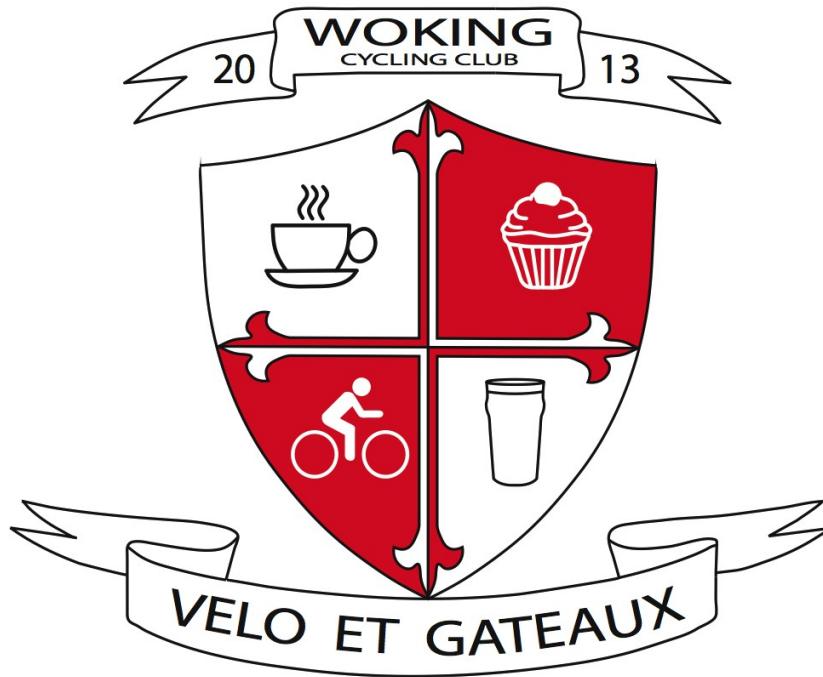


Woking Cycling Club



Handbook 2020

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1. MEMBERSHIP

Membership of Woking Cycling Club is subject to the approval of the committee and is open to persons of 14 years of age and over.

There are various membership options and prices as listed below.

The membership year runs from April 1st till March 31st. Members who join after 1st January annually will not be required to renew their membership that same year. They will, however, be required to renew their membership at renewal the following calendar year.

Membership categories and subscription rates are as follows: -

Junior (under 18) (not taking part in the Go-Ride programme)

£10 - An adult Parent/Guardian member must accompany junior family members on rides.

Senior (over 18)

£15

Couple

£25 - Must reside at same address

Family

£40 - No limit on family members as long as they reside at the same address. An adult Parent/Guardian member must accompany junior family members (14-17) on rides

Second Claim

£10 - Membership is available with limited rights (e.g. non-voting).

Members may not compete in the name of the club until their subscriptions have been paid.

We do recommend that newcomers/ new members join one the Social groups for their first ride. To ensure fairness to all newcomers and our members, we would encourage you to join the club after trying out two taster rides.

The club reserves the right to rescind membership on the grounds of conduct to the detriment of the club or its members.

Only the Membership Secretary or the Treasurer can collect membership payments in cash.

A yearly handbook will be produced and will be made available to members of the Club.

2. SAFETY AND RISK MANAGEMENT

All riders take part in the group runs at their own risk. Those risks can never be totally eliminated but can be minimised by following this guidance in the spirit as well as the letter.

The Committee will be happy to offer general advice and to help clarify the content of this page. They will politely point out any deviations to the rider(s) concerned and seek compliance.

Consider your own insurance needs. In particular ensure that you have Third Party (Public Liability) insurance that covers you whilst cycling. Although this is not a legal requirement, the current “sue everyone for everything” attitude makes insurance essential.

The Club has such a policy to cover claims against the Club and its officers. Ride Leader insurance offered to named ride leaders through Woking CC's affiliation with CTC. You should consider joining Cycling UK or British Cycling - membership includes both Third Party insurance and free legal assistance should you need to claim against someone else.

3. CLUB RIDE ETIQUETTE

Woking Cycling Club wants riders to gain maximum enjoyment from their group rides whether highly energetic or social. The club etiquette has been created to ensure safest possible environment in which we can all enjoy our cycling.

The etiquette and advice incorporate long-standing practices and will be familiar to all experienced riders.

Whilst they have been drawn up to help members who have never ridden in a group, we would like everyone to make a point of reading and following them. We have taken the opportunity to include items of general advice that may help new or relatively inexperienced cyclists.

