assist organisations and coaches in formulating relevant health and safety policies.

Using the Guidelines

Each coach or organisation that regularly conducts cycling activities with groups or provides individual training prescription should produce their own health and safety, and risk assessment policies taking the *HSGCC* into account. They should do this in conjunction with any other specific requirements from their own managers, governors or local authorities (eg rules on educational visits, staffing, the use of minibuses). Policies should be in writing and all people assisting with the coaching activity must be fully aware of them and know how to implement them if necessary.

This document should be read as complementary to the *British Cycling Rulebook*, which includes policies such as *Equity in Cycling*, the *Code of Conduct*, and the *Policy for the Protection of Children and Vulnerable Adults*. The rulebook also covers matters such as gear restrictions for young riders, clothing and safety equipment for specific disciplines. As a part of the Coach Education Programme, British Cycling also provides guidance on risk assessment.

If you have any queries regarding the *HSGCC*, please contact British Cycling's Coaching and Education department.

2. Levels of Qualification

When working with riders, coaches should be aware of their own level of experience and qualification. For any British Cycling coaching licence to be valid, the coach must be a current member of British Cycling (Gold or Silver level), hold a valid first aid certificate (the minimum requirement is a Health and Safety Executive approved Emergency First Aid certificate) and have a valid CRB check issued by British Cycling.

The following table lists and describes the coaching qualifications recognised by British Cycling. Coaches should ensure they are qualified to operate at the level, and in the environment, in which they are coaching. When working in a discipline-specific environment, coaches must only take the discipline(s) for which they have attained specific endorsements.

Coaching Qualification	Role	Description
Level 1	<ul style="list-style-type: none"> Prepare for, deliver and review pre-prepared coaching sessions. (Assist more qualified coaches in delivering aspects of their coaching sessions normally under direct supervision.) 	Level 1 Coaches are able to conduct pre-prepared cycling activity sessions independently, ie activities from the <i>Go-Ride Gears 1 and 2 Coaching Workbook</i> , or sessions prepared by an appropriately qualified coach (ie Level 2 or Level 3).
Level 2	<ul style="list-style-type: none"> Plan, deliver and evaluate a series of coaching sessions, incorporating basic and intermediate cycling techniques. 	<p>Level 2 Coaches are able to plan activities and deliver their own planned sessions.</p> <p>Note: Trainee Level 2 Coaches are only able to conduct pre-prepared cycling activity sessions, ie pre-prepared sessions such as activities from the <i>Go-Ride Gears 1-4 Coaching Workbooks</i>, or sessions prepared by an appropriately qualified coach (ie Level 2 or Level 3).</p>
Level 2 with Discipline-Specific Endorsement	<ul style="list-style-type: none"> Plan, deliver and evaluate a series of coaching sessions incorporating basic, intermediate and advanced discipline-specific techniques and tactics. 	As for a Level 2 Coach – and deliver basic, intermediate and advanced discipline-specific techniques in a discipline-specific environment including activities from the <i>Go-Ride Gears 5 and 6 Coaching Workbooks</i> for the specific discipline.
Activity Coach	<ul style="list-style-type: none"> Plan, deliver and evaluate coaching sessions incorporating basic and intermediate techniques. 	Activity Coaches (and Trainee Activity Coaches) are able to plan activities and to deliver their own planned sessions.
Activity Coach with Level 2 Discipline-Specific Endorsement	<ul style="list-style-type: none"> Plan, deliver and evaluate coaching sessions incorporating basic, intermediate and advanced discipline-specific techniques and tactics. 	As for an Activity Coach – and deliver basic, intermediate and advanced discipline specific techniques in a discipline-specific environment including activities from the <i>Go-Ride Gears 5 and 6 Coaching Workbooks</i> for the specific discipline.

Coaching Qualification	Role	Description
Club Coach	<ul style="list-style-type: none"> Plan, implement, analyse and revise an annual coaching programme. Plan, deliver and evaluate coaching sessions incorporating basic and intermediate techniques. 	Club Coaches (and Trainee Club Coaches) are able to prescribe training to individual riders, to plan activities and deliver their own planned sessions.
Club Coach with Level 2 Discipline-Specific Endorsement	<ul style="list-style-type: none"> Plan, deliver and evaluate coaching sessions incorporating basic, intermediate and advanced discipline-specific techniques and tactics. 	As for a Club Coach – and deliver basic, intermediate and advanced discipline-specific techniques in a discipline-specific environment including activities from the <i>Go-Ride Gears 5 and 6 Coaching Workbooks</i> for the specific discipline.
Level 3	<ul style="list-style-type: none"> Plan, implement, analyse and revise an annual coaching programme for riders within a particular discipline. Plan, deliver and review coaching sessions incorporating advanced discipline specific techniques and tactics. 	Level 3 Coaches are qualified to prescribe training to individual riders within a discipline-specific context. Level 3 Coaches are also competent to coach advanced discipline-specific techniques and tactics including activities from the <i>Go-Ride Gear 7 Coaching Workbook</i> for the specific discipline.
Level 4	<ul style="list-style-type: none"> To be confirmed 	To be confirmed.

3. Before the Coaching Starts

General Points

Prior to any coaching sessions taking place, there are a number of important issues that need to be addressed. The following points are relevant to all coaches, irrespective of their level of qualification or whether they are coaching groups or individuals:

1. Coaches should have access to an appropriately stocked first aid kit. They should know who the on-site first-aider is (it may be themselves, or some venues may have an appointed first aid officer) and how to contact them, if necessary. Coaches should also have an emergency strategy including knowing the exact location of the venue, the location of the nearest telephone, emergency contact details and how to contact the emergency services, as well as an evacuation plan. They must also be aware of the content of the Emergency Operating Procedures and the Normal Operating Procedures of the venue.
2. Riders under the age of 18 must provide the coach with a Parental Consent Form. Any rider failing to submit a form signed by a parent must be excluded.
3. Coaches should collect and retain appropriate details regarding each rider being coached including their name, address and emergency contact, preferably through the use of a registration form, or a Rider Information and Parental Consent Form for riders under the age of 18. The information should be stored securely and appropriately to ensure it is kept confidential.
4. To facilitate safe participation coaches should know about any specific health requirements or medical conditions of the riders. Where possible this information should be sought in advance of the coaching session or training prescription through the completion of a registration form or a Rider Information and Parental Consent Form. However, it may be necessary to talk directly with the rider and/or parent before the session.
5. A risk assessment must be completed and recorded for all venues where cycling sessions are delivered. The risk assessment must be reviewed prior to each session and any identified actions implemented before any cycling activity is undertaken at that venue. It is good practice to record that the review and implementation of the risk assessment took place. This can be done by completing Section 2B of the Risk Assessment Form for Coaches. Guidance on risk assessment is provided as part of the British Cycling Coach Education Programme.

Coaching Groups

When working with groups, coaches should consider the following points in addition to the general points listed previously, prior to the sessions taking place:

1. Appropriate details regarding each rider taking part in the session should be readily available during every session (eg their name, address, emergency contact details and other relevant details such as medical conditions or health requirements).
2. A register of attendance must be completed for every coaching session. When coaching riders under 18 years old, each rider should be signed out on the register by a parent in the presence of the coach.
3. The content of the coaching session must be planned with due consideration for the ability and age of the riders in the group, as well as the venue, size and surface conditions.
4. Riders under the age of 18 are the coach's responsibility from when the session commences until the appropriate person collects them at the end of the session. Young riders are expected to remain in the session from beginning to end unless they have made prior arrangements to be picked up early. If a rider has to leave early or is being collected by someone other than the parent, the parent must advise the coach of the details of the arrangement including who will be collecting the rider and when. The coach should also agree departure times and procedures with parents before the session commences.
5. Coaches are responsible for ensuring the group is adequately supervised. The coach:rider ratios outlined in Section 5 provide a minimum ratio to ensure a safe coaching session. However, coaches must only work with the number of riders with which they feel confident and competent, within the recommendations. The coach:rider ratio should be sufficient to enable meaningful help to be given to riders experiencing difficulties. Younger children, beginners and those with disabilities or special needs, for example, may require extra supervision.
6. While the coach:rider ratios provide a minimum ratio to ensure a safe coaching session, it is recommended that when coaching young riders a minimum of two responsible adults (with at least one person holding a valid coaching qualification at an appropriate level) are present at all times to ensure an adequate level of supervision. This means that in an emergency one adult can stay with the riders while the other can go for help or deal with the emergency, without having to consider supervision of the rest of the group. It can also prevent any allegations regarding one-to-one contact with young children.
7. In some instances it may be necessary to arrange for additional help during a session (eg from another coach, club official or parent). It is important that anyone enlisted to help in a session is suitably qualified for the role and tasks they are required to undertake. It is good practice to have a clear and accurate record of everyone involved in the session. This will ensure the coach is able to identify who was in attendance at a particular session should an issue be raised at a later date that requires this information. This person should be present at the safety briefing held at the start of the coaching sessions.
8. Coaches in charge of the session should not take part as a rider (eg cycling on the track with riders) as this could compromise the safety of both the riders and themselves (especially if they were to have an accident). The reason for this is that they would not be able to undertake a safe and effective coaching role (eg controlling the group, observing riders and providing feedback) while maintaining their own safety and that of the group. However, this does not prevent them from giving demonstrations, asking another responsible person to ride with the group, riding alongside or behind the group at a safe distance or riding with the group if they need to move them from the meeting point to the coaching area. (See Section 5.2 for further information on moving riders from the meeting point to the coaching area.) If the coach does observe the group by riding at a safe distance away from them, it is good practice to have a helper that is first-aid trained located at an appropriate point on the circuit throughout the session.

Coaching Individuals

When working with individual riders, coaches should consider the following points in addition to the general points listed previously, prior to the sessions taking place:

1. The minimum age for prescribing training to individual riders is 14 years; however, for the majority of riders it may be more appropriate to begin prescribing training at the age of 16 years or older. The decision to start prescribing training to a rider should be based on the level of the rider's physical and mental maturity.
2. In addition to the general information that should be collected about the rider, a Rider Profile and Lifestyle Audit should be completed.
3. Where riders complete prescribed training alone or in a group in the absence of a coach, the riders are responsible for their own safety and choosing appropriate training environments. Parents of riders under the age of 18 are ultimately responsible for the safety and training environments being used. This should be made clear to the riders and their parents at the onset of coaching.
4. When coaching riders individually through a prescribed training programme it is recommended that meetings should take place in a public area and, if the rider is under the age of 18, a parent should also be present. It is recommended that coaches keep a record of all communication with the rider including meetings, phone calls and emails.
5. Individual programmes should be developed with due consideration for the rider's goals, ability, age, lifestyle, training history and available resources (equipment, training environments and support).
6. During the execution of prescribed training it is the responsibility of the rider (or their parents if under the age of 18) to ensure that the correct personal clothing and equipment is used.

Coaches qualified to coach individual riders should also be aware of the guidance outlined in Appendix 8 regarding testing, including the use of static trainers in coaching and testing sessions.

4. During and After Coaching

Safety Briefing

A safety briefing should be conducted at the beginning of every coach-led session to ensure that riders and others involved in the coaching session have the relevant health, safety and emergency information regarding the session. Relevant information might include:

- an explanation of specific safety issues and hazards of the venue (ie identified during the risk assessment)
- an explanation of any specific safety or operational requirements associated with the planned session
- a reminder of the Rider Rules/Code of Conduct
- advise/reminder about the relevant safety and emergency procedures and how to obtain first aid if required.

Recording Accidents and Injuries

It is essential to record any accidents or injuries that occurred during a session. When documenting the occurrence of an injury or illness coaches should:

- briefly note it in the relevant box on the session plan, and
- record the full details on an accident and illness record form or in an accident record book.

Recording these details will help to identify any trends or re-occurring accidents as well as areas that could be addressed to improve safety. This record will be vital in the unlikely event of legal action. A copy of the accident report form should be submitted to the relevant person. Coaches should always keep a copy for their own records.

Riders completing individual prescribed training should record accidents, injuries or illnesses that occur during training in their training diary and inform the coach. Coaches should always keep a copy of such information for their own records. They should deal with each accident, injury or illness appropriately, which will normally involve a halt to training or a reduction in the training load until the rider has recovered. Where appropriate, coaches should encourage riders to seek medical advice.

It is important to note that coaches are not responsible for diagnosing or treating any riders with an injury or illness but they are expected to advise them where they can go for further help.

5. Coaching Specific Levels and Disciplines

Introduction

This section outlines the key health and safety issues that need to be considered for the following specific levels or disciplines being coached:

- Level 1
- Level 2
- Level 3
- BMX (Levels 2 and 3)
- Cycle Speedway (Level 2)
- Cycle Speedway (Level 3) – to be confirmed
- Cyclo-Cross (Levels 2 and 3) – to be confirmed
- Mountain Bike (Level 2)
- Mountain Bike (Level 3) – to be confirmed
- Road and Time Trial (Levels 2 and 3)
- Track (Levels 2 and 3)
- Level 4 – to be confirmed.

Each of the above will include relevant information regarding:

- qualifications
- environment
- risk assessment regarding environment
- equipment
- coach:rider ratios
- other safety issues.

Note: In this section, venue refers to any club, facility, location or area being considered as a potential environment for coaching.

Level 1

Qualifications

Coaching sessions in the Level 1 environment must only be delivered by a responsible person in possession of a valid British Cycling Level 1, Level 2, Activity Coach, Club Coach or Level 3 coaching qualification. The coach must also have a minimum of a valid Health and Safety Executive approved Emergency First Aid certificate.

Level 1 coaches who are 16 or 17 years old must work as assistant coaches under the direct supervision of another qualified coach (at Level 1 or above) who is at least 18 years old.

