

**NORTH COTSWOLD
CYCLING CLUB
(N.C.C.C.)
CONSTITUTION & HANDBOOK**



March 2024

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1. FORMATION OF THE NORTH COTSWOLD CYCLING CLUB

The North Cotswold Cycling Club was re-formed in the winter of 2011.

2. CLUB CONSTITUTION (KEY RULES)

- 1) **NAME:** The Club shall be called the North Cotswold Cycling Club (NCCC).
- 2) **MAIN PURPOSE** The purposes of the club are to promote the amateur sport of cycling in the North Cotswolds and community participation in the same.
- 3) **AIMS AND OBJECTIVES**
 - 1) To organise recreational cycling activities for members.
 - 2) To organise competitive cycling events for members.
 - 3) To organise events within the disciplines of the major national cycle sport organizations.
 - 4) To encourage the development of cycling and youth cycling in the North Cotswolds.
 - 5) To engage in activities and events likely to increase interest in cycling locally.
- 4) **MEMBERSHIP**

Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Members may participate in:

- I. Regular programmes of road / off-road recreational rides led by British Cycling trained and experienced cyclists.
- II. Club Time Trials
- III. Programme of training rides and related coaching activities
- IV. Programme of social events
- V. Affiliation to British Cycling and access to Third Party Insurance liability'

5) Classes of membership:

(NB The club will aim to keep subscriptions at levels that will not pose a significant obstacle to people joining).

There are several categories of full membership:

- I. Junior Membership: aged under 18 on 1st January
- II. Adult Membership: aged over 18 on 1st January.
- III. Family Membership: Partners who live at the same address, and their children under the age of 18
- IV. Second Claim Members: any member who is a First Claim Member of another cycling club. Second Claim Members are entitled to all the benefits of Club Membership but shall not have a vote at the AGM/EGM.
- V. Associate Members: Members who are interested in maintaining links with the Club but are not actively participating in Club events may become associate members and receive all club communications.
- VI. Go Ride Membership: All Junior Members of NCCC will be eligible to participate in Go Ride Activities. Go Ride membership shall be available to all who are under 17 on January 1st and all Go Ride Members shall have the same Constitutional rights in the management of Go Ride Activities. Go Ride Members are not required to be full members of NCCC. Once they participate regularly in NCCC rides or Events they will be required to take out appropriate NCCC membership.

6) Refusal of Membership

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute.

Appeal against refusal or removal may be made to the committee.

7) Responsibilities of Membership

- I. Members are expected to behave in a manner conducive to safety and the good name of the Club.
- II. Members are required to obey the instructions of Club Officials, or their deputies, regarding their conduct while participating in Club activities.
- III. Members are expected to volunteer to support Club organized events by marshalling, manning refreshments, or supporting new club development projects.

8) **Rights of Members:** All full members have the right to participate in all club rides and cycling activities.

9) Subscriptions

- I. Subscriptions are due on 1st January and run for the calendar year.
- II. The annual subscription for each class membership, and the third party insurance fee shall be set at the AGM and shall take effect from the following 1st January.
- III. The current rates for membership and for insurance will be posted on the Club web page on the membership page.
- IV. The subscriptions of new members joining after 31st August shall be valid until 31st December of the following year.
- V. Any member that has not paid their subscriptions by 28th February, or requested to become an Associate Member, shall be deemed to have resigned from the club and all benefits of membership shall cease.
- VI. In addition to the annual subscription, all full NCCC members shall be members of a National Cycling Organisation that provides them with personal third-party liability insurance while cycling.

10) Application for membership

- I. Applications for membership shall be made via British Cycling and the links are available on our web page.
- II. The benefits and responsibilities of membership shall commence immediately on becoming a member.
- III. Applications for membership may be considered at the next meeting of the General Committee. The General Committee reserves the right to refuse an application for membership in which case the subscription monies shall be

returned, but only within the guidelines on equality of British Cycling which are deemed to be part of the Constitution of NCCC.

- IV. Data storage: Your basic data will be stored by the Club for use in the organisation and distribution of information necessary to the running of the Club. By becoming a member you are consenting for your basic data to be used as above. Your name and email address will be held securely. We live in digital times and as such regularly take photographs and videos of members during and post rides which are purely used to promote NCCC and the benefits that we offer via our social media platforms. As a member you are agreeing to this. We do comply with the guidelines of GDPR fully.

