



Brixworth Velo

Club Constitution

1 Name of Club

The club will be called **Brixworth Velo** (Hereinafter will be referred to as The Club).
Brixworth Velo will be affiliated to the **British Cycling**.

2 Aims and Objectives

The aims and objectives of the club will be:

- To offer recreational cycling activities to its members
- To promote the club within the local community and cycling
- 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

3 2019 Membership

- Anyone wishing to ride a Brixworth Velo organised club ride or attend any club activities must be a registered member of the club and have paid the current annual fee of £20.
- All new riders will be permitted to ride a maximum of 4 times with the club, after which, they will be required to register and pay in full before participating in any further club activities
- Some club activities will be open to friends and families of club members by invitation only
- The membership registration and payment process is to be handled by British Cycling and their associated online software administered by The Club's committee
- Memberships will be active between 01.05.2019 – 30.04.2020
- There will be no charge for or anyone wishing to join between 31.01.2020 and 30.04.2020
- It is the club's intentions to offer its member a range of benefits.
Members will be notified of benefits as and when they become available.

(a) Membership of the club is open to anyone over the age of 18 years old interested in promoting, coaching, volunteering or participating in cycling, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

- Full member
- ~~Junior member~~
- ~~Student member~~
- ~~Life member~~

(c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

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



(e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or 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.

4 Sports Equity

a. This Club 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 behavior and promote equality of opportunity.

e. The Club will deal with any incidence of discriminatory behavior seriously, according to club disciplinary procedures.

5 Committee

a. The affairs of the Club shall be conducted by a Committee which shall consist:

Chair: Paul Jarvis

Treasurer: James Wilds

General Secretary: Simon Fowler

Membership Secretary: Roger Carter

Welfare Officer: Paul Rowland

Ride Coordinator: Gareth Mills

Website Coordinator: Jeremy Jacobs

Social Media Coordinator: Clint Boodhist

Social & Events Coordinator: Marc Clemas

Rider Representative(s): Andy Hodges, Emily Campbell

and anyone who shall be elected at the Annual General Meeting.

b. All committee members must be members of the Club.

c. If required, the committee shall elect a Vice Chair from among its members.

d. The term of office shall be for two years, and members shall be eligible for re-election.

e. 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.



f. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

g. The Committee will have powers to appoint any advisers to the Committee as necessary to fulfill its business.

h. The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

i. The committee meetings will be convened by the Secretary of the Club and be held no less than **4** times per year.

j. Only the posts listed above will have the right to vote at committee meetings.

k. The quorum required for business to be agreed at Management Committee meetings will be **50%**

6 Finances

(a) The club treasurer will be responsible for the finances of the club.

(b) The financial year of the club will run from **1st April** and end on **31st March**

(c) All club monies will be banked in an account held in the name of the club.

(d) An independently examined set of annual accounts will be presented by the treasurer at the Annual General Meeting.

(e) Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

(f) 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) by the end of May

- 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 General Secretary with at least **28 days'** notice to be given to all members.



- d. Nominations for officers of the committee must be sent to the secretary 14 days prior to the AGM.
- e. Proposed changes to the constitution shall be sent to the General Secretary 14 days 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 quorum for AGMs will be **25% OF THE MEMBERSHIP**
- h. The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
- i. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least **20%** 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.
- j. 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 Discipline and appeals

- a. Club membership is not open to any individual under the age of 18 years old.
- b. All complaints regarding the behavior of members should be presented and submitted in writing to the General Secretary.
- c. The Management Committee will meet to hear complaints within **30 days** of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- d. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **30 days** of the hearing.
- e. There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within **30 days** of the Secretary receiving the appeal.

10 Dissolution

- (a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.
- (b) In the event of dissolution, all debts should be cleared with any club's funds. Any assets of the club that remain following this will become the property of the committee members elected at the most recent AGM



11 Declaration

Brixworth Velo hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	Paul Jarvis	Position	Chair
Sign		Date	01.05.2019

Name	James Wilds	Position	Treasurer
Sign		Date	01.05.2019



Brixworth Velo

Complaints Procedure

Purpose

The following procedure shall be followed in the event of any complaint being made about the Club, a member or any activities.

