



# Club Handbook & Rules



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## **Section 1**

### **Liverpool Phoenix Cycling Club Aintree**

#### **1.1 Club Description**

Liverpool Phoenix was formed in 1919 in Aintree, Liverpool and has been continually active ever since.

The aim of the club is to promote and encourage cycling activities across all forms of cycling

The Club's official name is 'Liverpool Phoenix Cycling Club (Aintree)' and is open to cyclists of 18 years and over.

The club is active in various races and events across the various North West Time Trial Associations and has a rich history in cycle racing. We have produced Olympic medalists, Tour de France riders, World Champions and Regional Champions.

We have well established Saturday and Sunday Club Rides plus many midweek rides arranged by members.

Club meeting points for these vary between the Aintree area for rides into Lancashire, Huyton for rides into Cheshire and Liverpool City Centre for rides into Wales.

We also travel further afield for Cycling Holidays abroad, Audax Events, Sportives and our own Park and Ride days.

#### **1.2 Affiliations**

That the Club affiliates to various associations, including British Cycling (BC), Cycling Time Trials (CTT) and any other bodies as may be deemed advisable.

An annual vote is held at the Club's AGM to ensure that members wish to continue affiliation to other cycling associations e.g. WCTTA, LTTCA and MLCA.

The Club strongly recommends individual Membership to British Cycling (BC) or to the Cycling Tourist Club (C.T.C.) UK as they provide third party insurance for cycling activities

#### **1.3 Social Media**

The club utilises Social Media to communicate with members and publicise Club Activities.

All media platforms are open to all members of the club

Club members are expected to use social media in a responsible manner for the benefit of members

Any inappropriate use of media shall be removed from the platform and may be referred to the committee for investigation, which may result in a sanction for the member.

All Club social media sites are monitored by Club administrators. 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.

## **Section 2**

### **Membership**

#### **2.1 Membership and Fees**

To be a member of the club, an annual subscription must be paid into club accounts.

Club subscriptions shall be determined by the Club committee and brought before the members at the Annual General Meeting (AGM) each year.

Subscription fees are due on 1st January each year and must be renewed by 31st January each year.

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.

#### **2.2 New Members and Rejoining members**

New Members joining the club may have a free trial membership period of up to 3 rides prior to being required to pay subs.

Fees for new members joining after July 1<sup>st</sup> are 50% of annual fee.

Fees for joining after October 31<sup>st</sup> are full fees, which will cover the subscriptions for the following year.

Ex-members who are re-joining are required to pay full fees regardless of the time of year.

Members who have had their membership withdrawn for any reason, will not be allowed to represent the Club in races or events, nor to engage in Club activities. The committee shall decide the terms under which such members will be allowed to resume active membership.

Prospective members shall make application to the Club Secretary who, at his/her discretion, will invite them to complete a membership form.

Club Membership forms are available via the club website or by emailing the club secretary at [Liverpoolphoenix1919@gmail.com](mailto:Liverpoolphoenix1919@gmail.com)

#### **2.3 Second Claim Membership**

Any member who wishes to join another Club as a 2<sup>nd</sup> claim must notify the Liverpool Phoenix C.C. (Aintree) of the same via letter or email to the Club Secretary.

Members of other cycling clubs wishing to join the Club as a, “second claim member”, may do so.

Second claim members will not be alleageable 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.

## 2.4 Resignations

Members wishing to resign from the club should inform the club committee of their decision

Any trophies, equipment or property belonging to the Club, held by the member must be returned and any outstanding fees or money owed to the club must be paid.

Members who have not renewed their membership by 1<sup>st</sup> March each year will be deemed to have left the club.

## 2.5 Honorary Life Membership

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.

## Section 3

### Club Activities and Events

#### 3.1 Club Runs

Club rides are for the enjoyment of club members, second claim members and prospective members thinking of joining the Club.

The member leading the run shall be in charge of the Club run. He/She shall regulate the pace and dictate the route.

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.

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.

Any member riding or behaving in a manner prejudicial to the Club or Members will be reported to the Committee and investigated.

All members attending a Club Ride must ensure that their bicycle is in a roadworthy condition and they are capable of riding the anticipated pace and distance.

Riders are strongly advised to wear a helmet.

Riders should carry spare inner tubes and sufficient tools required to fix minor roadside mechanicals.

Riders should carry 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.
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This information can also be stored on the member data base to assist in an emergency. Contact the Club Secretary to add.

Winter bikes should be equipped with mudguards and if possible, a rear mud flap. Those without may be required to remain at the rear of the group.

