



**Members**

**Handbook 2025**

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## Club Officials 2025

Role	Name	Email
President	Jonathan Walters	president@swrc.org.uk
Vice Presidents (** max 2 to sit on Committee)	Phil Parkinson Colin Quemby Robert Squirrell Alan Parkinson Bob Maylin ** Geoff Redhead Mike Wood **	
Secretary	Bill Baker	secretary@swrc.org.uk
Membership	Simon Clementson	membership@swrc.org.uk
Treasurer	Brad Snyder	treasurer@swrc.org.uk
Racing Secretary	Ian Waldron	racing@swrc.org.uk
Audax Secretary	Jonathan Higgs	audax@swrc.org.uk
Ladies Secretary	Lynne Wood	
Club Runs Secretary	Ian Waldron	clubruns@swrc.org.uk
Webmaster	Gordon Davies	webmaster@swrc.org.uk
Clothing Secretary	David Savin	clubclothing@swrc.org.uk
Welfare Officer	Edel Costello	welfare@swrc.org.uk

## Club Affiliations for 2025

- British Cycling
- Cycling Time Trials
- Cycling UK

## 2025 Hill Climb Championship

The Hill Climb Championship is Iron Lane, <https://www.strava.com/segments/9927743>

Awards will be based on the times recorded on Strava.

## Club applications

### MemberMojo

The club uses an online application <https://membermojo.co.uk/swrc> to manage club membership, club cycle kit purchases and bike box loans.

Members can either create a password to log in or request an email link.

It is important that members ensure that their record is up to date particularly the email address as this is used to both login and for club communications.

### Spond

Spond is the tool used to manage all club rides. To be included on Spond club members should join using the following link

<https://group.spond.com/JMXVE>

Spond is available as a web application or a mobile app for both iOS and Android.

All club rides are included on Spond.

When a member joins Spond it would be very useful if they both include a photo and that they update their details for who should be contacted in the event of an emergency (ICE details).

To input your ICE details, it is easiest to use the app.

*Go to the Home screen: Click Photo (top left) > Group memberships > SWRC and then edit the available fields.*

The personal details page also includes date of birth. Spond needs this information to manage payments which is a feature that the Club do not use. If you do not wish to share your date of birth you can change the date to 1 January 2000.

There is also the option to include your address. It is completely voluntary to complete this field.

If you need to access a member's ICE details because of an incident on a club ride:

*Go to the Groups page: Select SWRC> select members> search for the individual*

If a club member is unable to include their ICE details, then please email [secretary@swrc.org.uk](mailto:secretary@swrc.org.uk) with the information and who will update your profile.

All members can create rides on Spond. When creating a ride you can limit who receives invitations. However, we do ask that all rides created are visible to all members.

Club events such as Christmas lunches can be set up on Spond. Organisers are asked to use Sponds messages feature to discuss options with event attendees rather than using the specific events comments feature.

If you indicate that you intend to attend a ride and subsequently your plans change then please decline so that other attendees do not wait for you at the start. If you decline a ride and subsequently do wish to attend you will find the ride listed on the groups page.

## Ride with GPS

A library of club rides is included on Ride with GPS.

To join the SWRC club click on the link below. A paid membership to Ride with GPS is not required.

[https://ridewithgps.com/auto\\_approve?code=YdCbSBwsrCSy2zPJ&id=8382&q=joined&type=Club](https://ridewithgps.com/auto_approve?code=YdCbSBwsrCSy2zPJ&id=8382&q=joined&type=Club)

## Strava

The club has a site on Strava. Members should go to <https://www.strava.com/clubs/swrc> and click on the request to join.

## WhatsApp

A number of ride groups use WhatsApp as a discussion forum both before and after a ride. If you wish to join the WhatsApp group talk to the ride leader.

## SWRC SoS WhatsApp Group

The SWRC SoS WhatsApp is a new initiative for 2025. All members of the club are invited to join and any family members who would like to help.

You can join using this link:

<https://chat.whatsapp.com/GwepHmZLzYAH0QBhatslwx>

How does it work?

If you are out riding on your own and you have a mechanical issue or a health issue that prevents you from continuing to cycle you should post to this group stating the issue and dropping a pin to show your location.