Environment

An appropriate Level 1 environment should meet the following criteria:

- An indoor or outdoor traffic-free venue (eg a gymnasium, leisure centre, school playing field, car park or similar venue) with an area that:
 - is flat
 - has an appropriate surface for the bicycles and the activity (eg grass, tarmac, concrete, dirt)
 - is an appropriate size for the activity and the number of riders.
- Appropriate for teaching the basic and selected intermediate cycling techniques (gear selection, cornering and group riding) – ie it does not require the rider to have proficiency in climbing, descending or any advanced cycling techniques in order to ride safely in the environment.
- Easily accessible for the riders (ie it is not appropriate for a Level 1 coach to have to lead a ride to get to the coaching area).

The coach should also pay due care and attention to the health and safety of the riders, others involved in the session and themselves, particularly when coaching outdoors. The weather and environmental conditions must be conducive to learning and allow riders to participate safely in the session.

Risk assessment regarding environment

When conducting a risk assessment of the Level 1 coaching environment, coaches should consider the following points:

- **Venue** – May be within a sports/cycling facility or belong to the local council or other organisation which may have its own policy and procedures regarding risk assessment, health and safety, and rules and regulations that should be considered prior to conducting the coaching session.
- **Surface and area** should be clear of debris and in good condition – check for loose materials on riding surfaces (eg gravel on tarmac surface), protruding objects or holes (eg stumps, drainage holes); remove litter, broken glass, cans and rubbish; surround netting and/or walls should be maintained and in good condition.
- **Size** – The area should accommodate the activities and number of riders involved in the session; allow the planned activities to take place without the risk of colliding or riding into walls or other obstacles; and allow the planned activities to be arranged and controlled so that crowds are eliminated and riders are encouraged to disperse.
- **Public access** should be limited as far as possible by considering pedestrian access points, the location of entrances and exits, as well as parked and/or moving vehicles. Where public access is possible (eg footpath crossing area) signs should be placed to make individuals aware of the activities taking place and the riders should be informed of the possibility of pedestrian access during the safety briefing.
- **Weather conditions** can affect riding surfaces and clothing requirements.
- **Riders** should have an appropriate bike, helmet and clothing, and establish appropriate safety and rider rules. Coaches in charge of the session should know if any of the riders have any special needs or medical conditions.
- **Equipment** should be appropriate to the riders (eg in terms of their age, height and ability) and planned activities. It should be in good condition and set up correctly.
- **Other people and activities** should be considered (eg the competence of others involved in session, and any other activities occurring in the area at the same time).

Equipment

Personal clothing and equipment

Appropriate personal clothing and equipment is essential for safe and enjoyable participation in cycling sessions and to minimise the risk of illness or injury due to unsafe or inappropriate equipment being used. These guidelines are relevant to everyone involved in the session including the coach, recognised volunteers and riders.

A bike, helmet and clothing safety check must be performed at the beginning of every coaching session. Any rider with personal clothing and/or equipment that is deemed unsafe or inappropriate should not be allowed to participate in the cycling session and their parents (if appropriate) notified as to the reason to ensure it can be fixed for future sessions. In such cases the coach should look to involve the rider in the session, either as a helper or identify if the rider can be paired with someone of a similar height so they can share a bike.

Bike

Any bicycle used in a Level 1 environment must:

- be in good working order
- have two brakes that work
- be fitted with a free wheel
- be an appropriate size to allow the rider to participate safely in the session
- be appropriate to the environment, surface conditions and activity.

NOTE: Bikes without brakes, and those that are fixed wheel are not considered safe or appropriate.

See Appendix 1 for details regarding the minimum requirements of a bike safety check.

Helmet

British Cycling strongly recommends that cyclists wear a cycle helmet when engaged in any cycling activity. This is to prevent additional injuries occurring should a collision or incident happen.

In particular, participants of any activity supervised by a British Cycling coach will wear a cycle helmet. The only exceptions will be when the wearing of a cycle helmet may not be compatible with a religious, faith or disability issue. (An example is a potential cyclist wearing a turban). On such occasions the cyclist may be permitted to participate but this will ultimately depend on the coach carrying out a risk assessment which will consider the capability of the cyclist, the planned activity and the overall environmental conditions.

Any such cyclist (with a parent or guardian if under 18) should discuss the matter with the coach at the earliest opportunity. British Cycling is keen to include members from all sections of the community and reasonable adjustment will be made to coaching programmes to facilitate progress in the sport for all.

Riders in a Level 1 environment should wear a helmet that is:

- either a standard or full-face helmet that conforms to a recognised Standard
- undamaged
- in good condition
- the correct size for the rider
- correctly fitted and worn by the rider.

See Appendix 1 for details regarding the minimum requirements of a helmet safety check, and how to correctly fit and wear a cycling helmet. See Appendix 5 for checking and fitting a full-face helmet.

Clothing

All riders in a Level 1 environment must wear appropriate clothing. Clothing should be checked for safety, as loose or poorly fitting clothing can get caught in moving parts. Clothing should meet the following criteria:

- Be appropriate for the activity, environment and weather conditions, taking into consideration any possible changes in the weather (eg waterproof/windproof outer layer in winter)
- Not include loose or baggy clothing as it can get caught in moving parts.
- Trousers and tracksuit bottoms should be tucked in to prevent them becoming entangled in the chain.
- Shoes must be worn, with shoe laces tucked in.
- Ideally riders should wear cycling gloves.

When cycling in cold or wet conditions, wind chill, location and the activity will affect the amount of heat generated by the body. Therefore the choice of clothing needs to accommodate these factors. As a general rule, clothing should be many thin layers rather than a few thick layers, with the outer layer being wind and/or rain proof. This allows the body temperature to be regulated more easily, by adding or removing layers as necessary. This is called layering and is the recommended method for controlling body temperature when cycling in environments where the conditions can be variable.

Riders wearing inadequate or inappropriate clothing should not be allowed to participate in the session.

Coaching equipment

A responsible coach will ensure that all equipment is in good working order, maintained appropriately and that the manufacturer's instructions are followed regarding usage, maintenance and storage. Coaches should keep a record of damaged or missing parts and report them to the appropriate person so that they can be mended or replaced accordingly.

Level 1 coaches are expected to use equipment that is appropriate to the activity, riders and environment. When conducting Level 1 sessions, coaches should be able to use safely and effectively, the equipment that would be found in a general coaching kit bag. This may include:

- **cones**, which are a durable multi-functional piece of equipment that is inexpensive and readily available in clubs, schools and leisure centres. They are useful for marking courses, and signifying start and finish points. Consider using soft cones when there is a high risk of riders colliding with them. It is not recommended that industrial cones be used, as they could be a potential danger to riders due to their size and weight
- **markers**, which are another multi-functional piece of equipment that can be used for marking activities and boundaries. They are a minimal risk to riders and an excellent tool to use when working with beginner or young riders
- **chalk**, which provides an easy way to mark out grids, boundaries or to signify start and finish areas. It can also be used to provide directional guidance to riders throughout a course, allowing them to focus on technique and skill rather than direction
- **limbo set**, which usually consists of a pair of bases, two upright poles and clips and a cross bar, that is used for activities requiring the rider to ride underneath the cross bar (eg learning to lean the bike). Limbo bars should only be used for riding under the cross bar, as any other use may result in damage to the equipment and/or rider. You should note that limbo poles may be used for other purposes (such as jumping activities) by appropriately qualified coaches. These uses are outside the remit of a Level 1 coach, and appropriate use will be described in the Coaching equipment section of the relevant environment in these guidelines. When erecting the limbo set it is important the poles face the right way (ie the clips that hold the cross bar in place should be on the opposite side of the upright poles to where the rider will approach from) to ensure the cross bar can be easily knocked off the clips without collapsing the entire set. Limbo bars used within a session are a potential hazard to riders, therefore a coach must ensure attention is given to all riders who use the poles
- **coloured bibs** are useful for group management, assisting the coach to differentiate between groups and aiding management of activities
- **crates/water bottles** can be used for activities requiring the rider to pick up and put down an object. These types of activities require good balance and co-ordination, therefore should be used with riders with an appropriate amount of experience and skill, ie intermediate level riders
- **tape measure** is useful for setting up activities, particularly if the distances between markers need to be precise, such as setting up the Go-Ride Skills Test
- **stop watch** may be used to time competitive activities

- **whistle**, which is a useful aid for managing a coaching session, particularly if the area is outside, or if the activities are spread over a large area. It ensures that all riders will hear the commands and be able to act promptly and appropriately. It is important the coach establishes what behaviour is expected of the riders when the whistle is sounded. For example, the behaviour may be safety or emergency related such as 'immediately stop what you are doing, dismount the bike and walk to where the coach is standing'; or it may form part of the session such as a starting signal or other command signal (eg telling the riders to stop, change direction or mount the bike).

Coach:rider ratio

The coach:rider ratio in a Level 1 environment must not exceed 1:15. If a facility has its own guidelines regarding coach:rider ratios that are less than the British Cycling recommendations, the facility guidelines must be adhered to. Level 1 coaches are only qualified to coach groups of riders – the minimum number of riders within each group must be at least three.

Other safety issues

The coach should always ensure there are appropriate emergency procedures in place including a method of communicating with appropriate people/organisations in an emergency. The coach should also be aware of, and adhere to, the rules and regulations stipulated by the *owner* of the coaching venue. Where there is conflict between the rules stipulated by the venue and the *HSGCC*, the former must be adhered to.

Level 2

Qualifications

Coaching sessions in the Level 2 environment must only be delivered by a responsible person in possession of a valid British Cycling Level 2, Activity Coach, Club Coach or Level 3 coaching qualification (Note: Trainee Level 2 Coach status is also acceptable). The coach must also have a minimum of a valid Health and Safety Executive approved Emergency First Aid certificate.

Note: Level 2 coaches are also qualified to conduct coaching sessions in the Level 1 environment.

Environment

An appropriate Level 2 environment should meet the following criteria:

- An **indoor or outdoor traffic-free venue** (eg a gymnasium, leisure centre, school playing field, car park or similar venue); or a **closed-road circuit**; or **non-technical off-road terrain that does not require navigational skills in order to access it and/or safely ride on it** (such as forest tracks, forestry roads, firetrack type bridleways, designated cycleways, way marked routes and rights of way on which cycles are permitted and other smooth ground, that does not require route selection in order to ride on it); or any **outdoor cycling track with either an asphalt, tarmac, concrete or grass surface, and is suitable for free wheel bikes** (ie not an indoor cycling track, BMX track or similar cycling specific environment).
- When coaching riders under the age of 14, the riders must be in sight of an appropriately qualified coach or recognised volunteer at all times.
- When coaching riders aged 14–18 years, the coach may exercise discretion regarding the length of time a rider of this age group can be out of sight of a qualified coach or recognised volunteer. When making this decision the safety of the riders is paramount, and if the coach has any concerns regarding the safety of the riders, they should not be allowed out of sight of an appropriately qualified coach or recognised volunteer.
- Appropriate surface and conditions for the bicycles and the activity.
- Appropriate size for the activity and numbers within the group.
- Appropriate for teaching the basic and intermediate cycling techniques (ie does not require the rider to have proficiency in any advanced cycling techniques in order to safely ride in the environment).

The coach should also pay due care and attention to the health and safety of the riders, others involved in the session and themselves, particularly when coaching outdoors. The weather and environmental conditions must be conducive to learning and allow riders to participate safely in the session.

Risk assessment regarding environment

The general hazards identified for the Level 1 coaching environment are also appropriate to the Level 2 environments. However, the following issues should also be adhered to:

- **Slopes/hills** – The gradient and surface conditions should be safe and appropriate for the ability of the riders, the bicycles and the planned activity.
- **Emergencies and communication** – The coach and riders should never be further than 10 minutes walk from a road and shelter, and appropriate emergency procedures must be in place and understood by everyone in the session. There should always be at least one method of communicating with appropriate people/organisations in an emergency. Mobile phones should be carried wherever possible (remember to check signal availability).

Closed-road circuit

When using a closed-road circuit, consider the:

- **length of the circuit** – the age and ability of the riders, and the planned activity, will determine an appropriate length. Coaches should consider how long it will take riders to complete a lap and how they will manage riders who are a long distance away from them (ie on a long circuit). If they cannot manage the riders appropriately they should use a shortened circuit
- **sight of riders** – the section of circuit that is used, and the number of coaches/recognised volunteers involved in the session must allow coaches to meet the requirements regarding keeping riders in sight

- **weather** – circuits should only be used during appropriate weather conditions (eg if it is wet or icy the surface may become slippery and dangerous to riders)
- **surface conditions** – the surface should be clear of debris and in good condition. Where obstacles cannot be removed (eg posts, barriers, parked cars, bollards or drains) activities should be organised to minimise the risks that these present.

In addition to the above points, coaches should also take into account the following issues:

- Venues may have their own policy and procedures governing risk assessment, and health and safety, which should be considered prior to coaching activities taking place.
- Only riders taking part in the activity should be on the circuit/area being used; other riders should wait in a safe area.
- Public access should be limited as far as possible to prevent people entering the circuit/area. Where public access is still possible (eg footpath crossing the circuit), signs should be used to make individuals aware of the coaching taking place and riders should be informed of the potential for public access during the safety briefing at the start of the session.
- Be aware of other activities taking place at the same time, particularly those in the centre of the circuits. The circuit/area should not be used when other activities that are occurring may have an impact on the safety of riders in the session.

