



Abergavenny Road Club

Club policies

Useful contacts

Club Welfare Officer: Kate Corken, cwo@abergavennyrc.org.uk

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 / www.childline.org.uk

Kidscape www.kidscape.org.uk

Anti-Bullying Alliance www.antibullyingalliance.org.uk

British Cycling Lead Safeguarding Officer 0161 274 2000

Last updated 13 June 2026

For any general enquiries please contact info@abergavennyrc.org.uk

Volunteer application form: Abergavenny Road Club

Thank you for your interest in volunteering for Abergavenny Road Club.

Please complete the form below and return it to info@abergavennyrc.org.uk / Kate Corken

If you have any questions, please contact Kate Corken on info@abergavennyrc.org

Personal Details

Volunteer role applied for	
Name	
Date of Birth	
Address	
Phone Number	
Email Address	

Emergency Contact

Please provide details of an emergency contact.

Name	
Phone Number	
Relationship to you	

Experience

Do you have any previous experience, voluntary or paid, that is relevant to the role applied for? Please provide brief details below.

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References

Please provide the name and contact details of two people who can provide the club with a brief reference.

Please avoid providing references from friends, family members and neighbours.

Name	
How do you know this person?	
Email Address	
Phone Number	

Name	
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How do you know this person?	
Email Address	
Phone Number	

DBS

Anyone volunteering in ‘regulated activity’ will need to complete a Disclosure and Barring Service (DBS) check completed by British Cycling.

- Regulated activity: teaching, training, instruction, caring for or supervising children, where the activity is unsupervised and frequently (once a week, 4 or more days in a 30 day period or any overnight period between 2am – 6am).
- DBS: a criminal and police records check that allows organisations to make informed decisions about staff and volunteers.

If you are required to have a DBS check, and have a criminal record, you will be asked by British Cycling to post the original DBS certificate to the head office. You will also be asked to speak with a member of the British Cycling safeguarding team who will ask for more details about the conviction(s).

	Yes	No
Are you happy to complete a DBS check if required?		

Self-Declaration (this section must be on a separate page from the rest of the form)

Making a self-disclosure around a conviction(s) is advised; if you do not make an accurate declaration, this makes it less likely that you will be accepted for volunteering. Having a criminal conviction does not necessarily mean you will be restricted from volunteering.

The Club will treat this data as private and confidential and will manage it in accordance with relevant data protection legislation. Data will be used for volunteer recruitment purposes only and will be erased or destroyed securely when it is no longer needed.

Do you have a criminal conviction? (If yes, please complete the questions below).	Yes / No
In which year were you convicted? (If you are unsure, please give the year you think you were convicted).	
What are your convictions? (You do not need to add details around the circumstances of the conviction).	

CODE OF CONDUCT

Abergavenny Road Club supports a culture that is welcoming to all members and supporters, reduces the risks for members when on the road and is conducive to good relations between cyclists and other road users.

Members should acknowledge that people take up cycling for many different reasons, and that everyone can make a valuable contribution to the Club.

Breaches of this Code of Conduct may be considered as misconduct and result in disciplinary action in accordance with our Disciplinary Regulations.

As a minimum, it is expected that members of Abergavenny Road Club;

- Take pride in ourselves in regard to inclusivity and diversity.
- Recognise that everyone should be treated with respect and that everyone has an equal right to participate in the sport.
- Build relationships within the sport that are open, honest and built on mutual trust and respect.
- Ensure everyone participating does so without fear or harassment.
- Accepts responsibility for our actions and acts with transparency and honesty.
- Does not discriminate against others.
- Recognises and understands how to report safeguarding concerns.
- Acts within the Technical Regulations and the spirit of cycling at all times and comply with UK Anti-Doping rules.
- Strives to be a positive role model for others in the sport.

In addition to the minimum standards, the following roles carry additional levels of expectation.

Riders, spectators and parents/carers

- Know and adhere to the regulations and guidance issued by British Cycling.
- Recognise and respect the contribution of other riders, coaches, officials, ride leaders and volunteers.
- Comply with the Highway Code and public rights of way, respecting other members of the public including by not littering and maintaining proper personal behaviour.
- Recognise that the sport can provide many benefits to those involved and is not just about winning or losing.

- Provide encouragement to others, recognizing that we all make mistakes.

