



BICYCLE USE & STORAGE POLICY

Adopted: 18 May 2026
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Next Review Due: 18 May 2027

1. PURPOSE

This policy sets out the arrangements for the provision, use, storage, inspection, maintenance, and reporting of bicycles used in connection with Club activities at Peterborough City Rowing Club (“the Club”).

Its purpose is to:

- support the safe and effective use of bicycles for coaching and other Club activity;
- clarify the distinction between Club-provided bicycles and privately owned bicycles brought onto Club premises;
- define the respective responsibilities of the Club and individual users;
- set out arrangements for defect reporting, maintenance, and withdrawal from use; and
- ensure that bicycles stored at or used from the Club do not create avoidable safety, access, or operational risks.

This policy is intended to operate as the Club’s primary policy document in relation to bicycles at the Club. It should be read alongside the Club Safety Policy and Appendix A to this policy.

2. SCOPE

This policy applies to:

- all coaches, assistant coaches, volunteers, and members using bicycles in connection with coaching or other Club activity;
- anyone who stores a bicycle at the Club;
- visiting coaches, coach educators, or assessors authorised to use a Club bicycle; and
- any other person authorised by the Club to use a bicycle from Club premises in connection with Club activity.

This policy covers:

- Club-provided bicycles;
- privately owned bicycles brought to or stored at the Club for coaching or other Club activity;
- bicycle storage on Club premises; and
- bicycle use on the lake perimeter, riverbank, towpath, access routes, or other areas used in connection with Club activity.

3. DEFINITIONS AND GOVERNANCE

For the purposes of this policy:

- **Executive Committee** refers to the governing body of the Club. The Executive Committee is defined by the Club Constitution and includes the trustees of the Club. It is commonly referred to within the Club as “the Trustees”.
- **Club bicycle** means any bicycle owned, leased, or otherwise provided by the Club for coaching or other Club activity.
- **Private bicycle** means any bicycle owned personally by a coach, volunteer, member, or visitor and brought onto Club premises.
- **Permitted user** means any person authorised under section 5.2 of this policy to use a Club bicycle in connection with Club activity.
- **Rider** means any person using a bicycle under this policy, whether a Club bicycle or a private bicycle.
- **Coaching activity** means supervising, observing, instructing, filming, or otherwise supporting a crew or athlete during a Club training session or other rowing activity.
- **Defect** means any fault, damage, wear, or missing item that may affect the safe or effective use of a bicycle.
- **Withdrawn from use** means that a bicycle must not be ridden until an identified defect has been assessed and, where necessary, remedied.
- References in this policy to any Club officer role shall be taken to include that officer’s duly appointed deputy or nominee, where applicable.

4. GENERAL PRINCIPLES

- 4.1 Safety takes priority over convenience.
- 4.2 All riders must cycle responsibly and courteously.
- 4.3 Pedestrians and other path users always have priority.
- 4.4 bicycle used under this policy must only be used by someone who is competent and confident to ride it safely in the relevant environment and conditions.
- 4.5 Any rider using a bicycle in connection with Club activity must remain able to respond appropriately to changing conditions on the bank, path, or water.

5. CLUB BICYCLES AND PERMITTED USERS

- 5.1 The Club may provide bicycles for use by permitted users in connection with Club activity.
- 5.2 For the purposes of this policy, permitted users are:
 - Club coaches, assistant coaches and other volunteers acting in a coaching capacity;
 - members and volunteers for the purposes of any other Club activity;
 - coach educators, assessors or mentors for the purposes of coach training or development;
 - visiting coaches, including those from visiting clubs, where permission has been given; and
 - other persons authorised by the Coaching Coordinator or another appropriate Club officer or coach.

- 5.3 Permission to use a Club bicycle may be withheld, limited, or withdrawn where this is considered necessary for safety, maintenance, operational, or conduct reasons.
- 5.4 Nothing in this policy requires the Club to make a bicycle available for every session or user.

6. STORAGE OF BICYCLES AT THE CLUB

- 6.1 Club bicycles and private bicycles belonging to Club coaches, assistant coaches and other volunteers undertaking coaching activity may be stored in the bicycle racks in the main bay of the boathouse, subject to space, operational requirements, and any directions issued by the Club.
- 6.2 Private bicycles belonging to visiting coaches, visiting clubs, or other visitors must be stored in the external bicycle racks and must not be stored in the main bay of the boathouse unless specific permission has been given.
- 6.3 All other bicycles must be stored in the external bicycle racks and must not be stored in the main bay of the boathouse unless specific permission has been given.
- 6.4 Bicycles must be stored so that they do not:
 - obstruct access routes;
 - impede boat movement, emergency exits, or safety equipment;
 - create trip hazards; or
 - interfere with normal Club operations.
- 6.5 The Club may require any bicycle to be moved where necessary for safety, access, cleaning, maintenance, events, or operational reasons.
- 6.6 The storage of a private bicycle at the Club is at the owner's risk. The Club accepts no responsibility for the loss of, theft of, or damage to private bicycles or accessories.

