

ELY & DISTRICT CYCLING CLUB

B&T MOTOR REPAIRS

HANDBOOK 2024



AFFILIATED TO BRITISH CYCLING & CYCLING TIME TRIALS

www.elycyclingclub.com

PLEASE NOTE:

As of the 1st October 2015 the Ely & District CC is being kindly sponsored by B&T Motor Repairs

From this date for all open events that are entered the Club Name is "Ely & District Cycling Club – B&T Motor Repairs"

www.elycyclingclub.com

CLUB OFFICIALS

Chairman	Will Shepherd
Secretary	Sharon Bennett
Treasurer	Laura Aldred
Membership Secretary	Mark Mathews

ADMINISTRATIVE POSTS

Press Officer	Dan Bromilow
Website	Dan Bromilow
Marshal Co-ordinator	Dan Bromilow
Clothing	TBC
Auditor	Will Shepherd
Club Rides	Steve Peck
Trophies	Darran Bennett
Club Time Trials	Simon Butteriss
Welfare Officers	Lauren Reed
Recorder	Darran Bennett
Junior Coach	Neil Bowman
Junior Coach	Mark Mathews

MEMBERSHIP FEES

Adult	£15.00
Family	£20.00
Junior	FREE

CLUB EVENT FEES

Members	£4
Non-members	£5

CLUB EVENT COURSES

GENERAL INFORMATION For the current years listing please see the website

For the events starting from Witchford, please park with consideration of others in the Bus Park at Witchford Village College.

For the Mepal circuit, please park at the far end of Mepal Village near the Three Pickerels Public House

For the Sutton Mepal Circuit, please turn left at the 2nd Roundabout & park near to the Cheffins Site, i.e., well clear of the lorries on the other side.

The Rugby Club Circuit is now the Coveney Circuit, either park on the side of Will Shepherds drive, or on the road near the Village Hall, but do not obstruct any driveways etc.

For the safety of all riders, club events will now start no later than 7.00pm and the use of an approved rear light whilst taking part in an Ely & District CC event is **mandatory**.

Approved cycle helmets are **mandatory** when taking part in Club Time Trials

In the case of Tuesday evening events riders are asked to arrive at least 20 minutes before the scheduled start to allow ample time for signing on and collecting race numbers.

Always ensure you are certain of the route as well as the start and finish lines.

The Hyperlink below each course will take you to a map of the course on Strava.

Witchford

9.8 miles

Start at the bus shelter and head towards the Lancaster Way roundabout to then turn left onto the A142 and continue West to Sutton. Turn at the Elean Industrial Estate roundabout and follow the A142 back to the Lancaster Way roundabout. take the right back into Witchford and finish between the Bedwell Hey Lane road turning and the Grunty Fen Road turning.

<https://www.strava.com/routes/3697746>

Mepal B10/1R

10 miles

Start approx 50 yards from A142 on Mepal access road, turn left to Lancaster Way roundabout, retrace outward route to finish in gate way to shooting club at the top of the hill (just as the road straightens after the bend).

<https://www.strava.com/routes/3697784>

Sutton 2 laps

8 miles

Start at the entrance to the Elean Industrial Estate and proceed east along the A142 to the Left turn for Witcham Toll. Continue through the village and follow the road as it bears left at the summit of the hill. Follow the road on to Mepal to meet a left turn onto the Mepal road and then Left again onto the A142. Continue along the A142 and complete another lap before finishing at the opposite side of the road in the entrance to the Elean Industrial Estate.

<https://www.strava.com/routes/3697797>

Coveney Circuit

13 miles

Start in the Centre of Coveney, on the Grassy Triangle, follow the road through to the A142 & turn left follow the A142 to the Lancaster way roundabout & take the 1st exit. Continue to the A10 roundabout & take the 1st Exit onto the A10, at the Downham Road roundabout take the 1st exit & follow the road through Little Downham. As you exit the Village bear left & follow back to Coveney & Finish at the Grassy Triangle.

<https://www.strava.com/routes/3697690>

Mepal

16.4miles

Start at the driveway end just outside Witchford, proceed East towards the Lancaster Way roundabout. Take the first exit off the roundabout and head West along the A142 straight on at Sutton RA & on to the Mepal Outdoor Centre RA, retrace the outward route back to the Lancaster Way roundabout. take the right back into Witchford and finish opposite the start

<https://www.strava.com/routes/3697755>

Mepal

25miles

Start at the bus shelter in Witchford a few metres East of the Bedwell Hey Lane turning and proceed East towards the Lancaster Way roundabout. Take the first exit off the roundabout and head West along the A142 straight on at Sutton RA & on to the Mepal Outdoor Centre RA, retrace the outward route back to the Lancaster Way roundabout. Turn at the RA & follow the A142 back to Sutton Turn at the Elean Industrial Estate roundabout and follow the A142 back to the Lancaster Way roundabout. take the right back into Witchford and finish between the Bedwell Hey Lane road turning and the Grunty Fen Road turning.

<https://www.strava.com/routes/3697779>

Chatteris B25/1

25miles

Start at the bus shelter in Witchford a few metres East of the Bedwell Hey Lane turning and proceed East towards the Lancaster Way roundabout. Take the first exit off the roundabout and head West along the A142 straight on at Sutton RA & on straight over the Mepal Outdoor Centre RA. Continue to the Chatteris RA & take 2nd exit, go straight over the "Tesco" RA & proceed to the next roundabout, turn at the RA & retrace the outward route, taking the 3rd exit at the Chatteris RA and follow the A142 back to the Lancaster Way roundabout. take the 3rd exit back into Witchford and finish opposite the start

<https://www.strava.com/routes/11594334>

Hardriders - BS19

25miles

Start at triangular green in Little Downham High Street (B1411) 400 yards West of Headquarters. Head West on B1411. After half a mile the road turns sharply to the right, here bear left onto minor road. Continue through Coveney to A142. CAUTION! at junction where a left turn should be taken onto the A142 and head East to the A10 at Ely. Head to the roundabout at Littleport and take a left onto the A1101. At the 100 foot drain take a left onto B1411, CAUTION! sharp turn with obscured view. At Pymoor take left onto minor road, CAUTION! sharp turn and follow this through Dunkirk to California. Take the left fork off the 'main' road & finish near the junction with B1411. Take a right on B1411 to return to HQ.