Non-technical off-road terrain

Coaches should consider the following points to ensure they can provide a safe environment:

- **Getting there and back** – Coaches must consider where to meet their riders. If this is not directly at the site where the session will take place, they will need to identify how to get the riders from the meeting point to the coaching area and back again. This journey must be risk assessed (as outlined in *Moving Riders to the Coaching Area*).
- **Riders and other users** – It is not usually possible to restrict pedestrian access on off-road tracks and trails, which poses a potential risk to the riders taking part in the session. Other users may also be walking dogs, which may affect the riders. Equally the riders taking part in the session pose a risk to other users and coaches must consider how to limit the impact upon them (eg how they would stop the group, where they would group the riders when they need to stop them, and how they would manage the following: dogs that are not on a leash, giving way to horses and pedestrians, closing gates, respecting rights of way, respecting farm animals and other wildlife). If possible sessions should be organised during off-peak times, when the area may be quieter.
- **Unpredictable conditions** – Each time a rider uses the trail (ie each loop within a session or from one session to another) it may present new risks, due to factors such as changes in weather, other people and seasonal plant growth (ie tracks tend to get narrower during summer). Coaches need to consider how to deal with this, particularly in relation to changes that may occur within a session.
- **Terrain and surface** – The terrain in this environment presents potentially more extreme hazards to riders than other Level 2 environments and should be risk assessed in relation to the riders' ability, the bikes and the activities being conducted. Coaches should consider the surface (eg dirt or gravel) and its condition (eg loose, hard, pot holes, wet or dry), the gradient of hills, whether there are any obstructions that riders need to avoid and how to manage these risks. The area should be rideable throughout its entire length and riders should not be required to carry their bicycles (eg over dangerous, rough or steep sections) in order to complete a circuit. Remember that in this environment it may not be possible to cone-off hazards or completely avoid them. Coaches can either choose a limited area that is appropriate to the riders' ability and experience, and where they can control the risks, or if they are using a larger area, educate the riders so the riders, themselves, are able to identify and avoid hazards when riding.
- **Size of the coaching area** – Coaches should consider how spread out the group of riders is likely to be, and whether they can effectively coach and meet the requirements for keeping riders in sight. They might need additional support, such as other coaches or recognised volunteers, to supervise the front and the back of the group or be positioned at key points on the circuit or within the area, allowing them to focus on coaching and running the session.
- **Mechanical difficulties and repairs** – The technical nature of riding off-road terrain results in an increased risk of mechanical problems (in addition to a puncture), therefore there may be a need to undertake trailside repairs. Coaches should encourage riders to carry a basic repair kit and tools, and ensure they know how to repair a puncture. When working with a group they might consider a shared repair kit and tools. If they do this, the contents should be suitable to the range of bikes in the session. Remember that coaches are not expected to undertake repairs or adjustments to the riders' bikes.

Outdoor cycling track

In particular, coaches should consider the:

- **length of the track** in relation to the age and ability of the riders and the planned activity. They should consider how long it will take the riders to complete a lap
- **weather conditions** as tracks should only be used during appropriate weather conditions (eg if it is wet or icy the track surface may become slippery and dangerous to riders – this is particularly the case with grass tracks). The affect of weather conditions on the track surface will vary from track to track. If coaches have any concerns they should discuss this with a more experienced coach or the facility owner
- **steepness of the banking** in relation to the age and ability of the riders (eg it would be inappropriate for beginner riders to ride high on a steeply banked track, whereas it would be acceptable for them to ride around the track at the bottom of the banking). Most grass tracks do not have any banked sections.

In addition to the above points, coaches should also take into account the following issues:

- Venues may have their own policy and procedures governing risk assessment, and health and safety, which should be considered prior to coaching activities taking place.
- The surface of the track and the *safety zone (run off area)* should be clear of debris and in good condition (eg free from stones, glass or moss). It is common to sweep the track before using it.
- Only riders taking part in the activity should be on the track (or *safety zone*). Access to the track and track centre should be restricted when using the track (this is particularly important when access is by walking over the track itself). Where access over the track is necessary, signs should be placed in appropriate locations to make pedestrians aware of the coaching taking place and riders should be informed during the rider safety briefing at the beginning of the session.
- Cycling on an outdoor track is usually performed in an anti-clockwise direction. When using the whole track all riders must ride in the same direction.
- The perimeter fence should be in good condition with no protruding parts, completely surrounding the track, and all access gates should be closed when the track is in use.
- Equipment must not be placed around the inside edge of the track – ensure it is safely stored in a location where it will not impede the riders or the session.
- Coaches should be aware of other activities taking place at the same time, particularly those in the centre of the track. They should not use the track when other activities may have an impact on the safety of riders in the session.
- The track must be suitable for free wheel bikes.
- New riders should be given an induction to riding the track and track-riding etiquette (contact the facility owner to obtain information on the track etiquette or rider rules for the track).
- Coaches should promote good technique and track-riding etiquette at all times.
- Coaches should position themselves at a location that allows them to view the whole track, provides easy access to the riders if an accident occurs, and enables them to control and monitor access to and from the track, where riders either join or leave it, and from where they can see other facility users. Usually this would be the track centre.

Some cycling tracks have an induction or training programme that coaches must complete before they will be allowed to coach on that track. Coaches should contact the relevant facility to determine any requirements it may have.

Moving riders to the coaching area

Where possible coaches should arrange to meet the riders at the coaching area, however this may not always be possible. Therefore, it may be necessary to move riders from the meeting point to the coaching area and this may require limited use of the public highway. In such instances coaches must have parental consent, the riders **MUST** be under their direct supervision and it cannot not be part of the coaching activity. Coaches should consider the type of road and the skill level of all the riders to determine whether it is appropriate to be taking them on that particular road. They should also consider whether it is best for the riders to walk with their bikes. This situation must be risk-assessed in advance.

Personal clothing and equipment

As for Level 1.

Coaching equipment

As for Level 1.

Coach:rider ratio

When coaching groups of beginner/intermediate level riders in a Level 2 environment:

- at an **indoor/outdoor venue** or **closed road circuit**, the ratio of riders to coaches must not exceed **20** riders to **one** Level 2 coach
- on **non-technical off-road terrain** or an **outdoor cycling track**, the ratio of riders to coaches must not exceed **15** riders to **one** Level 2 coach.

Level 2 coaches are only qualified to coach groups of riders. The minimum number of riders must be at least three. Coaches must only work with the number of riders with whom they feel confident and competent to deal with, without exceeding the above recommendations. If a venue has its own guidelines regarding the ratio of coaches to riders that are less than the British Cycling recommendations, the facility guidelines must be adhered to.

Other safety issues

The coach should always ensure there are appropriate emergency procedures in place including a method of communicating with appropriate people/organisations in an emergency, and should never be further than 10 minutes walk from a road and shelter. The coach should be aware of, and adhere to, the rules and regulations stipulated by the *owner* of the coaching venue. Where there is conflict between the rules stipulated by the venue and the *HSGCC*, whichever is the stricter of the guidelines should be adhered to (ie in the case of a venue having very lax guidelines).

Level 3

Qualifications

Coaching sessions in the Level 3 generic environment must only be delivered by a responsible person in possession of a valid British Cycling Level 3 coaching qualification. The coach must also have a minimum of a valid Health and Safety Executive approved Emergency First Aid certificate.

Note: Level 3 coaches are also qualified to conduct coaching sessions in the Level 1 and Level 2 environments.

Generic environment

An appropriate Level 3 generic environment should meet the following criteria:

- The **public highway**, excluding areas where riders are prohibited under current legislation (eg motorways). Note: Riders under the age of 12 may not take part in activities held in the Level 3 generic coaching environment.
- Should be of a size/length and have surroundings (eg trees and buildings) that allow riders aged 12–15 to be seen at all times by an appropriately qualified coach or recognised volunteer. When coaching riders aged 16–18 years, the coach may exercise discretion regarding the length of time a rider of this age group can be out of sight of a qualified coach or recognised volunteer. When making this decision the safety of the riders is paramount, and if the coach has any concerns regarding the safety of the riders, they should not be allowed out of sight of an appropriately qualified coach or recognised volunteer.
- Appropriate for the activities, the size of the group and experience of the riders being coached.

Risk assessment regarding environment

When conducting a risk assessment of a Level 3 generic environment, coaches should be aware of the following issues:

- **Current legislation governing road use** – Coaches and riders operating on the public highway should make themselves aware of, and adhere to, all legislation relating to the use of, and activities taking place on, the public highway. This legislation may differ between England, Wales and Scotland.
- **Other road users** – Coaching sessions taking place on the public highway can present a hazard to other road users (including other cyclists, motor vehicles, pedestrians, horses or horse drawn carriages). Other road users can also present a hazard to individuals taking part in coaching sessions. Coaches and riders should take precautions to reduce the level of risk to an acceptable level. In addition to considering the safety of all road users when planning activities, coaches should consider other safety measures including stopping and grouping the riders off the road (eg in a lay-by or car park), avoiding turning in the road, minimising group and bunch sizes, using quiet roads, avoiding times when roads are busy and avoiding roads where other events (eg road races, time trials, car boot sales) are taking place.
- **Surface conditions** – Road condition and maintenance varies greatly between regions, roads and roads with different classifications. Where a risk assessment reveals hazards relating to poor surface conditions or maintenance, the local authority should be informed so that appropriate repairs can be made.
- **Road junctions, signs and signals** – When riding on the public highway riders must, when required, give way at road junctions and obey all road signs and signals.
- **Obstacles and road works** – Coaching sessions should avoid roads where obstacles (eg parked cars, traffic calming measures) or road works may increase the level of risk presented to individuals involved in the session and other road users.
- **Weather conditions** – The public highway should only be used during appropriate weather conditions and when weather conditions are conducive to learning and safe participation.

In addition to the above coaches must:

- **perform a risk assessment of the activities** – the hazards and level of risk presented by an activity may change depending upon the environment, time of day and other road users
- **assess the ability and experience of the riders** – coaches should assess rider ability and experience to ensure they are appropriately skilled to ride in the environment and take part in the activities of the session. As a minimum, riders taking part in coaching sessions on the public highway should be competent at Level 2 of the National Standard for Cycle Training (see Appendix 2)
- **gain parental consent** – informed parental consent should be gained for riders under 18 years of age. Parents should be asked to provide written consent to allow their children to take part in coaching sessions on the public highway and agree that their child is appropriately skilled to take part in coaching sessions on the public highway.

Equipment

Bike

- **Road bikes** are defined in the *British Cycling Rulebook*. While any bike that meets the criteria specified for the Level 1 coaching environment may be used in sessions in the Level 3 generic coaching environment, coaches may wish to limit the bikes used to road bikes for sessions where high speed or group riding is performed. In this instance the road bikes should conform to the British Cycling rules and regulations that govern road bikes used for racing. For drills relating specifically to road or circuit racing (eg bunch riding) the road bike should have a free wheel and two brakes. For drills relating specifically to time trials the road bike may have a fixed wheel and, as a minimum, a front brake.
- **Aero bars** – Road bikes fitted with aero bars should be excluded from all activities involving group riding with the exception of drills relating specifically to time trials (eg team time trial practice).
- **Disk wheels** – Road bikes fitted with a disk wheel should be excluded from all activities involving group riding with the exception of drills relating specifically to time trials (eg team time trial practice).

Coaching equipment

- **Cars and motorcycles** may be used to accompany riders during coaching sessions. It is important to recognise the additional risks associated with car and motorcycle use when conducting the risk assessment. Where cars or motorcycles are used, the driver of the vehicle cannot be the coach and should be an individual with adequate qualifications and experience (eg appropriate driving licence and race convoy experience). It is the responsibility of the driver to drive in a way that is safe and considerate of all other road users and to obey all rules and regulations that apply to the vehicle. It is also important to ensure that the vehicle and driver are insured for the activities taking place. Where cars and motorcycles are used, appropriately placed signage may assist in forewarning other road users of the cyclists.

Coach:rider ratio

The coach:rider ratio in the Level 3 generic environment must not exceed 1:10. The maximum group size acceptable is 20 riders.

Other safety issues

- The lead coach should not take part in the session as a rider.
- Coaches should be aware of, and adhere to, rules and regulations that govern use of the public highway. Where there is conflict between these rules and the *HSGCC*, the former must be adhered to.
- Coaches should be aware, and make riders aware, that riding on the public highway is dangerous and while other road users present hazards to them, they provide hazards to other road users. It is the responsibility of coaches and riders to minimise the risk to themselves and other road users.
- Legislation exists to penalise *dangerous*, and *careless and inconsiderate*, cycling (see *Road Traffic Act, 1998 and 1991*). Riders should ensure they ride in a manner that is safe and responsible at all times.
- Coaches should make riders aware that while they are training in the Level 3 generic environment, they are ultimately responsible for their riding, their safety and riding within the rules and regulations. Riders should use their own judgement when taking part in the coaching session to ensure they meet their responsibilities.

- Coaching sessions on the public highway may not consist of *training* or *mock* races/events. Coaches should refer to the *Road Traffic Act, 1988* and the *The Cycle Racing On Highways Regulations, 1960* for further information regarding *training* or *mock* events.
- Coaches should devise and communicate emergency procedures to riders, including those incidents that riders may experience during a session (eg punctures, mechanical problems, changes in environmental conditions, accidents involving one or more members of the group or being *dropped* by the group).
- Road riding is often fatiguing and new riders or riders new to road riding will incur a loss of skill as they fatigue. Coaches should ensure riders take enough rest to ensure safety is maintained.
- Group riding presents additional hazards to a rider that are not normally present when riding as an individual; these are often the result of reduced visibility, the proximity of other riders and sudden changes in speed or direction. Riders should use a common set of verbal/hand signals to communicate when riding in groups.
- The coach should promote good technique and road riding etiquette at all times.

BMX (Levels 2 and 3)

Qualifications

Coaching sessions conducted in the BMX environment may only be delivered by a responsible person in possession of a current British Cycling Level 2 coaching qualification with a Level 2 or Level 3 BMX coaching endorsement (Note: Trainee Level 3 BMX Coach is also acceptable). The coach must, as a minimum, hold a current Health and Safety Executive approved Emergency First Aid certificate.

Many BMX facilities have their own guidelines, policies and procedures on risk assessment, health and safety, track usage and coaching practice. Where these policies are maintained by a BMX facility they take precedence over the following British cycling guidelines. Where no policies exist, the following guidelines should be regarded as a minimum standard. British Cycling Coaching and Education recognises the responsibility of BMX facilities to maintain high standards of coaching practice that are appropriate for their own circumstances.