7. WHAT THE CLUB WILL PROVIDE

- 7.1 The Club provides bicycles for use by permitted users subject to availability and operational need.
- 7.2 The Club will maintain Club bicycles in a condition reasonably suitable for their intended use.
- 7.3 The Club provides rucksacks or other suitable carrying solutions to riders to assist with the safe carriage of items required for Club activity. Visiting coaches and other visitors should ordinarily provide their own carrying solutions. Club rucksacks or carrying solutions may be made available to visitors only in exceptional circumstances and where permission has been given.
- 7.4 The purpose of such carrying solutions is to reduce the risk of equipment trailing into wheels, pedals, chains, or other moving parts.
- 7.5 The Club does not provide cycle lights for individual users.
- 7.6 The Club does not undertake to provide personal items for individual users, including helmets, footwear, clothing, or personal mobile phones.

8. WHAT INDIVIDUAL USERS MUST PROVIDE OR CARRY

- 8.1 Any rider must provide for themselves any personal equipment reasonably required for their own safe participation unless expressly provided by the Club.
- 8.2 This includes, without limitation:

- a suitable cycle helmet, which the Club strongly recommends riders wear;
 - an operational mobile phone, which must be carried when undertaking Club activity by bicycle so that assistance can be summoned if required;
 - appropriate footwear and clothing for cycling and the prevailing conditions; and
 - any personal medication or other individually required item.
- 8.3 Where a rider is undertaking coaching activity, they must also carry such safety equipment as is required by the Club Safety Policy and associated operational guidance for the session concerned.
- 8.4 Riders are expected to familiarise themselves with what the Club provides and what they are expected to provide personally. Visiting coaches and other visitors should not assume that Club equipment or carrying solutions will be available to them unless this has been agreed in advance.

9. BICYCLE REQUIREMENTS BEFORE USE

- 9.1 Any bicycle used under this policy, whether a Club bicycle or a private bicycle, must be in good working order.
- 9.2 Before each use, the rider must carry out a brief visual and functional check sufficient to satisfy themselves that the bicycle is safe. This should include, as applicable:
- tyres appropriately inflated and in serviceable condition;
 - front and rear brakes functioning effectively;
 - chain running properly;
 - handlebars secure;
 - saddle secure;
 - gears functioning sufficiently for intended use;
 - bell or other audible warning functioning where fitted; and
 - no obvious damage or defect that would make the bicycle unsafe.
- 9.3 If the rider is not satisfied that the bicycle is safe, it must not be used.
- 9.4 The pre-use checks described in this section are a minimum expectation and do not replace the need for periodic maintenance or repair. Further guidance is set out in Appendix A.

10. SAFE USE OF BICYCLES

- 10.1 Riders must cycle at a safe and controlled speed, taking account of the path surface, width, visibility, pedestrian traffic, weather, and proximity to the water.
- 10.2 Riders must slow down or dismount where conditions require, including in busy areas, where surfaces are poor, or where visibility is limited.
- 10.3 Pedestrians and other legitimate path users have priority at all times. Riders must give way and use a bell or courteous verbal warning where appropriate.
- 10.4 Riders must keep a safe distance from the water's edge and must not ride in a manner that creates an avoidable risk of entering the water.
- 10.5 Riders may coach, observe, film, or otherwise support rowing activity whilst cycling, but must do so in a manner that maintains proper control of the bicycle and proper awareness of the surrounding environment.
- 10.6 Where the rider cannot safely maintain control, awareness, and effective observation at the same time, they must slow, stop, or dismount as appropriate.

- 10.7 Any throw line, bag, or other item carried whilst cycling must be carried in a rucksack or other suitable carrying solution, or otherwise secured, so that it cannot become entangled in wheels, pedals, chainrings, or other moving parts.
- 10.8 Cycling should not take place where conditions make this unsafe, including where paths are icy, flooded, significantly obstructed, or where visibility is materially impaired.

11. DEFECTS, DAMAGE, AND WITHDRAWAL FROM USE OF CLUB BICYCLES

- 11.1 Any defect or damage affecting a Club bicycle must be reported as soon as reasonably practicable to the Coaching Coordinator or to another person designated by the Club for that purpose.
- 11.2 If a defect may affect safe use, the bicycle must be treated as withdrawn from use immediately.
- 11.3 A person identifying a safety-related defect on a Club bicycle must, so far as reasonably practicable:
 - stop using the bicycle;
 - ensure that others are aware that it must not be used;
 - attach a “Do Not Use” tag to the bicycle; and
 - report the defect promptly to the Coaching Coordinator or other designated person.
- 11.4 No person may continue to use, or permit another person to use, a Club bicycle known to have a defect that could affect safety.
- 11.5 The Club will determine what steps are required following a defect report, which may include inspection, servicing, repair, temporary withdrawal, or permanent removal from service.
- 11.6 A Club bicycle may only be returned to use when the Club is satisfied that it is fit for purpose.