To show your location:

- Open the SWRC SoS Group chat.
- Tap the attachment icon (usually looks like a paperclip).
- Select "Location".
- Choose "Send your current location" to drop a pin at your current position.

If another member on the chat sees your message and can help then they should respond accordingly. If a help offer is accepted then all further discussion should be direct and outside of the chat.

Many of us have been on a ride and benefited from the help of a stranger. Another cyclist may help with a mechanical issue or a motorist may offer to take us to the nearest railway station. Hopefully this chat group will be another way of asking for help when it is needed.

## Club Cycle Kit

We open the club kit shop typically three times per year. We have a wide range of clothing and accessory items at different price points to meet our members' requirements.

The club does not hold any stock.

Please be aware that because all ordered items are club specific, if you order an item that does not suit you for any reason then our supplier, Kalas, will NOT offer any refunds.

We will offer a "bulletin board" for members to sell/swap items to other members if there are issues with kit sizes. The Club will NOT provide refunds.

We encourage club members to wear club kit on all club rides.

## Third-Party Insurance

All club members must accept responsibility for their own conduct and safety (including the safety of their bicycle and other equipment) during Club activities. You are responsible for your own safety and individuals take part in any group rides at their own risk. SWRC and its club members accept no responsibility for the safety of anyone participating in group rides, and no liability in the event of an accident. We strongly recommend that you take out appropriate third-party insurance.

Both Cycling UK and British Cycling offer appropriate third-party insurance. Cover may also be available under personal household insurance.

## Safety Information and Riding Tips

Clubs runs are meant to be an enjoyable and sociable experience. Your enjoyment will be enhanced by following some simple rules on how to ride in a group:

Riders must wear helmets when taking part in any SWRC activity.

Where road and traffic conditions allow, riders should arrange themselves in twos, following closely the pair in front. Your ride leader should ensure that the group is no larger than 10 riders.

Where the road is narrow or traffic is heavy, the group should form into a single file. Please listen for the group leader calling 'single out' and move into single file promptly on hearing this.

Not pushing into the peloton when no room exists forcing the rider behind to slow down.

When overtaking on the right give plenty of room and maybe say 'on your right', never on the inside.

As you become more experienced, take your turn at riding on the front of the group, moving over to let others take over after a reasonable length of time. The more experienced riders will be able to tell you how long that should be depending on circumstances such as the size of the group and the weather conditions.

When riding on the front, try not to break away from the group. If you are trying to increase the pace, try to make sure that the next rider or pair is following. If you find you are breaking away, slacken the pace a little until the group is together and then try to increase the pace more gradually. Remember, if you get ahead of the group and go the wrong way it's your own fault and you may need to find your own way home. If you are finding the pace, either too slow or too fast, you will need to consider joining a different group on your next outing.

The group can tend to break up when riding up a climb. When this happens, riders should stop at the top to allow the ride to re-group.

Take responsibility for the rider behind you. If someone is lagging or missing off the back of the group, report it to the ride leader promptly.

If someone near you has a puncture or other mechanical problem, call out to the group. It is usual for the group to wait together until the problem has been fixed.

If you feel you need to ride on because of time pressures, make sure you clear this with the group leader first.

Take time to learn the various hand signals that experienced riders use to point out road hazards such as potholes and parked cars.

Make sure you use them when riding on the front. A shout of 'car up' from someone means that a vehicle is approaching from behind and the group needs to modify its riding to take account of this. Similarly, a shout of 'car down', means that a vehicle is approaching from in front.

Communication: Let other riders know your intention. i.e. if looking behind just say pulling out and check to see if another rider is behind you before you make the action, communicate in the peloton. So, others know. i.e. slowing, etc.

When riding in single file do not overlap the back wheel of the person in front.

Make sure your bike is regularly serviced and is in good working order as far as you can tell at the start of the ride.

You will find it helpful to become proficient in undertaking a few basic mechanical repairs. As a beginner you will not be expected to have much skill in this area and watching how more experienced riders do these things is the best way to learn. As soon as possible, you should at least become proficient in changing a punctured inner tube.

Make sure you carry, either in your pocket or saddle wedge, tyre levers, at least one spare tube and a pump or CO2 cylinders. Most rides also carry a multi-tool or alternatively a few Allen keys and a Philips Head screwdriver.