1. Introduction

The Club recognises the importance of ensuring that any member who has misgivings about another member or the quality, effectiveness and nature of any of the activities within the Club has the means of bringing this to the attention of the Committee and, if appropriate, securing redress. This procedure is intended for use when a club member wishes to register a formal complaint. If the complaint is upheld, then it is likely that some subsequent action will be taken under the terms of the club's disciplinary procedure, as outlined in the club's constitution. No complainant will be expected to make a formal complaint directly to the person forming, or being responsible for, activities that are the subject of their complaint.

Brixworth Velo is a small and relatively informal Club, which holds the aim of fostering friendship and camaraderie amongst its members. The majority of complaints have their roots in basic communication failures. With this in mind, the Committee encourages all members to try to resolve their differences with other club members in an informal and amicable manner. This might be directly with the individual, through a ride leader, the ride coordinator or via a Committee member. It is accepted that an informal approach and solution is not always successful, or appropriate, and this procedure is intended to encourage and support those members who consider a formal complaint is in their own, and the Club's, best interests.

The Committee shall find it difficult to reach a conclusive adjudication on a complaint if it is one that involves one member's word or account of an incident against another member's word or account. Clearly, those complaints that are supported by contributions from third parties have a greater prospect of being upheld.

A formal complaint is one made in writing to the Club and sent to any Committee member. However, it is suggested that complainants may wish to talk through their complaint with any member of the Committee before putting it in writing.

2. Principles

Under this procedure, the Committee shall ensure:

- This procedure is accessible to each Club member
- Complaints shall be an agenda item at each Committee meeting
- All complaints are acted on and are resolved quickly and as close to the point of contention as is acceptable and appropriate.
- All complaints are used by the Club as an additional means of monitoring and improving standards No individual will suffer discrimination or victimisation in any way for raising a complaint
- A register of complaints shall be maintained by the Committee

3. Complaints Procedure

- A formal complaint shall be made in writing and submitted to any Committee member



- All complaints shall be acknowledged within 7 days and shall be dealt with within 30 days from the receipt of the written complaint with delivery of a written reply. If this deadline cannot be met, then the complainant shall be informed by the twenty first day giving the reasons why this is not possible and setting a revised deadline
- The Chairperson, or the Deputy Chairperson, shall ensure that an independent and objective investigation is carried out by a minimum of three Committee members
- If any Committee member is the subject of any complaint or has any vested interests, that Committee member shall be completely excluded from Committee meetings, discussions or activities relating to the complaint
- Each complaint shall be afforded total confidentiality with the objective of only those individuals who need to know of the complaint being made aware of it and informed that an investigation is in hand
- Any member named or otherwise identified in a formal complaint shall be notified at the earliest opportunity
- Those Committee members charged with investigating the complaint shall report their findings back to the full Committee
- The Committee shall adjudicate on the complaint and shall reach a conclusion
- The Committee's conclusion on the complaint shall be final
- Complainant and, if appropriate, any member who is the subject of the complaint shall be informed of the conclusion reached by the Committee and their reasons for doing so. Where the complaint is upheld, an apology may be given together with the actions being taken to ensure a similar complaint is prevented in the future. Where the complaint is not upheld, the reasons for this conclusion shall be fully explained together with any details of any further action that may remain an option
- Where a complaint is upheld and leads to an issue of discipline, the consequences will be dealt with under the club's disciplinary procedures, as outlined in the club's constitution



Brixworth Velo

Privacy Notice for Members

We are committed to respecting your privacy. This notice is to explain how we may use personal information we collect before, during and after your membership with us. This notice applies to you if you have registered to become or are a member of our club. This notice explains how we comply with the law on data protection, what your rights are and for the purposes of data protection we will be the controller of any of your personal information.

