

# Cycling for All Registration – Easy Read

(for people coming as part of a group)

Cycling for All exists to get disabled people cycling. We welcome the involvement of all and want everyone to have a fun and safe time.

## Who is this for?

This form is for participants who come with a group. If you are not part of a group, please ask for a different form.

## What's in here?

This document is in 5 parts:

- Contact information needed about the group/ centre
- Information about the cycling participants [in an Easy Read and non-Easy Read format – you only need provide the information in one format]. You will need to photocopy the pages for each participant.
- Contact information about support workers in the group/ centre.
- Agreement **to be signed** by the Centre/ Group manager
- Information, including guidelines for staff attending cycling sessions, information on finding out if a session is cancelled, how to support Cycling for All and information about Croydon Arena membership. This is in both an Easy Read and non-Easy Read format.

## What to do with this form

Please write clearly or type in the information. If we can't read your writing we may enter the details incorrectly and the register will be wrong, causing delays at cycling sessions. You may also not receive the update emails if we can't read your email address.

Ensure the form is signed by the Centre/ Group manager.

Please return forms to the register desk .

If you have any queries, please ask staff or contact Janet Paske on 020 7346 8482 or [janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk).

## Data Protection

Wheels for Wellbeing (WfW) complies with the Data Protection Act 1998. All our data is collected for a purpose e.g. to provide participants/ supporters with updates. WfW will not make personal details available to other organisations without consent from the individual.

CFARegistration089Centrev5EasyRead

**Contact details about the group/ centre**

Centre/ group name.....

Type of centre/ group eg residential/ day, which client group, what ages.....

.....

Address.....

.....

Postcode.....

Borough.....

Full name of the centre/ group manager .....

Full name of the primary contact person .....

Telephone number .....

Fax.....

Email [this will enable you to receive Arena Cycling Project updates eg if sessions are cancelled in advance]

.....

Would you like to be kept in touch with other Wheels for Wellbeing news?

Yes/ No

## Information about the cycling participants

Please complete this section for each participant.

Participant name.....

Centre name .....

Borough of residence.....

Would the participant like to receive email updates about Arena sessions? Yes/ No

If yes, please give email address.....

How did the participant hear about Cycling for All?.....

We like to use photos of people cycling, for example, in news articles, in annual reports, during presentations and on our website. We will not sell your photo or make it available to 3<sup>rd</sup> parties without your express permission. Can we use your photo on this basis? Yes/ No

Please ring as appropriate:

<b>Gender</b>	Male	r	Female	r
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<b>Date of birth</b> (date, month, year)
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<b>Primary impairment</b>			
Learning difficulty	r	Physical impairment	r
Mental health issues	r	Hearing impairment	r
Autism/ other challenging behaviour	r	Visual impairment	r
Other (please specify)	r		

<b>Ethnic origin</b>			
White - British	r	Asian/ Asian British - Indian	r
White - Irish	r	Asian/ Asian British - Pakistani	r
White - Portuguese	r	Asian/ Asian British - Bangladeshi	r
White - Other	r	Asian/ Asian British - Any other Asian	r
Mixed - White & Black Caribbean	r	Black or Black British - Caribbean	r
Mixed - White & Black African	r	Black or Black British - African	r
Mixed - White & Asian	r	Black or Black British - Other	r
Mixed - other	r	Other Ethnic Groups	r
Not known	r	Not answered	r

# Your Contact Details



My name  
is .....

Your name

.....

Centre name.....

Postcode.....

Borough of residence.....



Your Email address (for updates, e.g. session being cancelled)

.....

Would you like to hear about **Wheels for Wellbeing** news?



Yes



No

If yes, how would you like to receive this?



Email



mail



We like to use photos of people cycling, for example in news articles and on the internet. We will not sell your photo or make it available to 3<sup>rd</sup> parties without your express permission. Can we use you photo like this?

Yes  or No

How did you hear about Cycling for All?

.....

# INFORMATION FOR OUR FUNDERS AND TO HELP US PLAN

Please answer the following question by ticking just one box like this:

**p**

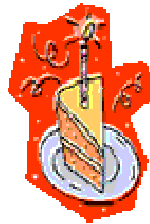
## 1. Gender - Are you male or female?

Male 

Female 

## 2. Date of birth (date, month, year)

This is when you were born -



## 3. Primary impairment

This is about what disability you have



Learning difficulty

Physical impairment

Mental health issues

Hearing impairment

Autism/ other challenging behaviour

Visual impairment

Other (please specify)

**Wheels for Wellbeing**

## 4. Ethnic origin

Ethnic means your race or culture

Origin means where your family comes from



White - British	<input type="checkbox"/>	Asian/ Asian British – Indian	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Asian/ Asian British - Pakistani	<input type="checkbox"/>
White - Portuguese	<input type="checkbox"/>	Asian/ Asian British - Bangladeshi	<input type="checkbox"/>
White - Other	<input type="checkbox"/>	Asian/ Asian British - Any other Asian	<input type="checkbox"/>
Mixed - White & Black Caribbean	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
Mixed - White & Black African	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
Mixed - White & Asian	<input type="checkbox"/>	Black or Black British - Other	<input type="checkbox"/>
Mixed - other	<input type="checkbox"/>	Other Ethnic Groups - Other	<input type="checkbox"/>
		Not answered	<input type="checkbox"/>
		Not known	<input type="checkbox"/>

**Information about support workers or other staff members who attend/ are likely to attend cycling sessions**

Please provide this information for all staff who may attend Cycling for All sessions. As part of any induction process, please inform us if a new starter is to be added to this list. If we do not have authorisation for a member of staff then they will not be able to accompany participants at a cycling session.

