

02/02/2017

CDB/BR/223846//90075797

Octagon Cycling  
21 Nutholt Lane  
ELY  
Cambridgeshire  
CB7 4PL

Dear Club Secretary,

I am pleased to confirm that the renewal of Octagon Cycling affiliation to Cycling UK is now complete for twelve months. A renewal invitation for the following year will be sent to you approximately six weeks prior to the renewal date.

Please forward your club's membership number (90075797) to your members which will be required on the website to join as a Cycling UK individual affiliated member at <http://www.cyclinguk.org/join-membership/setup/AFMI>. In order to complete their application, they will need to enter this number in the box marked 'Affiliate Club Code' under the heading Affiliate Membership at the bottom of the website join page.

Organisers Liability Insurance continues to be in place with an unlimited capacity, providing protection for your officers and volunteer ride leaders. Full details and guidelines are provided in the enclosed fact sheet and on the website at <http://www.cyclinguk.org/membership/membership-for-clubs-workplaces-and-organisations>

Affiliation to Cycling UK continues to provide the following benefits:

- Cycling UK offer affiliated clubs guidance notes on club riding, further details of which can be found on the website at [www.ctc.org.uk/file/Public/rideleaderguide.pdf](http://www.ctc.org.uk/file/Public/rideleaderguide.pdf)
- Individuals may take up Cycling UK affiliation personally through your club, providing them with 3<sup>rd</sup> Party Cover at a cost of only £24 annually.
- A copy of the bi-monthly magazine 'Cycle' will be sent to your organisation at the above address.
- Cycling UK provide comprehensive support and guidance for event organisers. All the forms, policies and procedures can be found at <http://www.cyclinguk.org/events/support-for-cycle-event-organisers>

Should you have any queries or require further information please contact the Membership Team on 01483 238301 or email [membership@cyclinguk.org](mailto:membership@cyclinguk.org).

Best wishes,

Ben Rowley  
Membership Officer

**This guidance sheet has been produced by Cycling UK, formerly CTC, and Butterworth Spengler Insurance Group to offer guidance as to what an Affiliated Body should look to do to minimise the potential for incidents to occur. Cycling UK however are not authorised to give advice on insurance.**

## Organisation included in the insurance

Octagon Cycling

## Period of insurance

01/02/2017 to 31/01/2018

## How is the insurance provided?

Cycling UK has arranged Organisers' Liability cover for bodies affiliated to Cycling UK and its officers. Cover is given under a cover taken out by Cycling UK with Royal & Sun Alliance under policy number RSAP1587485200. The policy has a maximum liability of £10,000,000 in respect of each incident and is for the period 1 October 2016 to 30 September 2017. Cover provided to you after 30 September 2017 will reflect the cover available to Cycling UK at the time. A copy of the master insurance policy is available on request.

Cycling UK believes that the cover provided meets the needs of affiliated bodies. Cycling UK has *not* assessed individual needs for insurance and you will *not* receive advice or recommendations from Cycling UK about your insurance needs.

Cycling UK arrange this cover via Butterworth Spengler Insurance Group, who are authorised and regulated by the Financial Conduct Authority. You may check this and obtain further information by looking at the [Financial Services Register](#).

## Summary of the cover provided

Affiliated bodies ('You') may organise rides primarily for their members. They may also organise 'events' which are rides for both members and the public.

You are covered for rides / events *providing* the ride / event involves fewer than 200 riders. For events involving more than 200 riders, you *must* advise Cycling UK of the details in advance of the event by completing an event registration form.

You are covered for rides / events which are touring competitions, reliability events, audax events, and in record breaking. You are not covered for any form of competitive cycling including time trials or mass start races.

The cover also includes social events run as part of a ride, for example, tea stops or a barbecue for ride participants at the end of a ride and for meetings of your organisation.

If your officers are involved in the running of a ride / event (as a ride leader, marshal, or in a similar capacity), you are covered against claims made against you or your officers for injury or damage caused to a third party.

Rides in collaboration with other bodies are covered *provided* you are clearly the organiser of the ride / event and Cycling UK rules and guidelines are applied to the event.

Your officers are covered while they are a fully paid-up individual member of your organisation. For peace of mind, you are strongly encouraged to register with Cycling UK your officials who you want to be covered.

You are covered provided the ride / event is run in accordance with any guidance issued by Cycling UK *and in particular* that you are aware of all participants on the ride / event, either through collection of names or by completion of an entry form.

'Tours' lasting more than one day and including transport and / or accommodation may constitute a 'package'. Unless organised via a bonded travel operator such as CTC Cycling Holidays and Tours, such a 'tour' *may* be illegal and will not be covered.

## Geographic cover

You are covered for any ride / event which takes place within Great Britain, Northern Ireland, the Isle of Man, or the Channel Islands.

## 'Guest' or non-members

You are covered if a non member on your ride / event causes injury or damage leading to a claim against you.

A Cycling UK guideline is therefore that there should not be more than ten non-members on any one ride, nor should a non-member participate in a Cycling UK ride more than three times. This limitation does not apply to *events* registered with Cycling UK.

## What to do if there is an accident

If there is an incident which you think may lead to a claim being made against you or your officers, you should follow the guidance in the *Law and Liability for Cycle Activity Providers* advice sheet and complete the *Incident Report Form* immediately. You should also telephone the Cycling UK Accident Line on 0844 736 8452. They will send you a claim form to complete. Fill in the form with as much information as possible and send it together with any supporting information, including any letters of claim sent to you to: Butterworth Spengler Insurance Group, 20-24 Faraday Road, Wavertree, Technology Park, Liverpool L13 1EH quoting the Cycling UK policy number RSAP1587485200.

## What to do if you have a complaint

If you wish to make a complaint about any aspect of the cover provided to you, please speak to us at Cycling UK on 01483 238300. If you remain dissatisfied, you should make a complaint using Cycling UK's Complaints Procedure. Details are on the Cycling UK website at [www.cyclinguk.org](http://www.cyclinguk.org).

## Peace of mind

Royal & Sun Alliance is covered by the Financial Services Compensation Scheme. If they were unable to meet their obligations to you under the Cycling UK policy, you may be entitled to compensation from the scheme.

**Cycling UK**



**Invoice/Receipt No: CDB/BR/223848**

Octagon Cycling  
21 Nutholt Lane  
ELY  
CB7 4PL

Cycling UK, Parklands, Railton Road  
Guildford GU2 9JX

Tel: 01483 238301

Email: [membership@cyclinguk.org](mailto:membership@cyclinguk.org)

**02/02/2017**

<b>Cycling UK affiliation 01/02/2017 to 31/01/2018</b>	<b>£75</b> <b>FULLY PAID</b>
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**Remittances should be made payable to 'Cycling UK'**

**Please return to Cycling UK Membership, Parklands, Railton Road, Guildford, GU2 9JX**

VAT Registration No. 358 9638 90