Kent Velo Girls Cycling Club

COMBINED RULE & HANDBOOK

October 2026

INTRODUCTION

This Handbook sets out the rules and etiquette for all members of the Club to ensure that we:

I. comply with **legal obligations** (Companies Act 2006 & Duty of Care);
II. adhere to the Club's **3rd party public liability insurance requirements**;
III. promote the **Club's mission and its ethos of inclusivity**.

I. Legal Obligations

Club Legal and Management Structure: The Club is a company limited by guarantee under the Companies Act 2006:

- Directors: legally responsible for managing the Club and ensuring compliance with the law;
- Committee of Officers: handles day-to-day operations delegated by Directors;
- Club Officials: individuals (members or non-members) appointed by the Committee to manage or perform specific Club activities or tasks.

Duty of Care: All Officers and Officials must take reasonable precautions to protect participants from injury or distress.

II. 3rd Party Public Liability Insurance

Coverage Overview:

- Provided through British Cycling affiliation.
- Covers up to £20 million for:
  - 3rd party bodily injury or death;
  - 3rd party property loss or damage caused by negligence.

Who Is Covered:

- The Club, Officers, Officials, and Invitees (participating in up to 2 activities before joining).

What Is NOT Covered:

- Self organised (i.e. not organised and/or governed by the Committee) rides, trips or events (domestic or abroad);
- Timed competitive or non-competitive events (e.g., Time Trials, Segments of the Week, Sportives).

Activities Covered:

- Club rides and trips (domestic & abroad);
- Club coaching & training sessions;
- Club socials, promotional activities, fundraising.

Risk Management Guidelines:

- Officers and Officials must follow British Cycling best practices, including:
  - Assessing weather and route conditions;
  - Considering rider ability and group riding skills;
  - Promoting good practice for equipment (bikes, clothing, safety gear);
  - Preventive and safety planning for, and management of mechanicals or accidents.

Incident Reporting:

- Any incident causing or potentially causing injury, illness, or property damage must be reported using an accident report form submitted to British Cycling.

III. Club Mission & Ethos of Inclusivity

The Club is committed to being inclusive and welcoming. All Officers, Officials and members must:

- Follow Club rules, etiquette and protocols;
- Promote a safe and supportive environment for participants of all abilities.

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 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 select 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 1st 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.

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 within the maximum number of riders per group as determined by the Committee from time to time, taking account of relevant guidance, road conditions and the nature of the ride;
    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. The Chair:

    a. must retire as Chair at the latest at the AGM that is the second AGM following the AGM at which they were appointed;

    b. must declare at the time of their appointment their intended tenure (whether until the first or the second AGM following their appointment);

    c. cannot be re-appointed to another Officer role until at least one year has passed.

29. Any member who is appointed as the Vice Chair at any AGM shall be automatically appointed as the Chair at the AGM on the retirement of the Chair (other than in circumstances where such 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 vote of votes of the Committee Officers. In the case of an equality of votes, the Chair shall 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 31st 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. The name or names that appear on all major items of club kit, for example, jerseys, gilets, jackets and skinsuits must be agreed by the Committee after consultation with all members. The Committee will act in accordance with the preferences expressed by the majority of respondents in that consultation.
54. Any change to the colours of the kit must be agreed by the Committee after consultation with all members. The Committee will act in accordance with the preferences expressed by the majority of respondents in that consultation.

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.

There are a number of protocols and guidelines, referred to as the Club Etiquette, which members are asked to follow. These have been found to improve the smooth running and the safety, quality, inclusivity and enjoyment of Club activities for all concerned.

1. A Club activity (e.g., ride, trip or event - domestic or abroad) is one which:
    a. is organised by the Committee (including by Club Officials on behalf of the Committee);
    b. is governed by the Committee;
    c. is offered to all KVG via the *KentVeloGirls* facebook page and/or to all KVB via the *KVB WhatsApp Community Announcements* channel;
    d. adheres to the Club's rules and etiquette.

