

# KENT VELO GIRLS CYCLING CLUB



## COMBINED RULE & HANDBOOK

*April, 2020*

Welcome to Kent Velo Girls Cycling Club.

In 2008, when a couple of us wanted to find some women to ride with, the Kent Velo Girls Cycling Club was born.

The founding principle was (and remains), to provide a safe and encouraging environment for women to cycle.

Fast forward to today, and we have a thriving community of female cyclists. We are fit, healthy and getting outside to train and exercise all year - in Kent and all over the world - from wobbling along a trail as a newbie to National Championships and International racing.

We have developed a men's section, the Kent Velo Boys, and inspired and encouraged the development of Kent Velo Kids.

Welcome to our community. This Club is simply a combination of all those who volunteer, and everyone who rides.

We couldn't run it without people putting their hands up, for anything and everything, and we hope that in time you will feel able to step up and help the Club to run as smoothly as it does.

We have volunteer ride leaders for every ride, and there are countless opportunities throughout the year to do your bit to help, from making cakes and brownies for the Club Sportive to organising rotas for ride leaders, and stepping forward for key roles within the Club.

The Club is now entering a new era as it incorporates to form a company limited by guarantee. This will not alter the Club ethos, founding principle or the day-to-day operation, but it will offer better protection for Club members and officers.

In this process the Club will adopt the Combined Rule and Handbook which draws on the wealth of experience of managing the Club over the last ten years.

For your own and others' personal safety and enjoyment of the Club, we would ask that you follow these rules.

Please also take time to read the Club etiquette on pages 8 & 9, which seeks to improve the quality and enjoyment of Club rides for all concerned.

In the meantime, get out and enjoy your riding, enjoy exploring the Kent countryside. Take advantage of our countless experienced riders and the advice they have to share.

Enjoy your increased fitness and all the places that can take you.

I hope to see you on a ride soon.

Bee Gregorie

### **FOUNDING PRINCIPLE AND MISSION OF THE CLUB**

1. The name of the Company is Kent Velo Girls Cycling Club Limited, trading as Kent Velo Girls Cycling Club (also referred to as ‘the Club’ or ‘Kent Velo Girls CC’).
2. The founding principle and mission of the Club is to facilitate and promote participation of the whole community, and in particular women of all ages and at all levels, in the amateur sport of cycling in Kent.
3. In support of its mission, emphasis is on:
  - a. educating and informing members, allowing them to develop their cycling performance and confidence;
  - b. inspiring and supporting members, enabling them to achieve their cycling ambitions and goals;
  - c. offering a choice of days, speeds, elevations and distances for club rides;
  - d. providing a social environment to develop and nurture friendships;
  - e. using proportionate means to achieve the founding principle and mission of the Club.

### **CLUB AFFILIATIONS**

4. The Club is affiliated to British Cycling, Cycling Time Trials, Kent Cycling Association, London Women’s Racing and to any other body as the Club in General Meeting may decide.

### **MEMBERSHIP OF THE CLUB**

5. To enable members to benefit from limited liability, the Club has incorporated as a company limited by guarantee. Every member must undertake to guarantee, to a maximum of £1, the debts and liabilities of the Company if the Company is wound up whilst they are a member or within one year of ceasing to be a member.
6. All members must have third party liability insurance; membership of British Cycling, Cycling UK or the British Triathlon Federation provide the acceptable level of cover. A member may be requested to provide proof that they have the appropriate insurance cover.
7. Members must be 18 years or older at the time of joining the Club; persons who are younger than 18 years may wish to join Kent Velo Girls CC’s associated club, Kent Velo Kids (<https://kentvelogirls.co.uk/kent-velo-kids>).
8. Each member must agree to be bound by the Club Rules, which may be altered from time to time by a simple majority of members voting at a General Meeting.
9. Prior to joining the Club, a potential member must attend an induction session, submit an application form and pay the appropriate subscription. Up to date details can be found in the “Joining Velo Girls Cycling Club” section of the Club’s website.
10. Admission to the Club will be granted to members complying with Rules 5 to 9 (inclusive).
11. Kent Velo Girls Cycling Club will have a female (referred to as Kent Velo Girls) and a male (referred to as Kent Velo Boys) category of membership, and members shall be allocated a category according to their identifying gender.
12. Where a potential member is refused membership, they have a right of appeal at an EGM on payment of the expenses incurred in calling and holding the meeting. This payment will be refunded if the refusal of membership decision is not upheld.
13. The Club’s subscription year commences on 1<sup>st</sup> April and each renewing member must pay in advance the annual renewal subscription determined by the Club members at the preceding AGM. Completion of a renewal form will be required which will include an acknowledgment that the member’s third party liability insurance remains in place.

