



Bikes in the Park Registration – Easy Read

(for people coming as part of a group)

Bikes in the Park 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 or who are supported by someone who is employed by another organisation. If you are not part of a group, please ask for a different form. If you don't want an Easy Read form please ask for the Non Easy Read form.

What's in here?

This document is in 5 parts and has both Easy Read and Non Easy Read sections:

- Contact information needed about the group/ centre
- Agreement **to be signed** by the Centre/ Group manager
- 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 participant page for each participant.
- Contact information about support workers in the group/ centre.
- Information, including guidelines for staff attending cycling sessions and information on finding out if a session is cancelled
- This is in both an Easy Read and non-Easy Read format.

When new people come with your group you need to provide their participant details and not the rest of the information already provided.

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 bring the form to the first session the group attends .

If you have any queries, please ask staff or call the office on 020 7346 8482 or email info@wheelsforwellbeing.org.uk.

Data Protection

Wheels for Wellbeing (WfW) is registered with the Information Commissioner and 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.

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

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

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
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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			
Asian/ Asian British - Indian	r	White - British	r
Asian/ Asian British - Bangladeshi	r	White - Portuguese	r
Asian/ Asian British - Pakistani	r	White - Irish	r
Asian/ Asian British - other	r	White - Other	r
Mixed - White & Black African	r	Black or Black British - African	r
Mixed - White & Asian	r	Black or Black British - Caribbean	r
Mixed - White & Black Caribbean	r	Black or Black British - Other	r
Mixed – other	r		r
Chinese – Chinese	r		
Chinese – other Chinese	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

How did you hear about Bikes in the Park ?

.....

INFORMATION FOR OUR FUNDERS AND TO HELP US PLAN

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

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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)

4. Ethnic origin

Ethnic means your race or culture

Origin means where your family comes from



White - British

Asian/ Asian British – Indian

White - Irish

Asian/ Asian British - Pakistani

White - Portuguese

Asian/ Asian British - Bangladeshi

White - Other

Asian/ Asian British - Any other Asian

Mixed - White & Black Caribbean

Black or Black British - Caribbean

Mixed - White & Black African

Black or Black British - African

Mixed - White & Asian

Black or Black British - Other

Mixed - other

Chinese – Chinese

Chinese – other Chinese

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.

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.....

Ground rules

Before cycling with us you must agree to these ground rules, to the best of your ability. If you don't agree, don't ride.

- For people not attending independently: parents/ carers/ support workers remain responsible for those they accompany.
- No unsupervised children are allowed to use the cycles.
- You ride at your own risk and the supervisors are in charge.
- The route is one-way only - no U turns permitted.
- Do not ride any cycle unless you know how to make it stop and how to make it go where you want it to. 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 lined up with the other unused cycles.
- Please point out immediately any problems with your cycle.
- 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. If you're not sure whether a helmet fits, ask a member of session staff.

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 room for 2 fingers between the strap and your neck.

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 won't be able to carry your bag whilst cycling. Can you leave it at home? Wheels for Wellbeing cannot take responsibility for lost or stolen possessions.

Session times

Current session times are Fridays from 10 - 12.30.

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. Any additional person aged 10+ attending with a disabled person will be charged £1.

Want to check if a session has been cancelled?

Typically, we cancel if there is very poor weather or if a member of staff is unwell.

If you want to find out on the day, try the Wheels for Wellbeing Bikes in the Park mobile on 07578 746 448 which should have a recorded message. Please call no more than 15 minutes before Bikes in the Park is due to start so staff have a chance to make a decision. Do not leave a message as calls cannot be returned.

To be kept informed of updates, including if we have to cancel a session in advance, email info@wheelsforwellbeing.org.uk to be added to the mailing list. You can also check www.wheelsforwellbeing.org.uk.

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.

Want to volunteer with us?

If you would like to help us do more why not volunteer with us? Please contact Janet Paske at janet@wheelsforwellbeing.org.uk or call her on 020 7346 8482 or visit <http://www.wheelsforwellbeing.org.uk/wfw/index.php/volunteering/> for more information.

Ground rules



Before going on the cycles you must read and agree to these ground rules, 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 route 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.



- 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 lined up with the other cycles .



- 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.



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- **Getting ready to cycle**

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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:

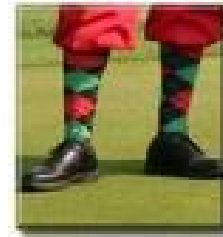
- Fit snugly and comfortably around your head
- Sit low on your forehead, so you can see the edge of the brim when you look up
- Have no slack in the straps

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, 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!



Want to check if a session has been cancelled?

Typically, we cancel if there is poor weather or if an instructor is ill.



On the day you could call –



Wheels for Wellbeing staff on the Bikes in the Park mobile on 07578 746 448

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



For updates, join the mailing list by emailing Janet at - janet@wheelsforwellbeing.org.uk



www.wheelsforwellbeing.org.uk contains more information about the project.

Want to volunteer with us?

If you would like to help us do more why not volunteer with us? Please contact Janet on the contact details above.



Any questions about cycling?

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