Coaches, team managers, welfare officers, leaders, tutors and volunteers

- Provide a positive experience which is age and developmentally appropriate, whilst respecting the rider's long-term welfare and best interests.
- Promote a balanced lifestyle both in and out of the sport.
- Educate the riders appropriately.
- Maintain up to date knowledge and practice.
- Promote good practice in others and challenge poor practice from others, reporting any concerns to British cycling.
- Respect their own position of trust and maintaining appropriate boundaries and relationships.

Event officials

- Agree, understand, comply with and keep up to date with the rules, regulations. Policies, codes and practices of British Cycling.
- Act as an ambassador for the sport and British Cycling, showing respect to all, the event and the associated organisations.
- Act in an unbiased, impartial, consistent and objective manner.
- Ensure that clothing, equipment and behaviour is always seen as independent and neutral. Where uniform is provided, always and only wear it for events that they are appointed for.
- Follow the instructions and uphold the decisions of commissaires.
- Do not get involved in discussions regarding events, riders or officials, during or after events, or on social media.

PHOTOGRAPHY AND SAFEGUARDING POLICY

Photography and media provides an excellent opportunity to celebrate the achievement of young people and the spectacle of cycling events. The management of photography in cycling can be difficult, as competition and training is almost exclusively carried out in large open public spaces where it is not possible to control admission.

Parents or carers who do not wish for their child to be photographed, must make the club aware. The club will take particular care in the case of children who are from adopted or foster families or if there is a child arrangement order in place.

Abergavenny Road Club will be vigilant in looking for inappropriate behaviour, and will take appropriate action. Abergavenny Road Club will follow the below principles:

- **Be aware:** Is someone taking photos as a means to engage vulnerable people and obtain inappropriate images of them? Are they taking photos inside a changing room or other situation that is outside the norm? Do you think they have any connection to the event taking place? Are they using the equipment in an open manner or are they being secretive?
- **Challenge:** If you see someone displaying the above behaviour, or acting in some other unorthodox manner, ask them what they are doing, why and who for. If they do not provide a satisfactory answer, make a note of their appearance, car registration, name and any other details that may help to identify them.
- **Report:** Pass on any information you have to the CWO or British Cycling Safeguarding team, who will advise you on how the issue will be dealt with.

Abergavenny Road Club will consider, and encourage spectators wishing to take photographs to consider, the following:

- **Audience:** Consider the intended audience and purpose of the image when taking photos, and when using them at a later date. Take on the bike, action shots only of juniors.
- **Identification:** The visual content and captions should not identify the riders in anyway.
- **Dress:** Any person featured will be wearing suitable dress and the photographs will focus on the activity rather than a full body shot. Inappropriate clothing that could cause safety issues should not be worn.
- **Safety equipment:** all photos must contain riders wearing appropriate safety equipment.
- **Storage:** images must be stored securely to ensure access is restricted to

appropriate people. This will help to prevent inappropriate use of the images.

Abergavenny Road Club will not permit the following at any cycling event:

- Unsupervised access to competitors or one to one photo sessions.
- Unsupervised photo sessions outside of the sports competitions.
- Photography in the changing rooms or when riders are in a state of undress.

REMOTE COACHING POLICY

Abergavenny Road Club uses the following as guidance for remote coaching, whether this is due to club choice or government advice at the time.

- We will plan the session as we would plan a face-to-face session, with a clear focus, sharing the plan in advance and ensuring riders, and parents where necessary, know the content and training requirements.
- The platform used to deliver a virtual session will have privacy settings and we will ensure that the privacy settings are appropriate and that both the coach and riders understand and are aware of them. Abergavenny Road Club will use consent forms and consider how to manage a group online, especially if there are a mixed group of adult and junior riders.
- If setting up a closed group that involves under-18s, we will make sure to include parents and communicate with them all, never engaging in any one-to-one contact with young riders. We will consider asking a parent(s) to be a part of any activities so that everything is kept transparent as well as recommending a second adult be involved in any session, especially if parents are not present.
- If under 18s are included in activities, Abergavenny Road Club will follow the same guidelines for contact with children and young people via social media. Children and young people will not be allowed to post photos/videos or screenshots of themselves or others. We will ensure others don't post images without the appropriate consents in place.
- Abergavenny Road Club will complete risk assessments for remote coaching and sessions will only be delivered if coaches are confident and competent in delivering such sessions.
- We will ensure appropriate language and behaviour is used and remind groups that all participants must be treated with respect. The British Cycling Code of Conduct will be adhered to at all times.
- We will ensure they know who is joining the session and will be aware of their fitness, riding ability level, any additional needs and will check on the readiness of riders for each session.
- Abergavenny Road Club will encourage riders to set up a safe area and to ensure their equipment is in good condition. If working with juniors, parents will be asked to check the set up and equipment and will be asked to be available to support if necessary.
- Abergavenny Road Club will consider how to differentiate for different fitness levels and skills, despite not being able to observe in person. Signs of fatigue will

be monitored as well as possible.

