

Liverpool Phoenix CC (Aintree)



Club Handbook & Rules

1. GENERAL RULES

- 1.1. This Club shall be called the 'Liverpool Phoenix Cycling Club (Aintree)' and shall be open to cyclists of 16 years and over. Members over 18 shall be called seniors, those between 16 and 18 will be juniors. A junior is a member whose age is under 18 years on 31 October in that year. The junior may only ride with the club when accompanied by their legal guardian.
- 1.2. The Club shall meet at regular intervals to conduct Club business at the designated Club rooms.
- 1.3. The Club committee shall comprise of; Chairperson, Club Secretary, Club Treasurer and 4 elected committee members, one of whom at least should be female. If no female is nominated then a fourth male member will be required.
- 1.4. For a Club committee meeting to be quorum, there will need to be 2 Club committee members and 2 from the Chair, Secretary and Treasurer present.
- 1.5. An Emergency Club Committee may be formed by two committee members and either, the Chair, Club Secretary or Treasurer. They will be able to decide on any matter of importance, when there is no time to call a full Committee, and their decisions will be accepted as final and endorsed by the full Committee. The names of the Emergency Committee members along with the minutes are to be handed to the Club Secretary as soon as practicable, if not present and circulated to the Club committee.
- 1.6. That the Club may affiliate to British Cycling (BC), Cycling Time Trials (CTT) and any other bodies as may be deemed advisable. An annual vote will be made to ensure the membership wish to continue affiliations to other cycling associations e.g. WCTTA, LTTCA and MLCA.
- 1.7. Prospective members shall make application to the Club Secretary who, at his/her discretion will invite such persons to complete a membership form.
- 1.8. Club subscriptions shall be determined by the Club committee and brought before the membership at the Annual General Meeting (AGM) each year. The following sliding scale shall be used for new members joining the Club after the start of the calendar year.
After 1st January: Full subscription After 1st July: Half subscription
- 1.9. Ex-members who rejoin the Club will pay a full years' subscription regardless of renewal date.
- 1.10. Subscriptions for new members joining after October 31st will last through to the end of the year and the following year.
- 1.11. All subscriptions are due on 1st January each year and must be paid by the end of the following month after the AGM.
- 1.12. Members who are in arrears with their subscriptions or any payment due to the Club without reasonable explanation will have their membership withdrawn and will be removed from all social media platforms controlled by the club.
- 1.13. Members who have had their membership withdrawn will not be allowed to race in Club or open events or engage in Club activities. The committee shall decide the terms under which such members will be allowed to resume active membership.
- 1.14. The year end for all accounts pertaining to the Club shall be December 31st.

- 1.15. Membership to B.C. or the Cycling Tourist Club (C.T.C.) UK for third party insurance is strongly recommended for Club members.
- 1.16. Any member who wishes to join another Club as a 2nd claim must notify the Liverpool Phoenix C. C. (Aintree) of the same via letter or email to the Club Secretary.
- 1.17. All resignations to be in writing by December 31st or members will be liable for the following year's subscriptions.
- 1.18. Any member tendering his or her resignation must return any trophies, equipment or property belonging to the Club and settle any outstanding accounts. Failing this, such resignations will be left on the table, until such obligations are fulfilled.
- 1.19. Members of other cycling clubs wishing to join the Club as a, "second claim member", may do so. However, second claim members will not be eligible to; vote at the Club AGM or qualify for Club awards or trophies. Subscriptions rates will be the same as full members with the same sliding date scales applied.
- 1.20. Midweek cycling Club events may attract a small charge in order to participate.
- 1.21. An A.G.M. shall be held after each Club year, usually in January. Date of the A.G.M. to be fixed by the Club Secretary, after being given approval by the committee, giving at least 28 days' notice to the membership. The notice should also include the time, date and venue of the AGM.
- 1.22. Proposals for alterations or the introduction of new rules to the Club Handbook and Rules and also nominations for roles within the Club to be forwarded to the Secretary by the date referenced in the AGM notification which will be at least fourteen days prior to the A.G.M.
- 1.23. No alterations shall be made to any Club rules or new ones added without notice having appeared on the agenda for the AGM or at an Extraordinary General Meeting (E.G.M) called for this specific purpose and such proposals must have a majority vote in favour to pass.
- 1.24. The Club Secretary shall forward an A.G.M. agenda with any proposals and nominations together with the AGM minutes from the previous year 7 days prior to the A.G.M. to the membership.
- 1.25. The Chairperson may allow emergency items or proposals on to the agenda, for example, a matter may arise which could not be reasonably foreseen and the Chairperson considers reasonable to be discussed at the A.G.M.
- 1.26. All Club officials and members with a Club role will present a report to the membership at the AGM with the exception of the committee members whose report will be part of the Secretary's report.
- 1.27. Any member holding responsibility for any function of the Club who resigns or is unable to fulfill the role they have accepted will have a replacement appointed by the Club committee until the next A.G.M.
- 1.28. If a committee member wishes to become a Club official i.e. Chair, Secretary or Treasurer during the Club year then they must resign from the committee as a committee member and an interim replacement shall be made by the committee until the next AGM.