In winter when the lanes are muddy, you should ride with mudguards. If you turn up on a wet and muddy day without mudguards, you may be asked to stay at the back for the duration of the ride.

This may seem like an extensive list of rules, but they are really not too onerous and if we all stick to them, they will really enhance our enjoyment.

For your own personal comfort, you should also dress appropriately for the weather especially in winter. Most of us find that several layers are more effective than one thick garment. Cold hands and feet can be especially unpleasant particularly in the wet and so good winter gloves and overshoes are a really good investment to make. A good pair of winter tights are a very useful addition to the cycling wardrobe and most of us carry a waterproof jacket of some sort.

Bike rides take place over a longer time period than many other sporting events. Most of us like to ensure that we have a good breakfast before we start and will usually carry a few items of energy rich food with us on the ride such as bananas, jelly babies, energy gels and bars. It is also important to stay hydrated and so make sure carry enough fluid on your bike and that you drink at regular intervals throughout.

If you are not riding with club members and you want to ensure that emergency services staff have access to your ICE information you could consider keeping a copy of your ICE details in your pocket, purse or wallet. Many smart phones will allow you to hold ICE information which can be accessed by emergency staff without unlocking the phone.

Alternatively, a good option for cyclists is to wear an ICE wristband, for example:

<https://iceid.co.uk/cycling-id/>

<https://onelifeid.com/>

Cycling UK have recently published a check list with what to do in case of a major incident on a ride.

- 1. Think of yourself first and make sure you are safe. Count to 10 before acting.*
- 2. Get other people off the road or trail and away from danger.*
- 3. Make the area safe. Ask for two (or more) people to stop any traffic or other riders if necessary.*
- 4. Assess the casualty if qualified to do so or ask if anybody has a first aid qualification. Only move the casualty if absolutely necessary.*

*5. Call the emergency services if required by dialling 999 or 112. They will need to know your location and the details of the injured parties. Identify your location by either a grid reference or using apps such as [what3words.com](https://www.what3words.com) or OS Locate.*

*6. Send people to guide the emergency services if required*

*7. Reassure the casualty and, if they are conscious, ask who they would like to be contacted.*

*8. If they are unconscious, try and locate their emergency contact details (ICE) on their phone.*

*9. Keep an eye on the rest of the group - look out for anybody suffering from shock, which can be dangerous.*

*10. When help arrives, ask where the casualty is being taken so you can inform the emergency contact. Try and get the job number as well in case the ambulance is redirected en route.*

*11. Do not go with the casualty.*

*12. Make a note of any witnesses and other parties and write down their details as soon as possible. Record briefly what happened and take photos of the scene.*

*13. Decide what to do with the casualty's bike and possessions - perhaps a local resident could look after it for the time being or you could lock it up somewhere and retrieve at a later date?*

*14. Decide whether or not to continue with the ride. People may appreciate the chance to sit down quietly and discuss what has happened over a hot drink. They may also feel able to carry on with the ride as planned.*

## Adverse Weather Policy

The Club is anxious to ensure that members are able to be safe when taking part in SWRC rides. In the event of adverse weather conditions, the Club Runs Secretary will decide whether planned rides can go ahead. In addition, ride leaders may choose to cancel rides at their discretion if they feel weather conditions make the proposed ride potentially unsafe.

The most obvious risk is that arising from icy roads due to cold weather. If the weather forecast on the Met Office mobile phone app for Cobham, Betchworth or Effingham is at or below zero at any time during the night before the ride and is likely to be below 3 degrees centigrade by the time of the planned start, then the ride will be cancelled.

At the other end of the spectrum are extreme heat conditions i.e., 30° C or above; or if a National Emergency warning is issued, rides will not be posted, and members advised via Spond.

In reaching the decision, in some circumstances the ride will be cancelled when these threshold figures have not been reached. For example, when the roads have been particularly wet and it is judged that there may be icy surfaces at rather higher temperatures.

In addition, there may be other conditions which are less amenable to precise definition where cancellation is appropriate. For example, those arising from extreme temperatures up to 30° C and above, heavy rain, high winds or thunder and lightning.

Ride Leaders may choose to cancel a ride if the forecast show high wind speeds, especially if gusty.