Full name .....

Email address.....

Phone number.....

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Full name .....

Email address.....

Phone number.....

---

Full name .....

Email address.....

Phone number.....

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Full name .....

Email address.....

Phone number.....

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Full name .....

Email address.....

Phone number.....

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Full name .....

Email address.....

Phone number.....

## Agreement with Wheels for Wellbeing for attendance at cycling sessions

At all times, the centre/ group [referred to as “our” from now on] staff will remain responsible for those they are supporting.

Before going on the track our staff will read the guidelines below. They will discuss these with new participants, as appropriate, together with help from an instructor as needed.

Our staff will ask an instructor if they are unsure about using any equipment.

It is usually up to participants (with our staff, if appropriate) to decide whether they want to wear a helmet. On certain occasions Wheels for Wellbeing may insist on a helmet being worn. Incorrectly fitted helmets can be more dangerous than wearing no helmets.

Our staff are responsible for ensuring that helmets, if they are to be worn, are correctly fitted. Instructors will advise on fitting as needed. Guidelines are provided below.

We will ensure that a satisfactory level of support is provided at cycling sessions in line with the needs of our service users.

Our staff attending cycling sessions will be able to ride a bicycle.

We will keep Wheels for Wellbeing informed of new service users or staff who attend cycling sessions.

I understand, and I am happy, that the sessions will be led by experienced and qualified cycle trainers; I am aware that they will offer guidance, advice and support with regard to cycling and cycling related matters.

I accept that there may be an element of risk in all activities but I am satisfied to proceed with the sessions for people attending from

.....[give centre/ group name].

Manager's signature

.....

Print name

.....

Date .....

## **Cycling for All – ground rules**

Before going on the track you must read and agree to these terms and conditions of track use, to the best of your ability. If you don't agree, don't ride.

- At all times, parents/ carers/ support workers/ centre/ group staff remain responsible for those in their care.
- No unsupervised children are allowed to use the cycles.
- You ride at your own risk and the track supervisors are in charge.
- The track is one-way only - no U turns permitted.
- Do not ride any cycle unless you know about the differing braking and gearing systems and/or unexpected riding characteristics. Ask an instructor if you are not sure.
- Please ride considerately at all times.
- Use the bell and your voice to tell others where you are.
- Do not take a passenger unless the bike is designed for it and you have had specific instruction.
- When you are finished with a cycle, please leave it off the track, lined up with the other cycles and pointed in the direction of cycling.
- Please point out immediately any problems with your bike.
- Please respect our cycles. They are very expensive to repair and it is a shame to deprive others of the chance to ride them.

## Getting ready to cycle

### Wearing a cycle helmet

The protection a helmet provides depends on a good fit. It may be better to wear no helmet than an incorrectly fitted helmet.

A helmet should:

- Fit snugly and comfortably around your head
- Sit low on your forehead, so you can see the edge of the brim when you look up
- Have no slack in the straps

If you're not sure whether a helmet fits, ask a member of session staff.

### Other things to think about

- Tuck in any trousers or long skirts to keep them away from chains and wheels
- Wear shoes with at least a little grip so your feet don't slip on the pedals
- Keep hair out of your eyes while cycling. Do you need to tie it back?
- Most cycles do not have racks so you will not be able to carry your bag whilst cycling. Can you leave it at home or the office? Wheels for Wellbeing cannot take responsibility for lost or stolen possessions.

## Charges

There is no statutory funding for this project and all money has to be fundraised. We charge £3 per disabled person to come to sessions; this covers use of the cycles and advice for the disabled person and a support worker, where appropriate, and the £1 cost for the use of the track. If you are an Arena member it will only cost £2 to come to sessions. Any additional person aged 10+ attending with a disabled person will be charged £1.

If you would like to make a donation please visit [www.justgiving.com/wheelsforwellbeing](http://www.justgiving.com/wheelsforwellbeing) .

If you'd like to offer to volunteer then please contact Janet Paske on 020 7346 8482 or

[janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk).

## Croydon Sports Arena membership

Croydon Sports Arena provides a membership scheme for people attending cycling sessions. From April 2008 participants will be able to buy a 6 monthly/ annual membership to the Arena for £8.50/ £17. You will need 2 passport photos. Contact Scott Hart (020 8654 3462) or one of his team in the Arena office for the application form.