KENT VELO GIRLS CYCLING CLUB – GENERAL RULES (CONT'D)

14. If a member fails to pay their subscription before the 31st March in any year, they will receive a notice of non-payment. If the subscription is not paid before the 30th April, the defaulter, at the discretion of the Committee, will cease to be a member of the Club. Unpaid subscriptions will debar members from voting at any General Meeting and participating in any Club activities.
15. Members of the Club shall consist of all persons who are on the Club's membership register.
16. A member who races for another cycling club cannot be a first-claim member of Kent Velo Girls Cycling Club. To authenticate first-claim eligibility, the Membership Secretary may secure information regarding membership status of any other club.
17. Second claim members (members who have declared that the Club is not their first claim cycling club) are entitled to the privileges of the Club except that they may not:
  - a. represent the Club in races;
  - b. be awarded a Club medal or prize.
18. The Committee has the power to suspend or expel any member for acting in a manner objectionable or prejudicial to the interests of the Club. The member has a right of appeal at an EGM on payment of the expenses incurred in calling and holding the meeting. This payment will be refunded if the Committee's decision is not upheld.
19. Any member ceasing voluntarily or otherwise to be a member of the Club will no longer have any claim on the property of the Club or enjoy any of the privileges of membership. Any property in their possession must be immediately returned. The member's liability for the payment of any subscriptions, other debts or as provided elsewhere in the Rules will continue.

## **CLUB RIDES AND COACHING SESSIONS**

20. Club members must always obey the highway code whilst on a club ride or coaching session and/or when wearing club kit.
21. When on any club ride or coaching session:
  - a. riders must carry a form of ID that shows their name, address and emergency contact details;
  - b. it is the rider's responsibility to ensure that their bike is in a safe condition to ride;
  - c. riders must wear a helmet;
  - d. wearing of kit from another club is not allowed;
  - e. mudguards must be used during GMT (October to March - dates are specified each year);
  - f. riders must use a road bike, unless a ride or session is designated otherwise;
  - g. ebikes are not allowed, other than with prior agreement of the Committee;
  - h. tribars are not allowed;
  - i. in the UK, riders must ride in no more than a group of 8 riders;
  - j. there must be a designated ride leader or coach;
  - k. the ride leader must have undertaken ride leader development.
22. By participating in Club activities (including coaching sessions), riders are:
  - a. acknowledging the dangers of participating in cycling and fully assume the risks associated with it including, without limitation, the risk of collision with other riders, vehicles and fixed and moving objects, risks arising from surface hazards, equipment failure and weather conditions potentially leading to serious physical injury and/or loss of life;
  - b. consenting to take part in the activity, which may include being in a traffic free environment and/or on the public highway, and understand and agree that they are participating at their risk, taking full and entire responsibility for their own safety;
  - c. agreeing to be aware of their own limitations, to be responsible for the condition, adequacy and safety of their equipment, and to ride neither to endanger themselves or others;
  - d. agreeing to hold the Club and its officers and other members harmless from all claims (including those resulting from negligence or omission), including claims for physical injury or loss suffered in connection with Club activities;
  - e. agreeing to notify the ride leader or coach of any medical condition or information they feel that the leader or coach should know about before participating in the ride or coaching sessions. Note that if a rider has any concerns about participating in any form of physical activity, they should consult their GP before giving their consent to taking part in riding or coaching sessions.

