

Section 1 - Members Code of Conduct

We recommend that you protect yourself whilst riding your bike on the road by ensuring you have some form of cycling insurance. If you cause an accident with other riders, cars or the public in general you are personally liable to pay for any damaged caused.

British cycling do basic insurance policy for a £31.50 per year if paid for by direct debit.

1 Basics/Organisation

- 1.1 I will arrive with time to sign-on and join a group in plenty of time for the ride to leave promptly
- 1.2 I am a current Eastgate Cycles member (and if not, I'll join after TWO rides)
- 1.3 I will make myself known to the group that I want to ride with - if the group is full (8 riders), I will join a different group or start the next group of 8
- 1.4 After signing in, I'll wait with my group, away from the board to allow arriving riders to sign-in
- 1.5 I'll introduce myself to the other riders in the group and discuss the group's riding etiquette (e.g. pace, comms, regrouping at top or bottom of hills, etc.)

2 Rules of the Road

- 2.1 I will abide by ALL RULES OF THE ROAD
- 2.2 I will stop at red lights
- 2.3 I will not swarm cars at red lights/junctions
- 2.4 I will move into single file on narrow roads if cars are coming - I will signal before turning
- 2.5 I will slow right down for horses and alert them to my presence in good time.
- 2.6 I will point out or shout out for hazards e.g. potholes to the other riders
- 2.7 I will not use my mobile phone whilst riding

3 Pace

- 3.1 I will choose a group that matches the speed I want to ride at - based on the objective speed of the group for this ride
- 3.2 If I'm not sure what pace group to choose, I'll ask for advice
- 3.3 I will keep an eye out for riders behind me
- 3.4 If other riders behind me are dropped I will let the group know and slow down for them
- 3.5 It is normal for groups to separate on steep ascents/descents. The group should agree at the start of the ride their approach for regrouping depending on the route. In any case, the group should aim to regroup as quickly as possible so as not to become an elongated obstacle for other road users.
- 3.6 Eastgate rides are "non-drop" therefore, if a rider is constantly falling off the pace, either the group slows down, splits into a slower/faster sub-group or escorts the rider at a lesser pace until a slower group catches for them to join.

4 Kit and Equipment

- 4.1 I will wear a helmet at all times on the club ride
- 4.2 I will ensure my bike is roadworthy
- 4.3 If my bike has tri-bars, I won't ride on them in a group
- 4.4 I will ensure I have the means to fix my own punctures
- 4.5 I will bring enough fluid and food for the ride (and maybe some extra just in case)
- 4.6 I will carry ID for use in a case of emergency

5 Incidents/Accidents

- 5.1 Apply common sense and don't take any unnecessary risks when dealing with injured riders
- 5.2 Encourage injured riders not to continue bravely but call for assistance and recovery (especially where a head injury is apparent or suspected). If they insist on continuing the ride, keep monitoring their condition and factor in more frequent stops to assess their condition.
- 5.3 If a junior member is involved, the responsible adult in the group should make the decision on whether it is appropriate to continue riding, involving the parents at the earliest opportunity.
- 5.4 Collect contact details of any 3rd parties involved in the incident and any witnesses in case of a 3rd party claim
- 5.5 Take a note of the conditions/circumstances and outcomes of the incident and report it to a committee member.
- 5.6 Where applicable, the committee will report details of the incident to British Cycling for insurance purposes (to protect the club in the event of 3rd party claims).

6 Have Fun!

Section 2 – Club Constitution

1. Name

The club will be called Eastgate Cycles [The Club] and will be affiliated to Eastgate Cycles Ltd [The Shop] and British Cycling.

2. Aims and objectives

The aims and objectives of the club will be:

- To provide a friendly and social cycling community for riders of all abilities
- To promote the sport of Cycling in the Gloucester area
- To offer coaching, technical advice and competitive opportunities in Cycling
- To provide social cycling events for members and, on invitation, paying non-members
- To provide social events for members
- 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
- To ensure that all present and future members receive fair and equal treatment

3. Committee

The club will be managed through the Management Committee [Committee] consisting of up to 13 Officers as listed in 4 below.

