



Cycling for All Registration – Not 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. Please ask if you would like the Easy Read version.

What's in here?

This document is in 5 parts:

- Contact information needed about the group/ centre
- Information about the cycling participants. You will need to photocopy the page 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.

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 not receive email updates if we cannot read your email address.

Ensure the form is signed.

If you have any queries, please ask staff or contact Janet Paske on 020 7346 8482 or 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.

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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 3rd parties without your express permission. Can we use your photo on this basis? Yes/ No

Please ring as appropriate:

Gender	Male	r
	Female	r

Date of birth (date, month, year)
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Primary impairment			
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		

Ethnic origin			
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

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.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

Full name

Email address.....

Phone number.....

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 must 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

We charge £3 per disabled person to come to sessions; this covers use of the cycles and advice for the disabled person and their 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.

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 to be added to the mailing list.

www.cyclingforall.org contains more information about the project.

Want to support Cycling for All?

We have to fundraise for all our money. If you would like to make a donation please visit www.justgiving.com/wheelsforwellbeing . If you would like to offer to volunteer then please contact Janet Paske at janet@wheelsforwellbeing.org.uk or call her on 020 7346 8482.