## MANAGEMENT OF THE CLUB

23. The Directors are responsible for the management of the Club.
24. The Directors will delegate the day-to-day operation of the Club to a Committee of Officers consisting of seven members, namely Chair, Vice Chair, Treasurer, Secretary, Social and Events Secretary, Membership Secretary, and Communications and Social Media Secretary. A full list of the elected officers can be found on the Club's website. From time to time it may be appropriate for the members in General Meeting to adjust the number or roles comprising the Committee.
25. The Chair, Secretary and Treasurer, by virtue of their position, will each become a Director of the Club on appointment as an Officer, and will each retire as a Director when they retire as an Officer, unless otherwise voted at a General Meeting.
26. Officers other than the Chair and Vice Chair:
  - a. must retire at the latest at the AGM that is the third AGM following the AGM at which they were appointed;
  - b. cannot be re-appointed as an Officer, other than for the role of Vice Chair until at least one year has elapsed.
27. For offices other than for Chair and Vice Chair, any member may nominate any first claim member for the role as and when vacancies fall due. The nomination must be seconded by another member and the Secretary will notify members not less than seven days prior to the relevant AGM.
28. Any member who is appointed as the Chair at any AGM must retire at the AGM immediately following their appointment, unless the members at the relevant AGM appoint them to another role.
29. Any member who is appointed as the Vice Chair at any AGM will automatically be appointed as the Chair at the AGM immediately following their appointment (other than in circumstances where the person resigns on or prior to the relevant AGM).
30. It is the responsibility of the Committee to put forward nomination(s) for the role of Vice Chair, and the Secretary will notify members not less than seven days prior to the relevant AGM. If the current Vice Chair is unable or unwilling to assume the role of Chair for the period immediately following the forthcoming AGM, the Committee will also put forward their nomination for the role of Chair and in each case the Secretary will notify members not less than seven days prior to the forthcoming AGM.
31. Officers will be appointed by the members in General Meeting.
32. The Club may appoint a member to be the President of the Club.
33. The President must retire, at the latest, at the AGM that is the tenth AGM following the AGM at which they were appointed.
34. As and when the President retires and is to be replaced, the Committee will put forward their nomination for the role, and the Secretary will notify members not less than seven days prior to the relevant AGM.
35. The President will be appointed by the members in General Meeting.
36. All elections for President and Committee Officers shall be by vote.
37. The Committee may co-opt Club members (up to the maximum permitted number) to serve until the end of the next AGM.
38. The Committee will meet as often as deemed necessary, but at least once in every two-month period. The Secretary may call a meeting of the Committee at any time and will do so if requested in writing by any Officer of the Committee.
39. The Committee will, subject to these Rules, have full power of management and control over the conduct and affairs of the Club, except the powers exercised by the Club in General Meeting, and by the President.

40. The President may choose from time to time to attend any Committee meeting.
41. Where, and only where the subject of a Committee meeting vote is pertaining to some potential alteration to Club's Articles or these Rules, the President will have a vote, and in the case of an equality of votes, will have the casting vote.
42. Subject to the above rule, questions arising at a Committee meeting shall be decided by a majority of votes of the Committee Officers. In the case of an equality of votes, the Chair shall not have a second or casting vote.
43. No business may be transacted at a Committee meeting unless a quorum of Committee Officers is present. The quorum is five.
44. The Secretary, or substitute, will keep minutes of the Committee meetings and all acts performed in relation to and authorised by the minutes, will be deemed to be acts of the Committee.

**GENERAL MEETINGS (AGM and EGM)**

45. The Officers must convene an AGM within a period of nine months following its accounting reference date, and will transact the following business:
  - a. confirm the minutes of the previous AGM and any General Meetings held since the last AGM;
  - b. present the financial report and accounts for the previous financial year;
  - c. other reports from the Directors and Officers which may be submitted orally;
  - d. elect Officers and the President, if any;
  - e. appoint the Reviewer and/or accountants, if any;
  - f. raise any matter of which the Secretary has received written notice from a member at least seven days before the date of the AGM;
  - g. transact any other business that the Chair sees fit to accept.
46. The Officers may, whenever they think fit, convene an EGM, and an EGM shall also be convened on requisition by not less than ten percent of the membership or twenty members, whichever is the greater who in their requisition shall state the purpose for which the EGM is to be called.
47. All General Meetings will be convened and held in accordance with the provisions of the Articles of the Club.

