



Ecosse Northboats Inverurie warmly welcomes you to our youth coaching section

Introduction

Team Ecosse Northboats (TEN), Inverurie Cycling Club, is delighted to bring a dedicated accredited youth section to our thriving club and welcome you and your family to this friendly group offering coaching and rides with both on and off-road adventures including road, time trial (TT), mountain biking (MTB) and cyclocross biking (CX).

Delivered by British Cycling qualified coaches, our coaching sessions aim to build on the enthusiasm and ambition of young riders allowing them to explore their own interests and develop skills which are useful in all forms of cycling. TEN strive to provide all riders with a solid foundation followed by more advanced skills to suit their own development goals.

All our coaching sessions are in a traffic free environment and are safe and inclusive for all riders, regardless of ability. Riders should be able to pedal a bike without stabilizers and generally be of school age, to enable them to listen and react to coach instructions.

This handbook provides a basic introduction and key details on what you and your child can expect from TEN and our coaching sessions. It includes guidelines and expectations for our youth riders as well as additional information on the wider club.

All our sessions and rides concentrate on the social and enjoyment side of cycling however we will encourage and develop those who want to progress towards competitive riding and support them in local and/or national events.

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Head coach	club official with responsibility for the oversight of all coaching sessions
Lead coach	the club official who is responsible for a specific coaching session. This person will be the focal point during a session and run the sign in process.

Session Information



Our coaching sessions are primarily held at Midmill Primary School in Kintore, although we also on occasion use Bennachie or other venues, depending on the activity of our sessions.

Coaching is split into groups depending on age/ability (see below), and are held between 1000 and 1100 on Saturday mornings, during term times. Full detailed date and block information will be shared with members in advance of the block start, which normally vary between 6-8 weeks. Depending on demand and coach availability, we may be able to offer additional sessions.

For more advanced riders (generally 12+), and at the head coach's discretion, the club will aim to provide additional rides before or after the main block. Information will be given to relevant riders as appropriate.

Full enrolment details can be found below however all riders attending a session must be signed on with the lead coach prior to the session starting. We recommend that riders arrive and be signed on no later than 5 minutes before the start. The lead coach will be available from 15 minutes before the start.

All riders are expected to stay in the session from beginning to end unless the lead coach has been informed of alternative arrangements before the beginning of the session. This includes who will be picking up the rider, or if they are to be allowed to leave on their own. This should be provided electronically, via our app.

“Youth coaching and rides in Inverurie: where will your adventure take you...”



Session Detail

The coaching sessions will always comprise of a bike, clothing and helmet check followed by off bike and on bike warmups. Groups will be split and organised, depending on coach availability, to encourage riders with similar ability to ride together.

The main content will be targeted at specific techniques based on British Cycling's Go Ride programme concentrating on the FUNdamentals of cycling. The technique will increase in complexity throughout the session but be managed to ensure all abilities of rider are included and challenged. The details of any relevant session content will be included via Spond (see below).



All these sessions are conducted in a traffic-free environment although there may be occasions when riders may be asked to transfer from one location to another. Full location information would be planned beforehand and communicated to all parents/guardians via Spond (see below).

Following a cool down, the riders will be able to provide any feedback to the club coaches before being collected.

As rider ability develops, there may be opportunities to attend club rides in a specific environment depending on the riders preferred discipline (e.g. road, MTB, CX) and again, this will be communicated via Spond.

Parents are welcome to stay and watch the session though are kindly requested not to get directly involved, unless specifically requested by one of the club coaches.



At the start of every session, the lead coach will conduct a bike, clothing and helmet check to ensure each element is safe and suitable.

Bike, Clothing and Helmet Check

Bike check

Coaches will utilise an 'M-check' to systematically run through the bike from front to back. The coach will lead this, but the riders will check their own bike, or that of another rider. The British Cycling website has a useful video showing a demonstration of this check.

There are many different types of bike which may be appropriate for coaching however some of our sessions may be held on mixed surface and as such, skinny tyres (e.g. road bike) may not always be the most suitable. The time of year and weather condition may affect the choice of venue and we cannot always guarantee a session on tarmac is possible.

Regardless of bike type, it must be in good operating condition with two working brakes and be a correct size for the rider. Our coaches must be fully satisfied that a bike is safe for the planned activities and if it is not, a rider may not be permitted to participate using that bike. Coaches may be able to suggest minor adjustments which can be done by a parent/guardian prior to the session beginning or recommend that a bike be taken to a qualified bike mechanic.