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.

### 3.2 Racing

Liverpool Phoenix CC has a long history of racing and encourages members to enter events.

The nominated race secretary has the responsibility to coordinate race activities and collect results to share amongst the membership.

Club members entering races do so under the rules and regulations of the relevant affiliated association.

A full description of the racing, handicaps and awards is included in Appendix 3.

### 3.3 Club Charity Ride

The Club holds an open charity ride each year.

This may 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.

### 3.4 Club Prizes and Awards Prize Presentation

The clubs' activities and events are essentially for the enjoyment of members and to encourage inclusive cycling, friendly competition and personal achievements.

We have various annual awards that range from Clubmate of the Year; Club Champions and other awards to recognize activities that members undertake.

A full list of the awards is available in the Appendix 4 of this document

The Club will hold a prize presentation ceremony with these awards and trophies presented to Club members.

**Section 4****Club Committee, Meetings and Accounts****4.1 Club Committee and Roles**

The Club has an elected committee that meets at regular intervals to conduct club business and manage the club accounts on behalf of the members

The committee consists of 3 Club Officials - Chair, Secretary and Treasurer plus 4 elected Club Committee Members. A list of current members is available on request

Alongside the Club Officials and Committee members, there are other club roles consisting of Race/Records Secretary, Kit Secretary, Webmaster, and delegates for the various cycling bodies and affiliated associations the club may join. These posts do not form part of the committee but work closely to assist in the running of the club.

A full list of club roles and responsibilities is contained within appendix 1 of this document.

If a club member would like to be considered to become a Club Committee Member, they must have been a full member of the club for a continuous period of at least two years.

If a club member would like to be considered for a Club Official position (Chair, Secretary or Treasurer), then the member must have been a full club member for a continuous period of five years.

If a committee member or official steps down during the year, the Committee can appoint an interim member who will be in post until the next AGM.

If an existing committee member becomes an interim Club Official during the Club year, the Club Committee can appoint an interim replacement committee member until the next AGM.

Should more than 50% of the elected Club Committee resign at any time then this will automatically trigger an EGM with the sole purpose of nominating a new Club committee.

Any member holding another 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.

A full description of the roles and responsibilities of the club officials is included in Appendix 1

**4.2 Club Committee Meetings**

The Club Committee meets at regular intervals to conduct club business and manage the club accounts on behalf of the members

In order for a meeting to be held, there must be at least four members present, at least two of which must be either the Chair, Secretary or Treasurer.

If there is a matter of extreme importance where a full attendance cannot be arranged, then an Emergency Committee meeting may be held. All committee members must be invited but there

must be a minimum of two members plus either the Chair, Secretary or Treasurer in attendance. Details and outcomes from the meeting must be distributed to all committee members as soon as practicable.

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.

#### 4.3 ANNUAL GENERAL MEETING

An A.G.M. shall be held after each Club year, usually in January.

The date of the A.G.M. will be fixed by the Club Secretary, after being given approval by the committee.

At least 28 days' notice will be given to the membership, stating the time, date and venue of the AGM plus inviting members to submit any proposals or nominations.

Any Member Proposals and nominations for roles within the Club should be forwarded to the Secretary by the date referenced in the AGM notification. This date will be at least fourteen days prior to the A.G.M.

The Club Secretary shall forward the A.G.M. agenda, containing any proposals and nominations together with the AGM minutes from the previous year 7 days prior to the A.G.M. to the membership.

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.

The AGM Chair 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.

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.

#### Honorary Life Members

Honorary Life Members shall be ex-officio members of all committees.

#### 4.4 Club Accounts

The elected Club 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.

The year end for all accounts pertaining to the Club shall be December 31<sup>st</sup>.

The Club accounts shall be audited annually by the Club committee and a report presented at the AGM.

Any expenditure from the club accounts must be with the approval of the committee

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.

#### 4.5 Member Data Base

Member details are collected for the purpose of communicating with members and, if provided, Emergency information and contact details.

These are stored on an online, password protected database, currently stored on the clubs' Google Account.

Contact details are stored on current members and those members from the previous calendar year.

If a member leaves the club, their personal records will normally be kept for 12 months before being deleted. A leaving member may request that all details be deleted sooner.

A record of ex-members' names and dates of membership will be maintained.

#### Complaints, Grievances and Disciplinary Procedure

Club Members are expected to follow high standards of behaviour during club activities and on social media. Any behaviour that could be offensive or detrimental to members or the club, would fall within the scope of the Clubs' Complaints, Grievance and Disciplinary Procedure.