- We will attempt to incorporate time at the end of virtual sessions to allow for social interactions, especially if they are frequent and/or in replacement of in person for sessions.
- Abergavenny Road Club will encourage feedback from riders and will attempt to take action on the comments given.
- We will ensure riders are aware that they can report any concerns or misconduct that they experience or observe during virtual sessions to the Club Chair/ Club Welfare Officer or British Cycling.

SAFE AWAY POLICY

British Cycling is the national governing body for cycling in Great Britain as recognised by the UCI. This document is the organisation's Safe Away Policy specifically aimed at athletes under the age of 18. This document offers guidance on good practice for the involvement in the sport of cycling.

In the occurrence that an athlete under the age of 18 is selected for competition or is part of a group or team on a training camp, they should be accompanied by a parent or guardian.

In the case that a parent is unable to attend, British Cycling would expect the following individuals to be included on the trip:

- **Welfare Officer**
- **Chaperone**

If the trip involves staying overnight, or over multiple nights, these individuals will be responsible for the safeguarding and wellbeing of the young athletes as soon as they have received the athlete from their parent/carer and will remain responsible until the athlete is handed back to their parent/carer.

Welfare Officer

The welfare officer appointed for a specific trip will have completed the British Cycling Safeguarding Awareness Course.

Specifically, the individual acting in this role should:

- Ensure that all individuals on the team know that they are the welfare officer for the duration of the trip and that they should be informed of any safeguarding or welfare concerns.
- Hold the contact details for all under 18 athlete's parents/carers in the event that they will be needed during the trip
- Hold the medical information for all under 18 athletes to ensure that they are accessible if needed during the trip
- Manage any concerns raised on the trip, with others as deemed appropriate, and complete any resulting tasks following the trip
- In this instance any ongoing concerns are reported to the British Cycling Safeguarding Manager

Chaperones

The role of the chaperone is to provide loco parentis supervision of the athletes on the

trip, assist with the maintenance of their general care and wellbeing and to assist the welfare officer if and when required. This can be a coach, but this should be avoided.

Individuals who operate in this role should:

- Hold a DBS check that has been issued for British Cycling activities within the past three years
- Have attended the British Cycling Safeguarding Awareness Course
- Have their role fully explained and the associated expectations outlined to them before commencing the role
- Be provided with a list of athletes they will be responsible for along with any pertinent information they may require, for example specific medical information or any additional assistance they may require

If the group is fairly small, it's possible that a chaperone could also act as the welfare officer for the trip. It is recommended that a ratio of one chaperone to ten athletes is maintained and if there are male and female athletes there should be at least one male and one female chaperone. It is important that there are enough chaperones to effectively manage any situations that occur and maintain the wellbeing of athletes during these times.

In advance of any trips chaperones should:

- Meet with the athletes they will be responsible for during the trip, and their parents
- Be provided with the details of the trip including:
 - Any booking details
 - Athlete and team leader room allocations
 - The location of their room in relation to the athletes
 - Details of any transportation being provided
 - Any guidance that athletes have been provided with
- Provide a signed copy of the relevant code of conduct and be provided with a copy of the athlete's code of conduct
- Identify the nearest medical facilities

During the trip, chaperones should:

- Have a room on the same floor as the athletes and ideally as close as

possible so they can be easily contacted by athletes

- Provide their room number to the athletes they are responsible for and advise them they should only use this information in emergency situations
- Check all athlete's rooms on arrival to ensure they are secure
- Check if unsuitable channels can be accessed on the television in the room, and if so, request for these to be blocked
- Check that the in-room telephone is operational
- Accompany any athlete that they are responsible for should they require medical attention, ensuring that they take any medical records or information with them

Before the trip commences the following tasks should be completed and agreed by the team leading it:

- Conduct a full risk assessment of the trip
- Consider the risks of any overnight accommodation, either in person or by liaising with hotel staff, for example not having the exclusive use of the venue
- Under 18's should not share a room with an over 18 year old even if they are of the same gender. If this must happen (for budget reasons) this is discussed and agreed upfront, and parental approval documented. It potentially exposes an adult as well as a child and is a situation that should be avoided
- Ensure that guidelines are in place for the use of any in room telephones and televisions
- How Team Manager contact details, and the guidance for using these, will be provided to athletes and their parents and carers
- The development of an emergency plan and contingency plan in the event of illness or injury
- Circulate travel and behavioural policies to all athletes and parents prior to the trip
- Distributing and collating all required forms to and from parent/carers