- 1.29. If a member would like to be considered to become a committee member then that member must have been a full member of the club for a continuous period of at least two years. If a member would like to be considered for the position of; Chairperson, Secretary or Treasurer then the member will have to have been a full member for a continuous period of five years.
- 1.30. Should 50% or more of the Club committee resign at any time then this will automatically trigger an EGM with the sole purpose of nominating a new Club committee.
- 1.31. Honorary Life Membership may be conferred upon a member after being put forward to the committee. The committee will then agree to put the member forward and allow the membership to vote for or against the member at the next A.G.M. Honorary Life Membership will be awarded to members in recognition of outstanding service to the Club over many years and Club membership fees will be deemed non payable.
- 1.32. Honorary Life Members shall be ex-officio members of all committees.
- 1.33. The Club each year will have a prize presentation ceremony with awards and trophies presented to Club members.
- 1.34. The Treasurer will manage Club funds and will also have power of delegation for all Club funds allowing him/her to delegate access to other nominated Club committee members, or approved members.
- 1.35. The Club accounts shall be audited annually by the Club committee and a report presented at the AGM.
- 1.36. Donations or gifts given by the Club to Club members or relatives of Club members following a death or life changing injury shall be made in agreement with the Club committee to an agreed amount. Any further donations to individuals or organisations shall be made on a case by case basis and agreed by the committee or an emergency committee, which includes Treasurer and Chairperson. Additional sums or gifts may be made by any individual Club member, in their name only.
- 1.37. All Club social media sites will be policed and any defamatory remarks or inappropriate images regarding Club members or the Club shall immediately be removed and the culprit(s) warned of future conduct. Should there be a second occasion then the culprit(s) will be removed permanently from ALL sites controlled by the Club.
- 1.38. Any complaints received by the Club concerning a Club member will be fully investigated by the committee and notice given to the person making the complaint that it is actively under investigation.
- 1.39. Any member who has had a complaint made against them will be informed and be given a copy of the complaint and informed an investigation will be taking place.
- 1.40. If a Club committee member or Officer of the Club is the subject of a complaint or is the person making a complaint then they will take no part in the investigation.
- 1.41. All investigations should be completed as quickly as practicable to avoid vexatious or untrue claims hanging over members.

1.42. Following investigations, and if deemed serious enough, a hearing will be called by the Club committee, if appropriate, the member will be allowed, if they so wish, to explain themselves. After consideration by the committee, they will apply the appropriate disciplinary sanction and inform the member. The committee will also inform the person making the complaint the outcome of the investigation and any sanction applied.

1.43. Any matter not provided for in the Club Handbook and Rules regarding the Club is to be under the control of the Club Committee.

