

Pedal Power Social Ride Sign-on Sheets

From Friday 7 August 2020 onwards, all Pedal Power Social Ride Leaders must ensure they follow these protocols when processing social ride sign-on sheets:

- Ride Leaders will be responsible for ensuring all riders sign on before taking part in the ride. Please use hand sanitiser to disinfect the pen between each person signing. The Social Ride Release and Sign-On Form is available on the Pedal Power website.
- Ride Coordinators MUST let the office know (office@pedalpower.org.au) if there are any changes to the standard rides advertised on our website (eg. new rides/cancelled rides).
- All sign-on sheets must be sent to office@pedalpower.org.au within 7 days of the ride being completed. If the Ride Leader is the sending in the form, please cc the Ride Coordinator in the email as well.
- **Both the signed pages and the release/disclaimer pages MUST be sent.** This will allow Pedal Power to identify the disclaimer under which the riders signed on, which is important for legal reasons.
- All sheets must be sent via email (not posted) as a scanned PDF or a photo. You can just snap photos of the sign-on sheets and disclaimer with your phone and email it on the spot before you set out on your ride!
- Details of the ride are clearly written at the top: Date, Ride Name, Ride Leader, Route-master (if relevant). All participating riders must have signed against their names on the sign-on sheets.
- Check the quality of your image. All names and signatures of participating riders must be clearly visible.
- Retain the sign-on sheet for two week after sending. This will allow the Pedal Power office to check the form for legibility and ask for resubmission if needed.
- Consistent with Pedal Power's privacy policy, personal details of members must be treated carefully. After retaining the sign-on sheets for two weeks, ride leaders are asked to securely destroy / shred them.

What will happen once the sheets are sent to the office?

- Pedal Power's Office Manager will check and store the documents electronically. We will maintain a log of all sign-on sheets received.

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-2-

- We will check the file/image for legibility and ask Ride Leader/Coordinator to resubmit illegible forms.
- The Ride Coordinator is ultimately responsible the timely submission of ride sign-on sheets. We will advise the Ride Coordinator weekly if there are any missing forms. The Ride Coordinator will be responsible in chasing the missing forms.

What are individual riders' responsible for?

If riders are feeling at all unwell in any way, they must not attend a ride. Riders must agree to Pedal Powers Terms and Conditions for Social Rides by signing the sign-on sheet before going on the social ride. Riders also need to stay at least 1.5 meters apart, avoid physical greetings, wash their hands as often as possible and avoid touching their face.