Emergency plan

In the unfortunate occurrence of an incident the emergency plan will become vital in managing it and ensuring that the situation does not worsen. The emergency plan should detail:

- The nature of the emergency and who is involved
- The action to be taken to maintain the wellbeing of the athletes and manage the current situation
- Confirming any injuries and providing medical assistance if required
- Nominating which member of the team leading the trip would accompany the individual requiring medical attention
- Ensuring that there will be adequate supervision for the remainder of the athletes while the situation is being rectified
- Where required, who will notify the Police of the incident
- Who will be responsible for contacting the parents/carers of the athletes(s) involved
- When and who is contacting the British Cycling Safeguarding Manager
- Who will create the written record of the incident

Communication with parents

Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the staff/volunteers
- Details of transport to and from the venue during the trip
- Details of the accommodation with address and contact number
- Emergency procedures and telephone contacts
- Codes of conduct for both staff/volunteers and athletes
- Welfare and child protection procedures
- Signed consent form accepting the code of conduct and detailing any specific medical information
- Special dietary requirements
- Consent for emergency medical treatment

SOCIAL NETWORKING AND SOCIAL MEDIA POLICY

The purpose of this document is to empower Abergavenny Road Club, its coaches and members to utilise social media in a safe, sensible and professional manner to promote cycling activity and avoid safeguarding issues.

Concerns around social media, including inappropriate relationships or bullying, can be avoided through effective management and the implementing measures to safeguard users. Abergavenny Road Club will:

- Use social media as an effective way to communicate and share club/coaching information.
- Encourage all club members to join club specific profile pages and will openly share appropriate information in the group.
- Ensure no private discussions take place – especially any between an adult and a junior.
- Acknowledge that social media pages are representative of the club and the sport and Abergavenny Road Club will therefore be responsible for what is posted, ensuring it's appropriate. Personal, private, inappropriate content or anything that offends others will not be posted.
- Images of juniors will be restricted if consent is removed by parents/carers.
- A moderator, who is DBS checked, will be appointed to ensure that any inappropriate posts are removed.
- If a personal profile is connected to Abergavenny Road Club's social media page, the privacy settings of personal profiles should be checked and altered where necessary.
- Coaches and those in positions of trust should consider not accepting followers, friend requests or private communications from adult members. Coaches and those in a position of trust will not accept any followers, friend requests or communications from juniors.
- Online bullying or abuse of, or from, juniors, will be reported to the Club Welfare Officer, who will make a referral to British Cycling.
- Online bullying or abuse of adults will lead to the victim being asked whether they wish to make a referral to British Cycling. If they do not wish for a referral to be made, their decision should be upheld unless: they lack mental capacity; if it's an emergency or threat to life; if there is a risk to others including children; if the concern involves a serious crime or if the people implicated are in a position of trust or power.

- Abergavenny Road Club acknowledges that misuse of a social media platform could contravene codes of conduct and may result in disciplinary action.
- Parents will be made aware of any social media pages or groups that their children are using that represent the club.

ANTI-BULLYING POLICY

Abergavenny Road Club will:

- Recognise its duty of care and responsibility to safeguard all participants from harm.
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- Ensure that bullying is not accepted or condoned and that all members are aware of this policy.
- Take action to appropriately respond to any alleged incidents of bullying.
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- Ensure that staff, volunteers and coaches are given access to information, guidance and/or training on bullying.

Each member, coach, volunteer or official will:

- Respect everyone's rights to a safe and secure environment where praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings and views of others and recognise that our differences should be valued.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Be committed to the early identification of bullying, and prompt and collective action to deal with it.
- Ensure safety by having rules and practices explained and displayed for all to see
- Report incidents of bullying; doing nothing only condones bullying.