References to we, our or us in this privacy notice are to Brixworth Velo.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we not required to do so, but our Committee has overall responsibility for data protection compliance in our organisation. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

1. Personal Information we may collect from you

Depending on the type of membership you register for with us, you may initially provide us with or we may obtain personal information about you, such as information regarding your:

- personal contact details that allows us to contact you directly such as name, title, email addresses and telephone numbers;
- date of birth;
- gender;
- membership start and end date;
- references and other information included in a CV or cover letter or as part of the application process for membership;
- records of your interactions with us such as telephone conversations, emails and other correspondence and your instructions to us;
- any credit/debit card and other payment details you provide so that we can receive payments from you and details of the financial transactions with you;
- [use of and movements through our online portal, passwords, personal identification numbers, IP addresses, user names and other IT system identifying information;]
- records of your attendance at any events hosted by us;
- images in video and/or photographic form and voice recordings;
- your marketing preferences so that we know whether and how we should contact you.
- identification documents such as passport and identity cards;
- details of any county membership;
- details of next of kin, family members, coaches and emergency contacts;
- records of any rider's rankings, grading or ratings, competition results, details regarding races or events attended and performance;
- any disciplinary and grievance information;

2. SPECIAL CATEGORIES OF PERSONAL INFORMATION

We may also collect, store and use the following "special categories" of more sensitive personal information regarding you:

- information about your race or ethnicity, religious beliefs and sexual orientation;



- information about your health, including any medical condition, health and sickness records, medical records and health professional information; and
- We may not collect all of the above types of special category personal information about you. In relation to the special category personal data that we do process we do so on the basis that
 - the processing is necessary for reasons of substantial public interest, on a lawful basis;
 - it is necessary for the establishment, exercise or defence of legal claims;
 - it is necessary for the purposes of carrying out the obligations and exercising our or your rights in the field of employment and social security and social protection law; or
 - based on your explicit consent.

In the table below' we refer to these as the "special category reasons for processing of your personal data".

We may also collect criminal records information about you. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

3. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about our members when you apply to become a member of the club, when you purchase any services or products we offer, when you make a query and/or complaint or when you correspond with us by phone, e-mail or in some other way.

We also may collect personal information about you from any third party references you provide as part of the application process for membership.

If you are providing us with details of referees, next of kin, beneficiaries, family members and emergency contacts they have a right to know and to be aware of how what personal information we hold about them, how we collect it and how we use and may share that information. Please share this privacy notice with those of them whom you feel are sufficiently mature to understand it. They also have the same rights as set out in the "Your rights in relation to personal information" section below.

4. Uses made of the information

The table below describes the main purposes for which we process your personal information, the categories of your information involved and our lawful basis for being able to do this.

Purpose - To administer any membership you have with us and managing our relationship with you, including dealing with payments and any support, service or product enquiries made by you

Personal information used - All contact and membership details, transaction and payment information, records of your interactions with us, and marketing preferences.

Lawful basis - This is necessary to enable us to properly manage and administer your membership contract with us.

Purpose - To arrange and manage any contracts for the provision of any services or products



Personal information used - Contact details, transaction and payment information. Records of your interactions with us.

Lawful basis - This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us.

Purpose - To send you information which is included within your membership benefits package, including details about advanced ticket information, competitions and events, partner offers and discounts and any updates on cycling.

Personal information used - Contact and membership details.

Lawful basis - This is necessary to enable us to properly manage and administer your membership contract with us.

Purpose - To send you other marketing information we think you might find useful or which you have requested from us, including our newsletters, information about membership, events, products and information about our commercial partners

Personal information used - Contact details and marketing preferences.

Lawful basis - Where you have given us your explicit consent to do so.

Purpose - To answer your queries or complaints

Personal information used - Contact details and records of your interactions with us

Lawful basis - We have a legitimate interest to provide complaint handling services to you in case there are any issues with your membership.

Purpose - Retention of records

Personal information used - All the personal information we collect.