Always obey the Highway Code. When riding on the public highway, riders must observe the rules of the Highway Code. Highway Code Rules for Cyclists, Rules 59-82 are the most relevant to cyclists.

- Ride steadily. Keep a steady line and constant speed while in a group.
- When riding on a club ride, we ask that you have respect for their fellow riders and other road-users.
- No racing. You can race to your heart's content in organised competitive events but please not on group runs. Do not overtake the rider/riders at the head of the group. If you have to, then do not push your way back into your original position but rejoin at the back of the group as soon as possible.
- Ride two abreast where it is safe to do so but always be prepared to single out when necessary. When riding behind another rider - do not overlap either forwards or sideways. Overlapping forwards gives you no chance to avoid the rider in front if he or she swerves or falls, and overlapping sideways results in the group presenting a three abreast profile. Never ride more than two abreast.
- Do not react to bad driving incidents with gestures or provoke retaliation. Remember a road rage motorist has a one ton weapon!
- Ride with the group which best suits your ability. It is usually better (and less of a challenge) to start low and build up. If in doubt experienced club members will be happy to advise. It is sometimes nice to try an easier group, especially if you are a bit off colour. Visitors and potential members are welcome to try the rides free of charge but should be encouraged to apply for membership.

Helpful Hints for New Cyclists (and a useful reminder for the more experienced)

- If you do not currently take regular exercise and/or are in any doubt as to your health, please consult your doctor before starting. Some general fitness is necessary so you might find it useful to try a short ride on your own, to

check your fitness and familiarity with the bike. We are happy to arrange a Saturday Novice ride – please let a Committee Member know if you are interested.

- Don't try to push yourself too hard, particularly on the hills. Ride up at your own pace, nice low gears are better! The group will wait at the top.
- Carry personal details - name, address, contact phone number and some money.
- Carry drinks and food, even on short rides. The food can be some form of high energy bar to get you to the next café stop. If you have problems or decide to leave the group then please inform fellow group members.
- Carry enough tools to get you out of everyday problems like punctures or nuts or bolts working loose. It's easier to change an inner tube than it is to repair a puncture at the roadside (especially if it's cold or wet). Carry two spare inner tubes, tyre levers, a pump and spanners / allen keys to fit as the minimum.
- **Helmets are mandatory** and mudguards (for winter riding) are preferable. Keep your bike in good condition and replace any worn out parts
- Each group will have a ride leader and "sweeper".
- The ride leader will not necessarily have to ride at the front, but will be familiar with the route and have some cycling experience.
- Please respect the ride leader's decision, if for example they decide to shorten a route due to weather/light/safety concerns.
- The "sweeper" will ride at the back of the group and make sure riders do not become detached from the main group.

Warning Calls When Riding in a Group

These calls and signals are universal to all experienced cyclists - please use them at the appropriate times

- "Car Front" or "Car Back" There is a vehicle coming up behind the group
- "Pothole" Any pothole that could cause a rider to fall. If possible indicate where it is so that following riders can steer away from it and not into it. Do this by either pointing or adding to the call "on the left (or right)."
- "On the Left/Right" A general warning of some kind of hazard - usually parked cars or pedestrians. For hazards on the left, an alternative warning is to put your left hand behind your back, pointing to the right, away from the hazard. Give way to pedestrians - they can feel intimidated by cyclists just as we sometimes feel intimidated by motorists.
- "Stopping", "Slowing", "Easy" with right hand moving in an up and down action". If you brake without letting those behind know your intention they can easily run into you
- "Puncture" Let the others know that you have a puncture or mechanical.
- "Horse(s)" The group is about to pass horses and special care is needed. Pass as widely as possible. Make sure that both the horse and rider are aware of your presence. Pay attention to any request by the horse rider - they know the temperament of the horse and its likely reaction to a group of brightly clad cyclists

Finally - Let others know if you are unable to keep up (a call of "Ease Up should be passed down the line), have a problem or have decided to leave the group. Always pass the instructions along; if a rider cannot keep up, the leader needs to know.

4. CLUB RIDES

Saturday Social Rides

Meet at the Cricketers car park in Horsell for a 9:30am departure. The average distance is about 15 to 20 miles at a very gentle pace. This ride is ideal for anyone new to group cycling. Whilst we aim to go out each Saturday, it does also depend on the weather. Cancellations will be communicated on [Facebook](#).

Sunday Club Rides

Club Runs are every Sunday throughout the year unless cancelled (or delayed starting time) due to poor weather or due to any other unforeseen circumstances. We meet at Woking Leisure Centre from 07:45 and departing at 8am.