<https://www.strava.com/routes/3697819>

Club Competitions

Men's & Women's Best All-rounder - Traditional

The male & female with the highest average speed over 50 miles, 100 miles, and 12 hour. Club, associations and open events also count.

Men's & Women's Best All-rounder – Short Distance

The male & female with the highest average speed over 10 miles, 25 miles, 50 miles and 100 miles. Club, association and open events also count.

NOTE – BBAR Cup will be awarded to the fastest time in the traditional event, if no-one takes part in those events then awarded to the rider who qualifies in the Short Distance events.

100 mile cup

The fastest club member over 100 miles. Club, Association and Open events to count.

50 mile cup

The fastest club member over 50 miles. Club, Association and Open events to count.

Vets 25 mile

Best vet on standard in the designated event.

Vets 100 mile cup

The fastest veteran (40+) over 100 miles. Club, Association and Open events to count.

Senior 25 mile Series

The senior club member with the highest points total in club 25 mile events.

Junior 10 mile Series

The junior club member with the highest points total in club 10 mile events.

Womens 10 mile Series

The Female member with the highest points total in club 10 mile events.

25 mile Handicap

Fastest on handicap in the designated event.

10 mile Handicap

Fastest on handicap in the designated event.

Junior Handicap

Junior with best performance in handicap events.

25 mile 72" gear

Fastest rider on maximum gear of 72" in the designated event.

Gears checked before starting.

Road Bike TT Trophy

Most points gained in the evening TT series on a road bike, the bike can possess drop or straight handlebars, both front and rear wheels must have at least 12 spokes each, no tri-bars, clip-on bars or Spinacci bars are allowed, no disc wheels

Club Competitions (continued)

Sheriff Cup

Fastest rider in the 25 mile event.

Derek Maskell Cup

Best Ely Club member on handicap in the Hardriders

Cox Cup

Fastest rider in the Senior 10 mile event.

Kempton Cup

Fastest junior in the designated 10 mile event.

Clubman of the year

Voted for by the members at the A.G.M. in a secret ballot.

Tandem Competition

For the tandem pairing with the highest points total in club events.

Road Race Points Cup

For the highest points total in Association and Open road races. Points awarded for placing.

Mountain Bike Cup

Best overall performance in current years MTB Events

Cyclo Cross Cup (Senior & Junior)

Best overall performance in the current years Cyclo Cross Events

Hill Climb Cup

The fastest member in the annual hill climb.

Most improved Rider

Awarded at the President's discretion to the junior/juvenile member showing most improvement.

F.C. Bodywork Cup

For the highest points total. Points awarded for placing in all club events, and for organising and helping with club & open events.

Handicap Series

For the best performance on handicap in club events.

Juvenile 10 mile

Fastest juvenile in club 10 mile events.

Timekeepers Shield

Awarded to the winner of the circuit series

Junior TT

Winner of the Junior TT Event

10 Miles	Name	Time	Year
Men	D Bennett	00:19:16	2022
Women	F Rust	00:22:09	2016
Junior	S Day	00:22:26	
Junior Women	S Fitch	00:28:12	
Juvenile	S Day	00:22:58	
15 Miles			
Men	D Bennett	00:30:27	2022
	R Havis	00:30:27	2023
25 Miles			
Men	M Eley	00:50:12	2017
Women	Z Palgrave	00:58:29	2017
Junior	A Stephen	00:59:04	
Junior Women	S Underdown	01:15:05	
Juvenile	S Day	00:58:57	
30 Miles			
Men	D Bennett	01:00:49	2021
Women	S Walker-Meers	01:12:14	2021
Junior	M Zschke	01:19:38	
Juvenile	A Bailey	01:22:41	
50 Miles			
Men	D Bennett	01:43:44	2020
Women	S Walker-Meers	02:01:02	2021
Juvenile	M Zschke	02:33:22	
100 Miles			
Men	R Golding	03:44:16	2017
Women	Z Palgrave	04:27:57	2019

12 Hour			
Men	D Bromilow	261.43 miles	2019
BBAR – Short Distance			
Men	S Butteriss	28.119mph	2023
BBAR - Traditional			
Men	D Bromilow	24.696mph	
BBAR – 50 & 100 mile	R Golding	27.15mph	2017
BBAR – 2x10 & 2x25 mile	F Rust	26.06mph	2016
72" 25 Miles			
Men	A Newark	01:02:31	
Women	J Bamber	01:14:36	
Junior	D Foulger	01:11:10	
Juvenile	S Day	01:04:46	
Tandem Records			
10 Miles			
Men	A Newark & M Wiseman	00:19:42	
Mixed	A Newark & K Newark	00:20:27	
Women	J Elsegood & A Dudley	00:25:43	

25 Miles			
Men	A Newark & M Wiseman	00:52:12	
Mixed	A Newark & K Newark	00:53:25	
Team Records			
10 Miles			
Men	D Bennett S Butteriss P Schofield	00:59:07	2022
15 Miles			
Men	D Bennett R Golding R Havis	01:33:34	2021
25 Miles			
Men	D Bennett S Butteriss R Havis	02:31:55	2023
30 Miles			
Men	D Bennett R Golding J Manlow	03:12:39	2019
50 Miles			
Men	D Bennett S Butteriss R Golding	05:12:55	2022

Club Course Records			
Witchford 9.8	S Butteriss	00:20:19	2023
Mepal 10 B10/1R	D Bennett	00:20:37	2021
Mepal 16.4	D Bennett	00:35:19	2019
Chatteris B25/1	D Bennett	00:53:50	2022
Mepal 25	D Bennett	00:52:46	2022
Sutton 2 Lap	D Bennett	00:17:18	2018

Club Rides

Saturday Rides meet at Witchford Village College, the Easy Pace Group (14-16mph average) leaves at 9am. The Moderate Pace Group leaves at 9.10. Route details are posted on the Club Facebook Page during the week.