Lawful basis - We have a legitimate interest in retaining records whilst they may be required in relation to complaints or claims. We need to retain records in order to properly administer and manage your membership and run our club and in some cases, we may have legal or regulatory obligations to retain records. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

Purpose - The security of our IT systems

Personal information used - Your usage of our IT systems and online portals.

Lawful basis - We have a legitimate interest to ensure that our IT systems are secure.

Purpose - To conduct data analytics studies to better understand event attendance and trends within the sport

Personal information used - Records of your attendance at any events or competitions hosted by us.



Lawful basis - We have a legitimate interest in doing so to ensure that our membership is targeted and relevant.

Purpose - For the purposes of promoting the club, our events and membership packages.

Personal information used - Images in video and/or photographic form.

Lawful basis - Where you have given us your explicit consent to do so.

Purpose - To comply with health and safety requirements

Personal information used - Records of attendance, CCTV footage and other information obtained through electronic means, medical information about your health.

Lawful basis - We have a legal obligation and a legitimate interest to provide you and other members of our organisation with a safe environment in which to participate in sport. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Purpose - To administer your attendance at any courses or programmes you sign up to

Personal information used - All contact and membership details, transaction and payment data. Details of any sporting body membership and performance data (e.g. British Cycling, Cycling Time Trials etc.).

Lawful basis - This is necessary to enable us to register you on to and properly manage and administer your attendance on the course and/or programme.

Purpose - To arrange for any trip or transportation to and from an event

Personal information used - Identification documents details of next of kin, family members and emergency contacts, transaction and payment information, health and medical information.

Lawful basis - This is necessary to enable us to make the necessary arrangements for the trip and/or transportation to an event. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Purpose - To use information about your physical or mental health (including any injuries) or disability status, to ensure your health and safety and to assess your fitness to participate in any events or activities we host and to provide appropriate adjustments to our sports facilities.

Personal information used - Health and medical information

Lawful basis - We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Purpose - To gather evidence for possible grievance or disciplinary hearings

Personal information used - All the personal information we collect



Lawful basis - We have a legitimate interest in doing so to provide a safe and fair environment for all members and to ensure the effective management of any disciplinary hearings, appeals and adjudications. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above. For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

Purpose - For the purposes of equal opportunities monitoring

Personal information used - Name, title, date of birth, gender, information about your race or ethnicity and health and medical information

Lawful basis - We have a legitimate interest to promote a sports environment that is inclusive, fair and accessible. We process special category personal data on the basis of the "special category reasons for processing of your personal data" referred to in section 2 above.

Purpose - To comply with legal obligations, for example, regarding people working with children or vulnerable adults to comply with our safeguarding requirements

Personal information used - Information about your criminal convictions and offences

Lawful basis - For criminal records history we process it on the basis of legal obligations or based on your explicit consent.

For some of your personal information you will have a legal, contractual or other requirement or obligation for you to provide us with your personal information. If you do not provide us with the requested personal information we may not be able to admit you as a member or we may not be able to properly perform our contract with you or comply with legal obligations and we may have to terminate your membership. For other personal information you may not be under an obligation to provide it to us, but if you do not provide it then we may not be able to properly perform our contract with you.

Where you have given us your consent to use your personal information in a particular manner, you have the right to withdraw this consent at any time, which you may do by contacting us as described in the "Contacting us" section below.

Please note however that the withdrawal of your consent will not affect any use of the data made before you withdrew your consent and we may still be entitled to hold and process the relevant personal information to the extent that we are entitled to do so on bases other than your consent. Withdrawing consent may also have the same effects as not providing the information in the first place, for example we may no longer be able to provide certain member benefits to you.

5. DIRECT MARKETING

Email, post and SMS marketing: from time to time, we may contact you by email, post or SMS with information about products and services we believe you may be interested in. We will only send marketing messages to you in accordance with the marketing preferences you set.