Note:

- Level 2 and Level 3 BMX coaches are also qualified to coach in the Level 1 and Level 2 coaching environments.
- Level 3 BMX coaches are also qualified to coach in the Level 3 generic environment.
- BMX facilities may specify minimum requirements for coaches and, as a result, coaches may be required to undergo further training, including facility specific induction, before being allowed to coach at the facility. The Level 2 BMX Coaching Award and Level 3 Certificate in Coaching BMX do not give coaches the automatic right to coach at a BMX facility.

Environment

BMX coaching sessions can only take place in an environment that meets the following criteria:

- Conform to the rules that govern BMX tracks used for racing as detailed in the *British Cycling Rulebook*.
- Are maintained to a level where safe participation can take place.
- No feature of the BMX track (excluding the start hill) exceeds 2.5 metres in height.
- Level 2 BMX coaches may not coach on pro sections, regardless of their geometry, height or integration with the BMX track.
- Is a purpose built BMX track (excluding *trails* or dirt jumps).
- Is a purpose built skate park.

Risk assessment regarding environment

When conducting a risk assessment of the Level 2 and Level 3 BMX environments, coaches should be aware of the following issues:

- **Facility** – BMX tracks may have their own policy and procedures governing risk assessment, health and safety, and rules and regulations, all of which should be considered prior to coaching activities taking place.
- **Surface** – The track surface and start area should be clear of debris and in good condition.
- **Track access** – Only riders using the track should be allowed on the track or *start area* when the track is in use. Access to the track, paddock and start hill should be restricted when the BMX track is in use. Where access to the track is possible (eg non-fenced off areas) signs should be used to make individuals aware that coaching is taking place. Areas of the track that represent a heightened hazard should be emphasised to riders during the safety briefing at the beginning of the session.
- **Weather conditions** – BMX tracks should only be used during appropriate weather conditions.
- **Other activities** – BMX tracks, sections of a BMX track or indoor skate parks should not be used when other activities are taking place which may have an impact on the safety of riders.
- **Bikes** – Ideally, cruisers and race BMX bikes should be used for BMX coaching sessions; however, freestyle BMX bikes without pegs may be used and mountain bikes may be used unless otherwise stated in the facility's rules and regulations.

Bike, helmet and clothing

Equipment specific to BMX and this environment include the following:

- **BMX bikes** – Should conform to the rules governing BMX bikes in the *British Cycling Rulebook* as well as any rules or guidelines provided by the facility. All bikes must meet the minimum safety requirements as detailed in the Level 2 Certificate in Coaching Cycling and Level 2 BMX Coaching Award. Typically, these bikes have a minimum of one fully working brake and are in a safe state of repair (see Appendix 4 or the *Go-Ride BMX Gears 5 and 6 Coaching Workbook*, Appendix A).
- **Helmets** – A British standard (CE marked) full face or skate-style (*potty*) helmet should be worn in all sessions (see Appendix 5 or the *Go-Ride BMX Gears 5 and 6 Coaching Workbook*, Appendix B).
- **Gloves** – Full finger gloves should be worn in all sessions.
- **Pads** – Knee and shin protection must be worn when riding in shorts.
- **General clothing** – Pants shall be loose fitting long pants made of tear-resistant material. Shorts are permitted if accompanied by appropriate knee and shin protection. A loose-fitting, long-sleeved jersey should be worn.

Coaching equipment

Coaching equipment specific to BMX and this environment include the following:

- **Cones and markers** may be used to mark the edges of a BMX track or cordoned off areas.
- **Start gate** – It can be manual or automatic and may be used when practicing gate starts. Only riders taking part in the gate start should be on the BMX track when a gate start is performed. The coach should be familiar with the safe operation of the start gate prior to its use. The gate should be a purpose built start gate in good working order.
- **Portable ramps** – Purpose built ramps may be used in Level 2 and Level 3 BMX coaching sessions, but must not exceed 2.5 metres in height. The ramp should be positioned with a 10 metre safety area in front of and behind the ramp with no obstacles present and should rest on flat, hard standing ground. A three metre safety zone to either side of the ramp is required.
- **Limbo poles** may be used for Jumping and Advanced Balance and Coordination activities, such as bunny hopping. When limbo poles are used for this purpose, the coach should ensure they have risk assessed the use of this equipment for the planned activity, environment and ability of the riders and must set up the equipment using the same guidelines as described in *Coaching equipment* in Level 1 (above) (so that if the bike or rider hits the cross bar it will be easily knocked off the upright poles and not get tangled in the bike).

Coach: rider ratio

The coach:rider ratio in the Level 2 and Level 3 BMX environment should not exceed 1:16 with no more than eight riders on the BMX track. Where more than one qualified BMX coach is present, eight riders per qualified coach may use suitably cordoned sections of the track simultaneously (see Other activities in the Risk assessment section, above) providing each group of eight is engaged in separate and discreet activities. Level 2 coaches may coach groups only, comprising a minimum of three riders.

Other safety issues

The following list outlines a number of other safety issues relating directly to coaching on the BMX track:

- The lead coach should not take part in the session as a rider.
- Riding on BMX tracks and the use of BMX bikes have inherent risks. These risks are exaggerated in beginner riders who often have to master the techniques and skills to enable them to ride sections of the track before they use the whole track.
- Beginner riders should be given an induction to riding the BMX track, which should include, as a minimum, instruction on starting off and braking on a BMX bike, observation prior to joining the track and the correct direction of travel on the track. It is recommended that riders demonstrate competency in the basic BMX techniques (see the *Cark Park Test* in the *Go-Ride BMX Gears 5 and 6 Coaching Workbook*, Appendix F) in a generic Level 2 environment before riding on the BMX track.
- BMX riding is fatiguing and beginner riders or riders new to BMX riding will demonstrate a loss of skill and/or concentration as they fatigue. Coaches should ensure that riders take enough rest to ensure safety is maintained.
- Coaches should promote good technique and BMX riding etiquette at all times.
- Coaches should position themselves at a location that enables viewing of the whole BMX track and easy access to riders if an accident occurs. Coaches should also position themselves where they are able to control and monitor access to the BMX track from both riders who join and leave the BMX track, and other facility users.

Cycle Speedway (Level 2)

Qualifications

Coaching sessions conducted in the cycle speedway environment may only be delivered by a responsible person in possession of a current British Cycling Level 2 coaching qualification with a Level 2 cycle speedway coaching endorsement (Note: Trainee Level 2 cycle speedway coach is also acceptable). The coach must, as a minimum, hold a current Health and Safety Executive approved Emergency First Aid certificate.

Many cycling facilities have their own guidelines, policies and procedures on risk assessment, health and safety, track usage and coaching practice. Where these policies are maintained by a cycle speedway facility, they take precedence over the following British Cycling guidelines. Where no policies exist, the following guidelines should be regarded as a minimum standard. British Cycling recognises the responsibility of cycle speedway facilities to maintain high standards of coaching practice that are appropriate for their own circumstances.

Note:

- Level 2 cycle speedway coaches are also qualified to coach in the Level 1 and Level 2 coaching environments.
- Cycle speedway facilities may specify minimum requirements for coaches and, as a result, coaches may be required to undergo further training, including facility specific induction, before being allowed to coach at the facility. The Level 2 Cycle Speedway Coaching Award does not give coaches the automatic right to coach at a cycle speedway facility.

Environment

Cycle speedway coaching sessions can be delivered:

- in any Level 1 or generic 2 environments as defined on pages 11 and 15
- on a cycle speedway track, which may be outdoor, indoor or temporary and must meet the following criteria:
 - Conform to the rules that govern cycle speedway tracks used for racing as detailed in the *British Cycling Rulebook*.
 - Are maintained to a level where safe participation can take place.

Risk assessment regarding environment

When conducting a risk assessment of the Level 2 cycle speedway environment, coaches should be aware of the following issues:

- **Facility** – cycle speedway tracks may have their own policy and procedures governing risk assessment, health and safety, and rules and regulations, all of which should be considered prior to coaching activities taking place.
- **Surface** – Before any coaching session begins, you should ensure that the track surface and start area is clear of debris such as stones or rubbish. The track may need sweeping; therefore, a large broom is a useful piece of equipment to have with you or have access to at the track. You may be able to compact any loose material but otherwise, cone off the area and report it to the facility manager.
- **Drainage** – As cycle speedway tracks are predominantly outdoor venues, they are open to the elements and there is a risk of flooding or water logging without adequate drainage. The track must be inspected for standing water to ensure that the coaching area is suitably dry throughout, and ensure that drainage ditches and pipes do not present hazards to the riders.
- **Track access** – Only riders using the track should be allowed on the track when it is in use. Access to the track and pit area should be restricted when the track is in use.
- **Environmental safety issues** – Dry conditions affect the riders' ability to grip on the track as the surface will be dry and loose, which can be problematic during cornering. Therefore, during sessions conducted in warm to hot conditions, the track may need to be watered. However, if the track is too wet, it can make it harder for the riders to pedal as the surface will be very grippy. If the conditions are windy, loose shale from the track can be blown into the faces of the riders and coach. Again, the track can be watered to help prevent this. If there is a lot of surface water on the track, it can accumulate on the inside line of the track, especially if the corners are slightly banked. This water must be removed before the session begins or cone off the area. If there is ice on the track, then this must be broken down and removed before the session begins.

Common hazards associated with cycle speedway tracks

Outdoor cycle speedway track

- Access point gates left open, presenting an opening onto the track.
- Loose kerbs on the edge of the track.
- Loose railings or fences.
- Slippery racing surfaces.
- Rivets in the track surface.
- Track, coaching or personal equipment left on the edge of the track.
- Debris on the track (eg litter, leaves).
- Objects in the track centre (eg kit bags, clothing).
- Weather conditions.
- Algae and moss on the track.
- Dogs or other animals on the track.
- Other activities and sports being conducted nearby (eg golf, motorcycling, football).

Indoor cycle speedway track

- Access points.
- Gates and doors opening onto the track.
- Mats or safety boards around the track.
- Debris on the track (eg litter, bags).
- Track, coaching or personal equipment.
- Loose safety equipment, gates and boards.
- Slippery floors (eg polished, standing water).
- Spectators being too close to the activity or competition.
- Damage to the indoor surface area.
- Objects in the track centre (eg kit bags, clothing).

Bike, helmet and clothing

Equipment specific to cycle speedway and this environment include the following:

- **Cycle speedway bikes** – Should conform to the rules governing cycle speedway bikes in the *British Cycling Rulebook* as well as any rules or guidelines provided by the facility. All bikes must meet the minimum safety requirements as detailed in the Level 2 Certificate in Coaching Cycling and Level 2 Cycle Speedway Coaching Award. Typically, these bikes should have a free hub, no brakes or gears and are in a safe state of repair (see Appendix 9 or the *British Cycling Level 2 Coaching Handbook: Cycle Speedway*, Appendix 1).
- **Helmets** – A cycling-specific protective helmet (without a peak) or skate-style (*potty*) helmet that conforms to a recognised standard should be worn in all sessions. See also page 12 regarding helmet usage in all sessions conducted by British Cycling licensed coaches. (see Appendix 10 or the *British Cycling Level 2 Coaching Handbook: Cycle Speedway*, Appendix 2).
- **Gloves** – Full finger gloves should be worn in all sessions.
- **General clothing** – Legs should be fully covered and trousers can be loose fitting, with or without pads, and made of tear-resistant material. A loose-fitting, long-sleeved jersey should be worn.

Coaching equipment

Coaching equipment specific to cycle speedway and this environment include the following:

- **Cones and markers** may be used to highlight lines of travel, activity and cordoned off areas.
- **Spray chalk** can facilitate your session by marking points, identifying boundaries, defining distances, highlighting line choices, etc.
- **Starting gate** – this should conform to the rules governing cycle speedway. The coach should be familiar with the safe operation of the starting gate prior to its use. The starting must be in good working order.

Coach: rider ratio

For one coach coaching Level 2 cycle speedway sessions, the minimum number of riders is three and the maximum is 20, with up to a maximum of seven riders on the track at any one time (taking the guidance provided below into consideration). While it is important that you do not exceed the coach:rider ratio of 1:20, you need to consider the maximum number of riders that can safely ride on the track at any one time to ensure your session is safe. This decision will be based on your risk assessment that takes into account the size of the track, the activities to be coached and the ability of the riders. Those riders not actively riding on the track should wait in an appropriate area that is off the track (such as in the pit area or centre green), but is within the view of the coach.

There is considerable variation in the width and length of cycle speedway tracks (as defined in the *British Cycling Rulebook*), ranging from 4.25–7 metres in width and 64–92 metres in length, which will impact on the safe number of riders that can ride on the track at the same time during a coaching session. It is recommended that no more than four riders ride on a 4.25 metre wide track at one time, while up to seven riders can safely ride on a seven metre wide track at any one time during a coaching session. A general rule of thumb for identifying safe numbers of riders on a cycle speedway track is that when the maximum number of riders are riding side-by-side on the track, it is desirable for each rider to have approximately one metre width of track.

When considering the ability of the riders, it is generally expected that beginner and less experienced riders will require more room on the track and therefore a smaller maximum number of riders on the track (ie a smaller group); whereas a larger group (up to the stated maximum) would be appropriate for more experienced riders.

In relation to race-specific activities, such as race practice, only four riders should be on the starting grid/track at one time, reflecting the context of cycle speedway racing. The cycle speedway track can be used safely with up to seven riders (taking this guidance into account) for other types of training such as technique development. For warming up and cooling down, the cycle speedway track can be used safely with larger numbers of riders. It is acceptable to have two groups on a cycle speedway track, subject to an appropriate risk assessment, taking into account the guidance provided above, and suitable marking/coning of the track. There would also need to be adequate coaching supervision of each group.