Sunday Rides meet at the Paradise Sports Centre for a 9am start. Please see MyClubhouse for details of how to join these.

Saturday Rides are usually 30-40 miles, Sunday Rides 50-60 miles.

Junior riders are permitted on Club Rides but must have Parental Consent & ideally be accompanied by a Parent or a designated Adult. They must also be capable of completing the distance & maintaining the pace of the Ride.

Junior Coaching (6-16 years)

The Club has three British Cycling L2 Qualified Coaches, we run sessions at Ely College on Monday Evenings throughout the Year. During the winter months we run one session split into two age/ability groups from 6.30 - 7.30pm. From April the sessions are 6.30 – 7.30pm for younger/ less experienced riders & 7.30 – 8.30pm for the older/ more experienced riders when the hours of daylight permit.

The sessions are intended to be fun & concentrate on skills rather than fitness. We use the tennis courts &, when the conditions allow the playing field.

We also run "Go-Ride" events during the year, a Cyclo Cross during the winter & Grass Track in the summer.

For details please contact Cliff Loveday 07443 953308, also our dedicated Junior Section Facebook Page <https://www.facebook.com/groups/1740366516244276/>

Club Constitution

1 Name of Club:

The club will be called Ely & District Cycling Club (Hereinafter will be referred to as The Club), and may also be known as E&DCC. Ely & District Cycling Club will be affiliated with relevant cycling associations.

Club colours shall be Red, Yellow and Black (Yellow to include Fluo-dayglo yellow).

2 Aims and objectives:

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in cycling.
- To promote the club within the local Community.
- To ensure a duty of care to all members of the club.
- To provide all its services in a way that is fair to everyone.

3 Membership:

Membership of the club is open to anyone interested in promoting,
[**www.elycyclingclub.com**](http://www.elycyclingclub.com)

coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

- Full member.
- Family member.
- Junior member.

(c) The annual subscription shall become due on January 1st of each year and shall be the amount last fixed at an A.G.M. Member's not paying their annual subscriptions by March 1st of the same year shall be deemed to have resigned and their names shall be deleted from the membership list. Any member joining in October, November or December shall be deemed a member until December 31st of the following year.

(d) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations, policies and codes of practice that the club has adopted.

(e) Individuals shall be eligible to take part in the business of the Club, vote at general

meetings or be eligible for selection of any Club team unless the applicable subscription has not been paid by the due date.

f) Committee reserve the right to refuse a membership application.

4 Sports Equity

(a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

"Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society."

(b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/ economic status.

(c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. (d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

(e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5 Committee

(a) The affairs of the Club may be conducted by a Committee which shall consist of the following posts: - Chair, Treasurer, Secretary, Welfare Officer and

- committee members, who shall be elected at the Annual General Meeting.
- (b) All committee members must be members of the Club.
 - (c) The term of office shall be for one year, and members shall be eligible for reelection.
 - (d) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
 - (e) The Committee will be responsible for disciplinary hearings of members who infringe the club rules, policies, regulations and constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
 - (f) The committee meetings will be convened by the Secretary of the Club and be held at least once per quarter.
 - (g) Only the posts listed above will have the right to vote at committee meetings.
 - (h) The quorum required for business to be agreed 40%.

6 Finances

- (a) The club treasurer will be responsible for the finances of the club.
- (b) The financial year of the club will run from 1st November and end on 31st Oct.
- (c) All club monies will be banked in an account held in the name of the club. (d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- (e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

7 Annual General Meetings and Extraordinary General Meetings

- (a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- (b) The Club shall hold the Annual General Meeting (AGM) in the month of November to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman, Secretary and Treasurer and to approve the Annual Accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- (c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.
- (d) Nominations for officers of the committee should be sent to the secretary prior to the AGM, they can be received during the AGM. Anyone who is stepping down should notify the committee at least three weeks prior to the AGM taking place.
- (e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM. (f) All members have the right to vote at the AGM.
- (g) An Extraordinary General Meeting (EGM) shall be called by an application in

writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

(j) All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Proposed changes to club constitution to be submitted to secretary a minimum of 2 weeks prior to AGM.

9 Discipline and appeals

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare

Officer is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary. (c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

(d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

(e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10 Dissolution

(a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

(b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another local club with similar objectives.

11 Social Media

The clubs Facebook accounts (General, Members Only & Junior Section) should only be administered by Chairman, Secretary or Treasurer, or by any person as approved by the committee.

Children and Young Person Safeguarding Policy

Contents

1. Policy
2. Good Practice, Poor Practice & Abuse
3. Responding to Suspicions and Allegations of Abuse
4. Safeguarding Children in the Cycling Club Environment
5. Glossary

1. Safeguarding and Protecting Children Policy

1.1 General Principles

- Everyone who participates in cycling is entitled to do so in a safe and enjoyable environment.
- Ely & District Cycling Club (E & DCC) agrees to follow the Safeguarding and Protecting Children policies and procedures defined by British Cycling, which is the national governing body for cycling in Great Britain. British Cycling is committed to helping everyone in cycling accept their responsibility to safeguard children from harm and abuse and to support them to do so. All British Cycling clubs, events and associated individuals must follow the Safeguarding and Protecting Children Policies defined by British Cycling. (See <https://www.britishcycling.org.uk/about#A1O7K3fL66blkyPM.99>).
- Ely & District Cycling Club will adhere to the procedures and expectations of Cambridgeshire Local Safeguarding Children Board (LSCB) that ensure that children and young people feel safe and cared for in Cambridgeshire, by ensuring that organisations work together to safeguard children and promote their welfare. These organisations include Social Care Services, Education, Health, Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Localities, Early Years Services. Their website: <http://www.cambridgeshire.gov.uk/lscb/> is accessible to children and young people, families and communities as well as professionals working with children.
- This document sets out the procedures to follow to protect children and what to do if you have any concerns.

1.2 Scope

This policy apply to all riders, coaches, volunteers, employees and anyone involved in cycling, whether or not they are British Cycling members. All these people have a duty of care to safeguard the welfare of children and prevent their abuse.

