



Department of  
**Education**

## **APPENDIX I: CYCLING, CYCLE TOURING AND MOUNTAIN BIKING**

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## CYCLING, CYCLE TOURING AND MOUNTAIN BIKING

**This document contains specific requirements related to cycling activities and must be read in conjunction with *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures*.**

### 1. BACKGROUND

Cycling activities include road safety sessions, cycle touring, mountain biking (free ride, BMX, cycle cross, downhill, gravity enduro, all mountain, cross country, dirt jumping, four cross) and road and track racing.

### DEFINITIONS

#### ASSISTANT SUPERVISOR

Assists the Qualified Supervisor and or Department Teacher-in-charge. Must have recent and relevant experience in the activity, at the level being offered to the students.

#### BMX (BICYCLE MOTORCROSS)

Stunt riding on rough ground or over an obstacle course. Performed on an off-road bike used for both racing and stunt riding.

#### CYCLE TOUR/EXPEDITION

A highly organised cycling event which incorporates appropriate support or training and preparation to enable it to be conducted over longer distances. Cycle tours may be conducted for more than one day and involve overnight stays.

#### DEPARTMENT TEACHER-IN-CHARGE

A member of staff employed by the Department of Education (or an Approved Provider) and is to manage the school activity (for information relating to Approved Providers refer to Appendix A: General Requirements).

#### LOW LEVEL RIDING COMPETENCY - ON SCHOOL SITE

*On school grounds:* paved, bitumised, concrete, or sport court areas; bike paths and foot paths.

*Off-road:* on school oval/grassed area or wide fire trails with a gentle gradient and a smooth surface that is free of obstacles.

#### LOW LEVEL RIDING COMPETENCY - OFF SCHOOL SITE

*Off school grounds:* on low traffic local bike paths and foot paths.

*Off-road:* on fire trails with a gentle gradient and a smooth surface that is free of obstacles.

**Note:** Rottneest Island roads are classed as low traffic roads, requiring low level riding competencies.

#### MODERATE LEVEL RIDING COMPETENCY

*On-road:* no or low to minimal traffic.

*Off-road:* combination of fire road or wide single track with a gentle gradient relatively free of unavoidable obstacles.

#### HIGH LEVEL RIDING COMPETENCY

*On-road:* medium to high traffic areas, open road, cycle touring; BMX tracks and courses.

*Off-road:* single trail with moderate to steep gradients, variable surfaces (including rocky or loose tread) and obstacles (including logs, roots and rocks).

#### MOUNTAIN BIKING.

The act of riding on rough terrain typically off-road. Performed on a rated bicycle of stronger frame and thicker knobby tyres.

**QUALIFIED SUPERVISOR**

Has the required qualifications, skill, experience and technical knowledge to instruct the activity.

**REMOTE OR ISOLATED AREAS**

Includes any location where medical emergency assistance is more than one hour away by road, air and/or water.

**ROAD CYCLING**

Recreational and racing cycling on a road, where the cyclist is expected to obey the same rules and laws as vehicle drivers.

**SUPERVISORY TEAM**

All adults who have a supervisory role at the activity.

**TRACK CYCLING**

The act of riding on a flat area such as a minor road or track which is free of rocks, potholes or possible hazards, sufficient in size to enable the safe passing of riders, and isolated from pedestrians or traffic.

**2. ENVIRONMENT**

Prior to commencing the program, the Department Teacher-in-charge must confirm that the supervisory group have recent and relevant experience specific to the planned activity and location.

The Department Teacher-in-charge must determine the suitability of the venue or route, after considering each student's capacity, skills and experience, the planned activity and the supervision required.

When assessing the suitability of a location, access to resources, services and facilities need to be also considered (e.g. shelter, toilets, water, external communication and assistance).

Some locations/trails have a recommended maximum number of participants. Research desired locations/trails well in advance to confirm sites are suitable for group size and competency levels.

The route should be 'staged' to allow frequent rest stops.

A support or pick up vehicle is required to be on standby as a precautionary measure (refer to the *Equipment* section in this document).

The bicycle type must be suitable for the location and environment, for example when using a specialised track bike, riding must be confined to a track or velodrome.

