

## Chelmer Cycling Club Handbook 2014

### Part 1, The Rules

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#### A welcome from the Club Secretary

Welcome to our 2014 handbook. The handbook is a useful source of information detailing our club activities, dates of club races, and the events that are included in this year's club championship and points competitions. Also listed are your club officials, 2013 trophy winners and current club records.

2013 saw the club reaffirm its work with British Cycling and the maintenance of our Clubmark accreditation. Clubmark is Sport England's cross-sport quality accreditation for clubs with junior sections. The rewards for the club's effort comes via recognition through Clubmark, which proves that the club is observing best practice in child protection, coaching and competition, and club management. For parents or young cyclists, it provides confidence to know that the club is safe, well-managed and an exciting place to be.

Our new re-vamped [chelmercc.org.uk](http://chelmercc.org.uk) continues to provide our main source of information to prospective members and the forum at [forum.chelmercc.org.uk](http://forum.chelmercc.org.uk) provides further advice and information on club rides and activities. It is necessary to register to be able to post on the forum but it can mostly be read as a guest, which will provide further resource to existing and new members alike. Updates on club rides and activities are also available on [twitter.com/ChelmerCC](https://twitter.com/ChelmerCC) and [facebook.com/ChelmerCC](https://facebook.com/ChelmerCC).

Whatever your aspirations for the coming year, I wish you every success.

Alex Eason 2014

Note: The Club Handbook is published in 5 sections.

## Club Officials Elected AGM 2013

**President** - Peter Horsnell  
**Vice Presidents** – John Cottee, John Letch, Mrs Evelyn Orrin, Mrs Jean Potter, David Powell, Llewellyn Ranson  
**Chairman** - Chris Whiley  
**General Secretary** – Alex Eason  
**Treasurer** – Daniel Babbs  
**Club Captain** - Antony Stapleton  
**Awards Secretary** – Steve Freeman  
**Auditors** – John Cannon, Chris Regan  
**Clothing Secretary** – Antony Stapleton  
**Club Coaches** – Russell Tribley, Claire Lee  
**Club Dinner Secretary** – Cathy & Tim Wood  
**Club Handicappers** – Peter Horsnell, Ann Shuttleworth  
**Club Timekeepers** – John Cottee, Kevin Orrin, Chris Whiley  
**Communications Secretary** – Erron Field  
**Competitions & Records Secretary** - Graham Painter  
**Family Run** - Mick Somers  
**Gateau Run** - Kevin Orrin  
**Handbook Secretary** – Ann Shuttleworth  
**Headquarters Secretary** – John Cottee  
**Marshalling Secretary** – Chris Whiley  
**Membership Secretary** – Chris Whiley  
**Minutes Secretary** – Ann Shuttleworth  
**Off Road Co-ordinator Secretary** – Lee Rowing  
**Open Events Secretaries** - 'Open 25' - Corinna Francis  
GP des Gentlemen - Antony Stapleton  
Chelmer 'Hard-riders' - Antony Stapleton  
**Social Secretary** – Corinna Francis  
**Road Race Secretary** – Michael Rostoft  
**Runs Leaders** - A. Antony Stapleton  
B. Trevor Walters / Kevin Orrin  
C. Mick Somers / Kevin Orrin  
**Time Trial Secretary** – John Golder  
**Track Secretary** – Steve Freeman  
**Welfare Officers** – Christine Holmes, R Tribley and James Story  
**Additional Committee Members** – Chris Gray, Phil Paffey, Tim Wood, Sherilyn Powell, Russell Tribley  
**CTT Delegates** – John Golder, Antony Stapleton  
**BC** – David Boakes, Stuart Clarke, Michael Rostoft  
**ERRL** – David Boakes, Michael Rostoft  
**ECCA** – John Cottee, Kevin Orrin, Chris Whiley

## Officials Contact Details

**Chairman, Membership and Marshalling Secretary** – Chris Whiley - [chriswhiley1942@gmail.com](mailto:chriswhiley1942@gmail.com)

**General Secretary** – Alex Eason - [alex.eason@gva.co.uk](mailto:alex.eason@gva.co.uk)

**Daniel Babbs** – Treasurer - [Daniel.babbs@blueyonder.co.uk](mailto:Daniel.babbs@blueyonder.co.uk)

**Club Captain, Clothing Secretary, Hard Riders & GP des Gentlemen  
Organiser and A runs leader** – Antony Stapleton -  
[antony.stapleton@rackhamsltd.co.uk](mailto:antony.stapleton@rackhamsltd.co.uk)

