



Members of: BC, YCF, CTT & CTC

Consent and Emergency Contact Details Policy

- All under 12s must be accompanied by a parent/guardian to ride on any club ride.
- All members of OtleY Cycle Club are recommended to carry emergency contact details (ICE) on them at all times when participating in any club related activity. It is important members carry a hard copy e.g. club or BC membership card, ID bracelet etc. If members store the information on their mobile phones they need to ensure their phone is not locked with a PIN and the details are accessible.
- Membership cards have a section for emergency contact and medical information and members are encouraged to complete these and carry them with them on all club related activities. Unaccompanied under 18's must carry their membership card.
- All unaccompanied under 18s and vulnerable adults must have a completed consent form by a parent/guardian before riding or participating in any club activities. This form does not need to be carried with them, but the club needs record of this (if a member this will have been completed as part of the membership process).
- If no consent form has been completed and there is no parent or guardian accompanying the under 18/vulnerable adult in the activity, they will not be allowed to take part.
- Unaccompanied guest riders (non-members) that are under 18 or a vulnerable adult can only take part in club related activities if they have a completed consent form signed by a parent/guardian.
- If a parent/guardian accompanies an under 18 year old/vulnerable adult on a club related activity consent for that activity is assumed.
- Ride leaders must ensure all unaccompanied under 18s/vulnerable adults are carrying ICE details or pass their contact details onto a ride leader.
- Photographs of any person under the age of 18 that are taken and used on the club website or social media need parental consent to be given. For all club members there is a section on the consent form that is completed at point of membership. For guest riders parents should be verbally asked for consent and they are advised to bring a signed consent form with them on their next ride and hand this to the ride leader, until they have become a club member.

Produced by Hazel Smith (Club Welfare Officer) in association with committee members, June 2014.