

BERKHAMSTED CYCLING CLUB

CLUB HANDBOOK



This Handbook is the property of Berkhamsted Cycling Club
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FOREWORD



Berkhamsted Cycling Club is a road cycling club in the Chiltern's area, and was formed in 2014. The Club's town is blessed with outstanding countryside – perfect for cycling. There are quiet lanes, challenging yet satisfying hills to conquer and a spread of great roads clamoring to be ridden! It is also worth noting that the popularity of the area for cycling is underlined in that many, many London road cyclists travel out to our area at the weekends – and it is on our own front doorstep!

The Club is very much a Community Amateur Sports Club for the people of Berkhamsted and its surrounding areas. It aims to meet members' needs in an inclusive manner, which means it focuses on a very wide spread of road cycling activities, from social riding to competing in a variety of road cycling events. The purpose of this document is to present all the information required by members in one place.

There are a vast range of topics that could be included in this Handbook and so there are bound to be omissions. We encourage you to talk to the Committee members if there are knowledge gaps to be filled. If you have ideas for inclusion in the next edition of the Handbook, please contact a member of the Committee.

Happy Cycling!

SECTION 1 INTRODUCTION

1.1 This Handbook has been produced to provide a single reference for key matters relating to Berkhamsted Cycling Club. It draws from the Club's constitution and expands on it. Furthermore, in its compilation, it draws from Handbooks of several long established Cycling Clubs in the UK¹.

SECTION 2 OVERVIEW OF THE CLUB

2.1 The Club is called Berkhamsted Cycling Club (BCC) and it is a Community Amateur Sports Club². Its purpose is to promote road cycling to the people of Berkhamsted and its surrounding areas.

2.2 Activities in the Club range from social riding through to competitive events. Additionally, the Club has a social programme, which is considered an important aspect of the Club. The Club's colours are blue and yellow – the town's colours – and the chequers used on the original apparel reflect the battlements of the town's castle. The updated kit design launched in 2020 features a pattern of hills to represent the Chilterns.

2.3 To meet the aim of promoting road cycling, the Club will affiliate to any organisations that the members deem appropriate.

SECTION 3 MEMBERSHIP

3.1 Membership is open to any competent cyclist over 12 years old who can manage a minimum of a 12 mph average. Of note, this is regardless of gender, ethnicity, nationality, sexual orientation, religion and political or other beliefs.

3.2 The categories of membership consist of: Adult First Claim, Adult Second Claim, Student (18-23), Youth (12-17) and Associate. Club membership runs for 12 months or 36 months from the date of joining, depending on the option selected. Subscription fees for the categories of membership will be reviewed annually and do not include the fee for individual licences, which are to be met by each member.

3.3 Life membership of the Club may be given for outstanding service to the Club and should be agreed at the Annual General Meeting. Honorary membership of the Club may be awarded by the Committee in recognition of valued association with the Club; it is likely to be for a fixed term.

3.4 It is a pre-condition of membership that members must also be members of British Cycling in order to provide third party insurance; equivalent schemes such as the insurance provided by Cycling UK (formerly CTC) will be accepted in lieu.

3.5 Members will be alerted by email approximately 3 weeks before the end of their membership period and will receive one final reminder to renew 10 days later. Any

¹ Bath Cycling Club and Dulwich Paragon Cycling Club.

² The Community Amateur Sports Club is a specific term introduced by Government in April 2002. It provides a number of tax benefits, as well as other financial advantages.

member whose subscription remains unpaid after the renewal date will cease to be a member of the Club and is ineligible to partake in Club activities.

3.6 Members are expected to act in the best interests of the Club, by observing the law and being courteous to other road users and participants of events. 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.

Any complaints about a club member should be sent to the Club Secretary, including those made by fellow members.

If a complaint is received about a member, the first actions will revolve around dialogue between the member and a nominated Executive Committee member. The aim of this dialogue will be to give the member an opportunity to respond to the complaint and to try and resolve the matter as expeditiously, informally and pleasantly as possible.

The hope is that most matters will be resolved at this stage. However, if the matter in question is considered to be serious in nature, is a repeated problem pertaining to that member or for whatever reason cannot be successfully resolved at the informal stage, the Chair, may request the member to appear in person. This will be before a panel (see below *), which will consider the matter and may issue a warning, temporarily suspend or permanently exclude a member who is considered guilty of conduct detrimental to the Club or who has breached the club rules. The severity and/or the number of breaches will govern the sanction.

*The panel will consist of at least three members the Executive Committee, which must include the Chair.

In the event of exclusion or suspension, the member's subscription fee will not be refunded, either in full or in part.

