

CBC CONSTITUTION

1 Name of Club

The club will be called *Canterbury Bicycle Club* (Hereinafter will be referred to as “the Club”), and may also be known as *CBC*. *Canterbury Bicycle Club* will be affiliated with British Cycling.

2 General Aims and Objectives

The aims and objectives of the club will be:

- To promote safe riding and ensure a duty of care to other road users
 - To offer opportunities in social cycling activities
 - To promote the club within the local community
 - To ensure a duty of care to all members of the club
 - To provide all its services in a way that is fair to everyone
- a. Amendments and additions to club rules shall be placed before members at an Annual General Meeting or at an Extraordinary Meeting. Their adoption or otherwise will be by a simple majority.
- b. Any matters not covered by these Rules shall be dealt with by the Committee whose decision shall be binding.
- c. The Club’s sponsors and affiliations shall be determined at Committee.
- d. It is recommended (but not mandatory) for members who participate in club cycling activities to have third party insurance cover, as available through silver or gold British Cycling membership.
- e. The Club shall adopt British Cycling’s Child Protection and Vulnerable Adults Policy, with amendments agreed as necessary. The Club shall also uphold British Cycling recommended policies in relation to safeguarding and equity (eg. anti-bullying, equality).
- f. The club colours shall be black, gold-yellow, orange or white.

3 Membership

- a. Membership of the club is open to anyone interested in promoting, volunteering or participating in *cycling*, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b. Prospective members are welcome to join one or two club rides before taking out membership.
- c. The membership shall consist of the following categories:
 - *First claim members* (for whom CBC is the first or primary club),
 - *second claim members* (whose primary club membership is with another club).
- d. All members will be subject to the Constitution and by joining the club will be deemed to accept such guidelines, regulations and codes of practice as the Club may from time to time adopt.

Members in each category will pay membership fees, as determined at the Annual General Meeting.

- f. Club members subscribe via an annual subscription, which shall be determined at the Annual General Meeting annually and at a level that will not pose a significant obstacle to people participating.
- g. Individuals shall not be eligible to take part in the business of the Club, vote at general meetings, be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.
- h. Members whose subscription has not been paid for more than 28 days after being notified by the Club secretary that their subscription is due, will not be eligible to participate in rides or other club activities, and they will be removed from any Club website or social app group.

Sports Equity

- a. CBC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

- b. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

- c. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- d. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e. The Club committee will refer any incidence of discriminatory behaviour, to the complaints pool or to the safeguarding and welfare team as appropriate.

5 Committee

- a. The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Vice-Chair, Treasurer, and Secretary, who shall be elected at the Annual General Meeting plus eight other members, making a total of twelve.
- b. All committee members must be members of the Club. Only first claim members of CBC shall be eligible to serve on the Committee.
- c. The term of office shall be for one year, and members shall be eligible for re-election.
- d. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- e. The Committee will be responsible for adopting new policy, guidelines, codes of practice and rules that affect the organisation of the club.
- f. The committee shall appoint 5 club members who shall form a 'complaints pool' which shall be responsible for dealing with complaints in accordance with the Complaints Guidelines annexed to this Constitution. At least 1 member of the pool must be a safeguarding and welfare officer.
- g. The committee shall appoint 3 'safeguarding and welfare officers' who shall form a 'safeguarding and welfare team'. This team shall be responsible for dealing with safeguarding and welfare issues. Safeguarding is a specialised role which carries serious responsibilities towards the most vulnerable members of the club. The committee shall be responsible for ensuring that all safeguarding and welfare officers are fully trained.

- h. The Committee will have powers to appoint any advisors to the Club committee as necessary to fulfil its business.
- i. Club committee meetings will be convened by the Secretary of the Club and be held no less than 3 times per year.
- j. All members of the committee have the right to vote at committee meetings, and decisions will be made by a simple majority with Chair having any casting vote.
- k. The quorum required for business to be agreed at Management Committee meetings will be not less than half of the Committee.

6 Finances

- a. The club treasurer will be responsible for the finances of the club.
- b. The Financial Year shall commence on 1st January and end on 31st December.
- c. All club monies will be banked in an account held in the name of the club.
- d. A checked statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Extraordinary General Meetings

- a. General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- b. The Club shall hold the Annual General Meeting (AGM) in the month of *February* to:
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the Chairman and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Club's accounts.
 - Elect the officers on the committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
- c. Notice of the AGM will be given by the club secretary with at least *14* days' notice to be given to all members.