**Awards Secretary** – Steve Freeman – [sw.freeman@tiscali.co.uk](mailto:sw.freeman@tiscali.co.uk)

**Club Lead Coach** – Russell Tribley –  
[Russell.tribley@blueyonder.co.uk](mailto:Russell.tribley@blueyonder.co.uk)

**Communications Secretary** – Erron Field – [erron.field@gmail.com](mailto:erron.field@gmail.com)

**Competitions & Records Secretary** – Graham Painter –  
[graham@painter-ink.com](mailto:graham@painter-ink.com)

**Family and Gateau Runs Leader** – Mick Somers –  
[micksomers@virginmedia.com](mailto:micksomers@virginmedia.com)

**B Run and Gateau Ride Leader** – Kevin Orrin –  
[kevinorrin@yahoo.co.uk](mailto:kevinorrin@yahoo.co.uk)

**Headquarters Secretary** – John Cottee – [twelvejc@hotmail.co.uk](mailto:twelvejc@hotmail.co.uk)

**Lead Club Coach and Welfare Officer** – Russell Tribley -  
[Russell.tribley@blueyonder.co.uk](mailto:Russell.tribley@blueyonder.co.uk)

**Minutes and Handbook Secretary** – Ann Shuttleworth –  
[ann\\_Shuttleworth@hotmail.com](mailto:ann_Shuttleworth@hotmail.com)

**Social Secretary and Open 25 Organiser** – Corinna Francis –  
[corinnajane@hotmail.co.uk](mailto:corinnajane@hotmail.co.uk)

**Time Trial Secretary** – John Golder – [john\\_golder@yahoo.co.uk](mailto:john_golder@yahoo.co.uk)

**Welfare Officer** – Christine Holmes – [cholmsie@hotmail.co.uk](mailto:cholmsie@hotmail.co.uk)

## The Rules – Club Constitution

1. The name of this organisation (hereafter called “the Club”) shall be the CHELMER CYCLING CLUB.

2. (*key rule*) The purposes of the Club are to promote the amateur sport of Cycling in the Eastern region and community participation in the same.

3. (*key rule*) 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 and all surplus income or profits are reinvested in the Club.

The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs (CASCs) as provided for in the Finance Act 2002.

The Club may also in connection with the sport purposes of the Club -

- Sell and supply food, drink and related sports clothing and equipment
- Employ members (though not for playing) and remunerate them for supplying goods and services, on fair terms set by the Committee without the person concerned being present.
- Pay for reasonable hospitality for visiting teams.
- 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).
- The Committee will have due regard to the law on disability discrimination and child protection.

4. The management of the Club shall be vested in the Management Committee (hereafter called the Committee) elected at the Annual General Meeting (AGM). This committee shall consist of the head officials, being Chairman, General Secretary, Treasurer, and at least six other members to include Social Secretary, Club Events Secretary, Competitions and Records Secretary, Road Race Secretary and Marshalling Secretary. The committee shall meet not less than six times a year and five members, excluding co-opted members, shall form a quorum. The committee shall nominate not less than three of its members to enter into agreements relating to the management of the Club.

5. All meeting shall automatically end at 10.30pm unless, by a unanimous decision of those present, it is agreed to extend the limit.

6. Any officer or member of the Committee who is absent from three consecutive meetings without justification may be replaced by action of the Committee.

7. An AGM shall be held before the end of December each year. All items or inclusion in the agenda must reach the General Secretary 21 days prior

to the meeting. Two auditors, Club handicappers and timekeepers shall be elected at the AGM.

8. A Special General Meeting may be called by a proposition signed by not less than one quarter of the members eligible to vote, provided that the General Secretary be in possession of the proposition, duly proposed and seconded, at least 21 days prior to the date of the meeting, No other business may be transacted at such a meeting.

9. These rules may be amended only by an Annual or Special General Meeting on a resolution previously submitted to the General Secretary. Copies of the agenda for General Meetings must be circulated to members 7 days prior to the meeting. Voting shall be by show of hand, unless a ballot be demanded, and a majority of those voting shall be required.

10. At all meetings the Chairman shall be entitled to a casting vote only.

11. The Club shall be affiliated to the British Cycling, Cycling Time Trials and other such national and regional organisations as the Committee may from time to time think fit, and shall ensure representation to such organisations where necessary.