Clothing

We are all aware of the specific challenges the Scottish climate can have on any outdoor (and sometimes indoor) activity! As a result, riders should be fully prepared for the expected conditions on the day. It is recommended that riders wear layers which can be adjusted as they warm up or cool down.

Riders are not required to wear cycling specific clothing however any clothing which is worn must be safe and suitable for cycling and therefore cycling kit may be the best option, including padded shorts. It is not intended to prescribe what may or may not be suitable but generally, garments such as jeans, skirts or baggy tops would not be considered as appropriate.

Long sleeved tops and gloves are both highly recommended, particularly to protect the hands and arms should the rider come off their bike.

While cycling shoes which use cleats may be used by more advanced riders, particularly on discipline specific rides, riders should use flat pedals and 'normal' footwear such as trainers with good grip for our coached sessions.

Club Kit

The youth section has access to full club kit which all members are welcome to purchase. Riders may well want to attend coaching sessions or club rides wearing the kit, which may well give them a proud identity, although this is not a requirement. However, anyone taking part in competitive races must be representing the club in the kit.

Full details of our current kit supplier can be found on our [website](#). Given minimum order requirements, we only order at set times during the year, details of which are circulated via member emails.

Casual clothing items such as hoodies are also available.

Bike, Clothing and Helmet Check



Helmet check

All riders attending our coaching sessions, or club rides, must wear a helmet. As a minimum, it should:

- Have a CE mark and conform to an appropriate standard
- Show no visible signs of damage such as cracks or chips
- Fit correctly
- Be worn correctly
- Be snug but not too tight – the rider should be able to bow forward without the helmet falling off when the chin strap is undone
- Be comfortable

Correct helmet fitting is as important as wearing a helmet in the first place. Modern helmets are generally lightweight and very adjustable. The following provides some basic guidance though more information is available on the British Cycling website.

- Ensure the helmet is level on the rider's head and the temples are protected – it must not be tilted back.
- The Y of the side straps should meet just below the ear.
- The chinstrap should be snug. Ideally, the rider should be able to easily put two fingers between their chin and the strap.

There are many different types of helmet available which are suitable although while full face helmets are acceptable, they can affect a rider's ability to hear instructions and they are much warmer to wear, therefore they are not recommended.

Please feel free to ask our coaches questions or advice regarding any of these elements, particularly if you have doubt about bike or equipment suitability.

All youths who are members of TEN are welcome to register for our youth cycle coaching. Full details of TEN membership is available on our [website](#).

Due to British Cycling rules, our coaches are limited by the number of youths they can coach at one time. As a club, we have also considered what would give the riders the best opportunity to develop and as result, it may be necessary for a new rider to initially be on a waiting list. You will be informed of any such requirement when you note interest.

Riders are enrolled on the coaching programme if they are club members and there is a space for them, and they maintain that place as long as their attendance meets the criteria below. They will be invited to join Spond following registration on our club portal, including club membership. Please do not join until you have a coaching space allocated.

However, riders must also be registered on each coaching block and full payment received before the first session of that block. This will be managed via Spond. Riders will normally not be registered in the middle of a coaching block.

A rider's first block is completely free with each subsequent one costing £20 per child although discounts may be available for parents who regularly help with sessions, at the discretion of the head coach.

Given the additional benefits including insurance cover, we would highly recommend each rider also signs up to British Cycling, which is free for the first year for all members of affiliated clubs.

We would also recommend that at least one parent/guardian considers a club membership to keep advised of any general club announcements or updates, however when signing your rider up to the club, it is likely that a parent/guardian email address will be used and therefore will receive club newsletters etc.

Registration

**TEN Youth
Registration £10 per
year**

**TEN Coaching free for
first block then £20
per child per block**

**British Cycling
membership free for
first year then
between £18-£59
(depending on age and
membership type)**



Attendance

We recognise that situations may always present themselves which may restrict the ability for a rider, or coach, from making a session, often at short notice.