2 OFFICIALS AND ROLES WITHIN THE CLUB

2.1 The Club Officials will comprise of; Chairperson, Club Secretary, Treasurer and 4 elected committee members. There will also be Club Roles nominated as: Race/Records Secretary, Kit Secretary, Webmaster, and delegates for, cycling bodies and affiliated associations the club may join.

Duties of Club Officials and Role Holders:

Chairperson

- o The chairperson of the Club shall chair all Club committees and any other meetings including the AGM.
- o Act as a secondary signature for Club finances
- o Take a full and active part in Club committee meetings
- o Present an annual report at the AGM on behalf of the committee

Club Secretary

- o The secretary shall act as a first point of contact for enquiries to the Club and first point of contact for prospective new members
- o Shall maintain a register of membership contact details
- o Shall act as first point of contact for complaints, though this can change to any member from the committee if the complaint is about the secretary
- o Shall circulate information concerning the Club to the membership
- o Shall draft or may delegate any formal letters to members or outside bodies
- o Take a full and active part in Club committee meetings
- o Shall arrange club meetings as and when required
- o Prepare and collate documentation for meetings, for example, agendas, reports and minutes
- o Shall take minutes from meetings attended and make available to the membership in good time
- o Maintain all records of meetings of the Club
- o Present an annual report at the AGM

Treasurer

- o Manage all funds belonging to the Club
- o Maintain financial records of the Club and provide updates to the committee periodically
- o Maintain a listing of all club assets and their location
- o Act as a primary signatory for Club finances
- o Take a full and active part in Club committee meetings
- o Shall present an annual report at the AGM

Elected Committee Members

- o Shall conduct the day to day business of the Club with regular meetings
- o Shall arrange candidacy for Honorary Life Membership approval prior to the A.G.M.
- o Shall sanction all awards and trophies from the Club
- o Shall conduct all disciplinary investigations
- o Shall conduct all hearings on disciplinary matters
- o Shall arbitrate over social media disputes

- o Shall approve access rights to the Club website, social media platforms and to Club contact distribution databases
- o Shall conduct an audit of all Club accounts prior to an AGM
- o Shall prepare or delegate to other members the organization of the club prize presentation
- o Shall present an annual report to the Secretary of the Club which will form part of their report

Race/Records Secretary

- o Shall organise midweek cycling Club events or delegate, if in operation
- o Prepare and complete all risk assessments for non-open cycling events hosted by the Club or delegate
- o Shall make a first aid provision available at all non-open Club cycling events or delegate
- o Maintain race numbers, signage and any other items belonging to the Club for racing purposes
- o Offer assistance to organisers of Club open events, if in operation
- o Shall nominate qualifying events for Club trophies and awards in conjunction with the Club committee
- o Shall collate records of members racing to determine club prizes
- o Maintain a listing of all Club trophies belonging to the Club and their last recipients
- o Prepare trophies and certificates for the annual prize presentation
- o Present an annual report at the AGM

Club Kit Secretary

- o Shall review Club kit and design periodically in conjunction with the Club committee
- o Shall collate kit requirements from Club members, if required
- o Inform Club members the ordering process for club kit
- o Present an annual report at the AGM

Delegates for Cycling Bodies

- o Shall complete applications and/or renewal forms on behalf of the Club for the relevant cycling bodies which they are the delegate for and arrange payment
- o Shall attend scheduled meetings for the appropriate cycling bodies
- o Inform the Club Committee of any issues that may impact upon members
- o Present an annual report at the AGM

Webmaster

- o Shall maintain and update the Club website in conjunction with the Club committee
- o Shall arrange for payment of the website provider and associated costs in conjunction with the Treasurer
- o Shall provide training to access and update the website to approved users
- o Present an annual report at the AGM

3 CLUB RUN RULES

- 3.1 Club rides shall be for the enjoyment of club members, second claim members and prospective members thinking of joining the Club. Any prospective member shall ride no more than three club rides before a decision should be made whether to join the club or not.
- 3.2 The member leading the run shall be in charge of the Club run. He/She shall regulate the pace and dictate the route.
- 3.3 The Club cannot be held responsible for the safety of any riders on any organised Club rides; therefore, riders must take responsibility to look out for all those participating as well as themselves. Always bear in mind that not everyone in the group may be confident and possess good bike handling skills, know the route or their way home.