If a facility has its own guidelines regarding coach:rider ratios (eg Normal Operating Procedures) and/or maximum numbers of riders allowed on the track at one time that are less than these recommendations, the facility guidelines must be adhered to.

Other safety issues

The following list outlines a number of other safety issues relating directly to coaching on the cycle speedway track:

- The lead coach should not take part in the session as a rider.
- Riding on cycle speedway tracks and the use of cycle speedway bikes have inherent risks. These risks are exaggerated in beginner riders who often have to master the techniques and skills to enable them to ride with other riders on the track.
- Beginner riders should be given an induction to riding the cycle speedway track, which should include, as a minimum, instruction on starting off, stopping and cornering on a cycle speedway bike, observation prior to joining the track and the correct direction of travel on the track.
- Cycle speedway riding is fatiguing and beginner riders or riders new to cycle speedway riding will demonstrate a loss of skill and/or concentration as they fatigue. Coaches should ensure that riders take enough rest to ensure safety is maintained.
- Coaches should promote good technique and good cycle speedway riding etiquette at all times.
- Coaches should position themselves at a location that enables viewing of the cycle speedway track and easy access to riders if an accident occurs. Coaches should also position themselves where they are able to control and monitor access to the cycle speedway track from both riders who join and leave the track.

Mountain Bike (Level 2)

Qualifications

Coaching sessions conducted in the Level 2 mountain bike (MTB) environment may only be delivered by a responsible person in possession of a current British Cycling Level 2 coaching qualification with a Level 2 MTB coaching endorsement (Note: Trainee Level 2 MTB Coach status is also acceptable). The coach must, as a minimum, hold a current Health and Safety Executive approved Emergency First Aid certificate.

Many MTB facilities, such as trail centres and Forestry Commission managed land, have their own guidelines, policies and procedures on risk assessment, health and safety, trail usage and coaching practice. Where these policies are maintained by a facility they take precedence over the following British Cycling guidelines. Where no policies exist, the following guidelines should be regarded as a minimum standard. British Cycling Coaching and Education recognises the responsibility of MTB coaches and specific MTB facilities to maintain high standards of coaching practice that are appropriate for their own circumstances.

Note:

- Level 2 MTB coaches are also qualified to coach in the Level 1 and Level 2 coaching environments.
- Certain MTB facilities may specify minimum requirements for coaches operating at that facility. As a result, coaches may be required to undergo further training, including a facility-specific induction, before being allowed to coach at the facility. The British Cycling Level 2 MTB Coaching Award does not give coaches the automatic right to coach at a MTB facility.

Environment

Coaching sessions can only take place at appropriate coaching venues where MTB riding is permitted. If intending to coach on private land, coaches should gain the land owner's permission, in writing, before commencing the sessions. Suitable Level 2 MTB coaching venues include:

- forest tracks and park land
- purpose-built trail centres
- purpose-built four-cross, BMX or pump tracks.

Note: Exposed open areas, such as hillsides and moorland are not an appropriate coaching venue due to the changeability of the environment and risk of isolation.

Several points should be considered when planning MTB coaching sessions. To promote a safe and effective Level 2 MTB coaching session, coaches should adhere to the following criteria:

- All coaching venues should be appropriate to the current level of physical fitness and technical competence of the riders who will be participating in the session. This includes any obstacles and features used within the coaching area and how the surface and/or weather conditions will influence the technical severity of the coaching venue. This judgement should be based on the coach's assessment of the riders' current level of ability.
- Boardwalk used in coaching sessions should have a safe anti-slip surface fitted and be wide enough for riders to safely dismount, should they wish to do so. Boardwalk should only be included in coaching sessions when the conditions are dry.
- All descents used within coaching sessions should be rollable, so that the wheels are not required to leave the ground to safely negotiate any part of the descent. As a guide, rollable terrain means that any drops or drop-offs should be no higher than hub height. Note that wheel diameters may vary within a group of riders, which may require the coach to include alternatively sized obstacles when planning sessions. When coaching more advanced riders, obstacles may need to be higher than hub height. In these circumstances an alternative, rollable route option around the obstacle should be provided.
- All jumps used should be either a tabletop or double jumps that are rollable by riders when riding at jogging pace (ie both wheels remain in contact with the jump). The use of purpose-built jumps, such as those found in a trail centre skills area, is strongly recommended as these tend to be more stable than local dirt jump areas.

- The direction of travel within coaching areas should be clearly marked so that they are obvious to riders and maintained to a level where safe participation can take place.
- Coaching venues should be within 30-minutes walk (approximately 10-minutes steady ride) from an appropriate access point (should emergency services be required). These points should provide vehicle access, suitable shelter for your group and access to telephone communications.
- The distance between the meeting point and coaching venue should be minimised to ensure that the majority of time is spent in coaching activities, not moving from venue to venue.
- All meeting points and pre-planned alternative access points should allow vehicle access and also have a telephone and/or mobile telephone signal.
- **In the case of an emergency, coaches should carefully consider their mode of transport for gaining help. Whether cycling or on foot, coaches should cover the distance to help in a calm manner to reduce the risk of injuring themselves. In an emergency do not automatically assume that cycling for assistance is the safest or quickest way to gain help.**
- There is no limit on the number of pre-planned coaching venues a coach may use within his sessions; however, the coaching time should be maximised within the overall duration of the session.
- The coach should be able to provide exact locations for all meeting points and coaching venues (such as grid references or landmarks). It is good practice to lodge these locations with an appropriate venue/club official or other responsible person (appointed contact), as well as approximate timings and the intended route to and from each location. These details (in addition to the telephone number of the appointed contact) should also be made available to the parents of any riders who are under the age of 18 years.
- A pre-planned coaching venue may include an area intended as an alternative venue should the weather change suddenly. This venue location, including a description of the circumstances that would cause the coach to change venues, should be logged with the appointed contact.
- Check all pre-planned meeting points/access points as close as is feasibly possible prior to the session to ensure they are still valid, appropriate and usable.
- The route(s) between the meeting point and coaching venue(s) should be assessed prior to the session and details of the intended route(s) recorded. The distance of the route(s) and technical severity should be minimised, and be appropriate (both in terms of fitness and technical competence) to the riders' current level of ability. The aim of this is to minimise risk to the riders and to maximise the available coaching time. Coaching activities **must not** take place when moving riders from point to point.

Moving riders from a meeting point to a coaching venue

Suitable venues for MTB coaching are rarely adjacent to a suitable meeting point. Therefore, in some instances it is likely that there may be some distance between the point at which the coach meet the riders and the area chosen as the coaching venue. When riders need to be moved from a meeting point to a coaching venue, the following guidelines should be adhered to:

- The overall moving time must not exceed the overall coaching time. Level 2 MTB coaches are not insured to lead groups, however, they may escort riders between meeting points and appropriate coaching venues.
- The coach should provide an overview of the session to the riders before leaving the meeting area, including details of the amount and type of riding that is required between the meeting point and coaching venues.
- It is advisable, if possible, to book-end your group of riders when moving them from point to point (ie having a responsible person at the front and rear of the group). This will require the use of a helper, who should ride at the front of the group, enabling the coach to ride at the back. If this is not possible, it is imperative that the coach regularly checks the front and rear of the group. The coach must wait at turns and junctions until the entire group has passed.

Risk assessment regarding environment

When conducting a risk assessment of the Level 2 MTB environment, coaches should be aware of the following issues:

- **Facility** – Be aware that some venues, such as trail centres and four-cross courses may have their own policy and procedures governing risk assessment, health and safety, and rules and regulations, all of which should be considered prior to coaching activities taking place.
- **Surface** – The trail surface should be clear of debris such as litter, dog foul and glass. Disguised obstacles, such as tree roots, should be highlighted. The surface conditions should not present a level of difficulty that exceeds the riders' level of ability or potentially puts them at risk of injury. Be aware that the surface conditions can change considerably and rapidly with changes in the weather.

- **Trail access** – Areas of trail in the coaching area that represent an increase risk should be emphasised to riders during the safety briefing at the beginning of the session. When coaching on a four-cross, BMX or pump track, access to the track and start area should be restricted when the track is in use. Where trails share rights of access with other users, such as walkers, ensure that riders are aware that others have a right of way through the coaching area. Signs should be used to make individuals aware that coaching is taking place.
- **Weather conditions** – Select coaching venues based on the suitability of the surface to withstand the forecast and actual weather conditions, and the riders' ability to safely negotiate that area in those conditions. In wet conditions, be aware that coaching riders in some areas can cause excessive erosion and damage to the terrain and, therefore, such areas should be avoided at those times.
- **Bikes** – Any type of MTB that meets the requirements of the Mountain Bike Checklist can be used in a Level 2 MTB coaching session. Be aware that the diameter of MTB wheels can vary, which will have implications for ensuring terrain is rollable by all riders in your sessions.

Equipment

Bikes

Mountain bikes – Bikes used in the Level 2 MTB environment should conform to the rules governing mountain bikes in the *British Cycling Rulebook* as well as any rules or guidelines provided by the facility. All bikes must meet the minimum safety requirements as detailed in the Level 2 Certificate in Coaching Cycling and Level 2 Mountain Bike Coaching Award. Typically, these bikes should have two working brakes and are in a safe state of repair (see Appendix 6 or the *British Cycling Level 2 Coaching Handbook: Mountain Bike*, Appendix 2).

Helmet

British Cycling strongly recommends that cyclists wear a cycle helmet when engaged in any cycling activity. This is to prevent additional injuries occurring should a collision or incident happen.

In particular, participants of any activity supervised by a British Cycling coach will wear a cycle helmet. The only exceptions will be when the wearing of a cycle helmet may not be compatible with a religious, faith or disability issue. (An example is a potential cyclist wearing a turban). On such occasions the cyclist may be permitted to participate but this will ultimately depend on the coach carrying out a risk assessment which will consider the capability of the cyclist, the planned activity and the overall environmental conditions.

Any such cyclist (with a parent or guardian if under 18) should discuss the matter with the coach at the earliest opportunity. British Cycling is keen to include members from all sections of the community and reasonable adjustment will be made to coaching programmes to facilitate progress in the sport for all.

Helmets that are appropriate for the Level 2 MTB environment should conform to a British standard (CE marked) and be either a standard or full-face design. For sessions coaching downhill and four-cross, riders should wear a full face helmet.

See Appendix 7 or the *British Cycling Level 2 Coaching Handbook: Mountain Bike*, Appendix 1 for further details regarding the minimum requirements of a helmet safety check, and how to correctly fit and wear a cycling helmet).

Clothing

- **Gloves** – Full finger gloves or track mitts should be worn in all sessions.
- **Pads** – Riders may choose to wear knee, shin and/or elbow protection in coaching sessions. For sessions coaching downhill and four-cross, it is recommended that riders wear body armour.
- **General clothing** – Clothing that is appropriate for the standard Level 2 coaching environment is appropriate for the Level 2 MTB environment. Downhill and four-cross riders may also choose to wear loose jerseys and long moto-cross style trousers made of tear-resistant material.

Coaching equipment

Coaching equipment specific to MTB and this environment include the following:

- **Portable ramps** – Purpose-built ramps may be used in Level 2 MTB coaching sessions. The ramp should:
 - be located on ground that is flat, with hard standing
 - have a safety area of at least 10-metres in front and behind it with no obstacles present
 - have a safety zone of at least three metres to either side of it.

Coach: rider ratio

The coach:rider ratio in the Level 2 MTB environment should not exceed 1:8. No more than eight riders can be riding on the trail at any one time. Where more than one qualified MTB coach is present, eight riders per qualified coach may use suitably cordoned sections of the trail simultaneously, providing each group of eight is engaged in separate and discreet activities. Level 2 MTB coaches may coach groups only, comprising a minimum of three riders.

When coaching Level 2 MTB techniques within the generic Level 2 environment, the appropriate Level 2 coach:rider ratio is applicable (See page 18 of the *British Cycling Health and Safety Guidelines for Coaching Cycling*).

Other safety issues

Other safety issues relating directly to coaching on the MTB trails include the following:

- The lead coach should not take part in coaching activities during the session as a rider. However, the coach may decide to make observations of rider performance by following the riders on a bike (ride-through observation) if they have an assistant coach/helper present. **Note: No coaching may take place by the lead coach when riding a bike.** Before undertaking ride-through observations of rider performance, the coach must consider if their current riding level is suitable to be able to safely and effectively follow the riders.
- Riding on MTB trails and the use of MTB bikes have inherent risks. These risks are exaggerated for beginner riders who often have to master the techniques and skills to enable them to ride sections of the trail. Always ensure that the terrain selected is suitable for the riders.
- MTB riding is fatiguing and beginner riders or riders new to MTB riding will demonstrate a loss of skill and/or concentration as they fatigue. The coach should ensure that riders take appropriate rest breaks during the session to ensure the level of fatigue does not affect rider safety.
- It is in the interest of the sport to promote good technique and MTB riding etiquette to riders at all times.
- The coach should position themselves at a location that enables viewing of the whole trail and easy access to riders if an accident occurs. The coach may also need to consider positioning themselves where they are able to control and monitor access to the trail from both riders who are joining and leaving the coaching area, as well as other facility users.
- The coach should carry a basic first aid kit and emergency repair kit during all coaching sessions.
- The coach should recommend to riders that they bring appropriate spare clothing (ie waterproof jacket), a basic repair kit and some food with them to sessions.

Road and Time Trial (Levels 2 and 3)

Qualifications

Road and time trial sessions in the Level 2 and 3 road and time trial environments must only be delivered by a responsible person in possession of a valid British Cycling Level 2 Road and Time Trial coaching endorsement, or a British Cycling Level 3 Road and Time Trial coaching qualification. (Note: Trainee Level 3 Coach status is also acceptable.) The coach must also have a minimum of a valid Health and Safety Executive approved Emergency First Aid certificate.