2. Any other ride, trip or event is referred to below as a Non-Club activity.

3. If organising or participating in a Non-Club activity, organisers and participants:
    a. may wear Club kit;
    b. are not to meet and/or park at Hilden Park as this is a private venue and should only be used when joining Club activities;
    c. are not to post information, photos or updates of their activity on the *KentVeloGirls* facebook page or the *KVB WhatsApp Community Announcements* channel;
    d. are encouraged to share information and stories of their adventures on the *KVG Trips & Tips* facebook page or the *KVB WhatsApp Community Boys Bike Chat* channel, and at the annual Inspiration & Goal Setting evenings.

4. To comply with the Club's insurance, each Club ride must have a designated ride leader who is accredited by the Club:
    a. accreditation is currently obtained and maintained by participation in a KVG Rider Development session in the previous 4 years.

5. The role of the designated ride leader on a Club ride is to:
    a. post the route on the *KentVeloGirls* facebook page or the relevant *KVB WhatsApp Community* channel;
    b. in the event of dangerous weather or road conditions, delay or cancel the ride via a *KentVeloGirls* facebook post or the relevant *KVB WhatsApp Community* channel;
    c. at the start of the ride:
        i. organise the riders into groups (in the UK of a maximum of 6 riders) and nominate a rider in each to lead the group;
        ii. ensure that the rides leave the designated start point on time;
    d. during the ride, control the speed of the group, give direction to the group to improve the group riding dynamics where appropriate and foster an inclusive and positive experience for all in the group;
    e. at the end of the ride:
        i. provide the ride data;
        ii. report on any incidents according to the Clubs incident reporting protocol.
    f. An ad-hoc Club ride may be posted on the *KentVeloGirls* facebook page or the relevant *KVB WhatsApp Community* channel provided:
        i. it will be led by a rider who is an accredited ride leader, and
        ii. there are no regular or special Club rides on the day of the ride OR, the regular ride leaders/special event organisers and/or the Committee have agreed that the ride can go-ahead.
6. The Committee are very happy to consider proposals for new regular Club rides – email a Committee member in the first instance.

7. It is preferable that Club kit is worn on Club rides.

8. Club ride groups will be arranged at the ride meeting place and it is not acceptable for riders to pre-arrange their riding group.

9. On KVG and KVB only Club rides, irrespective of starting point/place, riders must be inclusive of all riders wishing to ride at the level of the group and to ensure that everyone has a group to ride with.

10. Some Club organised special rides (such as One Day Tour, weekend/bank holiday long rides and during Mallorca Training Camp) are open to both KVG and KVB members. On these, mixed KVG / KVB groups are allowed provided all participants of the group are in agreement that the group should be mixed.

11. When riding as a group on a Club ride, riders should:
    a. always follow and adhere to the Highway Code;
    b. rotate the front rider at regular intervals;
    c. not ride off the front, back or not with the group;
    d. ride in single file on busy or narrow roads or when riding around bends;
    e. ride in pairs only when safe to do so, lining up handlebars;
    f. 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;
    g. never ride more than 2 abreast;
    h. when going from pairs to single file, the outside rider goes in front of the rider on the inside;
    i. when safe to revert to pairs, the rider formerly on the inside accelerates up to join the rider formerly on the outside;
    j. not half wheel (overlap wheels from behind);
    k. use appropriate hand signals to indicate hazards to the riders behind;
    l. leave a gap of no more than a bike length, but preferably a wheel width or less, between bikes;
    m. bring an energy snack and drink;
    n. carry a mobile phone and money;
    o. use front and back lights all the year round to maximise visibility;
    p. never react to car drivers - no gesticulating or shouting regardless of the driver's behaviour;
    q. never wave drivers through on a ride; it must be the driver's responsibility to decide when it is safe to pass.

12. With regard to bike maintenance and care when joining a Club ride:
    a. riders are expected to make sure their own bike is safe and roadworthy (regular servicing will help avoid unnecessary mechanicals);
    b. when a mechanical occurs, the rider is responsible for any attempted roadside repair, but the whole group will stop and assist as necessary with the repair;
    c. riders should carry appropriate spares and tools including a method of tyre inflation;
    d. some mechanicals (ie puncture, broken spoke or snapped chain) may be repairable on a ride, but on occasions 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.