## **Any questions about cycling?**

Want to know about London cycle maps or what rides are happening? Whatever the question, ask a member of session staff. They are there to help everyone enjoy the benefits of cycling.

### **Session times**

Current session times are:

	Cycling for All
Saturday	9.45 – 12.45
Monday	10.15 – 1.15

### **Want to check if a session has been cancelled?**

Typically, we cancel if there is very poor weather or if we are short of staff.

If you want to find out on the day, call the Croydon Sports Arena office on 020 8654 3462 or, failing that, the Wheels for Wellbeing Arena Mobile on 07806 334 770. Please call no more than 15 minutes before a session is due to start so staff have a chance to make a decision. Do not leave a message as we cannot return calls.

To be kept informed of Arena Cycling Project updates, including if we have to cancel a session in advance, email [janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk) to be added to the mailing list.

[www.cyclingforall.org](http://www.cyclingforall.org) contains more information about the project.

### **Want to support Cycling for All?**

There is no statutory funding for this project and all money has to be fundraised. We charge £3 per disabled person to come to sessions; this covers use of the cycles and advice for the disabled person and a support worker, where appropriate, and the £1 cost for the use of the track. If you are an Arena member it will only cost £2 to come to sessions. Any additional person aged 10+ attending with a disabled person will be charged £1.

If you would like to make a donation or offer to volunteer then please contact Janet Paske at [janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk) or call her on 020 7346 8482.

PLEASE DETACH

## Ground rules



Before going on the track you must read and agree to these terms and conditions of track use, to the best of your ability. If you don't agree, don't ride.

- Parents/ carers/ support workers remain responsible for those in their care.



- Children must be supervised to use the cycles.



- You ride at your own risk



- The track is one-way only



- No U turns are allowed



- Do not ride any cycle unless you know about the brakes and gears.



- Ask an instructor if you are not sure.



Can you help me please?

- Please ride considerately at all times.



- Use the bell and your voice to tell others where you are.



I am over here

- Do not take a passenger unless the bike is designed for it and you have had specific instruction.



PLEASE DETACH AND KEEP

- When you are finished with a cycle, please leave it off the track, lined up with the other cycles and pointed in the direction of cycling.



- Please point out immediately any problems with your bike.



- Please respect our cycles. They are very expensive to repair and it is a shame to deprive others of the chance to ride them.



## Getting ready to cycle

### *Wearing a cycle helmet*

The protection a helmet provides depends on a good fit. It may be better to wear no helmet than an incorrectly fitted helmet.



A helmet should:

- Fit snugly and comfortably around your head
- Sit low on your forehead, so you can see the edge of the brim when you look up
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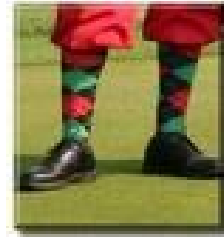
If you're not sure whether a helmet fits, ask a member of session staff.



Can you help me please?

### ***Other things to think about***

- Tuck in any trousers or long skirts to keep them away from chains and wheels



- Wear shoes with at least a little grip so your feet don't slip on the pedals



- Keep hair out of your eyes while cycling, tie your hair back



- Most cycles do not have racks so you will not be able to carry your bag whilst cycling, leave it at home or the office



### ***Wheels for Wellbeing***

- cannot take responsibility for lost or stolen possessions.

I have lost my bag!



## Any questions about cycling?



Ask a member of session staff. They are there to help everyone enjoy the benefits of cycling.

## Want to check if a session has been cancelled?

Typically, we cancel if there is poor weather or if we are short of staff.



On the day you could call –



Arena office on 020 8654 3462

Or **Wheels for Wellbeing** staff on the Arena mobile on 07806 334 770.

Please call no more than 15 minutes before a session is due to start so staff have a chance to make a decision.



For Arena Cycling updates, join the mailing list by emailing Janet at - [janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk)



[www.cyclingforall.org](http://www.cyclingforall.org) contains more information about the project.





## **Charges**

We charge £3 for each disabled person coming to a session. This covers advice and the use of the cycles, entry for a support worker where needed, and the £1 collected for the use of Croydon Sports Arena. If you are a member you will only need to pay £2. Anyone else coming with you who is aged 10 or more will be charged £1.

## **Croydon Sports Arena membership**



Croydon Sports Arena provides a membership scheme for people attending cycling sessions. From April 2008 participants will be able to buy 6 monthly/ annual membership to the Arena for £8.50/ £17. You will need 2 passport photos.



Contact Scott Hart 020 8654 3462 or one of his team in the Arena office for the application form.

## Want to support Cycling for All?

There is no statutory funding for this project and all money has to be fundraised.



If you would like to make a donation or offer to volunteer then please contact



Janet Paske at [janet@wheelsforwellbeing.org.uk](mailto:janet@wheelsforwellbeing.org.uk)



or call her on 020 7346 8482.