Rides may be adapted or cancelled if a Met Office Amber warning is issued, and all rides will be cancelled if a Red warning is issued.

A ride may be cancelled at any time up to the start of the ride, but every effort will be made to decide by midnight on the day before. The decision will be sent via the Spond App.



Members are free to continue in the event of a cancellation, but they should be aware that it will not be an SWRC ride.

## Bike Box Loan

The Club has 3 bike boxes available for hire: We only charge for the period of your trip. We do ask that you hold onto the box in a safe and dry place after the trip if possible.

- 2 Bike Box Alan Original (BBA) £4 / day
- 1 Buxum Box Tourmalet (Size H2) £6 / day

### Booking the Bike Box

Please check availability on the club website. To book please complete the form and pay for bike box hire through MemberMojo. Set Quantity to number of days of your holiday. Please pay at time of requesting the booking, otherwise your booking cannot be secured.

### Getting your Bike Box onto a Plane

Please consult the manufacturers website for box dimensions for your airline. It is advisable to book your bike box in with the airline ahead of your travel date.

### Bike Box Alan Original

Both of these BBA boxes were refurbished in 2022, so are “good as new”.

### Tubeless Tyres

BBA advise that tubeless tyres 25 mm or larger will likely not fit in this box (The tyre side walls are thicker, preventing them going into the wheel recesses in the bikebox lid).

### Thru-Axles

If your bike has Thru-Axles, you will need QR skewers to secure the wheels into the box.

### Disk Brakes

The general recommendation by BBA is to remove disk brake rotors if they are fixed with screws. If you can't remove the disc brake rotors or you simply don't want to the wheels can be simply fitted in the lid of the box with the rotors facing into the centre of the bike box towards the foam padding or can be laid loose on top of the intermediate layer of foam. If the wheels do not fit in the lid of the bike box, lay the rear wheel on the intermediate foam on the left hand side of the box, disc rotor facing down. The front wheel can be placed on the right hand side, Disc rotor facing upwards.

### Mech Hanger

It is recommended you remove the rear mech from the bike by unscrewing one of the bolts on the mech hanger. This removes any risk of the mech hanger getting bent in transit.

### Packing your bike

1. Practice packing and re-assembly before departure day. You will need to get the pedals and bars off. Instructions are at [Easy way to remove pedals & Packing a bike box](#)
2. Undo the rear mech at the mech hanger (5mm Allen key) and wrap the mech in an old towel or bubble wrap (no need to remove the chain). Even in the bike box, if the mech is attached to the bike, the mech hanger can get bent. It takes just 60 secs and can save hours of grief later. Instructions are at [Removing the Rear Mech](#)

3. Recommended: Surround bike parts (forks, stays, etc ) in foam pipe lagging to protect from scratches. Available at Amazon or plumbers merchants
4. If you have disc brakes and/or thru' axles, please review the content on this page. Disc Brakes & Thru Axles as otherwise you may find you arrive at your destination with bent rotors.

#### Buxom Box Tourmalet

This box is new and is fine with tubeless tyres & disk brakes. There is no need to remove the mech. There are different adaptors for QR vs Thru Axle dropouts.

#### Packing your bike

As for BBA, you will need to get the pedals and bars off.

### Managing Spond notifications

By default, Spond will notify you of all invitations to rides from the groups that you have subscribed. These are all of the events listed on the Home page. In addition, you will be notified of any comments posted on these rides regardless of whether you have accepted or declined.

If you go to the home page and you click on the icon in the top lefthand corner you will find your settings for Spond. If you look at the option "Push Notifications" you will see that you can turn off notifications for events or notifications of posts. You can either have one setting for Spond overall or you can have a different setting for each subgroup that you are a member.

Do you belong to the right subgroups? There is no point belonging to a subgroup that you never plan to ride with and have their events listed on your home page and get sent invites. If anyone wants to be removed from a subgroup then please email [secretary@swrc.org.uk](mailto:secretary@swrc.org.uk) .

Similarly, if you wish to join another subgroup please email [secretary@swrc.org.uk](mailto:secretary@swrc.org.uk)

If you are not sure what other rides are available then if you go to the Groups page and click on SWRC you will see all of the club rides. Not only can you see the rides but you can see other events such as the Mayflyer Sportive, Committee Meetings and the AGM.