12. (*key rule*) 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. 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 registered charity and / or
- To another Club with similar sports purposes which is a registered CASC and / or
- To the Club's governing body for the use by them for related community sports

13. (*key rule*) 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 on the basis of available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not impose a significant obstacle to people participating.

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 (by applicant or member) may be made to the membership.

14. Prior to membership a candidate may take part in up to a maximum of three activities on a 'come and try it' basis after which they shall be required to join the club.

**15.** Membership of the Club shall run for a period of twelve months from the date of joining.

Club subscriptions for the year commencing 1 January 2013 are as follows:

- First claim membership: age 19 and over £30.00 per person (seniors and veteran); age 16 – 18 £10.00 per person (junior); under age 16 £5.00 per person (juvenile)
- Second claim membership (half that of first claim members)
- Associate membership £5.00 per person
- Household Membership (2 adults and any number of financially dependent offspring living at the same address) £65.00

Note : Presidents and Vice-presidents who intend to race must be a first claim member and shall therefore, pay the annual subscription and obey rule 18.

**16.** Life membership may be bestowed upon any current member by proposition at a General Meeting. Life members shall have the status of first claim members but shall be exempt from membership subscriptions.

**17.** Each member of the Club shall, subject to acceptance, be furnished with the appropriate membership certificate on receipt of the current subscription, which certificate remains the property of the Club and shall be surrendered if the holder does not satisfy, at any time, the membership requirements of the Club.

**18.** Any member who is 3 months or more in arrears of payment of their subscriptions, whether formally demanded or not, shall cease to be a member of the Club and return any Club trophy in their possession.

**19.** All active members not subscribing to either Silver, Gold or Life Membership of the BC or full membership of the CTC must be able to demonstrate valid insurance covering third party liability while taking part in (non-racing) club events; or take out third party insurance of the CTC through the Club at the time of joining and annually thereafter.

**20.** Only first claim members may hold an official position, take any Club Awards and vote at General Meetings.

**21.** Club racing jerseys shall be as registered with British Cycling, mainly green, yellow and white incorporating the club name on same.

**22.** That not less than five Club members, to include the Social Secretary, form a sub-committee, to be called the Social Committee, for the sole purpose of organising social functions and activities.

**23.** That not less than five Club members, two being from the Committee, form a sub-committee, to be called the Promotions Committee, for the sole purpose of promoting the Club's name and co-ordinating fund-raising activities.

**24.** The Club shall adopt and enforce the 'Child and Vulnerable Person Protection Policy' of British Cycling and any amendments to it, as shall be determined from time to time by British Cycling.

**25.** The President shall be elected for a period of five years only and has the opportunity to stand for re-election at the end of that period.

**26.** Where there is any conflict between any of the above Rules ('key rules') and any other rule, or rules, the 'key rule(s)' will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

### **The Safeguarding and Equity Policy**

Chelmer Cycling Club has adopted and adheres to British Cycling's on 'Safeguarding & Protecting Children' and 'Equity Policy'. These are available to download using the following links:-

[Safeguarding and Protecting Children BC - Chelmer CC.pdf](#)

[Equality Policy Chelmer CC.pdf](#)

## **A Guide To Official's Duties and Responsibilities**

### **Chairman**

- To produce and maintain a club constitution,
- To set down rules for the club's committee,
- To maintain contact with club members and oversee all the club's activities,
- To implement British Cycling's Equality policy,
- To ensure the club and committee is run in a proper manner to the benefit of all its members and associates.

### **General Secretary**

- To deal with all club correspondence and communicate with the committee.
- Ensure that the day-to-day operations of the club run effectively provide relevant information to individuals and groups
- To ensure that good standards are maintained in all communications with members and the public.

### **Treasurer**

The Treasurer shall be responsible for dealing with the finances of the club, including:

- paying amounts due for the club's affiliations and subscriptions to various cycling organisations
- making payments for rent, rates, utility bills and other HQ expenses
- raising invoices for the hire of the club HQ and ensuring collection of monies due
- banking membership income received from the Membership Secretary
- providing support to the club's event organisers (Open Time Trials, road race, annual dinner etc) with financial matters and accounts for each event.

The Treasurer will also:

- produce annual accounts and submit them to the club's auditors;
- ensure that the club maintains adequate public liability and buildings insurance;
- manage the process for providing 'club' insurance (third party insurance provide by the CTC) as required by individual club members;
- provide support for fund raising activities of the club.
- report as required on financial matters.