11) Property and Funds

- I. The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- II. The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- III. The club may also in connection with the sports purposes of the club:
 - Sell and supply food, drink and related sports clothing and equipment.
 - Employ members (though not for riding), remunerating them for providing goods and services, on fair terms set by the committee without the person concerned being present.
 - Pay for reasonable hospitality for visiting teams and guests.
 - Indemnify the committee and members acting properly in the course of the running of the club against any liability incurred in the proper running of the club (but only to the extent of its assets).

12) Winding up of the Club

- I. The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- II. The committee will then be responsible for the orderly winding up of the club's affairs. After settling all liabilities of the club, the committee shall dispose of the net assets remaining to one or more of the following:
 - To another club with similar sports purposes which is a charity.

- To another club with similar sports purposes which is a registered CASC (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).
- To the club's national governing body for use by them for related community sports.

3. MANAGEMENT OF THE CLUB (KEY RULES)

1. CLUB COLOURS

The Club Colours shall be as per the current design, shown on the website, that has been approved by the committee.

2. THE GENERAL COMMITTEE

- I. The General Committee of the Club shall be responsible for ensuring that the Club pursues an active strategy for implementing the aims and objectives of the Club.
- II. The Club is committed to equality of representation and will attempt to ensure through the nomination and election process that all groups are properly represented on the Committee. The Committee shall use its powers of co-option, if necessary, in order to achieve proper representation.
- III. The Committee are collectively and individually responsible for the consequences of Club activities. The Club maintains Third Party Insurance with CTC and BC to cover the risks involved in its normal activities and the Committee ensures that activities comply with the requirement of the third-party liability cover.
- IV. Committee Members are made aware of these responsibilities on accepting office.
- V. The Club does not employ any staff, trade for profit, or engage in any Contractual activities relating to the ownership or management of land or commercial assets.
- VI. The General Committee of the Club shall ensure that appropriate training and development is available, and funded, such as to ensure the proper fulfilment of the duties of Committee members.

3. **Sub Committees**

- I. The General Committee shall have the power to create sub committees to carry out areas of its responsibility. Where the sub-committee has an ongoing function, the AGM shall be asked to approve the structure and membership of the sub-committee at the first appropriate AGM. Sub committees shall report formally to the Management Committee at least twice a year.
- II. Go Ride and Youth Activities: NCCC shall seek to promote youth cycling in the North Cotswolds and shall create a Youth Initiative Sub Committee as part of its Management Structure. The Go Ride Activities will be managed through this sub-committee.

4. **Officers of the Club**

The Club may choose to have a President who will seek to promote the position of the Club in the wider community of the North Cotswolds and to ensure that the wider purposes of the Club are actively pursued. The President shall hold office for three years and not normally be re-elected at the end of that term. The President will be, if appointed, an honorary member of the committee but will have the same voting rights as all other committee members.

A. The following officers shall be ex officio members of the Management Committee:

- Chair
- Vice Chair
- Club Secretary
- Treasurer
- Club Welfare Officer
- Chair of Youth Initiative
- Race Secretary
- Club Ride Captain
- Membership Secretary
- Publicity and Communication Officer
- Social Secretary

(These are mandatory posts beyond this the organisation of posts is discretionary)

The club has agreed at the AGM to have 5 additional members of the committee who are: -

- General Committee member 1
- General Committee member 2
- General Committee member 3
- General Committee member 4
- General Committee member 5

All Officers shall be elected or re-elected annually at the AGM.

The Committee shall have the power to co-opt additional members if in the period between AGM's it is deemed to be beneficial to the best management of the club.

Additional management and administrative responsibilities may be identified from time to time and the Committee will seek to ensure that volunteers are recruited to support these initiatives. These may include:

- Secretary of the Youth Initiative
- Web site development
- Ride Leader Allocations
- Thursday and Saturday Runs Captain
- Equipment Manager.
- Any other such responsibilities as the club committee may decide

B. The Club shall maintain written Job Descriptions for all Officers. These shall be reviewed by the General Committee, and updated as necessary, prior to each AGM.