- d. Nominations for officers of the committee will be sent to the secretary prior to the AGM.
- e. Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.
- f. All members have the right to vote at the AGM.
- g. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- h. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.
- i. All procedures shall follow those outlined above for AGMs.

8 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

9 Complaints and appeals

Complaints

- a. Complaints shall be dealt with by members of the complaints pool. In the event of a complaint, 3 members of the complaints pool shall sit as a “complaints panel” for the purpose of considering the complaint. The panel shall include one or more safeguarding officers from the pool, unless the safeguarding officers agree that this is not necessary, having regard to the nature of the complaint.
- b. The complaints panel shall deal with complaints in accordance with the Complaints Guidance, annexed hereto.

10 Safeguarding

Who shall deal with safeguarding issues

a. The safeguarding and welfare team shall nominate one of its members as the “designated safeguarding lead” (the “DSL”).

b. Safeguarding issues shall be dealt with by the safeguarding and welfare team in accordance with the “safeguarding and welfare guidelines” annexed hereto

11 Dissolution

a. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of another club with similar objectives or British Cycling.

11 Declaration

Canterbury Bicycle Club, CBC, hereby adopts and accepts this Constitution.

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|-------------|--|-----------------|-------|
| Name | | Position | Chair |
| Sign | | Date | |

| | | | |
|-------------|--|-----------------|-----------|
| Name | | Position | Treasurer |
| Sign | | Date | |

| | | | |
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| Name | | Position | Secretary |
| Sign | | Date | |

| | | | |
|-------------|--|-----------------|------------|
| Name | | Position | Vice-chair |
| Sign | | Date | |

Annexe 1

Cycling Rules and Guidelines

All **rules in bold** are compulsory and all other items are to be followed.

Safety and duty of care

All club members who take part in Club rides owe a duty of care to other Club members and to other road users. Accordingly, all members shall ride safely and with due consideration to other Club members and to other road users. Each member shall ensure that his/her bicycle is in a safe and roadworthy condition. Lights shall be used in accordance with legal requirements and in accordance with the Highway Code.

General Etiquette

1. **A guiding principle on club runs is that the group will travel at the pace of the slowest rider (except designated training rides). No one will be left behind. The ride leader will do a regular check (headcount), at least at every change of direction.**
2. **A ride group should not exceed 13 cyclists. If there are more than 13 riders in a category of ride (yellow, orange, or black) two or more groups should be formed.**
3. **Everyone should watch out for other riders in the group.** If anyone is struggling or has to stop for any reason, everyone has a responsibility to communicate this up to the front of the group.
4. **All riders must obey the Highway Code at all times.** Remember that just as we tend to notice only the inconsiderate or bad drivers so other road users see poor behaviour by some cyclists. Make sure that you do not provide ammunition to the anti-cyclists lobby.
5. Ride steadily. Keep a steady line and constant speed while in a group. Any sudden change is magnified as it reaches riders at the back and so can have dramatic consequences.
6. **When overtaking other riders always aim to do so on the right, save when riding as a 'chain'.**
7. The use of club runs to set segment times for uploading to speed comparison websites such as Strava, is discouraged on club runs. The practice is disruptive in a group and could be dangerous. The only exception is on a climb where riders may climb at their own pace.
8. **Ride two abreast where it is safe to do so but always be prepared to single out when necessary.** Ride immediately behind the rider in front – do not overlap either forwards or sideways. Overlapping forwards gives you no chance to avoid the rider in front if he swerves or falls, and overlapping sideways results in the group presenting a three abreast profile. **Never ride more than two abreast.**
9. When approaching a hill anticipate the gradient and change gear in good time. Missing a gear change on the steep bit can bring you to a sudden halt – not a good thing for the riders behind you!
10. Riders may ride at their own pace up hills. Hills tend to split groups up. Regroup at the top.