Permission may be needed before using a velodrome or when mountain biking in off-road locations, especially on reserves, private property or national parks. Where riding is allowed in national parks, permission from the relevant Department of Biodiversity, Conservation and Attractions office is required (groups are to complete the Lawful authority form to conduct non-commercial activities on CALM Act land and submit it for approval). Trails specified as walking or equestrian trails are not to be used.

If using the Munda Biddi Trail (or other mountain bike trails such as, the Kalamunda Circuits) the Department of Education Teacher-in-charge must consult the Department of Biodiversity, Conservation and Attractions or Emergency WA regarding fire bans, smoke, park closure alerts and updates for events that may affect the proposed activity.

**Guidance**

Further information about mountain biking trails can be found on the [Trails WA](#) and [WestCycle](#) websites.

Many sites have access restrictions. Written permission must be gained from the relevant authority ([Department of Biodiversity, Conservation and Attractions](#), regional office, local land management body, lease holders or private property owner). These organisations/owners can also be consulted for information about:

- route planning (including evacuation)
- alternative routes in the event of restricted access
- shelter, toilets, drinking water (etc.) availability at the location/venue
- procedures to follow when there is a risk of bad weather, storms, bushfires and/or other changes to the environment.

**Weather Considerations**

Weather conditions must be assessed and monitored:

- in the days leading up to the activity
- on the day of the activity
- throughout the activity.

The Department Teacher-in-charge must continue to assess conditions and comply with fire ban regulations. The supervisory team may need to modify, relocate or cancel the activity at any time. Check the Bureau of Meteorology for up-to-date conditions and weather warnings.

Cycling activities are not to be undertaken in any area where high alert weather conditions are forecast and or any area where the fire danger rating is extreme or above. Refer to [Department of Fire and Emergency Services or EmergencyWA](#) for fire alerts or fire danger ratings. Alternatively, contact the local shire as part of an environmental check.

If conducting a cycling activity during the fire restriction season, the Department Teacher-in-charge must ensure a route is planned that allows for evacuation and confirm that the group has access to current fire information via radio, mobile or satellite phones.

**Road and track cycling**

A flat area such as a minor road or track which is free of rocks, potholes or possible hazards, sufficient in size to enable the safe passing of riders, and isolated from pedestrians or traffic, is preferred for instructional purposes.

Designated bicycle paths or vehicle free circuits should be used in preference to public roads. The route must minimise exposure to heavy traffic or any particularly hazardous or busy areas. Alternative routes are selected if there is any doubt regarding access.

**BMX riding**

It is recommended that BMX riding be conducted at purpose-built BMX facilities.

**Mountain bike riding**

Trails dry at different speeds, depending on the design features and dirt. As with all riding, supervisors must conduct risk assessments, appropriate to the level of trail and environmental conditions, prior to and during the delivery of any mountain biking program.

Students should not race on the course.

**Guidance**

*Sources of information may include:*

- *the venue manager*
- *the local ranger or land manager*
- *Westcycle - the peak body for cycling in WA*
- *local cycling clubs and sporting organisations that can be found on the Westcycle website*
- *other experienced cyclists*
- *local Police*
- *other schools that have conducted similar activities at that location*
- *external providers*
- *Visitor Centres such as Dwellingup, Northcliffe, Pemberton, Karratha, Collie or Margaret River*
- *Outdoors WA.*

*Some of these agencies may also be consulted for assistance in route planning.*

### 3. CAPACITY OF STUDENTS

Prior to commencing any cycling or cycle touring activity, the Department Teacher-in-charge must:

- confirm that each student has the capacity and any required cycling and road safety skills to participate safely
- determine if additional skills are required to safely participate.

Alternative, modified or adjusted activities should be provided for students who have limited capacity to participate.

Students who have a medically diagnosed condition that may impact their safety must be cleared by a medical practitioner before they can participate.

Students must not ride on public roads unless they can demonstrate the required lead-up skills and:

- have demonstrated an adequate understanding of likely traffic conditions
- have demonstrated the ability to respond appropriately to potential hazards
- have the physical and cognitive skills to manage the road traffic environment safely while cycling
- are fully conversant with, and adhere to, all Western Australian traffic regulations including the Road Safety Commission's bicycle rules, standards and safety.