- 3.4 All riders riding in the name of the Club shall follow the Highway Code at all times. The Highway Code applies to ALL road users, not just motorists.
- 3.5 Any member behaving in a manner prejudicial to the name of the Club or to the interests of his or her fellow members will be reported to the Committee and investigated.
- 3.6 All members riding must ride a cycle that is in a roadworthy condition. In addition they are also advised to; wear a helmet, carry spare inner tubes, tyre levers, a pump, a quantity of money and an IN CASE of EMERGENCY card (ICE card) or some other form of ID. Details on ICE cards should include: name, next of kin, contact telephone number, blood group, any medications and allergies you may have.
- 3.7 Winter bikes are to be equipped with mudguards and if possible a rear mud flap, failure to comply may mean the rider is to remain at the back of the group during rides.
- 3.8 All cycles utilised by members during poor visibility and winter months should carry working front and rear lights.

Tips for riding safely within a group:

- Never ride more than 2 abreast
- When riding 2 abreast ensure the 2 lines remain tight and parallel to each other to avoid spread across the road
- Avoid riding between 2 riders ahead unless you are the last rider as this will mean you will push the rider next to you out further across the road
- Ensure there is at least 1 foot (30cm) of space in front of you to avoid a touch of wheels and the same at the side of you, if riding 2 abreast
- When braking do so smoothly, informing riders behind that braking is taking place to prevent shunts
- Be prepared to ride in single file when on busy roads or in heavy traffic
- Riders at the front of the group should call out or signal any hazards, for example, grids, potholes, mud and parked vehicles
- The call out of any hazards should be transferred along the line of riders so everyone is aware and can take appropriate actions
- When completing a right turn the rider at the rear of the group is the rider who dictates when the group should safely manoeuvre to the middle of the road to ensure group safety
- When approaching a junction the rider(s) at the front should communicate if there is traffic passing the groups' pathway and inform riders behind to stop or slowdown
- If you are at the back and feel the pace is too great or a rider is feeling unwell and you overtake them, then ensure the group is made aware and the pace is reduced accordingly
- Be aware of your own safety at all times when riding on open roads, although you may be correct in manoeuvring to a part of the road to complete a manoeuvre not all vehicle drivers may respect the highway code
- Remember accidents occur when riders are tired or unsure of the way.

4 CLUB CHAMPIONS

- 4.1 Club champions shall receive awards even if there is no competition, however if there are further qualifying members then the best results will determine the champion.
- 4.2 The Club Male Champion shall be the rider gaining the best average speed (using the Best All Round B.A.R. system) for 25, 50 and 100 mile time trial OPEN events held under CTT rules in areas D, J or L. He will hold the trophy for 12 months.
- 4.3 The Club Ladies Champion shall be the lady whose times in OPEN events at 10, 25 and 50 mile time trials on D, J or L courses show the best average speed (using the B.A.R. system).
- 4.4 The Club Veteran Champion shall be the rider, over 40 years of age, with the largest plus, as per the Merseyside V.T.T.A. Championship rules, over 25, 50 and 100 miles time trials on D, J or L courses. He/She will hold the trophy for 12 months.
- 4.5 The Club Junior Champion shall be the junior who completes the fastest two 25 mile time trial and 10 mile time trial in Open or club events in CTT areas D, J or L to give the best average speed (using the B.A.R. system).

5 STANDARD TIMES AND RULES

- 5.1 Members equaling or beating Standard Times shall be awarded a medal or certificate.
- 5.2 Where a rider's best time is faster than the Standard Time having never applied for a standard then he/she must beat their previous time to win further medals or certificates.
- 5.3 When a member achieves a gold or silver standard they will forfeit a claim to any lower award in that distance in that year.
- 5.4 Once a standard time has been achieved, only higher awards can be won in future years.
- 5.5 Awards may be won in Club events and any open events run in conformity with the Cycling Time Trials (CTT) Council's recommendations.
- 5.6 Handicap calculations for Club handicap awards are based on each Club member's average time from rides in the previous season in the same distances. This average time is then subtracted from the winners average time, this differential is the handicap awarded to the Club member for the following season. For example, if the winner from the previous season for the evening "10" series has averaged 20:30 and another Club member has averaged 24:00 then their handicap going into the following season will be 3:30.