11. **Treat members of the group and other road users with courtesy and to oppose discriminatory behaviour and promote equality of opportunity.** Acknowledge with a wave courteous behaviour by other road users. (Many oncoming motorists will slow down or stop when they meet a large group of cyclists, whilst others allow the whole group to join or cross a major road).
12. Do not 'wave through' a following vehicle that is waiting to overtake – let the driver make this decision. This will avoid the risk of being held responsible if the overtaking results in any form of accident.
13. **Do not react to bad driving incidents with gestures or provoke retaliation.** Remember a road rage motorist has a one-ton weapon! Even where another road user has behaved inappropriately, try to remain calm and act reasonably.
14. Visitors and potential members are welcome to try rides free of charge but should be encouraged to apply for membership. If you ride with a new rider or visitor (riders from other clubs occasionally ask to ride with CBC when they are Kent), introduce yourself and help to make them feel welcome.
15. **Let others know if you are unable to keep up, have a problem, or have decided to leave the group.**
16. Practice defensive riding, a strategy that helps riders to always be in control and not to be surprised by the actions of others or conditions on the road. Motorcyclists also practice defensive riding, and the key principles pertain to cyclists too. It is about observing, anticipating, and planning ahead. Maximise your visibility, watch out at junctions, overtake with care, be aware of your speed and be prepared to brake safely, be aware at bends, ride together safely, and finally, always remember how vulnerable you are!

CBC groups and ride speeds

If in doubt when selecting your group, please select the slower, shorter ride. It is easy to measure with a fitness app such as MapMyTracks or Strava. If you don't know your average speed, the Yellow group is probably best. If a rider is dropped the group will wait at the next major road junction or area of safety such as a lay-by.

CBC group ride speeds:

- **Black: over 16 mph average. For experienced cyclists. This is fast.**
- **Orange: 14-16 mph average.**
- **Yellow: 12-14mph average. This is still a reasonable pace, not a 'beginners ride'. Most fit adults can ride at this pace after a few weeks training.**
- **Over 16mph average speed equates to being able to ride at over 25mph on the flat**
- **About 14-16mph average equates to riding at about 20-25mph on the flat**
- **About 12-14mph average equates to riding at about 16-20mph on the flat**

When numbers are high groups are divided into a 'fast orange', or 'chatty black' group or similar variation. Avoid combining groups. On a ride, when approaching another group, either overtake when it is safe to do so, indicating you are doing so by calling "coming though on the right", or maintain a pace at a safe distance behind.

Young Riders

The lower age limit for members is 16. Riders aged under 18 must provide a parental consent form.

Insurance

All riders take part in club activities at their own risk. All club members should have individual public liability insurance. Membership of the Cyclists Touring Club or British Cycling (Silver and Gold membership) includes third party insurance and free legal assistance, should you need to claim against someone else.

Safety and risk management

Senior and experienced club members will be happy to offer general advice on group rides. They will politely point out any deviations to the rider(s) and seek compliance to the rules if necessary. If they believe that a rider's conduct is putting them or others at risk they have the authority to exclude the offender from the group ride and will subsequently report the circumstances to the club committee who may wish to take further action.

Clothing and Equipment

1. Wear cycle-specific clothing if possible as it provides a better level of comfort and practicality. A brightly coloured jacket or jersey makes you more visible to other road users. Carry a waterproof jacket or lightweight gilet, not only for the rain but also to give an extra layer if you have to stop with a puncture and cool down. A club jacket or jersey will help to publicise the club and also make you very visible.
2. **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). It is recommended you two spare inner tubes, tyre levers, a pump, spanners, allen keys to fit as the minimum. A puncture outfit will also be needed in case you get more than 2 punctures.
3. **Helmets are compulsory. A suitable cycling specific helmet is required to be worn at all times. Any rider not complying will not be able to ride with the club until they wear a suitable helmet.**
4. Mudguards prevent you getting wet and dirty. A rear mud flap will be appreciated by other group riders.
5. Tyres should be inspected before and after every ride. They should be fully inflated. Look out for bulges or cuts as well as the actual tread depth and pattern.
6. **Keep your bike in good condition and replace any worn out parts.** The group will help if something goes wrong but will not be best pleased if the problem was caused by poor maintenance.
7. **Carry personal details – name, address, contact phone number and some money.**
8. **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. Most riders people carry at least 2 x 500ml of liquids and some 2 x 750 ml even in the winter. Keep hydrated to avoid cramps and premature tiredness.
9. Carry a mobile phone. It is worth taking the numbers of other people on the ride in case of emergency.
10. If you have a bike computer, ensure you load the club rides to it and use it.