1.3 Why are policies are needed?

Abuse can occur in many situations including the home, school and the cycling club. We know that some individuals will actively seek access to children through sport in order to harm them.

1.4 Policy Statement

Ely & District Cycling Club and British Cycling are committed to:

- making the welfare of children paramount. This means that the need to ensure that children are protected is a primary consideration and may override the rights and needs of those adults working with them.
- enabling everyone whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity to participate in cycling in a fun and safe environment.

- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.
- ensuring that all volunteers and British Cycling members and employees who work with children are appropriate for that role and responsibilities and provided with relevant training.
- requiring all club members and event organisers to accept responsibility for the welfare of the children in their care in accordance with all British Cycling's policies and procedures, and to incorporate these in their constitutions and rules.
- recognising that children and families from minority group backgrounds may face barriers to accessing help and reporting concerns in respect of safeguarding issues.

2. Good Practice, Poor Practice & Abuse

2.1 Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in cycling to make judgements regarding whether or not abuse is taking place, however, all Ely & District club members and British Cycling personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns as explained in section 3.

2.2 Good Practice

The role of a coach enables that individual to potentially develop a close relationship with children. All coaches have a responsibility to maintain high standards of professional practice. British Cycling expects of coaches of junior cyclists:

- are a British Cycling member.

- are bound by the British Cycling Code of Conduct and Sports Coach UK Code of Conduct.
- are a qualified British Cycling coach.
- have completed Safeguarding and Protecting Children training.
- are suitably educated in Child Protection and First Aid as a minimum standard.

Coaches should:

- conduct a risk assessment before undertaking any cycling related activities.
- aim to make the experience of cycling fun and enjoyable.
- promote fairness and playing by the rules.
- not tolerate the use of prohibited or illegal substances.
- treat all children fairly and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect commensurate with their needs. Coaches and those working directly with children should:
 - respect the developmental stage of each cyclist and not risk compromising their welfare in a desire for club or personal achievement.
 - ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the rider.
 - work with parents and children to develop training and competition schedules which are suited to the needs and the lifestyle of the rider, not the ambitions of the parents, coaches, team managers or club.
 - build relationships based on mutual trust and respect, encouraging children to take responsibility for their own development and decision-making
 - always be publicly open when working with children:
 - avoid coaching sessions, or meetings, or other situations where a coach and an individual athlete are completely unobserved.
 - keep parents informed about the content and nature of any communications you have directly with their children including emails and text messages.
 - avoid one on one situations in changing rooms. If children need to be supervised/ helped parents or carers should be involved.
 - maintain an appropriate and open environment, with no secrets.
 - avoid unnecessary physical contact with young people. Physical contact (touching) can be appropriate so long as:
 - it is neither intrusive nor disturbing.
 - the reason that it is necessary has been fully explained.
 - the rider's permission has been openly given.
 - it is delivered in an open environment.
 - maintain a safe and appropriate relationship with cyclists. It is inappropriate for coaches and others in positions of trust to have an intimate relationship with a child under 18 years. This could be a criminal offence, an 'abuse of trust' as defined by the Sexual Offences (Amendment) Act 2000.
 - be an excellent role model by maintaining appropriate standards of behaviour guarding.
 - gain written parental consent, to act in loco parentis for the administration of emergency first aid, or other medical treatment if the need arises.

- be aware of any medical conditions, existing injuries, disabilities and medicines being taken. To enable this, a health declaration should be requested and completed by parents prior to any young person participating in club activities.
- Keep a written record of any injury or accident that occurs, together with details of any treatment given.
- ensure that someone with appropriate training in and current knowledge of emergency first aid is available.
- gain written parental consent for any travel arrangements where appropriate and ensure risk assessments are completed taking into consideration the vehicle, length of drive, road conditions etc and ensure appropriate supervision is in place within British Cycling Coaching guidelines.
- gain written parental consent where an activity includes an overnight stay.

We advise parents to:

- talk regularly with their children about their cycling activities and their welfare
- talk regularly with their child's coach about their child's cycling activity
- monitor the relationships that are inevitably created through their child's participation in cycling
- monitor any communications that their child receives regarding their participation in cycling.

Should there be concerns about any inappropriate behaviour contact Ely & District Cycling club Welfare Officer on 01353 741635 and/or contact British Cycling's Child Protection lead Officer: Simon Thornton (Compliance Manager) Tel: 0161 274 2082

Email: compliance@britishcycling.org.uk
hours tel: 0161 274 2002

Out of

(<https://www.britishcycling.org.uk/safeguarding>).

Concerns can be

raised by parents of young people and can be reported directly to

Cambridgeshire Local Authority Safeguarding Children contact centre on 0345 045 5203 (8am - 6pm Monday to Friday) or the Emergency Duty Team (Out of Hours) on 01733 234724, *or contact the Police on 999.*

2.3 Poor Practice

The following are regarded as poor practice and should be avoided:

- contacting riders in excess of what a reasonable, professional coach would.
- spending excessive amounts of time alone with children away from others.
- engaging in rough, physical or sexually provocative games.
- allowing or engaging in inappropriate touching of any form.
- using inappropriate language to a child or allowing children to use inappropriate language unchallenged.
- making sexually suggestive comments to a child, even in jest.

- reducing a child to tears as a form of control.
- letting allegations made by a child go uninvestigated, unrecorded, or not acted upon.
- doing things of a personal nature that children can do for themselves.
- taking children alone in a car on journeys, however short (see note below).
- inviting or taking children to your home or office where they will be alone with you (see note below).
- sharing a room with a child.

Note: In exceptional circumstances it may be impractical to avoid some of these particular examples of poor practice. In which case, to protect both the children and yourself, you must seek parental consent and also make sure that the CWO is aware of the situation and gives approval. If whilst in your care a child is accidentally hurt, the child seems distressed in any way, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another adult and make a brief written note of it. Parents should also be informed of the incident.