Whilst any member accused of misconduct and liable to suspension or exclusion shall be entitled to appear before the Panel to give their explanation, they will retire while the Panel discusses the case. In the event that the member does not wish to appear, the Panel shall consider the matter in their absence.

The Panel shall have the power to call any member to appear before it to answer questions and to give any information on Club matters they may require.

3.7 In the event that there are any complaints received by the ExCo regarding the misuse of the Club's social media and the ExCo deems that action is necessary, the respective member will be notified and lose access for 30 days. Thereafter, if there is a second valid complaint the member will lose access to the Club's social media indefinitely.

SECTION 4 MANAGEMENT

4.1 The responsibility for the transaction of the business of the Club rests with the ExCo in accordance with these rules and it may exercise its powers to deal with any matter not covered by these rules.

4.2 To assist the ExCo there are additionally Club Officers. The combination of the ExCo, Officers and Ride Leaders are termed the Consultation Group.

SECTION 5 ELECTION OF OFFICERS

5.1 The ExCo and Officers shall be elected at the Annual General Meeting and shall have the power to co-opt other members as deemed necessary. The retiring members of the Committee shall be eligible for re-election. All positions are honorary only.

SECTION 6 COMMITTEE

6.1 The ExCo shall consist of the Chairperson, Treasurer, Secretary, Ride Co-ordinator, Events Co-ordinator, Performance Co-ordinator, Membership Officer and Communications Co-ordinator. They are assisted by the: Kit Officer, IT/Website Officer, Sportive Officer, Ladies Performance Officer, Mens Performance Officer, Tri Officer, and Club Welfare Officer.

6.2 Nominations of candidates for election to the Committee should be made to the Secretary prior to the Annual General Meeting. Where no nomination is received in advance, nominations will be accepted at the meeting.

6.3 The broad responsibilities of committee members are as follows:

6.3.1 **Chairperson.** Has overall responsibility for the Club's running and chairs meetings of the Club. Competence required for post holder: leading and managing a comparable organisation. (ExCo member)

6.3.2 **Secretary.** Organises, records and deals with matters arising from Club meetings. Dealing with Club correspondence and managing Club communications. Competence required for post holder: administrative skills. (ExCo Member)

6.3.3 **Treasurer.** Receives all payments to the Club and makes agreed payments. Maintains a record of Club finances and prepares an annual statement of accounts; a copy of which is checked and presented to the AGM for adoption. All payments will be endorsed for payment by the Chairperson. Competence required for post holder: finance and, ideally, a formally qualified accountant. (ExCo member)

6.3.4 **Communications Co-ordinator.** Responsible for co-ordinating the clubs presence on social media, including Facebook, Twitter and Instagram, and for publicising club events. Competence required for post holder: organizational skills. (ExCo member)

6.3.5 **Events Co-ordinator.** Responsible for organizing social events for the Club. Competence required for post holder: running events. (ExCo member)

6.3.6 **Performance Co-ordinator.** Organizes the Club's competitive events and members participation in competitive events. This includes being responsible for the Club's Academy. Competence required for post holder: experienced competition cyclist with organizational skills. (ExCo member)

6.3.7 Ride Co-ordinator. Manages the Club's social ride programme, including the route library, and provision and training of ride leaders. Competence required for post holder: experienced group cyclist with organizational skills. (ExCo member)

6.3.8 Membership Officer. Manages the Club's membership activities. Competence required for post holder: administrative skills. (ExCo member)

6.3.9 IT/Website Officer. Maintains the club website. Competence required for post holder: IT skills. (Consultation Group member)

6.3.10 Sportive Officer. Co-ordinates the Club's participation in sportive events. Competence required for post holder: sportive rider with organizational skills. (Consultation Group member)

6.3.11 Ladies Co-ordinator/Performance. Responsible for promoting ladies cycling activities within the club. Competence required for post holders: organisational skills. (Consultation Group member)

6.3.12 Mens Performance Officer. Assists the Performance Co-ordinator with management of the Club's competitive events. Competence required for post holder: experienced competition cyclist with organizational skills. (Consultation Group member)

6.3.13 Tri Officer. Promotes Tri activities in the Club. Competence required for post holder: triathlon participant with organizational skills. (Consultation Group member)

6.3.14 Kit Officer. Manages the procurement of Club apparel and its ordering and distribution to members. Competence required for post holder: organizational skills. (Consultation Group member)

6.3.15 Club Welfare Officer. Assists the Club in ensuring that high standards are maintained in relation to safeguarding vulnerable individuals participating in Club activities. Competence required for post holder: administrative skills and will need to be DBS checked. (Consultation Group member)

6.4 The ExCo may delegate any of its functions to sub-committees but must specify: the scope of its activity and powers; the extent to which it can commit funds of the Club (would need Chairperson's endorsement for each individual payment); its membership; and, its duty to report back to the ExCo. The ExCo may wind-up any sub-committee at any time or change its mandate and operating terms.