In order to ensure that spaces are available to all those who want one, we have to ensure that riders maintain good attendance at our sessions and as such, have the following attendance policy:

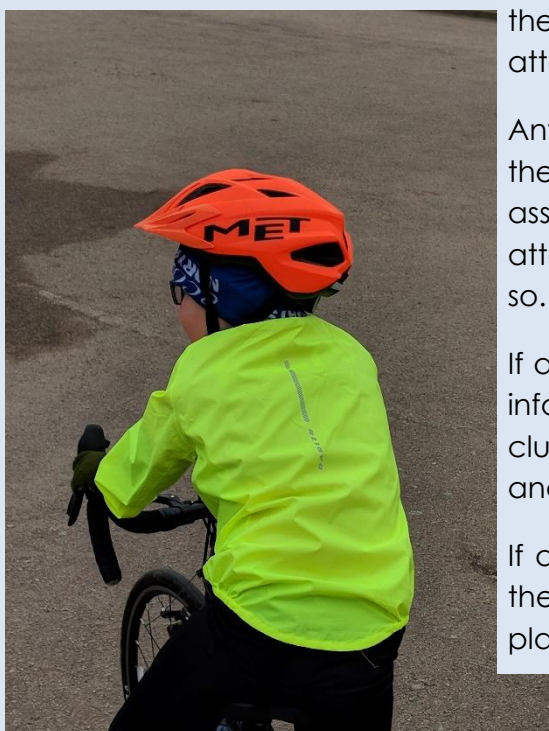


The lead coach must be notified via Spond up to an hour before the start of a session of any occasion where a rider is unable to attend the session.

Any rider who misses three consecutive sessions without notifying the lead coach may lose their place to another rider as it will be assumed that they no longer wish to participate. The club may attempt to make contact to confirm this but is not obliged to do so.

If a rider's attendance is poor over the course of a block, without informing the coaches or providing a suitable explanation, the club will contact you to determine if the rider wishes to continue and we reserve the right to reassign their place.

If a rider is removed, or chooses to take a break from coaching, they would be placed on the waiting list for the next available place should they want to return.



All our coaches will ensure that no rider is left behind after a session. We would therefore respectfully ask that every effort is made to ensure riders are picked up on time, as our coaches are all volunteers and may have other responsibilities after a session has ended.

We wish to thank you for your support to ensure non-attendance doesn't unduly affect a rider's ability to access our coaching sessions.



Spond

All parents/guardians are required to sign up to Spond, which is a third party app and website used for managing our groups. Once we have joined the club, the confirmation email will include a link to join Spond. The app is by far the easiest way to receive notifications and manage sessions, however if you do not wish to download this, you can still access the information via the internet. When registering, you sign up as your rider, and can then add multiple guardians as required, who will all receive notifications.

Spond will be used for many routine communications and updates and can be used by parents/guardians to contact each other. Official club announcements will come via secretary@tencycling.co.uk (please ensure this email is added to your safe list).

The main functions of Spond are:

Session details – the coaches will arrange entries on Spond for each session. Normally, this will be set as a recurring event for each block, which your rider will be automatically added to (within their group). If they are unable to attend, please notify us by this event entry. At times, we will create individual events which will require you to confirm if your rider can attend.

The lead coach will also communicate any key changes or cancellations to the session by updating the event which you will get a notification for. This will be done with as much notice as possible.

Coaches will check Spond up to one hour before the start of the session.

Payment – we use Spond to collect fees for each block. We will send out a notification and it is straightforward to pay this using normal card details.

Communication – we use Spond to allow us to communicate with you. We can circulate messages to all or direct to individual groups.

All parents/guardians are encouraged to use the app and to communicate any information that others may benefit from. This may include details such as upcoming events, kit or bikes for sale, social occasions or general chat.

Events – if the club is organising, or attending an event, we will publicise this on Spond.

Messages – it is also possible to message others on the app, including the coaches and parents/guardians are encouraged to do so, if they have any specific questions.

All registered users of Spond are kindly requested to consider their conduct when posting. The app is there as a tool to aid communication and any bad language, slander (particularly against other club members, coaches, fellow competitors, volunteers or race officials) or anything else considered inappropriate or against the Club Constitution and T&Cs, will not be tolerated. The club coaches will moderate content and while we would not anticipate any problems, frequent inappropriate use or anything considered to be gross misuse by you or your rider may result in your rider being withdrawn from the club.



Session cancellation and Adverse Weather

The club will make every effort to ensure a session can go ahead as planned, but circumstances may always occur which restricts our ability to deliver a session. A session may be cancelled for a number of reasons but most likely are coach availability or adverse weather.

Each session will have at least two coaches in attendance and therefore if there are less than two available, we will be forced to cancel the session.

While adverse weather is often predictable, it is also notorious for being changeable. As a club, we have developed guidance for our ride leaders and coaches to enable them to better assess the suitability of, and risk presented by the conditions and this will be used when determining if a session should proceed.

All notifications of ride cancellations, or amendments, will be clearly notified via Spond and parents are encouraged to check this before proceeding to a session, particularly if weather conditions are marginal.