Warning Calls When Riding in a Group

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

1. “Car back” There is a vehicle coming up behind the group.
2. “Car front” There is a vehicle approaching towards the front of the group.
3. “Single out” A call from riders at the back of the group when a vehicle is unable to pass a 2 abreast column safely. This call must be relayed forward by everyone to ensure that the move to single file is executed quickly and safely. The standard procedure is for the outside rider to drop back behind the inside rider. The call “single out” alerts everyone to the need to slow up and create spaces in the inside file.
4. “Clear” and “Car” on Left/Right” These calls let following riders know at junctions, when the group is joining or crossing another road, whether or not the road is still clear. If the group cannot stay together the first ones across ride slowly until the others catch up.
5. “Hole” 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).”
6. “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.
7. “Stopping” “Slowing” “Easy” “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.
8. “Puncture” Let the others know and they will wait while you repair it. (You will probably be given help).
9. “Mechanical”. Let others know you have a mechanical issue with your bike and need to stop.
10. “Horse(s)” The group is about to pass horses and special care is needed. Slow down and pass as widely as possible. Make sure that both the horse and rider are aware of your presence and if you are approaching from behind call out. Say hello or greet the rider, this can also reassure the horse. Keep pedalling slowly as you pass to keep noise from your freewheel and gears to a minimum. 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.
11. Always pass the instructions along the group, to ensure that everyone is aware of the hazard.

Annexe 2

COMPLAINTS GUIDELINES

'a. The complaints panel shall conduct complaints in accordance with these guidelines.

Matters that shall be dealt with by the complaints panel

'b. The complaints panel shall consider complaints made against a club member or members ("the respondents"), by either other club members, by members of the public or by other third parties ("the complainants").

Confidentiality and keeping records

c. Save as provided for in the Constitution or in this guidance, both the complainant(s) and the respondent(s) have a right of privacy both as to their identities and as to the details of the complaint, including the complaint panel's determinations. The Club committee and all members of the complaints pool have a duty of confidentiality when dealing with or being informed of the details of a complaint.

d. The complaints panel shall maintain a full written record of all complaints, which shall be kept confidential, save in such circumstances as are permitted by the Club constitution or these guidelines.

Disclosing details of a complaint

e. In the event that the complaint raises issues that may be relevant to the health or welfare of other club members, then the complaints panel may disclose to the DSL and/or to the Club committee such information as may be necessary to protect club members' health or safety.

Procedure

f. Any club member who wishes to register a complaint is required to send a letter/email setting out the details of the complaint to the designated complaints lead, within 7 days of the date of the incident.

g. Upon receiving a complaint, the complaints pool shall select 3 of its members to sit as a complaints panel for the purpose of dealing with the complaint. In the event that there are insufficient members of the complaints pool available, then members of the Club committee or the safeguarding and welfare team may be co-opted onto the complaints panel, provided the complaints panel includes at least one member of the complaints pool.

Timescales

h. The complaints panel shall consider the complaint and give a written response to the complainant(s) and to the respondent(s) within 14 days of being informed of the complaint. The complaints panel may at its own discretion extend the period of 2 weeks if more time is required to consider the matter.

Considering The Complaint

- i. In the event that the complaint raises safeguarding issues, or it involves a vulnerable adult, then the complaints panel shall notify the designated safeguarding lead who together, shall determine whether the matter should be dealt with as a complaint or as a safeguarding matter, and then allocate the matter accordingly;

- j. On hearing a complaint, the complaints panel shall:
 - 1. Liaise with the designated safeguarding lead, if appropriate;
 - 2. Determine the facts;
 - 3. Decide what action if any, should be taken;
 - 4. Communicate its findings and what action it proposes to take if any, to the complainant(s) and to the respondent(s);
 - 5. Keep a record of the complaint and the outcome, which shall remain confidential, save in the event that the Club committee rules by a simple majority, that the details of the complaint be disclosed.

- k. For the purpose of determining the facts the panel having received the written complaint, shall provide the respondent(s) with written details of the complaint. This shall be in sufficient detail to enable the respondent(s) to give an informed response. The panel shall allow the respondent(s) reasonable time to provide a written response and the details of the response shall be disclosed to the complainant(s).

- l. The complaints panel may at its discretion, determine the facts either on the written material or after hearing from the complainant(s) and respondent(s) in person.