The capacity and experience of participating students must be taken into account when planning a mountain bike activity, particularly if there are a number of extreme inclines and sharp corners.

**Guidance**

*Where possible, all students should have previously participated in a bike education skills-based program and have knowledge of basic bicycle maintenance, applicable to the activity and location.*

*Students should demonstrate a level of fitness appropriate to the type of cycling activity being undertaken. For extended tours, training should include fitness and distance riding activities, as well as cycling practice on uneven surfaces and steep gradients.*

*Students should be familiar with the techniques of cycle touring, where applicable. These techniques should be practiced in a variety of contexts and terrains prior to departure and should include practical exercises in bicycle control and maintenance.*

*Longer trips should be divided into sections to allow frequent rest stops.*

## 4. STUDENT HEALTH CARE

Refer to Appendix A: General Requirements for further requirements.

## 5. ACTIVITIES

Cycling activities conducted on the road with students under the age of nine years, are not recommended. This does not apply to Rottnest Island roads.

Cycle touring that involves long sections of road travel is not recommended for students under the age of 12 years.

Students must be instructed in the correct lead up skills, including the effective use of brakes, gears and safe group riding techniques. Students should also be instructed to use cycling hand signals (for example, when overtaking, cornering, slowing, stopping and signalling fellow riders of hazards) or verbal signalling, such as when students are mountain bike riding and need to keep their hands on the handlebars.

Speed must be monitored at all times and appropriate instruction provided. Particular attention is paid to speed and road position, especially on steep downhill grades.

### Road considerations

Where heavy traffic is likely to be encountered, a support vehicle must follow the group and display a sign to warn other road users of the cycling party.

Groups of riders must have appropriate intervals between them, so traffic flow is not affected.

Special care is taken when cycling during low visibility such as at dawn and dusk, or when it is raining. Night riding is not permitted.

**Note:** Rottnest Island roads are classified as low traffic roads, requiring low level riding competencies. A minimal number of commercial vehicles operate on the island and the roads provide a smooth, safe environment for students to move from one point to another. A risk assessment must form part of the planning process by the Department Teacher-in-charge.

### Guidance

*Weather conditions are monitored for their impact on road conditions in order to determine when to commence (and finish) cycling activities.*

*Caution and courtesy are needed on bicycle and shared pedestrian paths, particularly where paths crossroads.*

*Regular rest and refreshment breaks are to be scheduled, particularly for long trips. Route briefings should be conducted at rest stops.*

*Where events (for example, bikeathons, duathlons and triathlons) are conducted off school site, the Department Teacher-in-charge notifies and liaises with relevant clubs, the local government authority, the Department of Biodiversity, Conservation and Attractions and WA police to gain all relevant permits.*

## 6. EQUIPMENT

Each student must have a correctly sized, roadworthy bicycle suitable for the activity, that fulfils all legal requirements and has well-maintained brakes, tyres, chains and gears. As a minimum, the suitability of a bicycle should include a thorough inspection which considers the frame size, seat position and height, and seat to handlebar distance, to verify that the rider can operate the brakes and gears effectively.

### Safety, repairs and maintenance

The Qualified Supervisor must confirm prior to the commencement of the activity, that the equipment is safe, using a pre-ride checklist or similar.

Students must be instructed on how to conduct a safety check of their bicycle. The safety check must then be conducted at the beginning of each lesson (tyre pressure, tyre condition, gear system operation, steering mechanism, and pedal condition). It is recommended that front and rear lights be fitted and used when vision or safety is compromised. Students should also check the adjustment of their helmet and the condition of the inner and outer shell of their helmet.

Detected faults should be recorded. In the event that a student's personal bike has been identified to have a fault, a list of detected faults is to be sent home to parents/carers for repair. A copy of the report should be kept by a nominated supervisor as a permanent record.

If the parent does not make the required repairs or adjustments, the bicycle is not to be used in the program until such time as repairs and adjustments have been made.