Note:

- Level 2 and Level 3 road and time trial coaches are also qualified to conduct coaching sessions in the Level 1 and Level 2 environments.
- Level 3 road and time trial coaches are also qualified to coach in the Level 3 generic environment.

Environment

An appropriate environment for a coach-led road and time trial coaching session must meet the following criteria.

- NOT the public highway.
- Surface is of asphalt, paving, cobbles or similar; which is well maintained, well drained and free of litter and obstacles.
- Maintained to a level where safe participation can take place.
- Either a closed circuit or enclosed area; most commonly this would be a purpose built closed-road circuit, circuit on paths in a park or a closed car park.
- Should be of a size/length and have surroundings (eg trees and buildings) that allow riders under the age of 14 to be seen at all times by an appropriately qualified coach or recognised volunteer. When coaching riders aged 14 -18 years, the coach may exercise discretion regarding the length of time a rider of this age group can be out of sight of a qualified coach or recognised volunteer. When making this decision the safety of the riders is paramount, and if the coach has any concerns regarding the safety of the riders, they should not be allowed out of sight of an appropriately qualified coach or recognised volunteer.
- Should have a region around the area/circuit clear of obstacles and wide enough to allow riders to exit the area/circuit safely.
- Must be appropriate for the activities, the size of the group and experience of the riders being coached.

Risk assessment regarding environment

When conducting a risk assessment of the road and time trial environment coaches should be aware of the following issues:

- **Facility** – Closed circuits or enclosed areas may be within a venue or belong to the local authority or other organisation, which will have their own policy and procedures governing risk assessment, health and safety, and rules and regulations which should be considered prior to coaching activities taking place.
- **Surface** – The surface should be clear of debris and in good condition. Where obstacles cannot be removed (eg posts, barriers, parked cars, bollards or drains) activities should be organised to minimise the risks that these present. Any obstacles should be clearly marked and riders' attention should be drawn to them during a safety briefing at the start of the session.
- **Rider and public access** – Only riders taking part in the activity should be on the circuit/area being used; other riders should wait in a safe area. Public access should be limited as far as possible to prevent people entering onto the circuit/area. Where public access is still possible (eg foot path crossing area) signs should be used to make individuals aware of the coaching taking place and riders should be informed of public access during a safety briefing at the start of the session.
- **Fence/barrier surrounding circuit/area** should be in a good condition and have no parts that protrude into the riders' path.
- **Weather conditions** – Circuits/areas should only be used during appropriate weather conditions and when weather conditions are conducive to learning and safe participation.

- **Other activities** – Circuits/areas should not be used when other activities, particularly those adjacent to the circuits/areas, may have an impact on the safety of riders in the session.
- **Traffic** – The area used for the session should be free of traffic at all times.

Equipment

Bike

- **Road bikes** are defined in the *British Cycling Rulebook*. While any bike that meets the criteria specified for the Level 1 coaching environment may be used in road and time trial sessions, coaches may wish to limit the bikes used to road bikes for sessions where high speed or group riding is performed. In this instance the road bikes should conform to the British Cycling rules and regulations that govern road bikes used for racing.
- **Aero bars** – Road bikes fitted with aero bars should be excluded from all activities involving group riding with the exception of drills relating specifically to time trials (eg team time trial practice).

Coaching equipment

- **Cars** may be used to follow riders during coaching sessions organised and run by Level 3 road and time trial coaches. It is important to recognise the additional risks associated with the use of a car when conducting the risk assessment. Where cars are used, the driver of the vehicle cannot be the coach and should be aged 21 years or over, with adequate qualifications and driving experience (eg an appropriate driving licence and race convoy experience). It is the responsibility of the driver to drive in a way that is safe and considerate to others. When following riders the driver should maintain an appropriate distance behind the riders that will allow them to stop safely. Drivers should, as a minimum, adhere to the stopping distances as recommend by the Highway Code (see below):

Highway Code – Typical stopping distances

Driver Speed	Typical stopping distance in dry conditions	Typical stopping distance in wet conditions
20mph	12 metres	14 metres
30mph	23 metres	27 metres
40mph	36 metres	45 metres

The distance should be increased as the pace of the bunch increases or if the road conditions are poor (eg wet). It is also important to ensure that the vehicle and driver are insured for the activities taking place and that the vehicle is permitted on the circuit/area.

- **Motorcycles** may be used to accompany riders during coaching sessions organised and run by Level 3 road and time trial coaches. Where motorcycles are used, the rider of the motorcycle cannot be the coach, and should have the appropriate driving licence, appropriate experience (eg race convoy experience) and should be aged 21 years or over. It is the responsibility of the motorcycle rider to drive in a way that is safe and considerate to others. When following riders the driver should maintain an appropriate distance behind the riders that will allow them to stop safely. Drivers should, at a minimum, follow the stopping distances as recommend by the Highway Code (see table above). The distance should be increased as the pace of the bunch increases or if the road conditions are poor (eg wet). The motorcycle rider should not ride within 2 metres of the side of the bunch. It is also important to ensure that the vehicle and rider are insured for the activities taking place and that the vehicle is permitted on the circuit/area.
- **Radios** may be used to improve communication between the coach and the group of riders in sessions organised and run by Level 3 road and time trial coaches. It is recommended that radios are issued to designated *expert riders** within the group. The *expert rider** can then relay the coach's communication to the other riders, as necessary.

* **Expert riders** may be used during coaching activities. The expert rider must be a responsible and experienced rider, who is both fit enough to be part of the group and can effectively and correctly perform the techniques to be coached within the session. Expert riders do not have a coaching role - their role is to provide a rolling demonstration for other riders to follow during the activity. The expert rider can also be used by the coach to facilitate the coordination of the session. The expert rider should respond to predetermined instructions from the coach, which have also been agreed with the other riders in the group. It is recommended that radio intercom communication is used between the coach and the expert rider, to aid the clarity of this communication. As expert riders do not have a coaching role, they cannot

provide feedback to riders on their performance. However, they may provide feedback to the coach on the performance of other riders.

Coach:rider ratio

The coach:rider ratio for Level 2 and 3 road and time trial environments must not exceed 1:20. If a venue has its own guidelines regarding coach:rider ratios that are less than the British Cycling recommendations, the former guidelines must be adhered to.

Level 2 coaches are only qualified to coach groups of riders – the minimum number of riders within each group must be at least three.

Other safety issues

There are a number of safety issues related directly to coaching in the road and time trial environment, which are as follows:

- Coaches should be aware of, and adhere to, the rules and regulations stipulated by the *owner* of the venue. Where there is conflict between venue rules and regulations and the *HSGCC*, the former must be adhered to.
- Coaches should position themselves in a location that enables viewing of the whole circuit or area. Where a coach is unable to see the whole area, assistant coaches and recognised volunteers may be used to supervise any remote parts. Coaches should also position themselves in a location to control and monitor access from both riders that join and leave the session, and other facility users.
- Road riding is often fatiguing and new riders or riders new to road and time trial riding will incur a loss of skill as they fatigue. Coaches should ensure that riders take enough rest to ensure safety is maintained.
- Group riding presents additional hazards that are not normally present when riding as an individual; these are often the result of reduced visibility, the proximity of other riders and sudden changes in speed or direction. Riders should use a common set of verbal/hand signals to communicate when riding in groups.
- Coaches should ensure that all riders in a race convoy training session are 15 years or older. Within one year of a rider's 15th birthday, a rider will be able to race on the open road and, therefore, may require the technical ability to ride in a race convoy. Riders that are under 16 years old are only allowed to compete on closed-road circuits, where race convoys are either unlikely, or not permitted. Therefore, there is no requirement to expose riders, who are under the age of 15 years, to the additional risks of a race convoy training session.

Track (Levels 2 and 3)

Qualifications

Coaching sessions conducted in the track environment must only be delivered by a responsible person in possession of a valid British Cycling Level 2 Track coaching endorsement, or a British Cycling Level 3 Track coaching qualification. (Note: Trainee Level 3 Track Coach is also acceptable.) The coach must also have a minimum of a valid Health and Safety Executive approved Emergency First Aid certificate.

Many track facilities have their own guidelines, policies and procedures on risk assessment, health and safety, track usage and coaching practice. Where these policies are maintained by a track facility they take precedence over the following British Cycling guidelines. Where no policies exist the following guidelines should act as a minimum standard. British Cycling Coaching and Education recognises the responsibility of track facilities to maintain high standards of coaching practice that are appropriate for their own circumstances.

Note:

- Level 2 and Level 3 track coaches are also qualified to coach in the Level 1 and Level 2 coaching environments.
- Level 3 track coaches are also qualified to coach in the Level 3 generic environment.
- Many track facilities specify minimum requirements for coaches and, as a result, coaches may be required to undergo further training, including facility specific induction, before being allowed to coach at the facility. The Level 2 and 3 track qualifications do not give coaches the automatic right to coach at a track facility.

Environment

Track coaching sessions can only take place in an environment that meets the following criteria:

- Either a hard or grass track as defined in the *British Cycling Rulebook*
- Conform to the rules that govern hard and grass tracks used for racing contained in the *British Cycling Rulebook*.
- Be maintained to a level where safe participation can take place.

Risk assessment regarding environment

When conducting a risk assessment of the Level 2 and 3 track environments coaches should also be aware of the following issues:

- **Facility** – Many tracks are contained within a venue, which will have its own policy and procedures governing risk assessment, health and safety, and rules and regulations, and which should be considered prior to coaching activities taking place.
- **Surface** – The track surface and the *safety zone* (run off area) should be clear of debris and in good condition.
- **Track access** – Only riders using the track should be allowed on the track or *safety zone* when the track is in use. Access to the track and track centre should be restricted when the track is in use. Control of track access is particularly important when access to the centre of the track is made only by walking over the track itself. Where access to the track is still possible (eg required for access to activities in the track centre) signs should be used to make individuals aware of the coaching taking place and riders should be informed during a safety briefing at the start of the session.
- **Perimeter fence on hard tracks** – Should be in a good condition, completely surround the track and all access gates should be closed securely when the track is in use.
- **Weather conditions** – Tracks should only be used during appropriate weather conditions.
- **Other activities** – Tracks should not be used when other activities, particularly those in track centres, may have an impact on the safety of riders using the track.
- **Bikes** – Ideally track bikes should be used for track coaching sessions, however other bikes with freewheels (eg road and mountain bikes) may be used unless otherwise stated in the facility's rules and regulations. Riders using track bikes and bikes with freewheels must not use the track at the same time.

Equipment

Bike

Equipment specific to track and this environment include the following:

- **Track bikes**, which should conform to the rules governing track bikes in the *British Cycling Rulebook* as well as any rules or guidelines provided by the facility. Typically these bikes have a fixed wheel and no brakes. Riders using track bikes and tandem track bikes should not use the track at the same time.
- **Aero bars** – Track bikes fitted with aero bars should be excluded from all activities involving group riding with exception of drills relating specifically to events that allow aero bar use (eg pursuit, team pursuit).
- **Front disk wheel** – Track bikes fitted with front disk wheels should be excluded from all activities involving group riding with exception of drills relating specifically to events that allow front disk wheel use (eg team pursuit).

Coaching equipment

Coaching equipment specific to track and this environment include the following:

- **Pegs and flags** may be used to mark the edges of grass tracks. These should be used in accordance with the *British Cycling Rulebook*.
- **Cones and markers** may be used as distance markers on tracks or to mark out grass tracks. Cones and markers may also be used on grass tracks or outdoor hard tracks to form *gates* or *slaloms* for riders.
- **Lapboards** can be electronic or manual, and may be used to indicate the number of laps completed or accumulated when appropriate to the activity being coached.
- **Sponges** may only be used for drills relating specifically to events where they are used to mark the track (eg pursuit, team pursuit).

Level 3 coaches

In addition to the above equipment, Level 3 track coaches may also use:

- **Start gates** – These can be manual or automatic, and may be used when practicing gate starts. Only riders taking part in the gate start (including team mates where team pursuit or team sprint drills are performed) should be on the track when a gate start is performed. Following the gate start, the start gate should be quickly and safely removed from the track until the track has been cleared. The coach should be familiar with the safe operation of the start gate being used.
- **Dernys** – Otherwise known as derny motor-pacing cycles, these are defined in the *British Cycling Rulebook*. A derny used during coaching sessions must have an engine size of less than 125cc. Derny riders must hold a Motor Pace B or C licence and meet any additional criteria specified by the facility rules and regulations. Lead coaches must not take part in the coaching session as a derny rider; it is their responsibility to organise the session and insure that safety is maintained. A derny may only be used in accordance with the *British Cycling Rulebook*, the derny rider's Motor Pace licence and the facility rules and regulations. The use of a derny in a coaching session increases the level of risk for all individuals involved in the session. It is essential that coaches complete a comprehensive risk assessment of the planned activities and assess the riders to ensure they have an appropriate level of skill to take part in the planned activities.

Skills

Level 2 track coaches should **not** deliver *Madison hand slings* as a part of a coaching session held in the track environment unless they have completed the Level 2 Madison Coaching Award. In addition, Level 2 and Level 3 track coaches should not deliver skills that require the use of personal and coaching equipment that is not within the guidelines presented above.

Coach:rider ratio

The coach:rider ratio in the Level 2 and 3 track environment must not exceed 1:20, with a maximum acceptable group size of 30 riders. Coaches should be aware that this is a maximum ratio and may not be appropriate for all coaching situations, depending on the riders' ability. Good coaching practice requires the coach to consider the ability of the riders as part of their risk assessment to identify an appropriate maximum number of riders that can ride on the track at any one time (that does not exceed the stated maximum) to ensure the coaching session is safe. Generally, it is expected that beginner and less experienced riders will require more room on the track and therefore a smaller coach:rider ratio; while a higher coach:rider ratio (up to the stated maximum) would be appropriate for more experienced riders.