12. PRIVATE BICYCLES: CONDITION AND RESPONSIBILITY

- 12.1 A rider using a private bicycle for Club activity remains wholly responsible for ensuring that the bicycle is safe and suitable for the intended use.
- 12.2 The Club does not inspect, maintain, insure, or certify private bicycles.
- 12.3 If a private bicycle appears to present a material safety risk on Club premises or during Club activity, the Club may direct that it not be used or not be stored at the Club until the issue has been addressed.
- 12.4 A defect affecting a private bicycle is the responsibility of its owner. The Club may draw attention to the issue, but responsibility for repair or replacement remains with the owner.

13. MAINTENANCE AND INSPECTION ARRANGEMENTS

- 13.1 The Club will make reasonable arrangements for the maintenance of Club bicycles.
- 13.2 The nature and frequency of maintenance will be determined by the Club according to usage, condition, budget, and operational need.
- 13.3 Maintenance arrangements may include:
 - periodic inspection;
 - adjustment of brakes, gears, tyres, and other components;
 - servicing;
 - repair of identified defects; and

- replacement of bicycles or components where repair is not reasonably practicable or proportionate.
- 13.4 The Club may nominate one or more persons to oversee maintenance arrangements, defect logging, and repair decisions.
- 13.5 Day-to-day pre-use checks by riders do not replace the Club's maintenance responsibilities, but they are an essential part of safe operation.

14. INCIDENTS AND NEAR MISSES

- 14.1 Any accident, collision, fall, near miss, or other incident involving a bicycle during Club activity must be reported to the Club and to British Rowing in accordance with the applicable incident reporting procedures.
- 14.2 Defects identified as part of, or following, an incident must also be reported under section 11 of this policy.
- 14.3 The Club may review any incident involving a bicycle in order to identify whether changes to equipment, storage, training, procedures, or this policy are required.

15. RESPONSIBILITIES AND ENFORCEMENT

- 15.1 The Executive Committee is responsible for overall governance of this policy.
- 15.2 Day-to-day operational oversight of bicycle provision, storage arrangements, and defect reporting sits with the Coaching Coordinator, or such other person as may be designated by the Club.
- 15.3 The Club Safety Advisor is responsible for oversight of safety-related reporting and for advising on any consequential updates required to related safety documentation.
- 15.4 Individual riders are responsible for:
- complying with this policy;
 - using bicycles responsibly and courteously;
 - carrying out a reasonable pre-use check before riding;
 - not using a bicycle they believe to be unsafe;
 - reporting defects, incidents, and near misses promptly; and
 - ensuring that any private bicycle they use is safe and suitable.
- 15.5 Failure to comply with this policy may result in the withdrawal of permission to use or store a bicycle at the Club and/or other action under Club procedures where appropriate.

16. RELATED DOCUMENTS

This policy should be read in conjunction with:

- the Club Safety Policy;
- Appendix A – Pre-Departure Bicycle Checklist; and
- the Club and British Rowing incident reporting procedures.

17. REVIEW

This policy will be reviewed annually and updated as required to reflect changes in Club operations, equipment provision, safety practice, or related policies.

APPENDIX A – PRE-DEPARTURE BICYCLE CHECKLIST

Before heading out, riders should check:

Necessary items

- Mobile phone
- Any personal medication or other personal items needed
- Any safety equipment required for the session under the Club Safety Policy
- Any bag, throw line, or other item is secured so it cannot become entangled in moving parts

Personal Safety

- Helmet
- Suitable clothing (hi-visibility if needed)
- Suitable footwear
- Bike lights

Bicycle condition

- Tyres are inflated and in good condition
- Front and rear brakes are working
- Chain is running properly
- Handlebars are secure
- Saddle is secure
- Gears change smoothly
- Bell works
- Front, rear and pedal reflectors attached (if riding between sunset and sunrise)
- Bicycle appears safe and in good working order

Route and conditions

- Route is clear and usable
- No significant flooding, ice, mud, or other obvious hazard
- Visibility is adequate
- Conditions are safe for cycling

If the rider is not satisfied that the bicycle or route is safe, the bicycle must not be used.

If a defect is identified on a Club bicycle, the rider must stop using it, attach a “Do Not Use” tag, and report the defect in accordance with section 11 of this policy.