Students must not be permitted to ride a bicycle that fails a mechanical inspection and/or is known to be unsafe or incorrectly sized.

All students on day trips or expeditions should have appropriate equipment for personal safety and bike maintenance.

Students should be taught how to maintain their bicycles.

Handlebar tape and plugs must be fitted to the bicycle for safety.

Bicycles must conform to the relevant Australian Standard or specifications.

Bicycles used for BMX activities must have adequately padded handlebars, cross bar and a goose neck. Knee and elbow pads, gloves, closed shoes, long sleeved top and long pants must be worn.

#### *Support vehicle*

If a support vehicle is used, it must be registered and display a sign that warns motorists that cyclists are on the road.

During touring activities, a support vehicle must accompany the group. The vehicle must be available to transport tired or injured riders, defective bicycles, as well as be present for safety reasons at regular intervals. The support vehicle must carry bicycle repair equipment as well as communication and emergency equipment.

First aid equipment must be readily accessible. It must include items appropriate to the activity, environment, size and needs of the party and duration of the activity. First aid equipment must be carried by a supervisor, preferably at the rear of the group.

#### *Appropriate equipment and clothing*

Students should be encouraged to wear brightly coloured, highly visible and/or reflective, close-fitting clothing that suits weather conditions, strikes a balance between ventilation and protection (for example shorts, aerobic pants or cycling knicks). Avoid wearing loose or flowing clothing that can catch on the bike's chain, gears or wheels.

All participants must wear an appropriately sized, correctly fitted helmet that adheres to the relevant Australian Standard. The helmet must be fitted and positioned correctly, with chinstraps fastened securely at all times.

Gloves are recommended for road, mountain bike riding and track cycling as they absorb vibration and protect the hands.

Appropriate, hard-soled, closed footwear must be worn.

Mobile phones must be available for use in an emergency situation on all rides (with allowance made for the fact that they do not operate in all localities). Satellite phones and/or UHF radios should be used where there is no mobile phone coverage.

A comprehensive tool kit and spares must be carried on all trips. Consideration should be given to equipment needs appropriate to the environment and duration of the activity.

### **Guidance**

*For further information, refer to Australian Adventure Activity Good Practice Guide: Cycling and Mountain Biking.*

*Each cyclist should carry a waterproofed map of the route, water bottle and energy food in a bike carrier, pannier, day pack or hydration backpack. Insect repellent, a plastic bag for rubbish and a small, personal first aid kit may also be useful.*

*For road cycling, all participants should carry a basic tool kit containing spanners or allen/hex keys that suit their bicycle, a puncture repair kit, a spare inner tube and pump. Should a student not have a kit, he/she should travel with a buddy who does.*

*Students should apply a broad-spectrum, water-resistant sunscreen as per manufacturer's instructions.*

*Students who own sunglasses should be encouraged to bring and wear them when required.*

### *Touring and events*

*Consideration should be given to placing signs on the roadside at the start and finish of the activity and on significant roads entering the proposed route, to warn members of the public that there will be cyclists on the road. Local police should be advised of the activity, date, time and route, prior to the commencement of the event.*

*When touring, all gear should be carried securely in panniers or day packs. Handlebar bags designed for small, light items can be used for maps, phones, cameras and snacks only. Otherwise, no gear should be carried on the handlebars.*

## **7. THE SUPERVISORY TEAM**

Refer to [Appendix A: General Requirements](#) for further requirements.

## **8. EXTERNAL PROVIDERS**

The Department Teacher-in-charge must ensure that external providers are made aware of the documentation they need to provide, or that must be sighted.

External providers must follow all mandated requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures and will be asked to supply copies of certain documentation, and/or make them available for the Department Teacher-in-charge to sight.

External providers should familiarise themselves with [Appendix A: General Requirements](#) and [Appendix D: External Provider Checklist](#).

## **9. MINIMUM QUALIFICATIONS AND COMPETENCIES**

The Department Teacher-in-charge must confirm that the supervisory team members possess skills in cycling, navigation and bike maintenance, and have the appropriate experience, knowledge and skills to identify and manage potential risks at any stage during cycling activities.