- m. The complaints panel may hear from other witnesses provided that these witnesses provide a written account and that this written account is provided to the complainant(s) and to the respondent(s) at least 2 clear working days before the complaints panel hears from the witness(es).

- n. In the event that a complaint is made against a respondent who is under the age of 18, the respondent shall have the right to be supported or assisted by a responsible adult. The complaints panel shall inform the respondent of this right.

- o. In the event that the complaints panel decides that sanctions should be imposed against the respondent(s), it shall impose such sanctions as are within its powers as prescribed within the Constitution.

Sanctioning respondents

- p. If the respondent fails to attend the hearing of the complaint without good cause, having been requested to do so, then the disciplinary panel may proceed in his/her absence.

- q. In determining what sanctions or other actions if any, shall be taken following a determination of the facts in a complaint, the following principles shall apply:

1. That any sanction imposed must be reasonable and proportionate;
2. In some circumstances it may be appropriate to impose no sanction or to deal with the matter by way of guidance, advice on future conduct or requiring the respondent(s) to apologise;
3. Where a complaint is not upheld or where a sanction is not imposed, it may be appropriate to give a detailed explanation to the complainant(s). This may be particularly important where the complainant is a member of the public or other third party;
4. Any sanction imposed must be within the scope of the powers of the complaints panel as prescribed below and the sanction must be reasonable and proportionate.

Sanctioning powers of the complaints panel

r. In the event that a complaint is upheld, the complaints panel may impose any of the following sanctions:

- a) Expelling the respondent(s) from the club;
- b) Suspending the respondent(s) for a defined period of time from all or specified club activities (eg: club rides, competitive events, acting as a club leader, serving in any post on behalf of the Club or using club social media). In the event that the complaints panel imposes a suspension, it must set out in clear terms what activities are part of the suspension. In the event that any member wishes to bring a complaint that a sanction has been breached, that member shall seek confirmation from the designated complaints lead that the complaint would constitute a breach of the said sanction.

s. Any sanction imposed by the complaints panel may be in addition to any sanction imposed by the relevant governing body (e.g. British Cycling).

t. If necessary, the complaints panel may impose interim sanctions (such as suspension) pending final determination of the complaint(s), but only insofar as this is necessary.

u. Where appropriate, the complaints panel may refer the matter to the safeguarding and welfare team for the purpose of mediating a resolution between the complainant(s) and the respondent(s).

Appeals

t. Appeals shall be heard by at least 2 members of the complaints pool. In the event that 2 members of the pool are not available to sit on the appeal panel, then a member of the Club committee may be co-opted onto the appeal panel.

u. Any pool member or committee member who sat on the complaints panel may not sit on the appeal panel in relation to the same complaint.

Annexe 3

Safeguarding Guidelines

Confidentiality and keeping records

'a. Save as provided for in the Constitution or in this guidance, persons involved in any safeguarding or welfare issue have a right of privacy, as to their identities, as to the details of the safeguarding issue and as to any outcome. Upon agreeing to serve as a safeguarding and welfare officer, the member shall be bound by this duty of confidentiality.

'b. In the event that the safeguarding issue is or may be relevant to the health or welfare of other club members, then the DSL may disclose to the Club committee such information as is necessary to protect other club members' health or safety.

'c. All members of the safeguarding and welfare team shall keep each other informed the details and progress of all safeguarding matters.

d. In the event that any safeguarding and welfare officer has concerns about the conduct of any other safeguarding officer, or other significant issue then s/he shall refer his/her concerns to the Club committee, disclosing only such information as is necessary.

e. The safeguarding and welfare team shall maintain a full written record of all safeguarding matters which, save as is permitted by any provision in the Constitution or in these guidelines shall be kept confidential.

Procedure

f. Safeguarding issues shall be dealt with in such manner as the safeguarding members deem appropriate having regard to the nature and circumstances of the matter in hand.

g. In the event that it is the opinion of the safeguarding members that the issues are more appropriately dealt with by a complaints panel, then the DSL shall refer the matter to the Complaints Panel Lead.

h. Safeguarding officers shall have no power to impose sanctions.

Mediating issues between club members

i. In the event that the complaints panel refers a matter to the safeguarding and welfare

team, for the purpose of mediating a resolution between the complainant(s) and the respondent(s), then the safeguarding pool shall appoint one or more safeguarding officers to act as mediators.