This procedure is based upon British Cycling guidance, and the full document is available on the club website.

Should members feel aggrieved or feel that they need to raise a complaint about club issues, the conduct of another member or conduct towards a member by any other person, then they should follow the procedure laid out in the document,

All formal Complaints or Grievances should be submitted to The Club Secretary in writing or by email to [Liverpoolphoenix1919@gmail.com](mailto:Liverpoolphoenix1919@gmail.com)

The full Liverpool Phoenix Complaints, Grievance and Disciplinary Procedure is included in Appendix 2

## Appendix 1

### Club Officials and Roles.

#### Duties of Club Officials and Role Holders:

##### Chairperson

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

##### Club Secretary

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

##### Treasurer

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

##### Elected Committee Members

- Shall conduct the day to day business of the Club with regular meetings
- Shall arrange candidacy for Honorary Life Membership approval prior to the A.G.M.
- Shall sanction all awards and trophies from the Club
- Shall conduct all disciplinary investigations
- Shall conduct all hearings on disciplinary matters
- Shall arbitrate over social media disputes
- Shall approve access rights to the Club website, social media platforms and to Club contact distribution databases
- Shall conduct an audit of all Club accounts prior to an AGM
- Shall prepare or delegate to other members the organization of the club prize presentation

- Shall present an annual report to the Secretary of the Club, which will for part of their report

**Race/Records Secretary**

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

**Club Kit Secretary**

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

**Delegates for Cycling Bodies**

- 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
- Shall attend scheduled meetings for the appropriate cycling bodies
- Inform the Club Committee of any issues that may impact upon members
- Present an annual report at the AGM

**Webmaster**

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

## Appendix 2

### Liverpool Phoenix Complaints, Grievance and Disciplinary Procedure

Members of Liverpool Phoenix Cycling Club (The Club) are expected to follow high standards of behaviour during club activities and on social media.

Any action outside of this, that could still be detrimental to members or the club, would still fall within the scope of this procedure.

Should members feel aggrieved or feel that they need to raise a complaint about club issues, the conduct of another member or conduct towards a member by any other person, then they should follow this grievance procedure.

**All formal Complaints or Grievances should be submitted to The Club Secretary in writing or by email to [Liverpoolphoenix1919@gmail.com](mailto:Liverpoolphoenix1919@gmail.com)**

Upon receipt of a grievance or complaint the committee\* will meet within a reasonable period to review the complaint.

\*Should a committee member be involved in the complaint, then that member will not take part in any part of the investigation and hearing process.

#### Process

The committee will meet to discuss and consider evidence.

This meeting will have one of 4 possible outcomes and the next steps will be determined based upon that.

No Complaint	If the committee deem there to be no tangible complaint or something which falls outside the scope of the club, the committee will write to the member and complainant informing them as such and the case will be closed
Misconduct / Serious Misconduct	<p>If the committee deems there to be a case of misconduct or serious misconduct, then the committee will invoke the following disciplinary process.</p> <p>The committee will nominate a club official to investigate the case.</p> <p>The secretary will write to the member regarding the case, within 7 days of the committee meeting, to inform the member and to request that the member submit any evidence in relation to this, to the committee, within 7 days.</p> <p>Once all evidence is collated, the committee will meet to review the allegation and evidence collated.</p> <p>The member and any witnesses will be invited to provide evidence in person to the committee.</p> <p>After all evidence is heard, the committee will review the case, without the member present, and decide on appropriate action. They will inform the members involved of the outcome within 7 days.</p>
Gross Misconduct	<p>If the committee deems there to be a potential case of gross misconduct, then the committee will invoke the following disciplinary process.</p> <p>The secretary will write to the member at the earliest opportunity to inform them of membership suspension during investigations.</p> <p>The committee will nominate a club official to investigate the case.</p> <p>The secretary will request that the member submits any evidence in relation to the case, to the committee, within 7 days.</p>

	<p>Once all evidence is collated, the committee will meet to review the allegation and evidence collated.</p> <p>The member and any witnesses will be invited to provide evidence in person to the committee.</p> <p>After all evidence is heard, the committee will review the case, without the member present, and decide on appropriate action.</p> <p>They will inform the members involved of the outcome within 7 days.</p>
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**Sanctions**

Following the conclusion of the process outlined above, the Committee will determine its response and may apply a sanction (subject to the right of appeal below) deemed to be proportionate and appropriate.

Appropriate sanctions may include a verbal warning, a first written warning, a final written warning, temporary suspension and, in extreme cases, dismissal.