The safety and enjoyment of the riders are most important, and this will be fully considered in our decision and while we don't want to disappoint anyone, the ultimate decision will be taken by the lead coach.

If the weather is unfavourable, but still safe to continue, the lead coach may choose to shorten a session. This will be communicated to parents/guardians at the time.





Coaches and Volunteers

Lead by Pete, our team of TEN coaches are all volunteers but are very enthusiastic and dedicated to providing fun and inclusive sessions. They are fully qualified via British Cycling and responsible for the development and delivery of the session as well as the safety and security of all the riders.

The coaches are all limited by the number of riders they are permitted to coach in one group and therefore we are restricted with how many can attend. While additional support from parents and other volunteers doesn't change this number, it is hugely important during sessions and for ensuring activities such as club rides or social events/trips away, are possible.

Volunteers are key to allowing cycling events, rides and activities to exist thanks to them dedicating valuable time. Roles don't just include bike related activities as there are requirements for activities such as transport, registration, organising rides and trips, marshaling, raising funds and maintaining standards – to name a few!

For those keen to assist us in any form, or to provide feedback, please contact us as your support would be more than welcome. We've mentioned a few opportunities above, but the list is perhaps endless, therefore any offer would benefit the club and its members.

Throughout the year, the club will look to offer formal training opportunities from ride leading, to first aid and full coaching qualifications. If you would like to progress towards becoming a coach or other training, we can provide all the support you require in doing so. This will ensure that the club can offer a great deal to all members but also safeguard its long-term future. The head coach and club committee will determine what availability there may be over the course of the year, but additional external funding may also be available. Please contact the head coach if you are interested.

Conditions apply should the club fund formal training, to ensure the club gets benefit from its investment!

TEN Youth Cycling Club is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators and parents/guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Code of Conduct

Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Head Coach or the Club Welfare Officer. (welfare@tencycling.co.uk) We also have a feedback option available via our club portal.

Sports clubs should offer a positive experience for children and young people, where they can learn new things in a safe and positive environment.

Coaches

All our coaches have signed up to, and abide by, the British Cycling Code of Practice for Cycling Coaches.

This code of practice is:

- a constituent part of a policy and procedure for dealing with allegations and complaints
- used, in conjunction with the Guidelines for Coaching Cycling, as the definitive guide and benchmark measure of good cycling coaching practice in determining any need for sanctions against a cycling coach
- fully incorporated into the British Cycling coach education processes
- supported by appropriate training and resources.

As responsible cycling coaches, we should be committed to applying good practice to our coaching at all times. We should understand the expectations outlined in the code of practice and keep up to date with any changes.

View the [Code of Practice for Cycling Coaches](#)

Riders

As a member of TEN Youths, riders are expected to abide by the following code of conduct:

- Keep yourselves and others safe.
- Help make our club a fun and enjoyable place to be.
- Positively engage in coaching at every session.
- Behave, listen to and respect coaching instruction, guidance and requests.
- Be friendly and particularly welcoming to new members.
- Be supportive towards other team members.
- Report any inappropriate behaviour or risky situations you experience.
- Keep within the defined boundary of the coaching activity and environment, unless you have informed a coach.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from all forms of bullying, including that via social media or any other form of communication.

- Not get involved in inappropriate peer pressure or push others into anything they do not want to do.
- Refrain from rough and/or dangerous play.
- Understand that the club will review membership following more than three consecutive absences.
- Be listened to.
- Be respected and treated fairly.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the Coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from TEN Youth Cycling. Parents/carers will be informed at all stages. The club disciplinary procedure contains full details.

Disciplinary action can be appealed to the coach with final decisions taken by the club coaching committee.

Parents

As a parent / carer / guardian of a TEN Youth Cyclist I am expected to:

- Discuss with and encourage my child to understand these expectations.
- Inform the Coaches of any specific health requirements or medical conditions of my child (and changes to them) in advance of the coaching session by completion of a Club membership form or a parental consent/rider information form.
- Sign my child in and out of every session.
- Inform the Coach if my child has to leave early or is being collected by someone other than a parent / carer, giving details of the arrangement including who and when.
- Help my child to recognise good performance, not just results and set a good example by recognising fair play and applauding the good performances of all.
- Never discipline a child for losing or making mistakes, support their involvement and help him/ her to enjoy his/her sport.
- Accept officials' judgments and encourage children to do likewise
- Use correct and proper language at all times and support all efforts to remove verbal and physical abuse from sporting activities.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, disability.
- Keep the club informed of participation at sessions where possible at least 24hrs in advance, using the online forum.
- Pay block fees promptly.

