

# Northumbria Cycling Academy (NCA)

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## 1. Name of Club

The Club will be called Northumbria Cycling Academy (NCA) (hereinafter referred to as “the Club”).

## 2. Affiliation and Compliance

The Club is affiliated to British Cycling. As an absolute minimum, British Cycling expects affiliated clubs to be driven by its values and to demonstrate the behaviours set out in the British Cycling Code of Conduct, including that we: recognise and understand how to report any safeguarding concerns relating to children, young people and adults at risk; and act within the Technical Regulations and the spirit of cycling at all times and comply with UK Anti-Doping rules.

## 3. Aims and Objectives

The aims and objectives of the Club are:

- To provide structured coaching and development opportunities in cycling disciplines, including cyclocross and mountain biking
- To improve access to cycling for young people across the North East of England, particularly those facing financial, social, or practical barriers
- To create a clear and inclusive development pathway, supporting riders at all levels from participation through to performance
- To deliver a balanced model of wide participation and targeted development, ensuring opportunities are accessible and not limited to a small group
- To promote participation in cycling within the local community and increase long-term engagement in physical activity
- To support the development of coaches, volunteers, and local cycling clubs through collaboration and shared knowledge
- To operate as a cycling academy that complements and supports local clubs, rather than replacing them
- To ensure a duty of care to all members, particularly children and young people
- To provide all services in a fair, inclusive, and accessible way

## 4. Activities

To achieve its aims, the Club will:

- Deliver regular coaching sessions open to a broad base of young riders
- Provide additional structured support for a smaller development cohort, including coaching, guidance, and supported competition opportunities

- Facilitate participation in local, regional, and national cycling events
- Operate as a cycling academy that complements and supports local clubs, rather than replacing them, and work in partnership with local clubs, organisations, and volunteers to strengthen youth cycling provision
- Provide support mechanisms, including subsidised access where appropriate, to reduce barriers to participation
- Deliver activities that promote physical health, mental wellbeing, confidence, and social development
- Take reasonable steps to protect the health and safety of participants, including completing appropriate risk assessments for Club activities and events and putting in place suitable supervision and first aid arrangements

## 5. Membership

(a) Membership is open to anyone interested in participating in, supporting, or promoting cycling, regardless of age, gender, disability, ethnicity, nationality, religion, sexual orientation, or socio-economic background. Further details of membership can be found in the Club's Membership Policy.

(b) Membership categories:

- Junior Member (under 18)
- Senior Member
- Coach/Volunteer Member
- Supporter/Parent Member

(c) For Junior Members (under 18), membership and participation in Club activities is subject to written consent from a parent or legal guardian. The Club will set and communicate appropriate supervision, drop-off and collection arrangements for under-18s, and may require a parent/guardian or nominated responsible adult to remain on site for specified sessions or age groups.

(d) The Club will handle members' personal data in accordance with applicable UK data protection law and the Club's privacy arrangements, and will use it only for legitimate Club administration and safeguarding purposes.

(e) The Club will follow a photography and filming policy for Club activities and events. Where children and young people are involved, photographs, video or other images will be taken and used only in accordance with that policy and the appropriate consent arrangements, and photography/filming will not be permitted in changing areas or toilets.

(f) The Club is committed to ensuring that participation opportunities are accessible, and will take reasonable steps to remove barriers to involvement.

(g) All members agree to abide by the Club constitution, policies, and codes of conduct.

(h) Membership fees will be set annually by the Committee, with provision for subsidised or supported places where appropriate.

(i) Only fully paid members may vote at general meetings.

(j) The Committee may refuse an application for membership, or may suspend or terminate membership, for good and sufficient reason, including where a member's conduct is considered to be detrimental to the Club, likely to bring the Club or the sport into disrepute, or is in serious breach of this constitution, Club policies, or codes of conduct.

(k) Where a decision is made to refuse, suspend or terminate membership (other than where urgent action is required for safeguarding or safety reasons), the member will be given an opportunity to make representations to the Committee.

(l) A member may appeal in writing within 7 days of being notified of the decision. The appeal will be heard by an appeal panel of three people appointed by the Committee who were not involved in the original decision, normally within 21 days of receipt of the appeal, and the panel's decision will be final.

## **6. Equality, Inclusion and Access**

(a) The Club is committed to equity and inclusion across all aspects of its activity and will actively promote access for underrepresented or disadvantaged groups.

(b) The Club recognises that financial cost, access to equipment, and confidence can be barriers to participation and will seek to address these through its delivery model.

(c) The Club will treat all members with respect and dignity and will not tolerate discrimination, harassment, or exclusionary behaviour.

(d) The Club will aim to ensure that its activities benefit a broad section of the community and are not limited to a small or exclusive group.

## **7. Community Benefit and Purpose**

(a) The Club exists to deliver community benefit through cycling, with a primary focus on young people and their development.

(b) As a cycling academy, the Club is intended to complement and support local clubs, not replace them, and will seek to work collaboratively to strengthen local cycling opportunities.

(c) Activities will be designed to improve physical health, wellbeing, confidence, resilience, and life skills, and to support social inclusion and community engagement.

(d) The Club will ensure that any income or resources are applied to further these community aims and not for private gain.