### **Club Welfare Officer**

- To liaise with British Cycling National Child Protection Officer (NCPO) on matters of child protection,

- promote BC's policy and procedures for the Protection of Children and Vulnerable Adults including the distribution of leaflets and codes of conduct to members, parents and young people
- advise on the development on activities within the club
- receiving, recording and passing on to the NCPO any concerns relating to the welfare of young people in the club.

### **Club Captain**

- To be responsible for all the club's runs and rides
- and set and publish a weekly programme for the A group ride.

### **Club Event Time Trial Secretary**

- To ensure that all interclub events are correctly listed by liaising with other club's Time Trial Secretary
- Co-ordinate the 2013 club TT calendar with the Ford CC and at year end ensures CTT levies are paid & moneys paid to the treasurer.
- To produce points and handicap points results sheets on a regular basis for the club league (at least once a month).
- When it is the turn of the Chelmer to run the Bob Hayworth interclub 25, ensure that it's applied for to London East DC, post police notification forms, correlate entries & create a start list to be sent to the entrants and the other clubs members involved, liaise with the marshalling secretary to ensure the RA is adhered to and all the signage is in place, CTT levies are paid and the remaining moneys are given to the treasurer along with a balance
- If the club decides on any other club TT events outside of the joint Ford promotions, ensure that it's applied for to London East DC, post police notification forms, correlate entries & create a start list to be sent to the entrants and the other clubs members involved, liaise with the marshalling secretary to ensure the RA is adhered to and all the signage is in place, CTT levies are paid and the remaining moneys are given to the treasurer along with a balance sheet, give a list of award winners to the competitions secretary.
- Co-ordinate orders for both the CTT National & local London East handbooks.
- Keep the membership up-to-date on the various National & local competitions and the requirements for these competitions i.e. BBAR, ECCA, VTTA etc.

### **Competitions and Records secretary**

- To calculate all trophy and award winners; to produce a complete list for the October Committee meeting, giving regular updates throughout the year where appropriate

- To be back up in producing points and handicap points results sheets on a regular basis (at least once a month) from club event result sheets, should the Club Event Time Trial Secretary require it.
- To calculate the handicaps and note the 'scratch'; winner of both the Colin Davies and Kathleen Smith Trophies.
- To deal with all club records and pass details to the Handbook Secretary to update the Handbook and Awards Secretary for engraving
- To draw up and publish the events to be promoted as Club Championship Qualifying Events.
- To decide upon the date and event for the Turner Tankard.

### **Dinner Secretary**

- To set the annual prize giving and dinner date, organise the venue and liaise with them to obtain the best rates. Select appropriate menu.
- To source the entertainment, arrange payment and co-ordinate what is required by the club and their arrival times to 'set up'
- To arrange for the print and production of menus and tickets.
- To co-ordinate / manage the sale of tickets and collection of all monies and passing accurate details to the treasurer.
- To prepare the table plans and layouts for the venue, including writing of all place cards and menu reminders.
- To arrange a guest to present the prizes and co-ordinate the evening's speakers and toasts etc
- To co-ordinate the raffle or prize draw ensuring appropriate prizes are given out and in the case of the cash lottery, make sure all funds are safely deposited with venue if not able to be taken back that night. Ensure all such funds reach the treasurer.
- To oversee the setting of the tables and smooth running of the evening. To be on hand to deal with any issues that may arise throughout the evening and be the venue's point of contact.
- To lay out the trophy table and hand the correct awards to the guest speaker for presentation.
- To present final accounts to the Treasurer for verification.

### **Handbook Secretary**

- To issue new updated sections of the handbook with all current record holders, prize winners, club officials and competitions information for the year.
- To ensure any change of rules / trophy conditions etc are updated as soon as possible.

### **Headquarters Secretary**

- To be responsible for the Headquarters building, it's maintenance and security.