### **ACCOUNTS**

48. The Treasurer will keep a record of all income and expenditure, with a view to producing quarterly and annual accounts for review by the Committee.
49. The Committee will present to the members at the AGM, a statement of income and expenditure and a balance sheet for the year to 31<sup>st</sup> March. These documents will be distributed prior to the meeting as an attachment to the agenda.
50. As a Company limited by guarantee, the annual accounts will be prepared in a format compliant with the Companies Act 2006.
51. A suitable person, from outside the Committee, will be appointed by the members at the AGM to independently review the accounts. Any Reviewer will be eligible for re-election, but if a vacancy occurs mid-term, the Committee will have the power to fill the vacancy, subject to confirmation by the members at the next AGM.
52. All Club property and assets are entrusted to the Committee.

### **CLUB KIT**

53. All major items of club kit, for example, jerseys, gilets, jackets and skinsuits will have the full name of the relevant section of Club (Kent Velo Girls for the female section and Kent Velo Boys for the male section) visible.
54. Any change to the pink colours of the kit for the Kent Velo Girls and the blue colours for the Kent Velo Boys sections of the Club must be agreed by the Committee and approved by the members.

### **WEBSITE AND SOCIAL MEDIA**

55. Whilst the Communications and Social Media Secretary has absolute discretion as to the content of the Club's website, it should contain nothing of a libellous, slanderous, insulting, abusive, derogatory or defamatory nature in respect of the Club or any of its members. Neither should it have any malicious content calculated to cause offence.
56. The Club's website and closed Facebook pages are the only points of reference for Club information. Should these sources not provide the information required then a full list of committee members and their contact details can be found on the website.
57. Use of the closed Facebook pages will be restricted to Club and associated matters only, to avoid obscuring posts pertaining to the day-to-day operation and administration of the Club.



## CLUB ETIQUETTE

Rules 20 - 22 (inclusive) provide the key elements required on Club rides.

The Club has gathered additional items, referred to as the Club Etiquette, that have been found over the years to improve the safety, quality and enjoyment of Club rides for all concerned.

1. It is preferable that Club kit is worn on Club rides.
2. When riding as a group, riders should:
  - a. rotate the front rider at regular intervals;
  - b. not ride off the front, back or not with the group;
  - c. ride in single file on busy or narrow roads or when riding around bends;
  - d. ride in pairs only when safe to do so, lining up handlebars;
  - e. when riding as an odd number in pairs, have the single rider positioned directly behind the rider in front and not at the back of the group;
  - f. never ride more than 2 abreast;
  - g. when going from pairs to single file, the outside rider goes in front of the rider on the inside; when safe to revert to pairs, the rider formerly on the inside accelerates up to join the rider formerly on the outside;
  - h. not half wheel (overlap wheels from behind);
  - i. use appropriate hand signals to indicate hazards to the riders behind;
  - j. leave a gap of no more than a bike length, but preferably a wheel width or less, between bikes;
  - k. bring an energy snack and drink;
  - l. carry a mobile phone and money;
  - m. use front and back lights all the year round to maximise visibility.
3. In terms of bike maintenance and care:
  - a. riders are expected to make sure their own bike is safe and roadworthy;
  - b. regular servicing will avoid unnecessary mechanicals; once a year or every 1000 miles is recommended;
  - c. riders should carry 1-2 inner tubes, a method of inflation (preferably CO2 canisters), tyre levers and a multi-purpose tool (even if riding on tubeless tyres);
  - d. when a mechanical occurs, the whole group will stop and assist with the repair;
  - e. the most common mechanical suffered is a puncture; each rider is responsible for changing their own inner tube;
  - f. other mechanicals (ie broken spoke or snapped chain) may be repairable on a ride, but a rider may need to arrange to be recovered. In these instances, the group will wait until a recovery plan is in place before continuing with the ride.
4. Each ride will have a designated ride leader (a member who has attended a rider development session) and their role is to:
  - a. provide the route, control the speed and keep the group together;
  - b. ensure that the rides leave the designated start point on time;
  - c. in the event of dangerous weather conditions, cancel the ride via a Facebook post;
  - d. where appropriate, give direction to the group to improve the group riding dynamics.
5. The highway code must always be followed but members are also asked never to:

KENT VELO GIRLS CYCLING CLUB - CLUB ETIQUETTE

- a. react to car drivers; no gesticulating or shouting regardless of the driver's behaviour;
- b. wave drivers through on a ride; it must be the driver's responsibility to decide when it is safe to pass.