2.4 Abuse

Abuse is a broad term in the context of safeguarding children. There are many degrees of abuse and it can take many forms. This can range from low-level name calling or ridiculing of a rider, which may be considered "poor practice" to serious neglect or physical attacks which would likely lead to a child protection investigation being conducted. Abuse in all its forms can affect a child at any age. The effects can be so damaging that without appropriate intervention, they may continue to have a very negative impact upon an individual into adulthood.

An individual who has been abused may:

- find it difficult, or impossible to maintain a stable, trusting relationship.
- become involved with drugs or prostitution.
- attempt suicide or self-harm.
- go on to abuse another child.
- show angry or volatile behaviour without reason. Those who belong to a group that may be considered additionally vulnerable such as those with disabilities may be at increased risk of abuse through various factors such as:
 - stereotyping.
 - prejudice.
 - discrimination, including ethnic or racial.
 - isolation.
 - powerlessness to protect themselves.
 - inability to communicate that abuse has occurred

2.4.1 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is not the responsibility of those working in cycling to decide that child abuse is occurring, but it is their responsibility to act on any concerns. Indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or an

injury for which an explanation seems inconsistent.

- the child describes what appears to be an abusive act involving him/her.
- someone else, a child or adult, expresses concern about the welfare of a child.
 - unexplained changes in a child's behaviour, e.g. becoming very quiet, withdrawn, displaying sudden outbursts of temper or behaviour changing over time.
- inappropriate sexual awareness.
- engaging in sexually explicit behaviour.
- distrust of adults, particularly those with whom a close relationship would normally be expected.
- difficulty in making friends.
- being prevented from socialising with other children.
- displaying variations in eating patterns including overeating or loss of appetite.
- losing weight for no apparent reason.
- becoming increasingly dirty or unkempt.

Abuse may be classified under the following headings:

2.4.2 Neglect

"Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs." (Working together to safeguard children 2010) In a cycling context this could include:

- a coach not keeping children safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g., allowing cyclists under their supervision to train or race inappropriately clothed for the prevailing conditions.
- a parent consistently leaving a child without adequate provisions e.g. food, water, clothing, sun protection.

2.4.3 Physical Abuse

"Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child." (Working together to safeguard children 2010) In a cycling situation this could include:

a coach disregarding the individual requirements of each child's growing body or needs when setting a training programme.

- a coach shaking a rider who has misbehaved during a session.

2.4.4 Sexual Abuse

"Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling. It may also include noncontact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways." (Working together to safeguard children 2010)

In a cycling situation indicator could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the thighs of the riders suggestively.
- a coach making suggestive comments to their riders.
- an inappropriately close relationship developing between a rider and a coach.
 - an individual spending an unnecessary amount of time in the changing area when children are present.

2.4.5 Emotional Abuse

“Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the illtreatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.” (Working together to safeguard children 2010) In a cycling situation this could include:

- a parent or coach subjecting a rider to constant criticism, name-calling, sarcasm, bullying or racism.
- a parent or coach putting a rider under unrealistic pressure in order to perform to high expectations.

2.5 Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves” (Working together to safeguard children 2010).

Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures).
 - Physical - pushing, kicking, hitting, punching or any use of violence.
 - Racist - racial taunts, graffiti or gesture.
- Sexual - unwanted physical contact or sexually abusive comments. • Homophobic - because of, or focussing on, the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

2.5.1 Anti-Bullying Policy

British Cycling is committed to fostering a caring, friendly and safe environment for everyone involved in cycling so that they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in cycling. If bullying does occur, all riders, coaches, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. Bullies come from all walks of life. They bully for a variety of reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Bullies can be boys or girls, men or women. Although bullying often takes place in schools, research shows it can and does

occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Competitive sports such as cycling are an ideal environment for the bully.

2.5.2 Why is it important to respond to bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Cyclists who are bullying need to learn different ways of behaving. Everyone involved in cycling has a responsibility to respond promptly and effectively to issues of bullying. For specific guidance on actions to prevent and deal with bullying, refer to SG 1.5 and SG 1.5a.

2.5.3 Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says they are being bullied.
- is unwilling to go to club sessions.
- becomes withdrawn, anxious or lacking in confidence.
- regularly feels ill before training sessions. • has clothes torn or possessions damaged.
- has possessions go 'missing'.
- asks for money or starts stealing money (to pay bully). • has unexplained cuts or bruises.
- is frightened to say what's wrong.
- gives improbable excuses for any of the above.
- In more extreme cases:
 - starts stammering.
 - cries themselves to sleep at night, has nightmares or wets the bed. • becomes aggressive, disruptive or unreasonable.
 - is bullying other children or siblings.
 - stops eating or self-harms.
 - attempts or threatens suicide or runs away. These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated.

2.5.4 Cyber Bullying

Cyber Bullying refers to bullying and harassment through the use of electronic devices such as personal computers and mobile phones - using email, texting and social networking websites. Cyber Bullying is wilful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress. Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website.
A cycling coach who sends negative feedback about a participant via personal text message.
- A cycling club member who posts negative comments about a fellow member on a club forum. Cyber Bullying may also include threats, sexual remarks and

hate speech. E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated and the content will not be viewed by parents, friends or siblings. Alternatively it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression or loneliness.

British Cycling will take all cases of Cyber Bullying seriously and deal with them in line with the standard bullying procedures.

3. Responding to Suspicions and Allegations of Abuse

3.1 Introduction

Although most cases of child abuse take place within the family setting, abuse can and does occur in cycling.

- It is essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if child abuse is taking place.
- It is the responsibility of all club members, volunteers and people associated with club activities to report your concerns to the Club Welfare Officer, and the British Cycling Child Protection Lead Officer (CPLC)- no matter how trivial the concern may appear.
- Not acting is not an option.

3.2 Receiving Evidence of Possible Abuse

You may have concerns about abuse/poor practice because:

- you see it happening.
- you recognise signs such as those listed in Section 2.4.1
- someone reports it to you.
- a child approaches you directly.

If a child says or indicates that they are being abused, or you have concerns about their welfare you should:

react calmly so as not to frighten them.

- tell them they are not to blame and that it was right to speak up.
- take what they say seriously.
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language.
- keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said.
- reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.
 - the safety of the child is paramount - if the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- record all information and report in accordance with Ely & District Cycling Club policy and with British Cycling's procedures.