Only these posts will have the right to vote at meetings of the Committee.

The Committee will be convened by the Secretary of The Club and held no less than 6 meetings per year.

The quorum required for business to be agreed at Committee meetings will be at least 50% of the elected Officers.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

Decisions shall be by simple majority of those voting. In the event of an equally split vote the Chair, Secretary and Treasurer shall be extended an additional vote.

A resolution in writing signed by every Committee member shall be valid without a meeting;

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

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.

4. Officers of The Club

The officers of the club will be:

- Chair
- Secretary
- Treasurer
- Social Rider Officer
- Website/Media relations officer
- Race Team Development officer

- Rider Development officer
- Membership Admin Officer
- Up to 5 Co-opted members (representing diverse range of members)

Officers will be (re) elected annually at the Annual General Meeting without limit.

5. Delegation

The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee.

The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.

6. Membership

Membership of the Club shall be open to anyone interested in cycling over the age of 18 on application regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Children over the aged 14 and over may join with parent/guardian consent providing at least 1 parent/guardian is also a member.

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 pose 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 may be made to an appointed panel consisting of club members.

Membership should consist of officers, members and Honorary Life Members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of British Cycling.

Honorary Life Members can be proposed by any Member and agreed by a simple majority vote of the Committee.

7. Membership fees

Membership levels and fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription and are not refundable.

Honorary Life Members pay no membership fees and can participate in Club events free of charge. (NB - British Cycling membership is not included).

Directors of The Shop are automatically afforded Honorary Life membership.

8. Finance

The Club is to run on a not for profit basis. All funds are to be used to provide facilities and events for its Members.

A surplus of no more than 50% of the total annual membership receipts can be carried forward into the following financial year to support the Aims of The Club.

Members with specific skills can be reimbursed for their time when providing services to the benefit of Members providing such expenditure is agreed in advance by the Committee.

Investment in specialist training/coaching for Officers is permissible providing such training directly supports the Aims of The Club.

Reasonable general expenses incurred by Officers supporting the Aims of The Club can be reimbursed subject to approval by at least 2 other Officers.

The Club can procure equipment and services from The Shop in support of The Aims of The Club.

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31st March each year.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques or electronic payments drawn against club funds should hold the signatures of at least two officers who should not be members of the same family or a beneficiary of the payment.

9. Annual general meetings

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM.

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Committee and a statement of the accounts.

Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

Decisions shall be by simple majority of those in attendance by a show of hands. In the event of an equally split vote the Chair, Treasurer and Secretary shall be extended an additional vote.

10. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Committee via the Secretary.

The Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to a Panel of Members following disciplinary action being announced. The Panel, appointed by the Committee and consisting of Members who are independent of the original complaint should consider the appeal within 14 days of the Secretary receiving an appeal. The decision of the Appeal Panel will be final and binding.

11. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

12. Amendments to the constitution

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

13. Data Protection

As a non-profit organisation, The Club is not required to register with the Information Commissioners Office [ICO] but will adhere to the principles of the Data Protection Act 1998 [The Act] when handling Members' Personal Data namely:

- Personal data shall be processed fairly and lawfully for the purpose of the effective running of The Club and as such, The Club will;
 - only process information necessary to establish or maintain membership or support; and

- only process information necessary to provide or administer activities for people who are members of The Club or have regular contact with it; and
- only share the information with people and organisations necessary to carry out The Club's activities; and
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.
- Personal data shall be processed in accordance with the rights of data subjects under The Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

14. Declaration

Eastgate Cycles Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:




DATE: 3RD MARCH 2017

NAME: **Grant Stevens**

POSITION: **Club Committee Chairman**

SIGNED:



DATE: 3RD MARCH 2017

NAME: **Heidi Kelly**

POSITION: **Club Secretary**