SECTION 7 CONDUCT OF EXCO MEETINGS

7.1 Whenever an ExCo 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), is not to be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

7.2 Two members of the ExCo shall form a quorum. ExCo meetings shall be held face-to-face where possible and voting will only involve those present. The Chairperson or individual nominated by the Chairperson should chair the meeting. Decisions shall be a simple majority of those voting. A specific resolution in writing signed by every ExCo member shall be valid without a meeting. The Chair of the meeting shall not have a casting vote.

7.3 Any ExCo member who is absent from three consecutive Committee meetings without good reason will be understood to have resigned his/her position.

7.4 Notes or minutes from ExCo meetings shall be available to members on the Club website.

7.5 Annual club reports and statement of account must be made available for inspection by any member and all Club records may be inspected by any ExCo member or Officer of the Club.

SECTION 8 ALL GENERAL MEETINGS

8.1 All members may attend all general meetings of the Club in person. Such meetings need 21 clear days' written notice for members. The quorum for all general meetings is 10 members present or 20% of the membership, whichever is the greater. The Chairperson (or another member formally delegated for the task) shall preside.

8.2 All fully paid members, including the Chairperson, shall have one vote. In the event of equality of votes motions shall be deemed lost. Voting on single issues can be carried out without a meeting and can be decided by post or electronic ballot for example.

SECTION 9 ANNUAL GENERAL MEETING

9.1 The Club will hold an Annual General Meeting (AGM) once in every calendar year and not more than 15 months after the last AGM.

9.2 The AGM shall: elect the Committee, receive and approve a set of audited accounts, present an account of the Club's activities, appoint a suitable individual to audit the accounts, agree Club affiliations (in addition to British Cycling), decide upon any resolution which has been submitted to the Secretary at least seven days prior to the meeting date and address any other business.

SECTION 10 EXTRAORDINARY GENERAL MEETING

10.1 An Extraordinary General Meeting (EGM) shall be called by the Secretary within 14 days of a request to that effect from the ExCo or on the written request of not less than 10 members signed by them. Such an EGM shall be held on not less than 14 days or more than 21 days' notice at a place decided upon by the ExCo or, by default, the Chairperson.

SECTION 11 SECOND CLAIM AND ASSOCIATE MEMBERS

11.1 A second claim member is defined as an individual who has declared another Cycling Club as their first claim and BCC as their second claim Club. Second Claim members shall pay a reduced membership fee compared to first claim members.

11.2 Second claim members must be first claim members of another cycling club and shall be subject to all the privileges and rules of first claim membership but shall not: hold any ExCo position within the Club; participate in any internal club competitions; and, compete in the name of the Club.

11.3 For completeness, second claim members are however most welcome at Club social rides, social events, tours, participate in Club social media (restraint on 1st claim activities would be applauded), able to claim Club discounts, obtain Club apparel, and participate in Academy activities.

11.4 An Associate Member is a person who wishes to support the interest and welfare of the Club without taking out full membership. Such a member shall not be allowed to ride with the Club or race under the Club's name.

SECTION 12 PROPERTY

12.1 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.

12.2 The Club may provide sporting and related social activities, 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.

12.3 The Club may also in connection with the sports purposes of the Club: sell and supply food, drink, and related sports equipment and clothing; employ members (not for riding) and remunerate them for providing goods and services, on fair terms set by the ExCo without the concerned person being present; pay for reasonable hospitality for visiting teams and guests; indemnify the ExCo 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).

SECTION 13 AMENDMENTS

13.1 These rules may be amended at a General Meeting by 2/3rds of the votes cast but not (if relevant) so as jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 and not in any event to alter its purpose (unless the procedure set out in 13.2 has been followed) or winding up provisions.

13.2 The Club's purpose may be changed to include another eligible sport if the ExCo unanimously agree and the members also agree the change by a 75% majority of votes cast.

SECTION 14 WINDING UP THE CLUB

14.1 The members may vote to wind up the Club if not less than $\frac{3}{4}$ of those present and voting support that proposal at a properly convened General Meeting.

14.2 The ExCo will then be responsible for the orderly winding up of the Club's affairs.

14.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one of the following: to another Club with similar sports purposes which is a charity and/or; to another Club with similar sports purposes which is a registered Community Amateur Sports Club; to the sports national governing body for use by them for related community sports.