Each Sunday ride will have a predetermined destination, which will be published, on the private Facebook page. The appropriate ride leader will publish routes, distances and ability expectations (i.e. pace) beforehand.

Cancellations and delayed starting times will be communicated through social media (individual members will not be contacted).

There are typically five groups:

- Social – distance of 40+ miles
- Fast Social – distance of 40+ miles
- Intermediate – distance of 40+ miles
- Fast Intermediate – distance of 40+ miles
- Fast – distance of 40+ miles

All rides include a coffee and cake stop half way with groups “hopefully” stopping at the same time. Please remember to bring cash as some of the coffee shops don’t accept debit or credit card payments.

We do recommend that newcomers/ new members join one the Social groups for their first ride. To ensure fairness to all newcomers and our members, we would encourage you to join the club after trying out two taster rides.

Our routes typically take us to Windsor, Alice Holt, Box Hill, Esher, Wokingham and Seale. Those routes that don’t go through the Surrey Hills will often have a higher average speed due to the lack of hills!

The first Sunday of every month is usually our Windsor ride and ideal for anyone who would like try us out without needing to tackle the Surrey Hills.

MTB RIDES

Rides depart from the Basingstoke Canal towpath at the Brookwood traffic lights at 7pm and head towards Pirbright with various routes and destinations.

5. RIDE LEADER GUIDELINES

We want everyone to have a safe and enjoyable ride. But this depends on having some organisation in the group and a few simple rules in place. To facilitate this, every one of our club rides has a ride leader. It is very important that everyone knows who the ride leader is in each group. The ride leader is responsible for the group as a whole and as such, other group members must listen to all instructions issued by the leader. Riders are responsible for their own safety and that of the other members of the group.

Please remember that these are guidelines and cannot cover every possible situation that may arise on the road during a ride. The onus is on individual riders to take full responsibility for their actions and to use their own judgement as to what is best for their own and the group's safety in any specific situation. The guidelines should offer useful guidance for most situations. One of the most important facts to remember is that good communication between ride members is one of the key aspects of safe, enjoyable group riding. Try never to do the unexpected without announcing it in advance.

Pre-Ride Briefing

- Introductions
Does everyone know everyone's names? Sociable and useful to know
- New riders
we are allowed up to 10 non-members per club ride
- Bike Check
are they roadworthy etc
- Outline route
distance, hills, known hazards. Are your riders in the correct group?
- Headcount
Check and where possible appoint a sweeper
- Phone
does everyone have an "ICE" number
- Ride rules & helmet check
- Group Riding Style
Advanced group riding? If so, how long on the front?
- Encourage newcomers to join the club

On The Ride

- Riding Formation
different in traffic, on open wide roads, in the countryside
- Keep group together
- Regrouping (e.g. at junctions; after hills).

- Be in charge
don't be afraid to have a quiet word with members of the group if they need to improve their riding skills or are not following club rules & etiquette.
- Hand signals
- Stopping safely

Post-Ride

- Headcount
- Accident
Report any incident/s to the Club Secretary

Please bring lights for the fading light

6. TIME TRIAL EVENTS

Time Trialling is a big part of the activities of Woking Cycling Club. We are affiliated to Cycling Time Trials (CTT), the governing body who administer open and club events throughout the country and organise many club and open events throughout the year.

Hill Climbs (Closed Events)

The Club's Hill Climbs take place twice a year – usually in April and October. Further details will be published annually on the Events section on the private Facebook group by the Competition Secretary.

The route starts from the car park on Gapemouth Road, Pirbright.

The route can be seen here: www.strava.com/segments/6858005

The event will be run on a first come, first served basis and the field is limited to 30 riders. Make sure you arrive early to ensure your place on the start line. Each rider will be set off at 1 or 2 minutes apart at the discretion of the Competition Secretary. It is vital you do not miss your allotted start time.

Entry cost is £4 per person payable on the day and riders MUST sign the official CTT 'signing on' sheet prior to starting the event and the 'signing off' sheet after finishing.

Closed event means this TT is only open to Woking CC members (club membership must be fully paid ahead of event).

10-Mile Time Trials

The Club 10 mile TT events will take place in the CC281 course. There will be a series of seven evening time trials throughout June and July. Further details will be published annually on the Events section on the private Facebook group by the Competition Secretary.

The route can be seen here: www.strava.com/routes/17445814

The event will be run on a first come, first served basis and the field is limited to 30 riders.

These events are "Type B" club events that are also open to riders from other clubs, although the first 10 spaces are reserved for Woking CC members. Signing on is from 7:00 pm adjacent to the The Four Horseshoes north of Chobham.

