



Level 1 Sky Ride Leadership Award Candidate Application Pack



Welcome to the Level 1 Sky Ride Leadership Award Application Pack

Thank you for your enquiry regarding the Level 1 Sky Ride Leadership Award (L1SRLA), which forms part of British Cycling's new Recreation Education Programme.

This application pack includes all of the documents you need to understand the structure, length and content of the qualification, the learning programme, as well as the forms you will need to complete to enrol on a course.

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Please read the information in Section 1 to ensure you understand the qualification, its demands and to determine if it meets your leading needs.

To enrol on a course:

- choose the course you want to attend from the Recreation Course Programme (provided with this pack or visit the Coaching section of www.britishcycling.org.uk)
- remove the relevant forms from Section 2 of this pack (the coloured pages at the end):
 - ◊ you **must** complete a Course Application Form and Candidate Profile
 - ◊ you **must** provide evidence of having leading insurance that provides at least the same level of cover as that provided by British Cycling membership (Ride, Race Silver or Race Gold level). If you do not have leading insurance you can join British Cycling (Ride, Race Silver or Race Gold level) by completing the British Cycling Membership Application Form
 - ◊ you **must** complete a Level 1 Sky Ride Leadership Award Training Agreement
- read the notes regarding completing the Course Application Form and Candidate Profile
- complete the relevant forms, and return them to the address on the Course Application Form and Candidate Profile.

If you need further information or have any queries, please do not hesitate to contact the Recreation Education department on **0161 274 2063** or recreation@britishcycling.org.uk.

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About the Level 1 Sky Ride Leadership Award

1.1 Level 1 Sky Ride Leadership Award

The Level 1 Sky Ride Leadership Award provides you with the opportunity to study and be assessed for both the theoretical and practical aspects of leading cycling.

Overview

The L1SRLA is aimed at people new to leading groups of cyclists for leisurely and club rides. The knowledge gained from this award will allow you develop an understanding of safe, ethical and effective leading. The certificate qualifies you to independently plan, deliver and evaluate rides to groups of beginner and intermediate level children or adults in any of the Ride Leader environments. The award focuses on producing a competent leader who can promote the benefits and joy of cycling, appropriate skill acquisition through quality leading of riders at the grass roots level. The work of leaders at this level will be vital in ensuring that everyone involved in cycling at the grass roots level has a positive and enjoyable experience, therefore contributing to the ongoing future success of cycling in Britain.

Prerequisites and Enrolling on a Course

You are required to:

- be at least 18 years of age
- have a current and recognised 1 Day Health and Safety Executive Appointed Person's First Aid Certificate, or equivalent (see section 1.2 for further detail) **Candidates without a valid First Aid Certification can apply to become Assistant Leaders. Assistant Leaders will not be able to operate on their own in the absence of a main Ride Leader.*
- complete a Course Application Form and Candidate Profile (pages 8 and 9)
- submit evidence that you have an appropriate level of leading insurance that provides at least the same level of cover as that provided by Ride, Race Silver or Race Gold level British Cycling membership. **Candidates who are not currently members of British Cycling will be given free Ride membership for a year.*

All candidates are encouraged to obtain a British Cycling Leading Licence.

Qualification Aim

This Award aims to provide you with an introduction to the processes and principles of leading groups of children or adults in an on-road and traffic-free environment. It offers an opportunity for Ride Leaders to be supported in the development of knowledge of how to effectively prepare, conduct and evaluate led rides.

Qualification Objectives

On successful completion of the L1SRLA, you should be able to:

- Promote and establish working relationships and high standards of behaviour with riders, leaders and parents in the overall development of cycling
- Demonstrate an understanding of generic leading skills, cycling-specific leading skills, leader and rider development, good practice in leading, health and safety, working with parents, and attitudes and ethics.
- Demonstrate a capability to identify and adapt routes for a variety of different age groups and ability levels.
- Carry out the relevant preparations prior to leading a ride, risk assess and establish an equitable leading environment
- Prepare riders for the led ride
- Start, deliver, conclude and evaluate rides
- Monitor personal leading experience
- Demonstrate an awareness of further personal development opportunities within cycling.