- 5.7 Handicaps going into the following season will be off set against the actual times achieved in Club events to give a handicap time, for example, following the example in rule 5.6 a rider gains a time of 24:30 their handicap time would be 24:30 – 3:30, giving a handicap time of 21:00.
- 5.8 New members entering Club handicap competitions will have their times calculated on rides during that season and then applied retrospectively.
- 5.9 Sealed handicaps are calculated in the same way; however Club members are not informed of what their handicap times are.

STANDARD TIMES / DISTANCES			
Men	Bronze	Silver	Gold
10 miles.	00:25:30	00:23:30	00:21:30
25 miles	01:05:15	01:00:15	00:55:00
30 miles	01:21:45	01:15:30	01:09:00
50 miles	02:15:45	02:05:00	01:54:30
100 miles	04:48:00	04:25:30	04:03:15
12hr.	211.50 mls.	229.00 mls.	250.00 mls.
24hr.	370.00 mls.	401.00 mls.	437.50 mls.
Women	Bronze	Silver	Gold
10 miles	00:28:00	00:26:00	00:23:45
15 miles	00:45:45	00:42:15	00:38:45
25 miles	01:13:30	01:08:00	01:02:15
30 miles	01:32:30	01:25:15	01:18:00
50 miles	02:33:00	02:21:15	02:09:30
100 miles	05:31:00	05:05:15	04:39:45
12hr.	195.00 mls.	211.50 mls.	231.00 mls.
24hr.	325.00 mls.	352.00 mls.	384.50 mls.

6 CLUB RECORDS

- 6.1 An award will be presented to the Club rider who breaks a Club record at 10, 25, 30, 50, 100, 12 and 24 hours time trials (solo or tandem) in either a Club event or an event listed in the C.T.T. handbook.
- 6.2 A rider can only win one award at each distance during a season.

7 RULES GOVERNING CLUB AND OPEN EVENTS

- 7.1 All open and club events run by the Club will be held under the appropriate rules and regulations, applying to that event type.
- 7.2 Any member suspended by the CTT or B.C. will automatically be suspended from Club and open events and visa – versa.
- 7.3 Club events to be the responsibility of the Race secretary or organiser of the event in full consultation with the Club committee. Each event must have: full risk assessments, Police

notifications completed, time keepers and competent course marshals appointed, appropriate signage located along the course and a first aid provision made available.

- 7.4 Club members should try to make themselves available to marshal at Club events, Club Open events and affiliated association events where there is a requirement for marshals from the Club.
- 7.5 In the event of insufficient marshals being available to run a Club open or Club event then the event organiser will review their risk assessment to assess the safety of the event going ahead. If required, Club riders should forego their ride to ensure sufficient marshals are in place to maintain the safety of the event.
- 7.6 Club members who are riding an affiliated association open event where there is a requirement from the Club to marshal at a designated point or points and there are insufficient marshals for those points then the Club rider(s) should forego their ride to ensure sufficient marshals are in place to maintain the safety of the event. A reimbursement of race costs will be made to Club members by the Club.
- 7.7 The Club will provide a marshalling payment to members and approved persons who fulfil a duty on behalf of the Club at an event where there is a requirement for the Club to provide marshals, This shall not include club midweek events.
- 7.8 The following criteria will be applied for marshalling payments to members and approved persons:
- (i) Only members and approved persons can apply for marshalling payments.
 - (ii) An expiry date for claims, claims can only be made in the year the event is held.
 - (iii) Food reimbursements whilst marshalling can only be made with a receipt and up to specified amount.
 - (iv) If two potential marshals car share only one marshalling payment will be paid.
 - (v) All rates for marshal and food reimbursements limit payments shall be reviewed each year by the committee.
- 7.9 The Club shall hold a charity ride each year. This will be set as a memorial ride for past members with a charitable donation made from members participating (the charity benefitting will be decided by the committee each year). This should be an event that all members should make every effort to participate in, therefore the date of the event (as far as practicable) should not clash with dates for racing members to ensure maximum participation from members.