Please make sure you arrive early to ensure your place. Riders will be set off at 1 or 2 minute intervals at the discretion of the Competition Secretary and it is vital you do not miss your allotted start time.

Entry cost is £4 per person payable on the day and riders MUST sign the official CTT 'signing on' sheet prior to starting the event and the 'signing off' sheet after finishing.

Marshalling

For an event to run smoothly and safely it is important that marshals direct competitors at junctions, act as observers and check that no short cuts are taken. It is vital that members contribute to the club marshalling.

Please note the following points:

1. If you marshal at an event make sure you are at your post at the correct time (if unsure of exactly when and where - ASK!)
2. If you cannot make it, (for good reason) give the organiser plenty of notice or arrange a dependable substitute.
3. If you are cycling out take pair of trainers (cycling shoes can be dangerous on wet tarmac and wear out quickly.)
4. Wear the fluorescent Woking CC bibs provided, and be sure you are dressed for possible bad weather.
5. If you are alone, don't leave your post (go to the toilet before riders reach you to avoid leaving during a race.)
6. Make clear signals pointing direction for the riders - some may not know the course and be approaching at 30 mph in poor visibility.
7. Mark off the riders (for Time Trials) on the start sheet if possible, and should a rider take a wrong turn or short cut note his or her number.
8. If a rider uses verbal abuse to you or any road users note his/her number and report them to the organiser.
9. Marshals are not allowed to interfere with traffic.

Remember, we can't run races without marshals. Your help is greatly appreciated in maintaining the Clubs good reputation for events. Timekeepers and Pushers-Off are needed for club time trial events and this is facilitated via a rota system organised by the Competition Secretary.

7. RACING

Racing

All time trials organised by the club will be in accordance with the rules and regulations of the Cycling Time Trials (CTT).

All road races, circuit, track and roller races organised by the club will be in accordance with the rules and regulations of British Cycling (BC).

Open Events

Members wishing to ride in Open events can obtain the relevant entry forms from the Competition Secretary or from CTT's web site.

Please ensure you have notified a Competition Secretary of your intention to enter the Open event.

Road Racing

Massed-start races on roads or closed circuits are held under the rules of British Cycling (BC). To compete, you must first join the BC and take out a racing license, although for some classes of events it is possible to take out a day license when signing on. Racing licenses are issued in categories, with the higher categories based on performance. Moving up depends on points gained for placings in the season's races. If you take out a day license any points that you gain will not be credited to you so won't count towards gaining a higher category.

To enter a road race, send a BC entry form to the organiser of the event three weeks in advance. Some events accept entry on the day, but the entry fee is usually higher. Juniors & Juveniles are restricted to a maximum top gear. On race day arrive at HQ an hour before start time. Present license or buy day license, sign on, and pick up your race number.

Please ensure you have notified a Competition Secretary of your intention to enter a road race.

8. AWARDS

Awards

Ten Mile Time Trial

The following awards will be awarded to members with fastest time:

- **Overall TT Club Champion** (male & female i.e. two awards) will be awarded to the member with the fastest recorded time in a series of evening 10 mile time trials.
- **Senior TT Club Champion** will be awarded to the member (aged 18-39yrs) with the fastest recorded time in a series of evening 10 mile time trials.
- **Master TT Club Champion** will be awarded to the member (aged 40-59yrs) with the fastest recorded time in a series of evening 10 mile time trials.
- **Veteran TT Club Champion** will be awarded to the member (aged 60+yrs) with the fastest recorded time in a series of evening 10 mile time trials.

Hill Climb Time Trial

- **HC TT Club Champion** (male & female i.e. two awards) will be awarded to the member with the fastest recorded time from either of the two Hill Climbs.
- **Senior HC TT Club Champion** will be awarded to the member (aged 18-39yrs) with the fastest recorded time from either of the two Hill Climbs.
- **Master HC TT Club Champion** will be awarded to the member (aged 40-59yrs) with the fastest recorded time from either of the two Hill Climb.
- **Veteran HC TT Club Champion** will be awarded to the member (aged 60+yrs) with the fastest recorded time from either of the two Hill Climbs.

In the event of a club time trial being cancelled that could subsequently affect the awarding of a trophy, the committee will have the power to nominate an alternative and their decision is final.

No club member shall compete in any other event on the day of a club event without prior permission from the club committee. Any rider competing without permission shall not use the result in claiming club trophies.

Permission may be given by the committee (at their discretion), if notified well in advance.

Club Awards

The **Clubman Award** is awarded at the Club President's discretion.