SECTION 15 WEARING OF CLUB APPAREL

15.1 The Club feels it would be helpful if the position relating to the wearing of Club apparel is explained. For the avoidance of doubt, club apparel is defined as any of the blue/yellow/white Club-branded items available to members by the Club. Accordingly, members are asked to consider the following:

15.1.1 At the outset, it is hoped that members will wear Club apparel with pride and reflect on the fact that it portrays the town's colours.

15.1.2 When wearing Club apparel, members will be readily identifiable as a member of BCC and, as such, contribute to the Club's reputation. The Club does not want to lose its positive reputation and, consequently, asks that members obey the Highway Code, are courteous to other road users and treat others in the same way that members wish to be treated.

15.1.3 Members who have listed BCC as their first claim club are expected to compete in Club apparel, a position advocated by British Cycling. (Specific requirements are detailed in the British Cycling Technical Handbook.)

15.1.4 Members taking part in Club-entered events or as part of a BCC team (such as the Ride 100), are expected to wear Club apparel.

15.1.5 Members are encouraged to wear Club apparel on regular club social rides. Moreover, the Club asks also that those members who list BCC as a second claim club to refrain from wearing their first claim apparel on Club social rides.

SECTION 16 – CLUB RIDES

16.1 Guidance on participating in Club social rides is shown on the Club website.

SECTION 17 – CLUB HISTORY

17.1 BCC built upon the informal riding activity that was conducted out of the Lovelo Cycle Works in Berkhamsted – driven by founding members Tim Warrell, Andy Dawson and Keith Tucker. The Club formed as a British Cycling affiliated club at the beginning of September 2014 and by the end of 2015 boasted some 180+ members – a fantastic achievement. A key milestone was the presentation of the Club's inaugural jersey by the town's mayor, Peter Matthews, in December 2014 to the Club's first Chairperson, Nick

Kurth. To cement the Club's foundation, the Club won the Harp Hilly Hundred (HHH) Shield in early-2015 – a much sought after award by cycling clubs far and wide; this was a great feat of co-ordination by the Club's Performance Co-ordinator, Nick Clarke. The Club went on to win the Shield for the following five years from 2016 – 2020, 2020 being the last time the event was run prior to the Covid-19 pandemic. Furthermore, the Club first organized its own TT and Hill Climb in 2015; both events were open to invited Clubs.

SECTION 18 – CLUB TROPHIES

18.1 The Broken Spoke Award: awarded to the Club member who has provided the most intentional or unintentional amusement whilst cycling or engaged in Club activities, as judged by the Chairman. The award is retained by the Club but is loaned to the recipient for the following 12 months.

18.2 The Kurth Quaich: awarded to the ride leader (outside the Executive Committee) who has undertaken the most ride leading on Club social rides in the view of the Club's Ride Co-ordinator. The award is retained by the Club but is loaned to the recipient for the following 12 months.

18.3 The Thomas Stevens Award: Awarded to the first claim rider who has achieved the best performance results in BCC colours in the view of the Club's Performance Coordinator. The Award is retained by the Club but is loaned to the recipient for the following 12 months.

18.4 The Trevor Hill Club Supporters Award: Awarded to the Club member (excluding ExCo members) who has done the most to support the work of the club, for example by volunteering at club events. The Award is retained by the Club but is loaned to the recipient for the following 12 months.

18.5 The Best Club Rider Award: Awarded to the Club rider who sets the best possible standard whilst riding with the Club, as judged by the membership, based on the published criteria. The Best Club Rider Trophy is retained by the Club but is loaned to the recipient for the following 12 months.

18.6 The Chairman's Challenge: Awarded to the Club member who has undertaken a significant challenge in the year, in the view of the Chairman. The Award is retained by the Club but is loaned to the recipient for the following 12 months.

18.7 Hill Climb Awards (Mens and Ladies): Awarded to the club members who put in the best performance (not necessarily fastest) at the Club's Hill Climb event, in the view of the Club's Performance Co-ordinator. The Awards are retained by the Club but are loaned to the recipients for the following 12 months.

SECTION 19 – USEFUL LINKS

British Cycling

<https://www.britishcycling.org.uk>

Cycling Time Trials

<http://www.cyclingtimetrials.org.uk>

Cycling UK	http://www.cyclinguk.org
Triathlon England	http://www.triathlonengland.org
Lovelo Cycle Works	http://www.lovelocycles.co.uk
The Road Room	http://www.roadroom.co.uk
LeisureWheels	http://www.leisurewheels.co.uk
Pedalworks	http://www.pedalworks.co.uk
Ashmei	http://www.ashmei.com
Keith Tucker Personal Training	http://keithtucker.co.uk
The Fitness Society	http://www.thefitnesssociety.com
The Bike Box Hire Company	http://bikebox-hire.co.uk