Qualification Structure

The qualification is composed of four compulsory units of study:

- **Unit 1: Introduction to Safe and Ethical Leading** – an introduction to the principles underpinning safe and ethical leading, the British Cycling Code of Conduct and how to deal with accidents and injuries.
- **Unit 2: Prepare to Deliver Rides** – an introduction to the principles of effective and safe planning of leading rides, including how to adapt them for a variety of different age groups and ability levels and link them through progressive routes.
- **Unit 3: Deliver and Review Rides** – to develop an understanding of how to deliver led rides to riders and an introduction to the principles of reviewing riders and rides, as well as how effective evaluation can contribute to the further development of your leading practice through self-assessment and action planning.
- **Unit 4: Leading Rides** – this unit provides the context for units 1–3, developing your knowledge of safe and appropriate environments for a leader, cycling equipment and safety checks, general and leading riding position, hand signals and the correct performance of the basic and intermediate leading techniques, and technique analysis.

Assessment

- **Personal Standards** – conducted during the Led Rides Safety section.
- **Observation of practical leading** – conducted during the Delivering Led Rides practical section.

Learning Programme

The L1SRLA is interactive and involves discussion, presentations and most importantly practical leading experiences. The course will introduce you to the basics of leading, group management and equipment. The course includes one day of face-to-face training. It is expected that it will take you up to 16 hours to complete this qualification. This figure includes eight hours of pre-course work (first aid course and reading the induction notes), one day (8 hours) of training and practical assessment.

The day will include a practical session so you are asked to **dress in suitable clothes, bring waterproofs** and as the practical activities will be conducted both on and off the bike you should ensure you wear **appropriate footwear**. You should bring your **cycling helmet** and **your bike** (preferably one that can be ridden both on and off-road, eg mountain bike). Your bike should be in good working order and be safe for participation in the sessions. It must have two brakes that work, be fitted with a freewheel and ideally have gears. You are also encouraged to bring your puncture repair kit.

The four units are delivered through the learning programme (see Table 1), consisting of the following components in sequence:

Training Day

One day of face-to-face training that includes discussion, presentations and opportunities to practice leading. You will receive a Candidate Resource Bag including all of the resources and documents you need during the training and to complete the qualification. You will complete the following modules:

- **Introduction** – an introduction to the course, its demands and resources and the role of a Ride Leader.
- **Led Rides Safety** – practical tips on bike, helmet and clothing checks, how to conduct and implement a risk assessment, and an introduction to warming up and cooling down.
- **Good Leading Practice / Code of Conduct** – a practical guide for all those involved in children's sport, increasing your awareness and confidence in responding appropriately should concerns arise and discussing good leading practice.
- **Preparing to Lead a Ride** – how to effectively prepare for leading rides including collect information, plan a ride and modify or adapt your route.
- **Delivering Rides** – a practical module, including setting a general riding position, conducting a short warm up and delivering a small group ride.
- **Reviewing Rides** – an introduction to how to review your led rides, monitor and develop your own leading practice. This phase will also include an initial assessment of your leading skills (delivery of a 15-minute ride), an individual review of your performance and creation of an action plan in consultation with your tutor. On successful completion of the training day you will then embark on four Sky Led Rides.

Sky Led Rides

British Cycling and Sky are working with a number of cities to provide a mass participation ride ('city ride') on a closed road and/or traffic free route in the summer. The led rides are to support the mass participation event, before and after, throughout the summer with the aim of increasing participation in cycling and also enhancing the number of people within the mass participation event. Led rides will mostly be delivered on Sundays from Spring 2010 to Autumn 2010 and will take place on a mix of traffic free routes and quiet public roads.

An employment contract will be issued to Ride Leaders to cover the particulars around leader availability and payment for the Led Ride Leaders. Information on the led ride routes, location dates and times in all participating cities will be made available to Ride Leaders as soon as they are confirmed.