3.3 Recording Information: Confidentiality and Information Sharing

All concerns that you may receive should be recorded, ideally using the British Cycling form, Reporting a Safeguarding Concern (SG 1.4).

You are recording this information for:

- yourself, so you have a record of what happened.
- the CWO or other designated welfare person within your club, who will coordinate any action that needs to be taken.
- the British Cycling Safeguarding Lead Officer/CPLO so that they can advise you.
- the Police and or the Local Authority Children's Social Care Services if appropriate.

It is not appropriate to share sensitive and confidential information with other people, e.g:

- your club committee.
- members of your club.
- other acquaintances outside cycling.

Any information relating to child protection should be held under secure conditions and made available on a need-to-know basis only.

When recording information on the form you should:

- confine yourself to the facts – what you have observed/ seen, heard or had reported to you.
- distinguish between what is your own personal knowledge and what you have been told by other people.
- not include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge). British Cycling has an Information Sharing Protocol. This document illustrates clearly how decisions to share information are made within British Cycling and between British Cycling and other bodies.

3.4 Reporting a Concern

The discovery that someone you know may be abusing a child will raise feelings and concerns within the club. It can be difficult to report such matters but you must remember that:

- the welfare of the child is paramount.
- being vigilant helps to protect children.
- everyone has a duty of care to report any concerns they have immediately.

British Cycling's Whistle Blowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a child.

3.4.1 Circumstances Where Reporting To

The CWO Is Not Possible

- If the CWO is unavailable or is implicated, talk directly to a senior club

officer or go directly to British Cycling's Safeguarding Lead Officer/ Child Protection Lead Officer for advice.

If concerns arise in a setting where there is no CWO always ensure that British Cycling's SLO is informed of the referral.

- When with athletes away from home, inform the person who has responsibility for welfare. This may be the head coach or team leader.

3.4.2 Involving Parents or Carers

British Cycling is committed to working in partnership with parents. In most situations, it is important that the CWO or SLO /CPLO involves parents to clarify any initial concerns e.g. if a child seems withdrawn, they may have experienced a recent bereavement.

Where a parent or carer may be responsible for the abuse or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk.

3.4.3 Involving British Cycling

The CWO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the club or British Cycling
- whether further action, advice or investigation is needed by/from the Police, Children's Social Care Services or the NSPCC. Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It enables Safeguarding Teams to act appropriately to support and deal with the concern and to analyse trends and improve existing British Cycling policy and guidance.

Any letters to the SLO/CPLO regarding referrals should be marked 'private and confidential' and sent to: British Cycling, Stuart Street, Manchester, M11 4DQ. Alternatively, the **SLO** can be contacted on

0161 274 2000 or 0161 274 2002 outside office hours. The SLO or another designated person from British Cycling will keep you notified, when appropriate of procedures and timescales whilst any investigation is ongoing.

3.4.4 Involving Statutory Agencies

In any case of physical or sexual abuse or where the child's safety is at risk, you should contact one of the following statutory agencies immediately:

- Your Local Authority Child Protection Team 0345 045 5203, or in an emergency dial 999 for the Police. This body has a statutory duty for the welfare of children, especially where the alleged person is a member of the child's family.

When a referral is made, the Child Protection Team has a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child.

-

- The Police should be involved if the apparent abuse is of a criminal nature, or if the incident involves a person outside the child's family. A record should be made of the crime reference number.

www.elycyclingclub.com

- NSPCC (freephone 24 hour helpline 0808 800 5000).
- All telephone referrals to the above bodies may have to be confirmed in writing by you within 24 hours or according to that agency. You should record the following:
 - name and job title of the member of staff to whom the concerns were passed
 - the time and date of the call
 - a summary of the information shared and the response received.

3.5 Allegations of Previous Abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a child by someone who is still working with children. Where such an allegation is made, you should follow the procedures given above and have the matter reported to the SCWO, the SLO/CPLO, the police and Local Authority Children's Social Care Services. This is because other children, either within the sport or outside it, may be at risk from this person. Normally, anyone who has a previous criminal conviction for offences related to child abuse is automatically excluded from working with children.

3.6 Barring Individuals from Working with Vulnerable Groups Individuals working in cycling may be, or become barred from working with vulnerable groups. This means they can no longer engage with these groups.

This will occur in a number of ways:

- British Cycling may refer an individual to the Independent Safeguarding Authority (part of Disclosure & Barring Services) as recommended by Social Care Services following a safeguarding investigation
- The individual may be barred due to reasons outside of cycling.

Ely & District Cycling Club is aware of the legal requirement to refer individuals to the above organisations whose behaviour suggests there is a safeguarding concern. Ely & District Cycling Club must contact British Cycling's Safeguarding Lead Officer/CPLO who will provide advice, guidance and complete the referral process.

3.7 Actions and Sanctions

British Cycling may take action to restrict a member's involvement in cycling during an ongoing investigation. This is a neutral act and does not pre-empt any decision. At a later point the individual may be subject to action under British Cycling Disciplinary Rules.

4. Safeguarding Children in the Cycling Club Environment

4.1 Club Welfare Officer (CWO)

This person should adopt a child-focussed approach and good communication skills and provide support and advice. The CWO should be well organised, have good administrative and recording skills and promote and implement the British Cycling Safeguarding & Protecting Children Policy, procedures and resources. The CWO should be well known in the club and approachable by children but not involved directly in the coaching or day-to-day running of children's programmes. Ely & District Cycling Club (E&DCC) expect that their CWO is a

www.elycyclingclub.com

member of British Cycling. It is essential that the CWO should act in a confidential manner and be alert to the boundaries of their competence, role and responsibilities and where to seek advice and support.

The CWO must be child-focused and responsible for acting as a source of advice on child protection matters and for co-ordinating action within and on behalf of the club on receipt of any concerns or referrals. The CWO must have an understanding of British Cycling's Safeguarding & Protecting Children Policy and keep up to date with the appropriate level of training. The CWO must co-ordinate club responses and actions as prescribed by the British Cycling in line with British Cycling policy and procedure. They should also be a member of the club's committee. The CWO should provide information and advice on child protection within the club. They must ensure that the club adopts and follows the British Cycling Safeguarding & Protecting Children Policy and procedures and promote awareness of the policy within the club.