The Groups page shows all of the events. You will only get invites if you are a member of the relevant group so don't all expect to be invited to the Committee meetings! However, you will know the date of the Committee meetings so if you have an issue that you want discussed talk to one of the committee members (if you can't remember who is on the committee click on the subgroups button at the top of the page, click on committee gives the dates, click on members provides the contact details).

The Groups page shows all of the club events. It even shows the events that you have declined so if you subsequently change your mind then you can change your response. If you have declined an event, you may decide that you don't want to be notified about any comments. If you click on the three dots in the top right corner you will see there is the option to "Stop push notifications". You can turn off notifications for any event using this setting.

### Club digital links

**Website:** [www.swrc.org.uk](http://www.swrc.org.uk)

**Facebook:** [facebook.com/groups/southwesternroadclub/](https://facebook.com/groups/southwesternroadclub/)

**Instagram:** [@southwesternroadclub](https://www.instagram.com/southwesternroadclub)

## Basis of Trophy Awards

### TIME TRIALS

**The Club Time Trial Championship Trophy** (CHAMPIONSHIP TROPHY CUP) shall be awarded to the member who, at the close of the season, shall have accomplished the highest average mph at distances of 10, 25 and 50 miles out & home in Open, Association, Combine, Inter-club and club events – to be calculated as average mph for one event at each distance, added and divided by 3.

**Men's Club Time Trial Series Trophy** (BILL REED CUP) shall be awarded to the male club member with the fastest time in the club's summer Time Trial series.

**Ladies' Club Time Trial Series Trophy** (SYD PARKINSON CUP) shall be awarded to the female club member with the fastest time in the club's summer Time Trial series.

**The PS Parkinson 2-up Cup Time Trial Trophy** (MEMORIAL CUP) shall be awarded to the fastest pair of members over a handicapped series of races. Handicaps to be calculated by the Time Trial Secretary.

**The Hill Climb Championship Trophy** (HILL CLIMB CUP) shall be awarded to the member with the fastest time over the selected hill climb.

### ROAD RACES

**The Road Race Champion** (HART CUP) shall be the member who has the highest number of points from the total of (i) Surrey League Handicap, (ii) Surrey League (iii) British Cycling races during the season. The points shall be based upon the same points system as that employed and published by British Cycling and the Surrey League.

**The Veterans Road Race Champion** (ALFRED KNOWLES MEMORIAL BOWL) shall be the veteran member (over 40 years on the day of the race in the relevant category) who has the highest number of points from the road race season. The points shall be accumulated from LVRC (League of Veteran Racing Cyclists) events as follows: 10 for win, 8 for 2nd, 6 for 3rd, 4 for 4th, 2 for 5th, 1 for a finish. Those eligible for the trophy are responsible to provide the following details to the Road Race Secretary at the end of each season: Name, Category for each place claimed, place, event and date.

### OTHER TROPHIES

**The Most Meritorious Performance Trophy** (FW ROBINSON CUP) shall be awarded by the Committee on the basis of competitive results or work for the Club.

**Sam's Tankard** (NON-RETURNABLE TANKARD) shall be awarded by the Committee for competitive results or work for the Club In years when the Most Meritorious Performance Trophy has been awarded, but where the Committee decides that recognition is merited for a further member.

**The SWRC Cyclo sportive Shield** (The SWRC Shield) shall be awarded based on the majority decision of the Committee. The following factors will be taken into account: number of events completed, difficulty of events completed, relative 'standard' of results achieved.

**Special Award (Cup)** shall be awarded on the majority decision of the Committee. Award will be based on achievement relative to the ability of the winner e.g. a young, but mature male's result would be expected to be higher in the same base case versus that of a lady or relatively elderly competitor's result, or that of a member with health difficulties.

**Ladies Cup (Cup)** shall be awarded for outstanding performance by a lady for all types of competition or achievement.

Winners of trophies hold them for the ensuing season, after signing an agreement accepting Custodial responsibility. Winners are responsible for returning the trophies to the Hon: Gen: Sec: at the end of each calendar year in good condition.

The interpretation of these regulations lies with the Committee. The decision of the Committee upon all matters not provided by the regulations shall be final.

### **Audax Championship**

Winner to be the rider with the highest number of points on the Audax website.