PRE COURSE	Programme of Training
<i>Health and Safety Executive approved Emergency First Aid certificate</i>	0900 – 0935 Introduction
	0935 – 1040 Safeguarding and Equality
	1040 -1050 Transition Time/ Break
	1050 – 1145 Managing Risks and Emergencies
	1145 – 1210 Preparing for a Led Ride
	1210 – 1250 Lunch
	1250 – 1610 Delivering Rides
	1610 -1625 Transition Time/ Break
	1625 – 1700 Reviewing Ride

Table 1: British Cycling L1SRLA Learning Programme

British Cycling Leading Licence

You are encouraged to obtain a British Cycling Leading Licence. The benefits of a Leading Licence include:

- assurance to your riders, club or any potential employers that you:
 - ◊ are qualified at the relevant level to lead rides
 - ◊ are committed to high-quality leading and continuing professional development
 - ◊ have met specific safety requirements such as undertaken good practice and child protection awareness training, have a valid CRB enhanced check and annually complete a safeguarding declaration
- £5 million professional indemnity insurance for your leading activities
- access to free leading and technical support
- being promoted as a British Cycling licensed leader through listings on the website and in the British Cycling Handbook
- access to legal, insurance and other benefits provided by British Cycling membership.

To obtain (and maintain) a British Cycling Leading License, you must successfully complete the requirements of the qualification and:

- have valid Ride, Race Silver or Race Gold level British Cycling membership **Candidates who are not currently members of British Cycling will be given free Ride membership for a year.*
- have a valid first aid certificate **Candidates without a valid First Aid Certification can apply to become Assistant Leaders. Assistant Leaders will not be able to operate on their own in the absence of a main Ride Leader.*
- have a valid CRB enhanced check issued through British Cycling (if it has not already done so, British Cycling will undertake this check on your behalf)
- annually complete a safeguarding declaration (this is undertaken as part of membership application/renewal)
- sign up to the British Cycling Code of Conduct (this is undertaken on the L1SRLA course).

1.2 First Aid Qualification Requirements

The minimum first aid requirement for all British Cycling leading qualifications and Leading Licence is a **Health and Safety Executive Appointed Person's First Aid Certificate**. You must submit written evidence of having completed an appropriate first aid course (ie a copy of your valid first aid certificate) with your application to enrol on a British Cycling leading course. Thereafter, it is your responsibility to ensure that the certificate is kept valid by attending update courses. Your British Cycling Leading Licence and insurance is only valid when you are in possession of a current first aid certificate, a valid CRB enhanced check issued through British Cycling and valid British Cycling membership (Ride, Silver Race or Gold Race level).

Health and Safety Executive Appointed Person's First Aid courses cover the following minimum content:

- What to do in an emergency.
- Cardio-pulmonary resuscitation.
- First aid for the unconscious casualty.
- First aid for the wounded or bleeding.

The duration of such a course is usually 6-8 hours and the cost varies according to the organisation delivering it. British Cycling does not deliver first aid courses as our tutors are not trained to do so, however courses are run by various first aid organisations. The contact details of three organisations that may be running courses in your area are listed below.

British Red Cross

T 0870 170 9222

E firstaid@redcross.org.uk

W www.redcross.org.uk

St John Ambulance

T 08700 10 49 50

E Regional e-mail addresses can be found on the St John Ambulance website

W www.sja.org.uk/training

St Andrew's Ambulance Association

(Glasgow)

T 0141 332 4031

E firstaid@staaa.org.uk

W www.firstaid.org.uk

Local Authorities also run courses that are operated by the major providers. First aid certification is a requirement of most governing body qualifications, and so your Local Authority Sports Development Officer may also be able to help.

**Not required for Assistant Ride Leaders*

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Forms for Enrolling on a L1SRLA Course

Important Notes – Completing the Application Form

1. Course viability, or cancellation or postponement by British Cycling

British Cycling sets high standards regarding the delivery and assessment of all of the qualifications it delivers to ensure all learners receive high-quality learning and development opportunities. Minimum numbers are required for a course to run and dates/venues may be subject to change. If there are insufficient numbers for a course to be viable on either cost efficiency or academic grounds, British Cycling reserves the right to either cancel or reschedule the course for a later date.

Occasionally, due to adverse weather conditions or other unforeseen incidents that are outside its control (such as venue problems, power outages or equipment/utilities failure), British Cycling may have to cancel or postpone a course at short notice. These decisions are not taken lightly and we apologise for any inconvenience. However, the safety of the tutors and learners is the first priority when making these decisions. Learners are encouraged to contact British Cycling if they have any concern in such circumstances.

In the unfortunate event that British Cycling has to cancel or postpone your course, you will be notified as quickly as possible. To facilitate this process and ensure British Cycling can contact you quickly, it is vital that you provide current and accurate contact details on which you can be reliably contacted at short notice (eg mobile telephone and an email address that you check frequently). In such instances, you will be given the opportunity to transfer your enrolment to another course or your course fee will be refunded.