Refer to [Appendix A: General Requirements](#) for mandated first aid and CPR accreditation requirements and supervisory team competencies.

### *Minimum qualifications, formal training accreditation or required knowledge and skills*

Where cycling activities are conducted on school grounds or local trips on bike paths, shared paths and footpaths (crossing, but not travelling on roads), the Qualified Supervisor must have recent and relevant cycling experience, relevant current first aid and CPR accreditation.

If leaving the school grounds, at least one member of the supervisory team must have



recent and relevant experience specific to the desired activity or have attained current, activity-specific competencies from a recognised tertiary institution or training organisation, as follows:

Activity	Qualified Supervisor requirements
Low level riding competency (on and off school site, including Rottnest Island)	<ul style="list-style-type: none"> <li>• The Qualified Supervisor must have recent and relevant cycling experience, current knowledge of the location to be used, current first aid and CPR current accreditation.</li> </ul>
Road or cycle touring	<ul style="list-style-type: none"> <li>• The Qualified Supervisor must have recent and relevant cycling experience, current knowledge of the location to be used, and:               <ul style="list-style-type: none"> <li>○ <i>AustCycle Skills Coach Course</i> accreditation equivalent to the National Coaching Accreditation Scheme (NCAS)</li> <li>○ <i>Beginning Coaching accreditation</i> or</li> <li>○ <i>Level 1 Road and Track Coach certificate</i> from Cycling Australia or</li> <li>○ <i>Foundation Instructor</i> from AusCycling: <i>Road or Teacher Accreditation Course: Cycling</i> from WestCycle. or</li> <li>○ an equivalent qualification, as recognised by the Director General.</li> </ul> </li> </ul>
Velodrome, track or designated banked trail	<ul style="list-style-type: none"> <li>• The Qualified Supervisor must be suitably qualified and must have proven recent and relevant experience in track/velodrome cycling and experience as an instructor; or</li> <li>• <i>NCAS Road or Track Skills Coach accreditation</i>; or</li> <li>• <i>Foundation Instructor</i> from AusCycling: <i>Track</i>; or</li> <li>• an equivalent qualification, as recognised by the Director General.</li> </ul>
BMX cycling	<ul style="list-style-type: none"> <li>• The Qualified Supervisor must be able to prove they are suitably qualified and have proven recent and relevant experience in Conducting BMX cycling or</li> <li>• <i>Freestyle BMX Coach accreditation</i> from Cycling Australia or</li> <li>• <i>Beginner BMX Coach accreditation</i> from BMX Australia or</li> <li>• <i>Foundation Instructor</i> from AusCycling: <i>BMX</i>; or</li> <li>• an equivalent qualification, as recognised by the Director General.</li> </ul>
Mountain biking /off-road  <i>Qualification only required for riding classifications of Moderate level riding competency and above.</i>	<ul style="list-style-type: none"> <li>• The Qualified Supervisor must have recent <i>and</i> relevant mountain biking experience, current knowledge of the location to be used, current first aid with current CPR accreditations, personal experience in group mountain biking; and a current:               <ul style="list-style-type: none"> <li>○ <i>Level 0 MTB Skills Coach accreditation</i> from Mountain Bike Australia or</li> <li>○ <i>Foundation Instructor</i> from AusCycling: <i>Mountain Biking</i> or</li> <li>○ <i>Munda Biddi Ride Guide course</i> or</li> <li>○ Relevant units in Mountain Biking completed as a part of a Certificate III (or higher) in Outdoor Recreation, Outdoor Leadership or Sport, Fitness and Recreation Training package or</li> <li>○ <i>Teacher Accreditation Course: Cycling from WestCycle</i> or</li> <li>○ an equivalent qualification, as recognised by the Director General.</li> </ul> </li> </ul>

It is recommended that all members of the supervisory team have recent and relevant cycling skills, personal experience in the particular cycling activity and current knowledge of the location to be used.

It is recommended that at least two members of the supervisory team have relevant current first aid and CPR accreditation when conducting cycling activities off school sites.