## 8. Committee

(a) The Club will be managed by a Committee comprising:

- Chair
- Secretary
- Treasurer
- Club Welfare Officer (Safeguarding Lead)
- Coaching Lead
- Additional members as required

(b) Committee members will be elected at the Annual General Meeting (AGM) and will hold office until the conclusion of the next AGM, when they shall retire but may offer themselves for re-election.

(c) The Committee is responsible for strategic direction, financial management, safeguarding, and ensuring alignment with community purpose, inclusion, and balanced participation/development delivery. Where the Club is open to members under the age of 18, the Club will have at least one Club Welfare Officer in place in line with British Cycling affiliation requirements.

(d) The Committee may co-opt a member to fill a vacancy or to provide additional skills/experience until the next AGM.

(e) The Committee may remove a Committee member where, in the reasonable opinion of the Committee, they are unable to fulfil their role, have acted contrary to the interests of the Club, or have seriously breached this constitution, Club policies, or codes of conduct. The individual will be given an opportunity to make representations before a final decision is made.

(f) Committee meetings will be held at least three times per year.

(g) A quorum will be 40% of committee members.

(h) The Club will follow British Cycling safeguarding policies and guidance for children, young people and adults at risk. The Club Welfare Officer is the person with primary responsibility for managing and reporting safeguarding concerns within the Club, and members, parents/guardians, coaches and volunteers will be signposted to the Club Welfare Officer as the first point of contact for safeguarding concerns. Further details relating to safeguarding and welfare can be found in the Club's Safeguarding, Health and Wellbeing Policy.

(i) The Club will follow British Cycling safer recruitment guidance and will ensure that anyone involved in regulated activity with children or adults at risk is subject to appropriate Disclosure and Barring Service (DBS) checks, in line with DBS eligibility rules and guidance.

## **9. Finances**

(a) The Treasurer is responsible for the finances of the Club.

(b) All funds must be used to support the Club's aims and community objectives.

(c) The Club will operate in a financially responsible manner and seek to maintain accessibility through a combination of fees, sponsorship, and external funding.

(d) All funds will be held in a bank account in the Club's name.

(e) The Club bank account will have a minimum of two authorised signatories. The authorised signatories will be current Committee members and will normally include the Treasurer and at least one of the Chair or Secretary.

(f) Payments from the Club bank account must be authorised by at least two authorised signatories (or dual authorisation through online banking), except for routine low-value items where the Committee has agreed a spending limit and approval process.

(g) The Treasurer will keep proper accounts of the Club's income and expenditure and retain supporting records (e.g., invoices/receipts). Where practicable, the person authorising expenditure should not be the sole person making the payment.

(h) The Committee may set controls for cash handling and petty cash (including limits and receipt requirements) and will ensure all cash received is recorded and banked promptly.

(i) The Club will maintain appropriate insurance cover for its activities (including public liability insurance), and will ensure it meets any insurance-related requirements associated with British Cycling affiliation and events delivered by the Club.

(j) Accounts will be presented annually at the AGM.

(k) The financial year will run from 1 January to 31 December.

## **10. General Meetings**

(a) An Annual General Meeting (AGM) will be held each year to approve accounts, elect committee members, set membership fees, and review activities and impact.

(b) At least 14 clear days' notice will be given.

(c) The quorum for the AGM will be 10% of fully paid members.

(d) All fully paid members may attend and vote.

(e) An Extraordinary General Meeting (EGM) may be called at any time by the Committee, or on receipt by the Secretary of a written request signed by at least 10 fully paid members or 10% of fully paid members (whichever is lower), stating the purpose of the meeting.

(f) At least 14 clear days' notice will be given for an EGM, and the notice will specify the business to be discussed. No business other than that specified in the notice shall be transacted at an EGM.

(g) The quorum for an EGM will be the same as for the AGM.

(h) Unless otherwise stated in this constitution, decisions at general meetings will be made by a simple majority of votes cast.

## **11. Amendments**

The constitution may only be amended by a majority vote (simple majority of votes cast) at an AGM or Extraordinary General Meeting (EGM).

Any amendments must continue to support the Club's community purpose and inclusive approach.

## **12. Discipline and Appeals**

(a) Complaints must be submitted in writing to the Secretary.

(b) Safeguarding concerns relating to children, young people or adults at risk should be reported to the Club Welfare Officer (Safeguarding Lead) in accordance with British Cycling safeguarding guidance. Further details can be found in the Club's Safeguarding, Health and Wellbeing Policy.

(c) The Committee will investigate and respond within a reasonable timeframe (noting that safeguarding matters may need to be escalated externally and handled separately from general disciplinary issues).

(d) Disciplinary action may include suspension or termination of membership.

(e) Members have the right to appeal. Where the matter relates to refusal, suspension or termination of membership under Section 5, the appeal process set out in Section 5(l) will apply.

### **13. Dissolution**

(a) The Club may be dissolved by majority vote (simple majority of votes cast) at an AGM or EGM.

(b) Any remaining assets after debts are settled will be transferred to a recognised cycling-related charity, Community Interest Company, or community organisation with similar aims.

(c) Assets must be used to continue community benefit and not distributed for private gain.