2. Entry requirements

- You must be in possession of:
 - ◊ a valid 1 Day Emergency **First Aid certificate** (minimum requirement) **Candidates without a valid First Aid Certification can apply to become Assistant Leaders. Assistant Leaders will not be able to operate on their own in the absence of a main Ride Leader.*
 - ◊ **leading insurance** that provides at least the same level of cover as that provided by British Cycling membership (Ride, Silver Race or Gold Race level) (ie limit of indemnity is £5 million for all damages to any claimant or all claimants in respect of any one claim or all claims arising from one original cause).
- You must complete a Course Application Form and Candidate Profile.
- To obtain a British Cycling Leading License, you will be required to have a CRB Enhanced Check issued through British Cycling - on confirmation of acceptance of British Cycling Gold or Silver level membership, British Cycling will provide you with a CRB application form. You should bring your completed form, and appropriate original identification, to day one of the course, where British Cycling will sign it off. British Cycling will then submit it to the relevant authority.

3. Equity policy and support for candidates with specific needs

British Cycling endeavours to ensure all qualifications it delivers are open and accessible, and sufficiently flexible to enable the widest range of candidates to undertake and successfully complete the qualification. Individual requests for specific support including the provision of the learning resources in alternative formats are welcomed and will be assessed on a case-by-case basis. British Cycling will work with the candidate, and other relevant people or organisations, to try and meet the candidate's needs. However, practical and economic viability will have to be considered as part of the assessment.

4. Application submission

- You are advised to book early. Applications will be processed on a first come, first served basis and will only be accepted on completion of the necessary paperwork and accompanying remittance.
- It is not possible to reserve a place on a course without the prerequisite documentation specified on the second page of the Course Application Form and Candidate Profile (page 10).
- When a course becomes full, a reserve list will be held. You will be notified if the course is full and providing all of your paperwork is in place, your details will be held on file and you will be contacted if/when a place becomes available. Alternatively, you may choose to attend another course.

5. Course confirmation and Induction Pack

Your Induction Pack, including confirmation of your enrolment, timings and venue location, will be mailed to you as soon as your paperwork is processed; please allow 14 days.

6. Data protection

When you apply to attend a Recreation Education course British Cycling creates a record in your name, which includes the personal data you have provided on your Course Application and Membership forms as well as documentation generated as a result of your participation in the course. As a registered leader you will receive periodical leading correspondence and newsletters from British Cycling. Upon completion of the course and in your capacity as a British Cycling Licensed Level 1 Ride Leader, your contact details will be released to an enquirer looking to secure the services of you as a leader, unless British Cycling is otherwise advised.

7. Customer service

British Cycling Recreation Education aims to provide a high quality service to all of its customers as outlined in our Customer Service Statement. This is achieved through the development and implementation of a range of policies and procedures. Copies of British Cycling Coaching and Education's Customer Service Statement, Equity Policy, and Complaints and Appeals Procedures are available on request from British Cycling, Recreation Education.

Course Application Form and Candidate Profile

To attend a Level 1 Sky Ride Leadership Award course please complete this form (in block capitals) and return it together with the relevant paperwork and payment to the address overleaf. The notes on the opposite page contain information that will assist you in completing the form. It is recommended that you read this prior to submitting your application. For further help and advice before you make a booking, please contact British Cycling Recreation Education (details overleaf). This information will be used to by British Cycling, Welsh Cycling and Scottish Cycling to support the development of cycling. It will also be shared with the course tutors to enable them to provide a quality delivery and support for all candidates on the course.

*** Mandatory information**

PLEASE ALLOW 14 DAYS FOR YOUR APPLICATION TO BE PROCESSED

Course Details*

Location	Dates	Ref

Personal Details (see note 1)

Title: *First Name: *Surname:

*Gender: (please tick) Female Male *Date of Birth:

British Cycling Membership No.: Expiry Date: Membership Class: (ie Ride, Silver /Gold Race)

*Postal Address:
*Postcode:

*Contact telephone number – you must provide **at least one** contact number, preferably a number that you can be contacted on during the day

Tel No. (home): Tel No. (work):

Mobile: Email:

Ethnicity*

I would describe my ethnic origin as:

- | | | | | | |
|---------------------------|--------------------------|---------------------------------|--------------------------|--------------------|--------------------------|
| Asian British Bangladeshi | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Other white | <input type="checkbox"/> |
| Asian British Indian | <input type="checkbox"/> | Mixed White and Asian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Asian British Pakistani | <input type="checkbox"/> | Mixed White and Black African | <input type="checkbox"/> | White British | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Mixed White and Black Caribbean | <input type="checkbox"/> | White European | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Other | <input type="checkbox"/> | White Irish | <input type="checkbox"/> |
| Black British | <input type="checkbox"/> | Other Asian | <input type="checkbox"/> | White Non European | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Other Black | <input type="checkbox"/> | | |
| Chinese | <input type="checkbox"/> | Other Mixed Background | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Disability

Do you consider yourself to have a disability? Yes / No / Prefer not to say

If yes, what is the nature of your disability?

- | | | | |
|----------|--------------------------|-------------------|--------------------------|
| Hearing | <input type="checkbox"/> | Physical | <input type="checkbox"/> |
| Learning | <input type="checkbox"/> | Visual | <input type="checkbox"/> |
| Mobility | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Multiple | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

Please provide further details and any support required

Candidate Profile

Please complete the following questions to help us to maximise your education experience. This information will be shared with the course tutors to enable them to provide a quality delivery and support for all candidates on the course.

Briefly outline your leading history/experience	Give a brief summary of your cycling experience
List any other cycling awards/qualifications held (eg commissaire, Motorcycle Escort Group, etc)	List any other relevant awards/certificates or qualifications, (eg teaching, other sport coaching awards, units D32/D33, A1 etc)
My current cycling leading activities are:	My future cycling leading activities are likely to be:
Any other information you feel we should know (including any specific dietary requirements)?	

Prerequisite Documentation*

I have attached the following compulsory documentation. I understand that my application **will not be processed** without these documents.

- A completed Award Application Form
- A completed Led Ride Training Agreement Form
- Copy of 1 Day Emergency First Aid Certificate **Not required for Assistant Ride Leaders*
- Evidence of an appropriate level of leading insurance

Please return this application form and prerequisite documentation to:
Recreation Education, British Cycling, Stuart Street, Manchester, M11 4DQ

Agreement for British Cycling Level 1 Sky Ride Leadership Award

Background Information

British Cycling and Sky are working with a number of cities to provide a mass participation ride ('city ride') on a closed road and/or traffic free route in the summer. The led rides are to support the mass participation event, before and after, throughout the summer with the aim of increasing participation in cycling and also enhancing the number of people within the mass participation event.

Led rides will mostly be delivered on Sundays from Spring 2010 to Autumn 2010.

The led rides will take place on a mix of traffic free routes and quiet public roads

An employment contract will be issued to Ride Leaders to cover the particulars around leader availability and payment for the Led Ride Leaders

Information on the led ride routes, location dates and times in all participating cities will be made available to Ride Leaders as soon as they are confirmed.

The Training Agreement

This agreement is between British Cycling (*Stuart Street, Manchester M11 4DQ*) and British Cycling/Sky Led Ride Leader ('Ride Leader')

British Cycling will provide the following free of charge:

Training - Ride Leader training on a British Cycling approved training course and required ongoing support and advice throughout the programme to enable delivery of the led rides

Clothing & Equipment - Ride Leaders will be provided with appropriate clothing and equipment by British Cycling to enable the effective delivery of the led ride programme.

As part of attending the Level 1 Sky Ride Leadership Award training course you agree to provide:

Delivery of Minimum 4 Led Rides - In accepting the training and support package the Ride Leader agrees to lead a minimum of four British Cycling/Sky Led Rides between Spring 2010 to Autumn 2010 inclusive.

Non-Fulfilment of Agreement

If you are unable to deliver a minimum of four rides within the led rides programme, you will be required to return all goods (clothing and equipment) provided to you in connection with the programme and make full payment for the training received, at a cost of £100.

Note: the value of the free training, support, clothing and equipment is £250. The clothing and equipment is yours to keep providing you meet the requirements of this agreement.

Training Agreement Acceptance

I agree to accept the above agreement for the British Cycling/SKY Ride Leadership training and agree to return all goods and refund the required cost of the training course (£100) should I not fulfil the required minimum of rides.

Name:	
Signature:	
Telephone number:	
Email:	