Level 2 coaches are only qualified to coach groups of riders – the minimum number of riders within each group must be at least three.

Other safety issues

The following list outlines a number of other safety issues relating directly to coaching on the track:

- The lead coach should not take part in the session as a rider.
- Coaches should be aware of and, adhere to, all procedures and rules of the facility where they are coaching. These will usually relate to risk assessment, health and safety guidelines, and rules and guidelines on track usage.
- Riding on tracks and the use of track bikes have inherent risks. These risks are exaggerated in beginner riders who often have to learn to ride a bike with a fixed wheel and no brakes, along with riding the track itself.
- Beginner riders should be given an induction to riding the track, which should include as a minimum instruction on riding a track bike, riding a track and track-riding etiquette. Some tracks have their own induction and accreditation schemes for riders wanting to use the track.
- Track riding is often fatiguing and beginner riders or riders new to track riding will occur a loss of skill as they fatigue. Coaches should ensure that riders take enough rest to ensure safety is maintained.
- Coaches should promote good technique and track-riding etiquette at all times.
- Coaches should position themselves at a location that enables viewing of the whole track and easy access to riders if an accident occurs; usually this would be the track centre. Coaches should also position themselves where they are able to control and monitor access to the track from both riders who join and leave the track, and other facility users.

Appendices

Appendix 1 – Bike and Helmet Safety Check

Bike Safety Check

In order to ensure riders can participate safely, a bike safety check should form part of every coaching session. Coaches must be satisfied that the riders' bikes are safe for the activities of the session. Minor repairs and adjustments, if they can be done quickly, can sometimes be undertaken immediately by the riders or their parents (if appropriate). However, if this is not possible coaches **should not** undertake repairs or adjustments to a rider's bike. Instead, they should refer the rider to the nearest bike shop. Coaches must never be afraid to stop riders from participating in a session if their bike could put them or others in danger.

The minimum checks for bike safety are as follows (discipline-specific exceptions are listed in Section 5 or relevant appendices):

Frame and forks

- Check for damaged/bent frame and forks – if there is visible distortion the bicycle should not be used.

Headset and brakes

- Check the brakes actually work and are properly adjusted – when the brakes are fully on the lever should have been pulled approximately half way to the handlebars.
- Check the brake levers are securely attached and the cables are not frayed.
- The brake pads should not be excessively worn and there should be at least 1mm between the pad and the rim.
- Check adjustment of the headset by engaging the front brake and seeing if there is any rocking movement when gently pushing on the handlebars – there should be no movement.

Wheels and tyres

- The wheels should run freely, with no excessive wobbles/buckles.
- Check for loose spokes by running a hand over the spokes.
- Tyres should be inflated to a reasonable pressure – this will help avoid the possibility of impact punctures. More pressure means less grip, and less pressure results in more grip and increased risk of a puncture. Follow the manufacturer's recommendations regarding tyre pressure, which will normally be indicated on the side wall of the tyre.
- The tread should not be excessively worn and the tyres should have no splits, cracks or holes.

Hubs and axles

- Bolts and quick release mechanisms should be securely tightened.

Saddle and handlebars

- Check to see if either are loose, but do not use undue force.
- Check saddle:
 - it should be straight
 - height – this is very important as if it is too low or too high it could cause an injury. The rider's knee should be slightly bent when the ball of the foot is on the pedal, and the pedal is at its lowest point. With novice riders you will probably find that the majority have their saddle set incorrectly. Do not try to change everyone at once – look to adjust the worse cases first.
- Handlebars – handlebars and stem should be straight and in line. Handlebars should have end plugs.

Pedals, cranks and bottom bracket

- Check there is no movement in the bottom bracket or cranks by holding one crank still and trying to move the other crank. There should not be any movement.
- Check the pedals rotate freely.

Chain and gears

- Check the chain is lubricated properly, and is not slack or rusty.
- Check the gears are properly adjusted, lubricated and cables are not frayed.

BMX trick nuts

- For safety reasons these should be removed if group riding activities are included in the session.

Helmet safety check

British Cycling strongly recommends that cyclists wear a cycle helmet when engaged in any cycling activity. This is to prevent additional injuries occurring should a collision or incident happen.

In particular, participants of any activity supervised by a British Cycling coach will wear a cycle helmet. The only exceptions will be when the wearing of a cycle helmet may not be compatible with a religious, faith or disability issue. (An example is a potential cyclist wearing a turban). On such occasions the cyclist may be permitted to participate but this will ultimately depend on the coach carrying out a risk assessment which will consider the capability of the cyclist, the planned activity and the overall environmental conditions.

Any such cyclist (with a parent or guardian if under 18) should discuss the matter with the coach at the earliest opportunity. British Cycling is keen to include members from all sections of the community and reasonable adjustment will be made to coaching programmes to facilitate progress in the sport for all.

The helmet should have a CE mark and conform to an appropriate standard such as BS EN 1078:1997 (Europe) or SNELL B95 (USA). If a helmet is CE marked, the mark must be affixed to the helmet. If a helmet conforms to a recognised Standard it should be indicated on the inside of the helmet, either directly on the inner material or on a sticker attached to the inside of the helmet. The CE mark and relevant Standard number are usually included on the same sticker.

It is important the coach checks the helmet is undamaged, and fitted and worn correctly as shown:

- Make sure it is the right way round – this is particularly important with children.
- It should be placed on top of the head with the straps fastened under the chin.
- The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a 'V' just under the ears).
- The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement.
- If you can slide the helmet off the head either backwards or forwards then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps.



Appendix 2 – National Standard for Cycle Training

Riders or coaches intending to ride regularly on roads should consider taking part in a Bikeability training course. Bikeability is the Government approved award for cycle training.

There are three award levels for Bikeability, with a level to suit all abilities from beginner cyclist to experienced commuter or sport cyclist.

- Level one will offer basic bike handling skills in a controlled environment away from roads.
- Level two will teach children to cycle planned routes on minor roads offering real cycling experience.
- Level three will ensure cyclists are able to manage all traffic conditions.

Courses are available for cycling coaches wishing to become Cycle Training Instructors, and to help clubs or other groups to deliver Bikeability courses.

The National Standard for Cycle Training dictates the outcomes which must be covered by all Bikeability courses. There is, however, no specified style in which the course is delivered so a qualified Instructor can adapt a course to suit the trainees.

The outcomes of the three Bikeability courses are summarised below.

Level 1

On completion of the Level 1 Bikeability course, the trainees will be able to:

- 1 Get on and off the bike without help
- 2 Start off and pedal without help
- 3 Stop without help
- 4 Ride along without help for roughly one minute or more
- 5 Make the bike go where they want.
- 6 Use their gears
- 7 Stop quickly with control
- 8 Manoeuvre safely to avoid objects
- 9 Look all around, including behind, without wobbling
- 10 Signal right and left without wobbling
- 11 Carry out a simple bike, helmet and clothing check.

Level 2

On completion of the Level 2 Bikeability course, the trainees will be able to:

- 1 Start an on-road journey and finish an on-road journey
- 2 Communicate and negotiate with other road users
- 3 Show understanding of appropriate road positioning
- 4 Pass parked or slower moving vehicles
- 5 Pass side roads
- 6 Turn right into a major road and left into a minor road
- 7 Turn left into a major road and right into a minor road
- 8 Demonstrate a basic understanding of the Highway Code, in particular how to interpret road signs.

Optional outcomes:

- 9 Be able to take the correct carriageway lane when they need to
- 10 Decide where cycle lanes can help their journey and demonstrate correct use (if cycle lanes can be incorporated within the training)
- 11 Explain why they have made decisions during riding and thereby demonstrate understanding of safe riding strategy.

Level 3

British Cycling's Level 3 course includes all optional National Standard Outcomes, but expands on these to cover 10 optional outcomes which focus on the varied conditions regular cyclists might encounter. From these 10 outcomes, trainees should complete a minimum of four, enabling them to select those which are most relevant to the type of riding they wish to do. The course is modelled on the UK Driving Test, and would normally conclude with riding a route the trainee will use regularly, such as that to work or school.

The British Cycling Bikeability Level 3 course includes the following optional outcomes:

- 1 Filter safely through traffic
- 2 Recognise and deal with hazards
- 3 Apply route planning to local trips
- 4 Use cycle facilities
- 5 Use multi-lane roads
- 6 Use roundabouts
- 7 Use traffic light controlled junctions
- 8 Use bus lanes
- 9 Use rural roads
- 10 Use urban centres.

Appendix 3 – Equipment for Individual Programmes

There are two recommended pieces of equipment for coaches prescribing individual programmes for riders:

- turbo trainers and rollers
- heart rate monitor.

Coaches using heart rate monitors should be aware of the following guidelines:

- The heart rate monitor is a device used for the estimation of exercise intensity based upon heart rate.
- While heart rate is useful for setting training zones, it has a number of limitations, which may affect the usefulness of heart rate in setting training intensity and testing. Coaches should be aware of the limitations of heart rate before using heart rate monitors in training.
- Heart rate can be elevated or lowered independently to exercise intensity.
- It is recommended that people under the age of 16 should not use a heart rate monitor.
- Maximal heart rate testing is stressful for older people or those with heart disease.

Appendix 4 – BMX Bike Safety Check

To ensure riders can participate safely, a bike safety check should form part of every coaching session. Coaches must be satisfied that the riders' bikes are safe for the activities of the session. Minor repairs and adjustments, if they can be done quickly, can sometimes be undertaken immediately by the riders or their parents (if appropriate). However, if this is not possible coaches **should not** undertake repairs or adjustments to a rider's bike. Instead, they should refer the rider to the nearest bike shop. Coaches must never be afraid to stop riders from participating in a session if their bike could put them or others in danger.

The minimum checks for bike safety are as follows:

Front tyre:

- No splits, cracks, holes or frayed sidewalls.
- Correctly inflated.
- Valve is straight and tyre is firmly attached or stuck to the rim.
- Tread is suitable for conditions and surface.

Front wheel and hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts secure, or quick releases tight and taped or wired in the locked position.
- Axle protrudes $\leq 5\text{mm}$ either side of wheel nuts.
- Wheel is centred and not rubbing on the fork crown.

Forks:

- Appear true and undamaged.

Headset and steering:

- Free of play.
- Turns freely

Handlebars:

- Do not appear damaged or distorted.
- Are perpendicular to the front wheel.
- Grips are fitted and bar ends are plugged or covered.

Stem:

- Firmly attached to forks and handlebars.
- No cracks.
- In-line with the top tube.

Frame:

- Appears true and undamaged.

Bottom bracket:

- Turns smoothly without lateral play.

Cranks:

- Firmly fixed.
- Appear true and undamaged.
- Sufficient ground clearance.

Pedals:

- Undamaged and complete.
- Turn freely and smoothly.
- Firmly fixed.
- All pins intact and undamaged.

Chainring:

- No dents or bend.
- Teeth in good condition.
- Firmly attached to cranks or spider.
- All chainring bolts present.

Chain:

- Appropriately tensioned.
- No loose links.
- Free of rust and foreign bodies.
- Clean and lightly lubricated.

Saddle:

- Firmly fixed.
- Correctly positioned.
- Material will resist penetration of the seat post.

Rear tyre:

- No splits, cracks, holes or worn or frayed sidewalls.
- Tread is sufficient and suitable for conditions and surface.
- Valve is straight.
- Appropriately inflated.

Rear wheel and hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts secure, or quick releases tight and taped or wired in the locked position.
- Axle protrudes $\leq 5\text{mm}$ either side of wheel nuts.
- Wheel is centred and not rubbing on chain stay.

Rear sprocket:

- Firmly attached.
- Teeth in good condition.

Brakes:

- A minimum of one, rear brake.
- Brake lever(s) may be pulled no more than half-way to the handlebars.
- Brake lever(s) are securely attached.
- Cable(s) is not frayed.
- Cable end(s) is capped, soldered or covered.
- Pads are not excessively worn.
- $\geq 1\text{mm}$ between pad and rim.

Appendix 5 – BMX Helmet Safety Check

British Cycling strongly recommends that cyclists wear a cycle helmet when engaged in any cycling activity. This is to prevent additional injuries occurring should a collision or incident happen.

In particular, participants of any activity supervised by a British Cycling coach will wear a cycle helmet. The only exceptions will be when the wearing of a cycle helmet may not be compatible with a religious, faith or disability issue. (An example is a potential cyclist wearing a turban). On such occasions the cyclist may be permitted to participate but this will ultimately depend on the coach carrying out a risk assessment which will consider the capability of the cyclist, the planned activity and the overall environmental conditions.

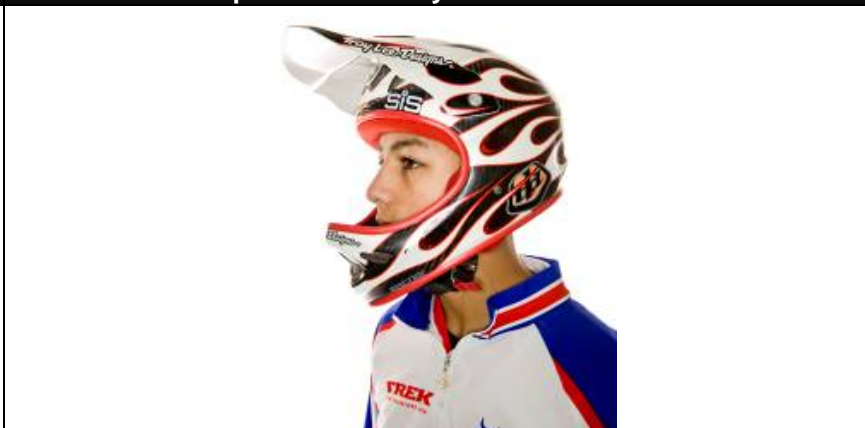

Any such cyclist (with a parent or guardian if under 18) should discuss the matter with the coach at the earliest opportunity. British Cycling is keen to include members from all sections of the community and reasonable adjustment will be made to coaching programmes to facilitate progress in the sport for all.