### *Skills and experience*

The Department Teacher-in-charge must confirm that the supervisory team:

- has experience in the activity at the level being offered to students
- has the relevant qualifications
- has current First Aid and CPR qualifications
- understands the emergency responses and supervision responsibilities.

At least one member of the supervisory team must have expertise in routine bicycle maintenance.

All supervisors should have personal competence in the required cycling skills to be undertaken, as well as knowledge of:

- common injuries associated with each mode of cycling, and first aid experience in dealing with those injuries
- road rules and cycling codes, including rider etiquette.

### **Guidance**

*It is recommended that supervisors maintain evidence of their currency and experience through the use of a logbook, or similar.*

## **10. MINIMUM LEVELS OF SUPERVISION**

Group sizes and supervision levels are determined by the Department Teacher-in-charge after considering the:

- purpose of the activity
- age, capability, experience and skills of each student
- capacity of the teacher or supervisor(s)
- type of cycling activity to be undertaken
- students' medical conditions or disabilities
- nature of the environment.

Greater supervision may be required for less able students.

Supervision levels include the following minimum requirements:

- where cycling activities are held off school grounds, there must be at least two supervisors
- the Qualified Supervisor who leads the activity must have one of the required qualifications and recent and relevant experience.

Different levels of supervision apply to different cycling activities.

### **LOW LEVEL RIDING COMPETENCY - ON SCHOOL SITE**

#### **Kindergarten - Year 3**

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every six students or part thereof (including the Qualified Supervisor).

#### **Year 4 - 6**

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the Qualified Supervisor).

#### **Year 7 - 12**

Recommended two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 16 students or part thereof (including the Qualified Supervisor).

## LOW LEVEL RIDING COMPETENCY - OFF SCHOOL SITE (Includes Rottnest Island)

### Kindergarten - Year 3

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every five students or part thereof (including the Qualified Supervisor).

### Year 4 - 6

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the Qualified Supervisor).

### Year 7 - 12

There must be 2 supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 16 students or part thereof (including the Qualified Supervisor).

## MODERATE LEVEL RIDING COMPETENCY

### Kindergarten - Year 3

This activity is not recommended for students in Kindergarten - Year 3.

### Year 4 - 6

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 10 students or part thereof (including the Qualified Supervisor).

### Year 7 - 12

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 16 students or part thereof (including the Qualified Supervisor).

## HIGH LEVEL RIDING COMPETENCY

### Kindergarten - Year 6

- This activity is not permitted for students in Kindergarten - Year 6.

### Year 7 - 12

There must be two supervisors at all times:

- One Qualified Supervisor for every 22 students of part thereof; and
- One supervisor for every 11 students or part thereof (including the Qualified Supervisor).

The following table illustrates the minimum supervision requirements for common group sizes. Groups may be larger than those indicated but must remain within the prescribed supervision ratios and any limits set out earlier in this document.

<i>Cycling activities</i>	<i>Year level</i>	<i>Number of students</i>	<i>Qualified Supervisor</i>	<i>Assistant Supervisor</i>	<i>Total supervisory team</i>
<b>Low level riding competency: On site</b>	<b>K - 3</b>	1 - 12	1	1	2
		13 - 18	1	2	3
		19 - 22	1	3	4
		23 - 24	2	2	4
		25 - 30	2	3	5
	<b>4 - 6</b>	1 - 22	1	1	2
		23 - 33	2	1	3
	<b>7 - 12</b>	1 - 16	1	0	1
		17 - 22	1	1	2
		23 - 32	2	0	2
<b>Low level riding competency: Off site (inc Rottnest Island)</b>	<b>K - 3</b>	1 - 10	1	1	2
		11 - 15	1	2	3
		16 - 20	1	3	4
		21 - 22	1	4	5
		23 - 25	2	3	5
		26 - 30	2	4	6
		31 - 35	2	5	7
	<b>4 - 6</b>	1 - 22	1	1	2
		23 - 33	2	1	3
	<b>7 - 12</b>	1 - 22	1	1	2
		23 - 32	2	0	2
<b>Moderate level riding competency</b>	<b>K - 3</b>	Not recommended			
	<b>4 - 6</b>	1 - 20	1	1	2
		21 - 22	1	2	3
		23 - 30	2	1	3
	<b>7 - 12</b>	1 - 16	1	1	2
		17 - 22	1	1	2
		23 - 32	2	0	2
<b>High level riding competency</b>	<b>K - 6</b>	Not permitted			
	<b>7-12</b>	1 - 11	1	1	2
		12 - 22	1	1	2
		23 - 33	2	1	3