The CWO should:

- Keep records of all those who have been vetted within the club to ensure that DBS checks are updated on at least a three yearly basis and that all those working in regulated activities are compliant with current government guidance.
- Ensure that all club volunteers are suitably recruited- completing application forms, interviews and reference requests.
- Receive information from club staff, volunteers, young people or parents and carers who have child protection concerns and record it and pass on the British Cycling.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Report any referrals or concerns to the British Cycling SLO/CPLO as soon as possible in line with British Cycling procedures.
- Advise the club officers regarding the appropriate levels of child protection training and/or guidance for all adults working with children in the club.
- Promote a child-centred approach within the club, e.g. maintain the junior section notice board and promote good practice.
- Advise the club of further child protection training opportunities.
- Maintain a written record of training and relevant qualifications of those working in the club.

The CWO must undergo the vetting procedures expected by British Cycling including a DBS check.

4.2 Changing Rooms

- When changing rooms are used children should be appropriately supervised in changing rooms by two adults.
- Adult coaches or volunteers should not shower or change at the same time as the children they have been working with.
- No staff or volunteers, medical or otherwise should be present when cyclists of the opposite sex are showering or changing (for example a male coach working with a female team).
- In mixed gender clubs separate changing facilities should be available.
- If a child is uncomfortable showering or changing in public no pressure should

be put on them to do so, they should be encouraged to change and shower at home.

- If the club has children with disabilities, they and their carers should be involved in deciding how best they can be assisted. Always ensure the children consent to the assistance that is offered.
- No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, camera phones etc. Guidance on photography can be found in SG 5.4.

4.3 Coaching Ratios

Although there is government guidance for people working with groups of children, it is essential in cycling that a separate risk assessment is taken for each group of children and that this is reviewed for each training session. Participants under the age of 18, including those qualified as coaches, should be supervised at all times.

In line with the national guidance, the level of supervision should take account of the:

- age and ability of the children
- type of training session being undertaken
- children's growing independence
- environment that the session is taking place in
- risk assessment.

If there is an accident or incident there should always be someone available to supervise the remaining children. Coaches working with children should ensure that they do not work in isolation. Coaches should consult their British Cycling Coaching information for specific coaching ratios.

4.4 Organising Trips Away

Even the simplest day trip away from the club requires planning. When planning residential trips for young riders clubs should use the advice and checklists given in NSPCC Safe Sport Away, Training Camp Checklist and consent forms.

4.5 Communication with Parents

For any short-day trip that may amount merely to details of transport, pick up and return points and times, competition or venue details, team leader or coach contact details, emergency contact details for parents, costs, dietary requirements (if relevant) and any other special requirements or medical details must be ascertained prior to the organised event outing club run or trip. Strict instructions should be given to parents regarding the drop off and return locations and times.

4.5.1 Club Runs

Ely and District Cycling club do not host club runs specifically for junior members. Young people wishing to participate in a club run organised by Ely & District Cycling Club should be accompanied by their parent(s)/ guardian. We consider this to be the best approach to ensure the safety of young people who might participate in club runs.

Young people participating in club runs unaccompanied by a parent/guardian must have written parental authorisation. Time of meeting and drop off points, or alternatives, must be agreed in advance with parents. Suitable clothing, liquid/hydration and money to purchase refreshments, if necessary, will be required for club runs. Parents telephone contacts and agreements about collecting their children must be established prior to any club run joined by any junior/young person.

There should be at least two volunteer adults within the group who will keep a look out for the safety and welfare of young people. In the event of a young person being dropped and not able to keep up with pace, two designated adults should stay with the young person and decide whether they can continue, or whether they will need to be met by their parent/guardian. Contact telephone numbers for this arrangement must be established prior to a club run. Failure to nominate two volunteers will determine whether a young person can join the club run.

Parents must inform the club of known medical needs of their children. Medical needs that might adversely affect a young person participating in a club run should be able to be managed by the child and not become the responsibility of riders attending the club run. However, the club acknowledges that emergencies may arise and may require a club rider to act in 'loco parentis' in the absence of the young person's parent. Good Practice states the club should gain written parental consent, to act in loco parentis for the administration of emergency first aid, or other medical treatment if the need arises.

The club, through their club members participating in a club run, reserve the right to refuse a young person to participate/join a club run.

Medical

4.5.2 Transport

Points to consider include vehicle type (public transport, minibus, coach or private car), any special requirements for cyclists with disabilities, length of journey, competence of driver, number of drivers, journey time, distance, stopping points, supervision during journey (ideally one adult to drive and one adult to supervise) and legislation regarding seat belts.

4.5.3 Supervision

All club members or volunteers organising any trips will have the duty of care to act in loco parentis for the duration of the trip. Clubs should ensure that the persons they appoint to care for the juniors are appropriately trained in safety and safeguarding and that they have relevant information regarding any special needs or requirements of any rider. Anyone working in a supervisory role should be appropriately vetted to ensure their suitability to work with children in line with British Cycling's Safeguarding & Protecting Children Policy.

4.5.4 Emergency Procedures

www.elcyclingclub.com

4.5.5 Insurance

E&DCC are registered members of British Cycling are covered for public liability and personal accident cover during cycling activities under British Cycling's policy. Passengers travelling by motor vehicle should be covered by law by the insurances required under the Road Traffic Act (1988). When using private vehicles it may be necessary to check with the insurance company for any restrictions. Consideration should be given to accident, breakdown and recovery cover.

Policy date: April 2016. Reviewed March 2017 DT. Reviewed November 2017- DT amendment to section 4.5.1 & 4.5.4 (club run with juniors and emergency procedures/ loco parentis added). **Reviewed September 2020 by DT.**

5. Glossary of terms generally used in safeguarding children

Adult - A person of or over the age of 18 years

Barring Status Check - A check against the list of individuals who may be barred from working with children and therefore should not be engaging in regulated activity.