For BMX, the helmet should be either full-face or a skate-style, *potty* helmet, have a CE mark and conform to an appropriate standard such as BS EN 1078:1997 (Europe) or SNELL B95 (USA). If a helmet is CE marked, the mark must be affixed to the helmet. If a helmet conforms to a recognised Standard it should be indicated on the inside of the helmet, either directly on the inner material or on a sticker attached to the inside of the helmet. The CE mark and relevant Standard number are usually included on the same sticker.



Note that there is no internal sizing adjustment for full-face and potty helmets and although the chin-straps can be adjusted to retain the helmet, helmets that are too big should be rejected for a more appropriately sized helmet. Similarly, helmets that are too small will be uncomfortable and may restrict vision.

Full-face helmet

It is important the coach checks the helmet is undamaged, and fitted and worn correctly as shown.

Procedure	Example of a correctly fitted full-face helmet	
<ul style="list-style-type: none"> Place the helmet over the head with the straps fastened under the chin. The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a V just under the ears). The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement. If you can slide the helmet off the head either backwards or forwards then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps. The chin guard should cover the mouth and chin. The visor should not impair the rider's vision. The visor should be firmly attached and fit the opening of the helmet snugly. 		
	<p style="text-align: center;">Examples of incorrectly fitted full-face helmet</p> 	

Skate-style helmet

Procedure	Example of a correctly fitted skate-style helmet
<ul style="list-style-type: none">• Place the helmet on the head with the straps fastened under the chin.• The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a V just under the ears).• The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement.• If you can slide the helmet off the head either backwards or forwards then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps.	
	<p data-bbox="699 696 1321 725">Examples of incorrectly fitted skate-style helmet</p> 

Appendix 6 – Mountain Bike Check

A bike check should be completed before all sessions to ensure that all bikes are safe and in a suitable condition to meet the demands of the session. The minimum requirements for MTB-specific bike check are listed below.

Front tyre:

- No splits, cracks, holes or frayed sidewalls.
- Correctly inflated.
- Valve is straight and tyre is firmly attached to the rim.
- Tread is suitable for conditions and surface.

Front wheel/hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts are secure or quick release lever is tight and in the locked position.
- Wheel is centred and not rubbing on the forks.
- Disc rotor is securely attached and all rotor bolts are present.

Front forks:

- Appear true and undamaged.
- Fork seals and stanchions are clean and dirt free.
- No excessive play in suspension fork legs.
- Appropriate amount of fork compression for the rider.

Headset/steering:

- Free of play.
- Turns freely.

Handlebars:

- Do not appear damaged or distorted.
- Are perpendicular to the front wheel.
- Bar ends are securely attached, if fitted.
- Grips are fitted and handlebar ends are plugged or covered.

Stem:

- Firmly attached to forks and handlebars.
- No cracks.

Frame:

- Appears true and undamaged.
- For full suspension frames:
 - No excessive play in the suspension linkages/bearings.
 - Rear shock unit is appropriately inflated.
 - Rear shock unit is clean and dirt free.

Bottom bracket:

- Turns smoothly without lateral play.

Cranks:

- Firmly fixed.
- Appear true and undamaged.

Pedals:

- Undamaged and complete.
- Turn freely and smoothly.
- Firmly fixed.
- For flat pedals – All pins are intact and undamaged.

Chainring:

- No dents or bends.
- Teeth in good condition.
- Firmly attached to the cranks or spider.
- All chainring bolts are present.

Chain:

- Appropriately tensioned.
- No loose links.
- Free of rust and foreign bodies.
- Clean and lightly lubricated.

Saddle:

- Firmly fixed.
- Correctly positioned.
- Saddle body material will resist penetration by the seat post.

Rear tyre:

- No splits, cracks, holes or frayed sidewalls.
- Correctly inflated.
- Valve is straight and tyre is firmly attached to the rim.
- Tread is suitable for the conditions and surface.

Rear wheel/hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts are secure or quick release lever tight and in the locked position.
- Axle protrudes $\leq 5\text{mm}$ either side of the wheel nuts.
- Wheel is centred and not rubbing on the chain stay.
- Disc rotor is securely attached and all rotor bolts are present.

Rear cassette:

- Firmly attached.
- Teeth in good condition.

Front derailleur:

- Front derailleur or chain device is fitted securely.
- Front derailleur moves freely without excessive play.
- Front derailleur cages are not bent.
- Cables are not frayed.
- Cable ends are capped, soldered or covered.
- If a chain guide is used, it is in good working order and fitted as intended by the manufacturer.

Rear derailleur:

- Hanger is not bent.
- Attached securely and is free from excessive play.
- Limits are appropriately adjusted – derailleur should not touch the spokes or place the chain between the smallest sprocket and the frame drop-out.
- Jockey wheels are not excessively worn.
- Adequately moves the chain across the cassette.
- Cables are not frayed.
- Cable ends are capped, soldered or covered.

Gear shifters:

- Gear levers are securely attached to the handlebars.
- Gear levers operate the derailleurs without excessive force or pressure being applied.

Brakes:

- Front and rear brakes are fitted.
- Brake levers may be pulled no more than half-way to the handlebars.
- Brake levers are securely attached to the handlebars.
- For V brakes:
 - Cables are not frayed.
 - Cable ends are capped, soldered or covered.
- For disc brakes:
 - Hoses are in good condition and secured at appropriate anchor points.
 - Disc rotors are in good condition.
- Pads are not excessively worn.
- $\geq 1\text{mm}$ between the pad and rim (for rim brakes).
- Brake callipers (disc) or cantilevers (rim) are securely attached.

Other:


- Bottle cage is attached securely, if fitted.
- Pump is attached securely, if fitted.
- Mudguards are appropriate (ie down tube and seat post secured, without frame fitted stays) and secure, if fitted.
- Saddle seat pack is firmly attached.

Appendix 7 – Mountain Bike Helmet Check


Helmets are an essential piece of safety equipment for all MTB disciplines and for any riding situation. British Cycling strongly recommends that all riders wear an appropriate helmet when riding in the Level 2 MTB environment. Riders supervised by a Level 2 MTB coach will wear a helmet, except when wearing a helmet may not be compatible with a religious, faith or disability issue. On such occasions, the rider may be permitted to participate but this will ultimately depend on the coach risk assessing the capability of the rider, the planned activity and overall environmental conditions.

Helmets must be correctly fitted and should be as lightweight and as vented as possible to help keep riders cool. When correctly fitted, a helmet should be snug but not uncomfortable and should not move around on the rider's head. The chin strap should be buckled, tight enough so that it does not feel uncomfortable but, at the same time, prevent the helmet coming off if the rider crashes. The following types of helmet are appropriate for mountain biking.

Standard helmet check

Procedure	Example of a correctly fitted standard helmet
<ul style="list-style-type: none">• Place the helmet on the head with the straps fastened under the chin.• The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a V just under the ears).• The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement.• If you can slide the helmet off the head either backwards or forwards then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps.	

Full-face helmet check

Procedure	Example of a correctly fitted full-face helmet
<ul style="list-style-type: none">• Place the helmet on the head with the straps fastened under the chin.• The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a V just under the ears).• The helmet should fit comfortably on the head – if you try to move the helmet there should be very little movement.• If you can slide the helmet off the head either backwards or forwards then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps.• The chin guard should cover the mouth and chin.• The visor should not impair the rider's vision.• The visor should be firmly attached and fit the opening of the helmet snugly.	

Appendix 8 – Testing, and the Use of Static Trainers in Coaching and Testing Sessions

Introduction

British Cycling coaches should not conduct any test that is beyond their own level of competence, knowledge, experience and qualification. British Cycling coaches must recognise their limitations in qualifications, experience, expertise and competence and must operate within these limits, restricting the interpretation of results to those which they are qualified to give and in employing any equipment and techniques which they are qualified to use.

British Cycling coaches must not undertake any invasive sampling processes unless they have undertaken the appropriate training and have the relevant insurance cover to do so. This includes lactate testing involving the collection of arterial, venous, arterialisised or capillary blood.

Coaches conducting tests on a rider(s) must ask the rider if there are any medical issues that may impact on his ability to complete the test. If the coach is in any doubt, the rider should be advised to consult his GP before undertaking the test. In this instance, the coach should not conduct any testing until written clearance is received from the rider's GP. The law requires that working practices are safe and that the welfare of the client is paramount.

Most coaches undertake fitness assessments with riders to gauge their current levels of fitness. There are many standard tests that measure the individual components of fitness, some of which have been adapted for specific sports. While many tests can be carried out in the field (eg time trials and timed sprints), several tests (eg $\dot{V}O_2$ max tests) require the use of specialist equipment and are best carried out in laboratories. British Cycling strongly recommends that these types of test are conducted by British Association of Sport and Exercise Science (BASES) accredited laboratories and personnel. The process of accreditation demonstrates that equipment is regularly calibrated, is reliable and has been validated, and that health and safety procedures are in place. Personnel have also met a minimum level of expertise and have demonstrated that they can provide a suitable level of feedback to clients.

British Cycling licensed Level 1, Level 2, Activity Coach, Level 2 Discipline-specific Coaches (eg Road and Time Trial, Track, BMX, MTB)

Coaches with any of these license endorsements are not qualified to coach individual riders. Therefore, all coaching sessions must be to groups of riders (as specified in the coach-to-rider ratios given in the relevant course documentation). The content of the session must be within the remit and context of the qualification as specified in the qualification documentation. As such, coaches with any of these license endorsements are not insured for performance coaching, training or testing sessions using a cycle ergometer, such as a Watt Bike. However, they can deliver appropriate technique development coaching sessions, such as developing correct pedalling technique, using a static bike.

British Cycling licensed Club Coaches

Club Coaches are insured to deliver coaching sessions on a cycle ergometer, such as a Watt Bike, as long as these sessions are similar to those that they would usually deliver to a rider, or group of riders, in an appropriate cycling environment, and are appropriate to perform on a static bike. The content of the sessions must be based on (and consistent with) the information provided on the Club Coach Award course, and within the coach's competence, knowledge and experience. Group and individual coaching sessions and monitored training come under this remit.

Club coaches can conduct tests related to their training prescriptions for a rider using a bike, static trainer or cycle ergometer such as a Watt Bike, but they must be consistent with the guidelines provided in the qualification documentation and taking into account the recommendations in the introduction above.

British Cycling licensed Level 3 Coaches (eg Track or Road and Time Trial)

Coaches with a Level 3 license endorsement are insured to deliver coaching sessions on a cycle ergometer, such as a Watt Bike, as long as these sessions are similar to those that they would deliver to a rider, or group of riders, and are appropriate to perform on a static bike. The content of the sessions must be based on (and consistent with) the information provided on their Level 3 coaching course, and be within the remit and context specified in the qualification documentation. Group and individual coaching sessions and monitored training come under this remit.

Level 3 coaches can conduct tests related to their training prescriptions for a rider using a bike, static trainer or cycle ergometer such as a Watt Bike, but they must be consistent with the guidelines provided in the qualification documentation and taking into account the recommendations in the introduction above.

Appendix 9 – Cycle Speedway Bike Check

Front tyre:

- No splits, cracks, holes or frayed sidewalls.
- Correctly inflated.
- Valve is straight and tyre is firmly attached or stuck to the rim.
- Tread is suitable for conditions and surface.

Front wheel/hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts secure or quick releases tight in the locked position.
- Wheel is centred and not rubbing on the fork crown.

Front forks:

- Appear true and undamaged.

Headset/steering:

- Free of play.
- Turns freely.

Handlebars:

- Do not appear damaged or distorted.
- Are perpendicular to the front wheel.
- Bar ends securely attached, if fitted.
- Bar tape is fitted and bar ends are plugged or covered.

Stem:

- Firmly attached to forks and handlebars.
- No cracks.

Frame:

- Appears true and undamaged.

Bottom bracket:

- Turns smoothly without lateral play.

Cranks:

- Firmly fixed.
- Appear true and undamaged.
- Sufficient ground clearance.

Pedals:

- Undamaged and complete.
- Turn freely and smoothly.
- Firmly fixed.
- All pins intact and undamaged.

Chainring:

- No dents or bends.
- Teeth in good condition.
- Firmly attached to cranks or spider.
- All chainring bolts present.

Chain:

- Appropriately tensioned.
- No loose links.
- Free of rust and foreign bodies.
- Clean and lightly lubricated.

Saddle:

- Firmly fixed.
- Correctly positioned.
- Material will resist penetration of the seat post.

Rear tyre:

- No splits, cracks, holes or frayed sidewalls.
- Correctly inflated.
- Valve is straight and tyre is firmly attached or stuck to the rim.
- Tread is suitable for conditions and surface.

Rear wheel/hub:

- No broken or missing spokes.
- No splits or excessive wear to the rim.
- Wheel is true and hub is free of play.
- Wheel turns smoothly.
- Wheel nuts secure or quick releases tight in the locked position.
- Axle protrudes ≤ 5 mm either side of wheel nuts.
- Wheel is centred and not rubbing on the chain stay.

Rear cassette:

- Firmly attached.
- Teeth in good condition.

Appendix 10 – Cycle Speedway Helmet Check

Procedure	Example of a correctly fitted skate-style <i>potty</i> helmet
<ul style="list-style-type: none">• Place the helmet on the head with the straps fastened under the chin.• The front strap should be as vertical as possible and the rear strap should join the front strap just below the ears (forming a V just under the ears).• The helmet should fit comfortably on the head – if you try to move the helmet, there should be very little movement.• If you can slide the helmet off the head either backwards or forwards, then you need to tighten the straps – always get the rider to take the helmet off before adjusting the straps.	<p data-bbox="571 831 1449 862">Examples of incorrectly fitted skate-style <i>potty</i> helmet</p> 