C. In the event of any Officer resigning, the General Committee shall have the power to immediately appoint a replacement.

5. Charitable Donations and Support for Charities

The club can choose to support one or more charities. The nominated charities can only be agreed at an AGM or EGM. Once a charity or charities is nominated the charity will be the club's principal charities until a club member proposes and the membership accepts a new charity at an AGM or EGM.

6. Operation of the General Committee

- I. The members of the General Committee shall be the Officers of the Club with the responsibilities as listed above.
- II. The General Committee shall meet not less often than once every two months. Members shall receive not less than 7 days' notice of the meeting and may attend as observers.
- III. If any member of the General Committee is absent without reason from three consecutive meetings the remaining members shall have the power to declare his office void and shall immediately appoint another member of the club in his place.
- IV. Officers representing a Sub-Committee may, if unable to attend a meeting of the General Committee, arrange for their place to be taken by another member of the appropriate Sub-Committee who shall have full voting powers.
- V. Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

7. Duties of the General Committee

- I. To direct the activities of the Club and to organise Club Events.
- II. To manage and control the financial expenditure of the Club.
- III. To formulate the terms of reference, and any financial powers, of Sub-Committees.
- IV. To set the number and value of any prizes to be contested at Club Events.
- V. To expel or otherwise discipline any Members of the Club upon due cause being shown.
- VI. To suspend any Officer of the Club upon due cause being shown.
- VII. To call a Special General Meeting of the Club if the committee agrees one is required.
- VIII. To carry out all other such acts, as necessary, on behalf of the Club.
- IX. In every case, the decision of the General Committee shall be final.
- X. Sell and supply food, drink and related sports clothing and equipment to recover costs.

- XI. The Committee will have due regard to the law on disability discrimination and child protection.

4. MEETINGS (KEY RULES)

1. General Meetings

- I. Members shall receive not less than 21 days' notice of a General Meeting.
- II. Proposals for Constitutional change shall reach the Secretary not later than 15 days before the General Meeting and must be formally proposed and seconded.
- III. Proposals for items for discussion at AGM shall reach the Chair or Secretary not less than 15 days before the meeting.
- IV. The Chair, Vice Chair and the Secretary shall agree the Agenda and copies of the agenda shall be available to members not later than 3 days before the General meeting.
- V. The Secretary must ensure that any proposal for Constitutional Amendment is communicated 14 days prior to AGM/EGM.
- VI. A quorum at a General Meeting shall consist of 20 members, or one quarter of the total Club membership 21 days before the date of the Meeting, whichever is the lesser number.
- VII. Posting of the notices of the AGM/EGM, Proposals for Constitutional change and of the Agenda on the Club web site shall meet the requirement for notification.

2. Annual General Meetings

- I. The AGM shall be held not later than 30th November each year.
- II. The business to be conducted at the AGM shall consist of the following as a minimum:
 - Chairs Review of the Year
 - Presentation of the annual accounts
 - Summary Reports (can include the following): -
 - Welfare Officer
 - Youth Initiative Chair
 - Race Secretary
 - Club Ride Captain

- Membership Secretary
 - Publicity and Communications
 - Social Secretary
- Setting of the annual subscription
 - Constitutional Amendments (if appropriate)
 - Election of the Officers of the Club
- Agenda items as proposed by members and accepted by the Chair and Secretary
 - Revisions to the club colours and all clothing
 - The making, altering and rescinding of such Club Rules as deemed necessary by the Committee
 - Any other Business
- III. Copies of the annual accounts in electronic form shall be available to members not later than 3 days before the AGM.
 - IV. No member may vote at an AGM unless her / his subscription for the current year has already been paid.
 - V. Extraordinary General Meeting (EGM) may be called by the General Committee at any time for any purpose whatsoever subject to 21 days notice.
 - VI. An EGM may be called on a requisition signed by not less than ten members, and the requisition is to clearly state the nature of the business.
 - VII. The Club Secretary shall issue minutes of the meeting to all club members.

3. Alterations to the Club Constitution

- I. Alterations to the Club Constitution can only be made at an AGM/EGM
- II. Club Rules may only be made, altered, or rescinded at a General Meeting.

4. FINANCE (KEY RULES)

1. The financial year shall run from 1st November to 31st October.
2. A Club Bank Account (or accounts) shall be opened and maintained.