### **Marshalling Secretary**

- Responsible for ensuring that all Club and appropriate ECCA events are adequately marshalled.
- Prior to the beginning of each season a calendar of Club and ECCA events is produced. The Marshalling Secretary seeks volunteers to cover Club events and records these on the event calendar. Numbers of marshalls required can be obtained from the course risk assessment sheets.
- The ECCA will write to the Marshalling Secretary stating how many marshalling slots at ECCA events the Club has been assigned, and the Marshalling Secretary, liaising with other Club officials as necessary, will specify which events will be supported and with how many marshalls. (As a norm, the Club tries to take up as many slots as possible via the ECCA Festival.) As with Club events the Secretary then seeks volunteers to fill these slots once they have been confirmed by the ECCA.
- The completed Club calendar is published on the website and the Secretary also liaises with the organiser of each event to ensure that they are happy with the marshalling arrangements
- To liaise with the Marshalling secretaries of organisations to which the club is affiliated and to organise duties where requested, as per Competition Rule 9.

### **Membership Secretary**

- Deals with registering new members and renewing existing members. Details of all members are recorded in a spreadsheet and that is used as a resource for issuing reminders when renewals fall due.
- New and renewing members are issued with an ID card and handbook, and the Treasurer has to be given details of those members requiring Club insurance cover. Membership details should be noted on the backs of cheques to ensure that membership fees and numbers match correctly when audited.
- At the beginning of each calendar year, renewed and new members are re-designated as old members and the cycle starts again.

### **Minutes Secretary**

- To take the minutes of all club meetings,
- prepare the agenda for each meeting, including the AGM, issue reminders relating to the AGM and request all proposals from members.
- Ensure all agreed minutes are distributed to members and records retained as necessary.

### **Road Race Secretary**

- To organise the Club Open Road Race.

### **Social Secretary**

- To organise any Club social events to promote the activities of the Club as they see appropriate.

### **Web Site Co-ordinator**

- To manage the Club's website, updating it as required, and monitoring the use of the forum as appropriate.

### **Communications Officer**

- To report to the committee progress of activities relating to the club's email newsletter, members forum and presence on other social media, namely Facebook and Twitter.

## **COMPETITION RULES**

1. All road time trial shall be organised under BC or CTT regulations
2. All track and road races shall be organised under BC, BSCA, BCCA or LVRC regulations
3. No person may ride under the name of the Club unless they are a full member
4. In all Club and Inter-Club events first claim members only shall have right of advance entry. Any rider may enter a Club or Inter-Club event 'on the line', at the discretion of the organiser: first claim members shall have preference over all other riders, and second claim members shall have right of entry over private riders. For all events the maximum number of riders allowed, as stated on the Police notification form, shall not be exceeded. If any rider is refused a ride in any Club or Inter-Club event then all monies paid for that event only, whether in advance or on the day, shall be returned.
5. Entries for Club events shall close on the Sunday prior to the event. Entries for Inter-Club events shall close 14 days prior to the event. Advance entries only are eligible for awards in handicap events, and some Inter-Club events where indicated in the events programme. NB 2013, in practice Club events can be entered 'on the line' subject to the restrictions on light and number of riders allowed. Pre-entry is recommended.
6. Awards shall be given for breaking Club records, to be presented at the Club Annual Dinner. All claims for Club records must reach the Competitions and Records secretary as soon as possible after the event, and be accompanied by an official result sheet, unless a Chelmer Club event.
7. Scale of awards ("starters" to mean Chelmer first claim members only):

1 or 2 starters:	No awards
3 to 5 starters	Fastest rider
6 to 8 starters	Fastest rider, 1st handicap
9 to 11 starters	Fastest 2 riders, 1st handicap
12 to 14 starters	Fastest 2 riders, 1st & 2nd handicap
15 to 17 starters	Fastest 3 rider, 1st & 2nd handicap
over 17 starters	Fastest 3 riders, 1st, 2nd and 3rd handicap

Additional awards for juniors

1 or 2 starters	No awards
3 to 11 starters	Fastest rider
12 to 17 starters	Fastest 2 riders
over 17 starters	Fastest 3 riders
8. Each active racing member of the Club shall, each year, carry out a marshalling or other duty in any event from the Club's events programme. Also any member who enters Association events shall carry out a marshalling or other duty at a similar event as requested by the marshalling

secretary. In addition all members will be expected to assist the organiser of any club open event in preference to riding the event. Should co-operation for any designated duty not be forthcoming then the member concerned may be disqualified from all Club awards by action of the Committee.

**9.** Claims must be made to the Competitions and Records Secretary for all trophies, where Open or Association events are involved, by the 9<sup>th</sup> October 2013.

**10.** Attempts at place-to-place records shall be notified to the General Secretary in writing, with a fee to cover expenses not less than 14 days prior to the attempt. The fees applicable are available on request.