## 11. SUPERVISION STRATEGIES

Supervisory requirements must take into consideration the:

- age, capacity, experience and skills of each student
- qualifications, capacity and experience of the supervisor(s)
- type of cycling activity to be undertaken
- students' medical conditions, disabilities or impairments
- nature of the environment (for example, roadway, velodrome, off-road, gravel, visibility, gradient, traffic hazards)
- location of the activity (local or remote) and
- current and predicted weather conditions.

When repairs are being made during a ride, the remainder of the group must be supervised in a safe environment.

Refer to Appendix G: Camping activity specific document if the cycling excursion has an overnight component.

### **Guidance**

*It is recommended that:*

- *rules are established to confirm that all students remain in close proximity to the supervisors while in transit, particularly in poor weather conditions*
- *a supervisor with a current first aid qualification and competency in bicycle maintenance rides at the rear of the group or travels in the support vehicle following the group*
- *a lead cyclist is designated to provide guidance and direct the group to scheduled stops along the planned route*
- *a buddy system is established so that students can monitor and check the safety and wellbeing of their partner*
- *a regular head count of all participants is conducted, particularly at road or track junctions and/or in difficult conditions*
- *supervisors arrange pre-determined stops en route (as relevant) so that students can be provided with feedback, route information, safety tips, etc.*

## **12. IDENTIFICATION OF PARTICIPANTS**

In bushland all settings, students must always be clearly visible.

The Department Teacher-in-charge must employ systems for identifying students that may include brightly coloured fluorescent and/or reflective vests or similar. Alternatively, bicycles could be clearly marked and easily identifiable (e.g. with a brightly coloured flag).

Each identification system may be used in combination with others.

Supervisors should also wear brightly coloured/reflective clothing that promotes visibility.

## **13. COMMUNICATION STRATEGY**

Refer to Appendix A: General Requirements for further requirements.

## **14. RISK MANAGEMENT PLAN**

Refer to Appendix A: General Requirements and Appendix B: Risk Management Plan, for further requirements.

## **15. EMERGENCY RESPONSE PLAN**

Refer to Appendix A: General Requirements and Appendix C: Emergency Management Plan for further requirements.

## **16. BRIEFING STUDENTS AND SUPERVISORS**

The Department Teacher-in-charge must confirm that all participants are briefed about:

- the educational purpose (learning intentions) and the cooperative nature of the activity
- components of the activity (including skills required)
- standards of behaviour, including roles and responsibilities
- hazard identification and safety requirements
- buddy practices and procedures that will be followed if members of the party are overdue, or become lost or separated from the group
- physical boundaries marked for the activity
- communication signals to gain attention and request assistance
- emergency and evacuation procedures
- minimal impact principles for that location (Leave No Trace principles).

In addition to the above, the Department Teacher-in-charge must confirm that the supervisory team have been briefed about the following:

- the role and location of supervisors
- maintaining supervision ratios (including of those students not involved in the activity)
- modified/adjusted activity requirements for students with a disability or impairment
- the system for identifying students and supervisors
- student-specific medical requirements
- conditions associated with hypothermia, sunburn and dehydration
- communication strategies that will be used throughout the activity, including designated signals to gain the attention of the whole group, and to identify when emergency assistance is required
- location of first aid kit and emergency/rescue equipment
- appropriate clothing for the activity and weather conditions, including thermal and sun protection
- aspects of the environment and expected weather conditions
- the route to be followed including pre-determined stops and/or meeting points along the way (if applicable). Route briefings may be conducted at rest stops.

Special information sessions must be arranged for students or staff who were absent from preparatory briefings.

## 17. INFORMED CONSENT

Refer to Appendix A: General Requirements or further requirements.