## 2024 SWRC Award Winners

### **Audax Trophy**

**Jackie Townsend**

Jackie scored an amazing 66 points and was the clear winner.

### **Hill Climb Championship**

The hill climb this year was Green Dene, Strava segment 14752679, Jacks Pheasant!!!-TFPS | Strava Ride Segment in East Horsley, England, United Kingdom

### **Men's Hill Climb Trophy**

**Paul Malynn**

### **Ladies Hill Climb Trophy**

**Jackie Townsend**

### **Most Meritorious Performance Trophy**

**Jackie Townsend**

Jackie has demonstrated that she is one of the strongest and consistent riders in the Club with her Audax success and by completing the Mille Miglia 1600km in Italy at the very first attempt.

### **SWRC Cycloportive Shield**

**Oli Ball**

The SWRC Cycloportive Shield is awarded based on the majority decision of the Committee. The following factors will be taken into account: number of events completed, difficulty of events completed, relative "standard" of results achieved.

Oli has completed two very long, challenging rides this year. The first was the Race Across Poland which visited neighbouring countries as well, and the second was the Two Volcano Sprint between Vesuvius and Etna

### **SWRC Special Award**

**Ben Thomas**

The Special Award is awarded based on the majority decision of the Committee. Award is based on achievement relative to the ability of the winner, for example, a young but mature male's result would be expected to be higher in the base case versus that of a lady or relatively elderly competitors' result, or that of a member with health difficulties.

Ben rode in both the time trial and road race at the UCI World Masters Championships at Aalborg in Denmark, having first qualified at the UCI Cyprus Gran Fondo.

**Ladies Cup****Jackie Townsend**

Outstanding Performance by a lady for all types of competition or achievement.

Jackie has once again proved herself to be the strongest lady in the club with victories in both the hill climb and the Audax categories

**Sam's Tankard****Gordon Bowser**

This is awarded by the Committee for competitive results or work for the Club In years when the Most Meritorious Performance Trophy has been awarded, but where the Committee decides that recognition is merited for a further member.

The club is extremely grateful to Gordon for the huge quantity of hard work he has done on our behalf in recent years. He has been the club treasurer since 2018 and combined this with ordering the club clothing for most of the time. In addition to this he has helped as secretary and taken a keen interest in our social media and web presence.

# South Western Road Club Constitution

## 1. Name & Legal Form of Club

The Club will be called South Western Road Club (“the Club”) and may also be known as SWRC. The club is an unincorporated association. The club does not employ staff, own significant assets (e.g. land) or enter into significant contracts.

## 2. Aims and Objectives

The aims and objectives of the Club will be:

- To promote road cycling, through participation in group rides, sportives, racing, and Audax events
- To promote other cycling disciplines, such as MTB, gravel cycling, and track cycling,
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone

## 3. Membership

- Membership of the Club is open to anyone principally interested in participating in road cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.
- The membership shall consist of the following categories:
  - Adult Member
  - Honorary Life Member
- All members shall be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- Subscription fees may be changed by approval of the Committee at any time.
- Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.
- Members leaving the club for whatever reason shall have no claim on the assets of the club.

## 4. Sports Equity

- This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.
- d) All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

## 5. Management of the Club

The affairs of the Club shall be conducted by a Committee. These positions are all Honorary (unpaid). All Voting Positions carry one vote

Position	Number (max)	Voting Position
President	1	Yes
Vice-President	2	Yes
Secretary	1	Yes
Membership Secretary	1	Yes
Treasurer	1	Yes
Club Runs Secretary	1	Yes
Audax Secretary	1	Yes
Racing Secretary	1	Yes
Ladies Secretary	1	Yes
Welfare Officer	1	Yes
Webmaster	1	Yes
Clothing Secretary	1	Yes
Co-opted Members	2	Yes

- a) Committee Members shall be elected at the Annual General Meeting.
- b) No person shall hold more than two positions at any time.
- c) All Committee members must be members of the Club.
- d) The term of office shall be for one year, and members shall be eligible for re-election.
- e) If the post of any Committee member shall fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

- g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
- h) The Committee will be responsible for disciplinary hearings of members who infringe the Club constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- i) The Committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year, except in exceptional circumstances. Such an exception requires approval by the President and Secretary.
- j) Only Voting Committee Members will have the right to vote at Committee meetings.
- k) The quorum required for business to be agreed at Committee meetings will be 5, of which one must be the President, Secretary or Treasurer.
- l) If a Committee Member fails in the performance of their duties, a Special General Meeting may be called for the purpose of removing that individual from office.
- m) The Hon Auditor is an Officer of the Club but is not a member of the Committee.