Child - Anyone under the age of 18.

Child Protection in Sport Unit (CPSU) - The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC) and was established with joint funding from Sport England.

Children's Social Care Services - The Local Authority statutory agency with responsibility for safeguarding and protecting children and families, formerly known as Social Services.

Club Welfare Officer (CWO) - The designated individual within a British Cycling affiliated club whose responsibilities are explained in Section 5.1.

Disclosure and Barring Service (DBS)- The DBS was formed through a merger of the Criminal Records Bureau and Independent Safeguarding Authority. A DBS check will access an individual's criminal record information for registered bodies who deploy people working with children so that they can make an informed decision about the individuals suitability to work in that position. Additionally the DBS will complete a Barring Status Check on an individual whose role fulfils the relevant criteria of Regulated Activity.

Disclosure Scotland - Agency who operate similar to DBS in Scotland. **Duty of Care**- The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

In loco parentis - The additional obligation on a coach, or other individual with responsibility for children, to act as a 'reasonable parent' would be expected to act.

Local Safeguarding Children Board (LSCB) - They co-ordinate what is done by all agencies/organisations who provide. For Ely & District Cycling Club this is **Cambridgeshire LCSB** - [Cambs LSCB - Cambridgeshire.gov.uk](http://Cambs.LSCB - Cambridgeshire.gov.uk)
www.cambridgeshire.gov.uk/lscb/

Member - A 'member' of British Cycling who holds either Gold, Silver, Bronze, Family or Ride membership and is bound by the rules and regulations of British Cycling.

Parent / Carer - A generic term which includes parents, carers and guardians.

Personnel - Employees of British Cycling and its affiliated clubs or facilities used in cycling as well as volunteers and all participants in the sport of cycling.

Position of trust - Where an individual, such as a coach, teacher, or club officer who makes decisions for or about a child, can influence the child's actions and may misuse that position to groom or abuse the child. This position can be a positive one, in building confidence and self-esteem in children.

Protection of Freedoms Act 2012 - This legislation contains all of the new safeguarding and vetting requirements additional to the Safeguarding Vulnerable Groups Act 2006.

Registered Body - An organisation such as British Cycling that is able to act as a recipient of DBS information on behalf of its members.

Regulated Activity - Regulated Activity (RA) involves contact with children and is:

Of a specific nature e.g. training, teaching, supervising, advice, treatments or transport provided for the purposes of the activity

Or

In a specified place e.g. schools, children's homes and hospitals, juvenile detention facilities, adult care homes.

And

Occurs once a week or more. And/or Occurs on four or more occasions in a 30 day period. And/or Occurs overnight between 2am and 6am. Following the introduction of the Protection of Freedoms Act 2012 an additional element to this definition is included which states that "unsupervised" volunteers and employees in regulated activity may be required to have a check (additional to criminal records checks) to ascertain whether they are barred from working with children. **Regulated Activity Provider** - The person or organisation responsible for employing or deploying workers to facilitate an activity, whether these workers are paid or unpaid.

Risk assessment - A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number, competence of participants, weather, activity etc.

Rider - Generic term to include every type of cyclist including children.

Safeguarding Lead Officer (SLO) - British Cycling Officer.

Safeguarding Vulnerable Groups Act 2006 - Established ISA (Independent Safeguarding Authority) and VBS (Vetting & Barring Service) to protect children and vulnerable adults..

Significant Access - Being in a position to have regular and direct contact with children/Vulnerable Adults whether as a volunteer or employee (see 'Position of Trust'). This is a 'regulated position':

1. Those whose normal duties (paid or unpaid) include caring for, training, supervising or being in sole charge of those under 18 years of age.
2. Those whose normal duties include supervising or managing an individual in his work in a regulated position.

Vulnerable Groups - A collective term referring to both children and Vulnerable Adults.

Welfare of the child is paramount - This is a key principle of the Children Act 1989. It means that the needs of children override those of the adults working with them.

Club History

Following a 60 mile sponsored cycle ride, organised by former members of the Ely City Road Club (which folded on 13th February 1957), it was felt that there was, once again, a need for a cycling club in the City.

A club room with gymnasium facilities was offered by Centre E, the local youth club, for Tuesday evenings, with Club Runs on Sunday mornings. Following several meetings the name of the club was settled as The Ely and District Cycling Club. Officials were appointed and a set of rules drawn up. Mention must be made here of the help, assistance and guidance of the stalwart of the Newmarket and District C.C. Mike Dorling, who has remained a good friend of the club ever since.

For the 1971 season a programme of club evening time trials was drawn up and has continued every year since gradually evolving into the current programme.

Subscriptions were fixed at 10/- (50p) for seniors and 5/- for Juniors. A major expense was saved when the trophies of Ely City Road were passed on to the club to use, along with the magnificent sum of £1, all that was left of the finances of the old club.

From those early days, it developed into today's successful club, promoting first Open Time Trials, then Open Road Races and Open Grass Track Racing followed close behind.

National Championships have been promoted, first on the Grass Track and in June 1994 the Ladies' National 25 mile Championship on the Chatteris course.

Over the years the club has produced a national champion on the grass in Mark Zschke. Success has followed in Road Racing and Time Trialling , Alan Newark taking a World Championship gold medal in Age Related Veterans World Cup events. Numerous other club members have won area and local titles in all disciplines of our sport.

Of the original hardy band of souls that helped to form the current club, three are still active in club affairs. Brain Cooper was Treasurer from day one, guiding our finances from that £1 note to today's financial stability. Roy Benstead was General and Racing Secretary, including Press Secretary, and has since gone on to be chairman and served as president. John Saggs has held various posts in the club from committee member to Secretary to Vice Chairman and still races today.

Another of the originators of the club is local builder and woodturner John Ambrose who, though no longer a club member, still supports us and has made some wonderful trophies for us to compete for.

We have so far had over 30 happy years as the Ely and District Cycling Club and with the help of the club members, young and not so young, we look forward to many more happy and successful years awheel.

Roy Benstead (*written in 1994*)