Bullying

- All forms of bullying will be addressed, whether on or offline.
- Everybody in Abergavenny Road Club has a responsibility to work together to stop bullying.
- Bullying can include:
 - physical pushing, kicking, hitting, pinching etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional

torment through ridicule, humiliation or the continual ignoring of individuals

- derogatory or abusive comments, videos or images on social media
- racial taunts, graffiti, gestures, sectarianism, sexual comments, suggestions or behaviour
- unwanted physical contact
- Anyone with a disability, from ethnic minorities, who are LGBTQ+, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

Supporting children

- Children should know who will listen to and support them and should know who the Club Welfare Officer is.
- Systems should be established to encourage children to come forward if they wish to talk about bullying or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- Children should have access to helpline numbers.
- Anyone reporting an incident of bullying will be listened to and will be supported
- Any reported incident of bullying will be referred to British Cycling who will log the incident and offer relevant support.
- Victims of bullying will be supported, and assistance given to ensure their right to enjoy sport and to be in a safe environment which encourages healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.

Supporting parents/carers

- Parents/carers to be advised on Abergavenny Road Club's bullying policy.
- Any incident of bullying will be discussed with the child's parents/carers.
- Parents/carers will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be made available.

- Support should be offered to the parents/carers including information on other agencies or support lines.

Supporting adults

- Adults should know that they can look for support or advice from British Cycling if they are experiencing bullying.
- Anyone who reports an incident of bullying will be listened to carefully and supported.
- Adults who report incidents of bullying to another member should be asked if they give consent for the concern to be shared with British Cycling. Their decision should be upheld unless: they lack mental capacity; if it's an emergency or threat to life; if there is a risk to others including children; if the concern involves a serious crime or if the people implicated are in a position of trust or power.

Useful contacts

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CONCUSSION POLICY

This policy is based on the guidelines made available through British Cycling. The guidance has been produced from evidence and global best practice.

Concussion is an injury to the brain resulting in a disturbance to brain function. Concussion can be caused by a direct blow to the head or a blow to another part of the body which causes a transmitted force to the brain/head, e.g. a force delivered to the body, which causes a 'whiplash' type injury to the head and neck, causing a concussion.

Signs that a concussion has occurred include: dizziness, confusion, feeling slowed down, visual problems, nausea or vomiting, fatigue, sensitivity to light and/or noise, headaches, concerns expressed by others about how a cyclist is acting.

Abergavenny Road Club recognises that concussions don't always involve a loss of consciousness and that all concussions are serious. Someone does not need to have suffered a head injury to have a concussion.

Abergavenny Road Club will adhere to the following in regards to concussions:

- Any cyclist who sustains a suspected concussion from activity will be removed and they will not be able to return until treatment has been administered by an appropriately trained individual.
- The following signs will be responded to by contacting emergency medical services: deterioration in symptoms, severe neck pain, increasing drowsiness/confusion/irritability, severe or increasing headache, vomiting more than once, unusual behaviour, seizure or fit, double vision, weakness/tingling/burning in arms or legs, loss of consciousness.
- Abergavenny Road Club will err on the side of caution regarding suspected concussion. It is recognised that: delays in reporting or under reporting symptoms can result in a longer recovery period and can risk incomplete recovery of the brain; those with a history of migraines, or who take medication for migraines, may have altered recovery times and that the younger the individual is, the longer it may take for symptoms to resolve.
- In all cases of suspected concussion, the athlete will be referred to a doctor for assessment and management of the concussion, even if the symptoms resolve.
- If a rider's helmet is damaged after an injury/accident, the individual will be removed from activities for the remainder of the day, even if they do not show signs of concussion, and monitored for signs of concussion.
- Anyone under 18 with suspected concussion will have a responsible adult

assigned to them and their parents/carers will be informed.

- Anyone with a suspected concussion will not be allowed to return to activities on the same day of the injury. Abergavenny Road Club will attempt to ensure that following a suspected concussion, the individual does not drive, operate machinery or drink alcohol.
- Anyone with suspected concussion will be monitored for up to 48 hours after the event and those with suspected concussion will not be left alone. Arrangements will be made to ensure the rider reaches home safely.
- An injury report form will be completed and submitted to British Cycling in the case of a concussion or suspected concussion.
- A minimum of 14 days absence will be adhered to after concussion.
- Anyone who displays symptoms lasting longer than 28 days or who suffers a 2nd concussion within 12 months or has a history of multiple concussions, should be assessed and managed by a relevant healthcare professional.
- A graduated return to activity and sport will be advised, with emphasis on rest and a return to education/work before a return to sport. Abergavenny Road Club will follow British Cycling guidance around returning to sport.
- Concussion prevention will be implemented in all club activities. This includes adherence to the rules of the sport, ensuring riders wear appropriate sports equipment and ensuring training and cycling are appropriate for the age and skill level of riders.