3. Cheques shall be drawn under the joint signatures of the Treasurer and other committee members nominated by the General Committee. All payments are to be sanctioned by the General Committee.
4. The Treasurer shall be authorized to use electronic banking for the making of payments to a limit of £500.
5. The Treasurer shall produce a Financial Report for every Committee Meeting.
6. The General Committee shall appoint an independent person to scrutinize the bank account records and the accounts annually .
7. Organisers of Club Events shall pass any monies due to the Club, to the Treasurer within 14 days of the event unless agreed otherwise by the Treasurer.

6. CLUB TROPHIES

A Trophy sub-committee shall be formed annually and will agree who should be awarded the Club Trophies based on nominations received from members.

- I. **Club member of the Year** awarded to the Club Member who has done the most to promote the interests of Club during the previous year.
- II. **Women's Trophy** awarded to a female rider who has achieved much in the previous year.
- III. **Richard Milner memorial Cup** awarded to the club member who has gone "above & beyond" with their involvement with the club in the last year
- IV. **Most Improved Rider** awarded to the rider who has improved the most in terms of speed, fitness, technical skills, or has overcome personal difficulties to continue riding.
- V. **Best Young Rider** awarded to a young rider (under 18) who has achieved most in the last year.
- VI. **Crash of the Year:** a humorous trophy awarded to the poor rider who has had the most spectacular crash or crash in the year.

(NB Eligibility to be awarded a Club Trophy: Only First Claim Members, riding in the name of the Club, shall be eligible to hold Club Trophies and Club Records. However, the General Committee shall have the power to waive this rule and allow Second Claim

Members to hold Club Trophies and Club Records if, in their opinion, there are special circumstances which make this desirable.)

Claiming Prizes and Trophies : Any prize not claimed before the end of the Club Financial Year (See 5.1.1) in which it is issued shall be considered to be forfeited.

7. **Child Protection and Safeguarding Policy**

The Club has agreed to adopt the British Cycling, Child Protection and Safeguarding policies for young people (under 18). These conform to the best practice with regard to Child Protection and Safeguarding and these policies are posted on the clubs website

8. **General Standards of Behaviour**

- I. The North Cotswold Cycling Club adheres to the British Cycling Codes of Conduct on Equality and Safeguarding. Anyone breaching these standards may be suspended or excluded from membership and barred from all Club events.
- II. Issues involving concerns under the clubs Safeguarding policies shall be dealt with by the Club Welfare Officer and both notified and ratified by the General Committee.
- III. Members are expected to conform to instructions from Club Officials and Ride Leaders at all times, as they impinge on the safety of any Club activity and failure to do so may result in immediate suspension from the activity and referral to the general committee for consideration and possible exclusion from the club
- IV. The Club is committed to open communication through general e mail or web postings. It is a disciplinary offence to communicate directly with a juvenile member of the club except by general communication or communication to which their parents are party.
- V. The Club will not communicate personal information to anyone outside the Club and will not post images of members without their explicit permission. Tacit permission is assumed for group photos taken with the knowledge of all members at club events.
- VI. Members must carry Third Party Liability Insurance.
- VII. Visitors must join the Club and pay their subscription and demonstrate their Third Party Liability Coverage, after they have participated in **no more than 3 events.****
- VIII. Normally membership of the CTC or British Cycling or another Third Party Liability Insurance will be required.

IX. Members are encouraged to carry ICE (In Case of Emergency telephone number) details on their mobile telephone and also, optional, to carry wear an ICE bracelet or equivalent.

X. **Mudguard Rule**

- 1) All riders shall fit a rear mudguard whilst riding on club rides during winter, late Autumn and early Spring.
- 2) The mudguard rule will generally come into force at the end of British Summer Time (BST), in late October and again look to be removed when BST begins at the end of March each year.
- 3) The Committee shall inform club members in advance of when the rule commences and ends dependant on the prevailing weather and road conditions at the time.
- 4) The Committee will enforce the mudguard rule during the period the rule is in place. Any rider not having a suitable rear mudguard will not be permitted to join club rides.
- 5) A rear mudguard must be of sufficient length, at least finishing level with the rear axle so that water spray is not directed onto the following rider. Riders are also recommended to use a front mudguard for added protection.