Members found guilty of serious or gross misconduct will be reported to British Cycling

**Appeals**

If an appeal against the decision or penalty is to be made then written notice of appeal must be given by the member, to the club secretary, within 7 days of being notified of the decision.

No appeal will be valid or considered after that period has elapsed.

The member must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this.

An appeal together with full and recorded argument may be considered relative to:

- The Clubs' Procedure had not been followed correctly
- The resulting disciplinary action was inappropriate.
- The need for disciplinary action was not warranted.
- New information regarding disciplinary action has arisen

Where the appeal directly relates to new information regarding the initial disciplinary action the committee will review its decision in light of the new information.

If the committee still upholds its original decision and the member still wishes to appeal then an appeals panel will be convened

**Notes**

Misconduct	<p>Is an offence of a minor nature and examples of such may include Discourteous, crude or offensive behaviour;                  Conduct of an unsafe nature;                  Refusal to carry out reasonable instructions by event organisers or officials</p>
Serious Misconduct	<p>Is an offence by of such gravity that in the opinion of the Committee it warrants a disciplinary hearing.                  Examples of offences, which may be considered as serious misconduct include:</p> <ul style="list-style-type: none"> <li>• Misconduct offences above if especially grave or repeated.</li> <li>• Deliberate or persistent breaches of Club rules.</li> <li>• Any attempt to achieve gains or advantage over others by unfair or unscrupulous means.</li> <li>• Theft or misappropriation.</li> <li>• Threatening or abusive behaviour.</li> <li>• Malicious interference with equipment or property.</li> </ul>

	<ul style="list-style-type: none"> <li>• Disregard for one's own or other's safety.</li> <li>• Continual breach of club standards</li> <li>• Failure to comply with duty imposed in previous hearing.</li> <li>• Any other action, which in the opinion of the Committee may bring The Club into disrepute, or which left unpunished, may result in the detriment of The Club or its member</li> </ul>
<p>Gross Misconduct</p>	<p>Is action by a club member that is found to be of such a serious nature that the Committee would require the immediate expulsion of the member.</p> <p><b>The Committee may expel said member without invoking a disciplinary hearing.</b></p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Physical violence or assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour.</li> <li>• Bullying and intimidation of members</li> <li>• Other acts that are considered to be of an extremely serious nature</li> </ul> <p>The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the decision.</p> <p>Details of members expelled for Gross Misconduct will be forwarded to British Cycling.</p>

## **Appendix 3**

### **RACING HANDICAPS AND TROPHIES**

#### **CLUB CHAMPIONS**

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.

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.

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).

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.

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).

#### **STANDARD TIMES AND RULES**

Members equaling or beating Standard Times shall be awarded a medal or certificate.

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.

When a member achieves a gold or silver standard they will forfeit a claim to any lower award in that distance in that year.

Once a standard time has been achieved, only higher awards can be won in future years.

Awards may be won in Club events and any open events run in conformity with the Cycling Time Trials (CTT) Council's recommendations.

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.

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.

New members entering Club handicap competitions will have their times calculated on rides during that season and then applied retrospectively.

Sealed handicaps are calculated in the same way; however Club members are not informed of what their handicap times are.

<b>STANDARD TIMES / DISTANCES</b>			
<b>Men</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
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.
<b>Women</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
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.

**CLUB RECORDS**

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.

A rider can only win one award at each distance during a season.

**RULES GOVERNING CLUB AND OPEN EVENTS**

All open and club events run by the Club will be held under the appropriate rules and regulations, applying to that event type.

Any member suspended by the CTT or B.C. will automatically be suspended from Club and open events and visa – versa.

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.

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.

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.

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.

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.

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 a 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.

## **Appendix 4 Club Trophies**

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

### **2.2 Male Club Champions Cup**

Awarded to the Male Champion of the Club.

### **2.3 Ladies Club Champions Cup**

Awarded to the Female champion of the Club

### **2.4 Russell Trophy**

Awarded to the Veteran champion of the Club.

### **2.5 Junior Champions Cup**

Awarded to the Junior champion of the Club.

### **2.6 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.

**8.21 Club Evening or designated “10” Series Handicap Award**

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)

**8.22 Snowy Roberts Handicap Memorial Trophy**

To be advised.

**8.23 Wilson Trophy (No trophy exists although annual award may be made each year)**

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.

**3 DISCIPLINARY**

~~3.1 The Club committee shall conduct all disciplinary investigations and hearings.~~

~~3.2 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.~~

~~3.3 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~~