

## Role Profile – HSBC UK Guided Ride Leader

As a Guided Ride Leader we expect that you will:

### Responsibilities

- Deliver a minimum of 8 rides as part of the HSBC UK Guided Rides Programme. It is envisaged that in most instances these rides will be those closest to your home to help you minimise travel time. To support the ambition of the programme, we advise that a proportion of these rides should be traffic free and/or less than ten miles to ensure they are open to families and people new to bike riding.
- Complete pre and post ride administration on [www.letsride.co.uk](http://www.letsride.co.uk) in respect to your leading activity.
- Endeavour to inform the participants with appropriate notice when you are unable to attend your ride.
- To wear the Ride Leader kit (provided) and an appropriate helmet (not provided) when you are taking part in the Guided Ride Programme.
- Help promote your rides and the Guided Ride Programme through local marketing and communications.
- Notify British Cycling if you are unable to meet the annual ride delivery requirements, for example, injury or illness.
- Notify British Cycling if you are convicted of a Criminal Offence at any time during the period you are registered on the HSBC UK Guided Ride Leader Database.
- Use a route within the Ride Leadership Award remit, that's appropriate for the group size and ability wherever possible.
- Hold a valid first aid certificate in order to lead your own rides; in the event that you do not hold a valid first aid certificate you must assist another leader who is first aid qualified on their rides.

### Expectations

- Carry out your volunteering role to the best of your ability and within the aims and values of the Guided Ride Programme.
- Treat all participants with respect and dignity in line with British Cycling's Code of Conduct.
- Comply in accordance with the Highway Code and public rights of way (where relevant).
- Act in accordance with the Data Protection Act/GDPR and comply with any policy introduced by British Cycling to comply with the Act.
- Follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
- Notify British Cycling should you be providing rides regularly (i.e. once a week or more) solely to participants aged 16-17 as you may require a Disclosure and Barring Service check to continue offering rides to these riders.
- Help British Cycling in its organisational purpose to transform Britain into a great cycling nation.
- British Cycling will inform you if there are any changes to your volunteering services as a Ride Leader.
- As a volunteer you will aim to minimise any of your expense claims through simple actions such as ride leading close to home and riding to start locations rather than driving. Full expense info available in the British Cycling Volunteer Expense Policy.