The **Club Patriot Award** is awarded to the person or persons that the Committee feel has contributed over and above to the club in a single year.

The **Most Improved Rider Award** is awarded to the person or persons that the Committee feel has achieved the most significant improvement in their cycling ability in a single year.

The **Endurance Award** is awarded by the Committee to the person who has pushed themselves to the limit in either one or a number of cycling events.

The **Velo et Gateaux Award** is awarded by the Committee to the person who celebrates the more social side of the Club.

9. ATA PROTECTION POLICY

We process members' personal data in accordance with the Data Protection Act 1998 ("the Act"). It requires us to take care of the information you give us and use it for specific purposes only. We will use the e-mail address that you supply to communicate club and membership information to you. When applying for membership, we will respond to the form with an e-mail confirming your details, and also remind you by e-mail what details we hold from time to time.

Background

(This section does not form part of the Policy, but provides background information to the Policy.)

The Act requires (very briefly, and omitting what does not concern us) that:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless ... consent is given.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to its purpose.
4. Personal data shall be accurate and ... kept up to date.
5. Personal data ... shall not be kept for longer than is necessary.
6. Personal data shall be processed in accordance with people's rights.
7. Appropriate ... measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country ... outside the European Economic Area.

The Policy

As a not-for-profit organisation, the Act does not require Woking Cycling Club to register with the Information Commissioner. However, we are required to abide by the provisions of the Act.

Therefore on 22 July 2015 the Committee of Woking Cycling Club resolved as follows:

- i. **Purposes.** Personal data supplied by members will be obtained, stored and processed only for the purposes of maintaining members' membership (for example in respect of delivering information about the Club's activities, membership renewals etc).
- ii. **Consent and Rights.** Personal data is supplied by members on their membership forms, which offer the member the opportunity for the data not to be stored (and therefore to receive no further communication from the Club).

- iii. **Accuracy And Longevity.** Committee members will take reasonable steps to keep Personal data up to date and make corrections in a timely fashion. Personal data will not be stored more than five years after a member fails to renew their membership, and will be deleted at any time at their request. (In either case, data will not necessarily be deleted immediately from backups until they are destroyed as part of a normal backup procedure).

- iv. **Access.** Only Committee members and the Secretary will normally have access to members' personal data. Only the Club Secretary, Membership Secretary and Treasurer will have access to members' bank account details (in order to facilitate any refunds). Committee members undertake to take reasonable steps to keep this data secure. Personal data may be made temporarily accessible by Committee members from time to time to people who are not Committee members where those people are assisting the Committee in a specific data processing task permitted by the above Purposes, but such people must first be made aware of and agree to their obligation not to use the data for other purposes and not to store it. Committee members undertake not to retain personal data upon leaving the Committee.

- v. **Storage.** Computerised data will not be stored on publicly accessible computers except where a password is required to gain access. Committee members undertake to keep passwords confidential. Personal data will not be stored outside European Economic Area countries. Original data from membership forms will be retained as a backup, and at least one copy of the data will be made electronically for backup purposes.

10. "ICE" CARDS

All members will be issued with bike tags which are also an In Case of Emergency ("ICE") card.

Kindly note, bike tags are mandatory for all club rides* and must be attached to an easy-to-access part of the bike (i.e. not inside a bike bag).



11. CLUB KIT

Club kit must be worn when racing (Closed Club TT's and Open events run by other clubs). Club Kit is not mandatory for Club runs but we encourage the wearing of the kit for Sportives to help promote and advertise the club.

Please respect the kit remembering that wearing our great "Woking CC" branded kit comes with even greater responsibility.

The current club kit can be purchased from Saddledrunk – the password will be shared upon paying Woking CC membership fees.

Contact the Clothing Secretary for more details.

12. SOCIAL EVENTS

The last Friday of the month is Club Social Night, held at different pubs in the local area throughout the year. The venues will be published on Facebook.

13. WEBSITE AND SOCIAL MEDIA

For up to date information please visit the website or social media.

Website: www.wokingcc.org

Facebook:

Woking CC Groups– Members Only Area

<https://www.facebook.com/groups/wokingccmembers>

<https://www.facebook.com/groups/wokingccmtb>

<https://www.facebook.com/groups/wokingccsaturdaysocialmembers>

<https://www.facebook.com/groups/wokingccmarketplace>

<https://www.facebook.com/groups/wokingccgoride>

Woking CC Pages – Public facing

<https://www.facebook.com/wokingcc>

<https://www.facebook.com/wccsaturdaysocial>

Twitter: <https://twitter.com/WokingCC>