Appendix A: TEN Groups

Within our sessions, we want to ensure that all riders benefit from being included in a suitable group with riders of a similar ability. As a result, we split our riders into a number of groups, depending on coach availability.

Currently we have three main groups although we often have to combine these into two.

Merida

This group is for our youngest riders and is generally for kids from primary 1 upwards. We want to encourage all ages to come along, however we do find that those younger, often struggle to fully understand coach instructions and may not have suitable endurance. The coaches will monitor rider progress and when appropriate, will suggest a move up to the next group.



Canyon and Trek

These groups offer progression from Merida. Age and abilities vary but the coaches will carefully monitor development of all riders and suggest changes in groups when it is felt appropriate. Please be considerate to the coaches decision.



Appendix B: SCNEG Awards



TEN Youths are participating in a Scottish Cycling Northeast initiative where riders can work through a number of competency based levels, earning certificates and badges as they achieve the required standard. This is a great way to motivate the riders to improve their ability, particularly for those who may not be interested in doing any competing. Our coaches will monitor riders progress and at the end of each block, will hand out certificates.

All riders will receive a pack from TEN and this will be theirs to bring with them each week. The pack will contain more information about these awards.

Appendix C: Consent Form

The full TEN Rider Information and Coaching Consent form is included on our portal during sign-up. The following shows the relevant consent requirements and notes for riders and parents/guardians/carers

6. Parental/Guardian/Carer Consent for Riders Under the Age of 18

I have read and understood the information on this form, including appendix, the TEN Coaching Handbook and the coach has satisfactorily answered any questions I have asked.

I have discussed the nature of the sessions with the rider named above and am satisfied that they are sufficiently responsible and competent to assume full and entire responsibility for his/her own safety under the supervision of a British Cycling coach.

I understand and agree that my child participates in coached sessions at their own risk.

I confirm that the information I have provided is correct and complete to the best of my knowledge.

Type of Consent	Check as Appropriate
Consent for participation in coaching activities in a traffic-free environment.	Yes <input type="radio"/> No <input type="radio"/>
Consent for moving from one location to another on the public highway (riders must be aged 12 or older).	Yes <input type="radio"/> No <input type="radio"/>
Consent for appropriate photographs and videos for coaching purposes.	Yes <input type="radio"/> No <input type="radio"/>
Consent for appropriate photographs and videos to be used:	
On the TEN Club website	Yes <input type="radio"/> No <input type="radio"/>
On TEN social media pages	Yes <input type="radio"/> No <input type="radio"/>
In the TEN Club Newsletter	Yes <input type="radio"/> No <input type="radio"/>
For communications with British Cycling	Yes <input type="radio"/> No <input type="radio"/>
Name:	
Relationship to rider	
Signature	Date:
Coach name:	
Coach signature	Date:

Ecosse Northboats

A1 Data Protection

The information provided on this form will be used for the purposes of providing you/your child with coaching services throughout the year. This information will be stored, processed and destroyed in accordance with the principles of the Data Protection Act 1998 (and GDPR from 2018).

A2 Bike, Helmet and Clothing

It is the responsibility of the rider (or their parent/guardian/carer if aged under 18) to ensure that their bike, helmet and clothing is appropriate, well maintained and in a safe condition prior to participating in every session. Riders must wear a helmet which complies with current safety regulations when riding their bike.

A3 Traffic Free Environments

- Riders under the age of 12 are only permitted to participate in coaching activities in a traffic-free environment.
- In some instances, it may be necessary for the coach to move riders from one location to another, which may require limited use of the public highway.

For example, moving from the meeting point to the coaching area, or between coaching areas.

Riders under the age of 18 will be under the coach's direct supervision throughout the route.

- Young riders are expected to remain in the session from beginning to end. If a rider has to leave early or is being collected by someone other than the parent/guardian/carer, the coach must be informed of this arrangement, including who will be collecting the rider.
- All riders are expected to behave in a manner that does not impact on the fun and safety of other riders. The coach may exclude riders who persistently misbehave or put other riders in danger. Such riders may also not be allowed back to future sessions.

A4 Public Highway

TEN will only allow youths to ride on a public highway if they are deemed competent to do so, and at the discretion of the head coach. It is recommended that the rider should at least one of the following:

- Previously demonstrated in a traffic-free area, the riding skills required to ride on the public highway in a safe, confident and consistent manner
- Have substantial experience of riding on the road already
- Have attained at least Level 2 Bikeability.