8 CLUB TROPHIES

8.1 All honorary and full paid members of the Club will qualify for Club trophies and awards.

8.2 Male Club Champions Cup

Awarded to the Male Champion of the Club.

8.3 Ladies Club Champions Cup

Awarded to the Female champion of the Club

8.4 Russell Trophy

Awarded to the Veteran champion of the Club.

8.5 Junior Champions Cup

Awarded to the Junior champion of the Club.

8.6 Road Race Cup

Criteria for trophy to be confirmed

8.8 The Cyclo-Cross Champion

Criteria for trophy to be confirmed

8.9 The 100 Mile Champions Cup

Awarded to the Club member with the fastest time in a 100 mile time trial in a Club or open event.

8.10 The 50 Mile Champions Cup

Awarded to the Club member with the fastest time in a 50 mile time trial in a Club or open event.

8.11 Joe Atherton Trophy

Awarded to the fastest rider in a 25 mile time trial in any Club or Open event.

8.12 Male Hill Climb Cup

Awarded to the male Club member with the fastest time in the Club nominated hill climb event.

8.13 Female Hill Climb Cup

Awarded to the female Club member with the fastest time in the Club nominated hill climb event.

8.14 Bobby Lloyd Trophy

Awarded to the fastest rider in a 10 mile time trial that has been nominated by the Race Secretary.

8.15 The 25 Mile Time Trial Handicap Championship

Awarded to the Club rider with the biggest margin of time after handicaps have been applied in an open or Club event, with appropriate awards given to second and third.

8.16 The Shepherd Cup

Annual handicap award made for 50 mile events (Sealed handicap). Three months membership is required in order to qualify for this award.

8.17 Memorial Trophy – (A trophy dedicated to all members of the Club who have passed away).

Awarded to the rider covering the furthest distance during the year whilst competing in organized long distance cycling events, for example, Audaxes.

8.18 The Golden Stabilizer Award

Awarded to the Club member with the most spectacular fall from their machine. A closed award revealed at the Annual Club prize presentation.

8.19 Club Member of the Year Award

Awarded to the Club member who has given outstanding service to the Club, decided by the Committee. A closed award revealed at the Annual Club prize presentation.

8.20 Club Evening or designated “10” Series Winner

Awarded to the winner of the best average time of 5 Club or designated “10s” completed during a season.

Awarded to the winner of the best overall time once the Club handicapped system has been applied with certificates given to second and third (see section 5 for handicap calculations)

To be advised.

The trophy shall be awarded to the rider with the best aggregate time in any two Club events and/or L.T.T.C.A. 25 and 50 mile time trial events.

8.24 The Club shall provide further awards, “fun awards” for all members, paying particular attention to those who do not race.

8.25 Any member holding Club trophies shall be held responsible for the safe custody and cleaning of Club trophies won. All trophies must be returned in the same condition they were presented and can only be accepted under these conditions. All trophies should be returned to the Race/Records secretary in good time to allow engraving for the following years' winners.

9.1 The Club committee shall conduct all disciplinary investigations and hearings.

9.2 There are several disciplinary sanctions that may be imposed by the Club committee to members who transgress against the rules of the Club or are subject to an investigation.

9.3 Disciplinary sanctions which can be applied against Club members include:

- Dismissing the member from the Club
- Asking the member to resign from the Club
- Withdrawing the members' Club membership for a set period of time
- Withdrawal of honorary life membership status
- Addressed before the committee and reminded of the behaviour expected from a member of the Club
- No case to answer

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