## **6. Finances**

- a) The Club Treasurer will be responsible for the finances of the Club.
- b) The financial year of the Club will run from 1<sup>st</sup> November and end on 31<sup>st</sup> October
- c) All Club monies will be banked in an account held in the name of the Club.
- d) Prior to the Annual General Meeting, the annual accounts will be reviewed and approved by the Hon Auditor.
- e) A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- f) The Treasurer will maintain a Financial Controls Policy document which shall be approved by the Committee annually. This will mitigate the risk of fraud, through such controls as requiring invoices for all expenses and pre-approval of large expenditure items
- g) The Committee shall at its' discretion provide financial assistance to those participating in specific cycling events. The amount of funding shall be determined by the Committee as it sees fit from time to time. Members will be required to apply to the Committee for funding, and the Committee will take each request into consideration. Decisions of the Committee shall be final and shall be communicated to the member.
- h) All members of the Club shall be equally responsible for the financial liabilities of the Club



## **7. Annual General Meetings and Extraordinary General Meetings**

General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Clubs' affairs.

- a) The Club shall hold the Annual General Meeting (AGM) in the month of December to:
  - Approve the minutes of the previous year's AGM.
  - Receive reports from the Chairman and Secretary.
  - Receive a report from the Treasurer and approve the Annual Accounts.
  - Receive reports from other Committee Members on the activities of the Club.
  - Elect the officers on the Committee.
  - Agree Club affiliations.
  - Consider any proposed changes to the Constitution.
  - Deal with other relevant business.
  - Agree club cycling events for the forthcoming year.
- b) Notice of the AGM will be given by the Club Secretary no later than 1<sup>st</sup> December, (can't be later due to Christmas and New Year) at a convenient time and place, by giving not less than 21 days' notice in writing or email to be given to all members.
- c) Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
- d) Proposed changes to the constitution shall be sent to the Secretary prior to the AGM at least 10 days before an AGM. No such motion shall be considered unless at least 3 days' notice of the motion in writing has been given to all members.
- e) All members have the right to vote at the AGM.
- f) The quorum for AGMs will be the lower of 10% of the membership or 20 members
- g) The chairman of the meeting shall hold a deliberative as well as a casting vote at general and Committee meetings.
- h) An Extraordinary General Meeting (EGM) may be called by the Committee, giving not less than 7 days' notice in writing to all Club members. The Secretary shall call an EGM at any time on receiving an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
- i) In the case of a member being expelled from the Club, that person shall have the right to appeal to an EGM upon application being made to the Secretary within 14 days of expulsion.
- j) At an EGM, only the business for which the meeting has been called may be discussed and voted on.
- k) All EGM procedures shall follow those outlined above for AGMs.

## **8. Amendments to the constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **9. Discipline and appeals**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of young people will be recorded and responded to swiftly and appropriately. The Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- b) All complaints (except in relation of 9a above) regarding the behaviour of members shall be presented and submitted in writing to the Secretary.
- c) The Committee will meet to hear complaints within 45 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- d) The outcome of a disciplinary hearing shall be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 20 days of the hearing.
- e) There will be the right of appeal to the Committee following disciplinary action being announced. The Committee shall consider the appeal within 20 days of the Secretary receiving the appeal.

## **10. Dissolution**

- a) A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the members attending that meeting.
- b) In the event of dissolution, all debts shall be cleared with any Clubs funds. Any assets of the Club that remain following this will be distributed:
  - Remaining cash assets shall be distributed equally to all current members
  - Cycling-related physical assets (e.g. event signs) to be donated to local cycling club(s) with similar objectives.
  - Any other assets (e.g. trophies) will be distributed according to a majority vote of the members at that point.

## **11. Interpretation of Rules**

The interpretation of these rules lies with the Committee, and the decision of the Committee upon all matters not provided for by the rules shall be final and binding upon all concerned.