9. **Disciplinary Procedures**

- I. Any case to be answered under Safeguarding legislation or policies shall be addressed initially by the Club Welfare Office as soon as practicable after the event/incident, who will then determine the appropriate line of action, and if necessary initiate a referral to the Police and Social Services . There may also be a referral to the Club Disciplinary Sub Committee
- II. Any one accused of consistent behaviour which jeopardises the safety of others or brings the club into disrepute shall be subject to a disciplinary procedure.
- III. Repetitive breaking of the Highway Code or recommended best practice for riding in groups may be subjected to a disciplinary sanction.
- IV. The Committee shall appoint a Disciplinary Sub Committee to hear cases of alleged disciplinary breach. The Committee shall normally be five people.
- V. The disciplinary sub-committee shall normally be chaired by the Club Chair.
- VI. The findings of the Disciplinary Committee shall be final.
- VII. Any member subjected to disciplinary sanction shall have to right to appeal to the Disciplinary Sub Committee for the sanction to be disregarded.

10. **Recommendations for Club Riding**

1. RIDING ON THE ROAD

To ensure the safety of yourself and fellow Club Members and to avoid undue annoyance to other road users, the following rules should be observed when riding in groups:

- Always ride in accordance with the Highway Code
- Always wear an approved helmet
- Dress to be seen by other road users
- Do not ride more than two abreast
- Do not pass the leader without her / his permission (as this leads to confusion and delay at turnings.)
- Do not break formation when halting at junctions, traffic lights, etc
- Ride in single file when necessary or when directed by the ride leader, to avoid undue obstruction to other road users. NB The rider on the outside of the group should tuck in behind the rider on the inside.
- The ride leader will carry a first aid kit with them
- It is strongly recommended that you carry waterproof clothing and a spare inner tube and puncture repair kit
- When approaching obstructions such as stationary cars, especially at night, the leader should give due warning by saying “on the left” or “on the right” as the case may be. Warning of approaching traffic should be given, e.g. if a car is coming towards the group “**car down**” or if it is coming from behind “**car up**”.
- Cycles should be road-worthy and comply with the law regarding brakes, lights, reflectors, etc.

2. OFF-ROAD RIDING

- Use only legal rights of way for cycling i.e. Bridleways, unadopted roads, permissive roads etc.
- Use a suitable map to navigate.
- Give way to other path users, i.e. horse riders and walkers. Be courteous and give audible warning of your approach.
- Avoid eroding the path.

- Leave gates secured as found.
- Always wear an approved helmet.
- Ride a cycle in a well-maintained condition, and carry adequate spares and tools.
- Dress in clothing suitable for the prevailing weather conditions; remember that weather conditions change during a long ride.
- Take adequate supplies of food and drink
- The ride leader will carry a first aid kit and know how to use it.
- If you get muddy take care when visiting cafes etc.

3. **The Ride Leader**

All rides are led by a designated ride leader who is responsible for co-ordinating the ride and ensuring that good order is maintained. Riders in the group should follow the instructions of the Ride leader. The Ride Leader will have undergone and passed the British Cycling Ride Leader Training.

The ride leader will:

- Ensure that the group rides in an orderly manner following best practice and at a pace consistent with its stated objectives and prevailing conditions.
- That warnings are communicated through the group as appropriate to prevailing conditions.
- Ensure that the Ride Route is followed.
- Assess any unexpected conditions and take the decision to alter the ride appropriately. In autumn and winter the ride leader will have taken steps to assess the risk of ice and other road hazards such as mud on the road.
- Know who is riding in a group and ensure the safe return of all riders. Wherever possible the Group Leader will be assisted by a sweeper who will ride towards the back of the group and ensure that people are not unwittingly left behind.
- Normally the Ride leader will ride towards the front of the group and control the pace. Members of a ride are expected to follow the advice and instruction of the group leader. Consistent failure to follow the advice and instruction of the Ride Leader and Sweeper will lead to withdrawal of the right to join Club Runs
- The ride leader will carry a First Aid kit and will be trained in First Aid

11. This Constitution was approved by the Annual general meeting of the North Cotswold Cycle Club held on

Simon Jones

Vice Chairman NCCC

19 March 2024