You can then let us know at any time that you do not wish to receive marketing messages by emailing us at brixworthvelo@gmail.com



6. Disclosure of your PERSONAL information

We share personal information with the following parties:

- Any party approved by you.
- Club officials and volunteers involved in/co-ordinating the event(s) for which you have volunteered: for example, to provide briefings on the event and roles, arrange timings and locations etc.
- To any governing bodies or regional bodies for the sports covered by our club: to allow them to properly administer the sports on a local, regional and national level.
- Other service providers: for example, email marketing specialists, payment processors, data analysis contractors, promotional advisors, contractors or suppliers and IT services (including CRM, website, video- and teleconference services);
- Our Commercial Partners: for the purposes of providing you with information on any tickets, special offers, opportunities, products and services and other commercial benefits provided by our commercial partners where you have given your express for us to do so.
- The Government or our regulators: where we are required to do so by law or to assist with their investigations or initiatives.
- Police, law enforcement and security services: to assist with the investigation and prevention of crime and the protection of national security.

7. TRANSFERRING YOUR PERSONAL INFORMATION INTERNATIONALLY

The personal information we collect is not transferred to and stored in countries outside of the UK and the European Union.

8. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

The duration for which we retain your personal information will differ depending on the type of information and the reason why we collected it from you. However, in some cases personal information may be retained on a long-term basis: for example, personal information that we need to retain for legal purposes will normally be retained in accordance with usual commercial practice and regulatory requirements. Generally, where there is no legal requirement we retain all physical and electronic records for a period of 6 (six) years after your last contact with us or the end of your membership. Exceptions to this rule are:

- Details regarding unsuccessful membership applicants where we hold records for a period of not more than 12 (twelve) months;
- Information that may be relevant to personal injury or discrimination claims may be retained until the limitation period for those types of claims has expired. For personal injury or discrimination claims this can be an extended period as the limitation period might not start to run until a long time after the event.

It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your phone number or email address. You can contact us by using the details set out in the "Contacting us" section below.

9. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;



- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information in certain limited circumstances;
- the right to restrict processing of your personal information where certain requirements are met;
- the right to object to the processing of your personal information;
- the right to request that we transfer elements of your data either to you or another service provider; and
- the right to object to certain automated decision-making processes using your personal information.

You should note that some of these rights, for example the right to require us to transfer your data to another service provider or the right to object to automated decision making, may not apply as they have specific requirements and exemptions which apply to them and they may not apply to personal information recorded and stored by us. For example, we do not use automated decision making in relation to your personal data. However, some have no conditions attached, so your right to withdraw consent or object to processing for direct marketing are absolute rights.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by using the details set out in the "Contacting us" section below.

If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We are here to help and encourage you to contact us to resolve your complaint first.

10. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

11. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email brixworthvelo@gmail.com



Brixworth Velo

Rider's Code of Conduct

Below is the updated code of conduct incorporating members' suggestions where appropriate. Also see 'useful links' given after the code. The 'hand signals' link for consideration.

1. Riders are expected to be courteous to other road users, and to observe the Highway Code.
2. Safety and consideration to your companions and other road users is a priority at all times.
3. The leader of the ride is in charge and their decisions are final. Riding ahead of the ride leader is done at your own risk.
4. If the leader divides the group into smaller groups, because of heavy traffic or large numbers of riders, remain in the smaller group and do not 'gap-jump'. If gaps close up when going uphill as they frequently do, endeavour to open them ASAP to let following traffic pass at the earliest opportunity.
5. Leaders & riders should respect the agreed parameters of distance and speed for that ride/group in order to ensure the comfort and safety of all.
6. Calls of advice/instructions from the front or rear should be passed on.
7. Ride in single file when there is traffic on a narrow road.
8. When moving to single file the rider on the outside should normally move BEHIND the rider on the inside.
9. Because of possible liability it is not advisable to signal to vehicle drivers to overtake the group.
10. Overtaking must be carried out with great care. Undertaking should be avoided if possible. Should undertaking become unavoidable a verbal warning should be given first.
11. Should the group be turning off the obvious route, stragglers must be waited for.
12. When turning off the obvious route groups should not wait at a junction, but should move on to the nearest safe place to stop and leave one rider at the junction (in a safe, visible place) to direct riders.
13. All riders are required to wear a cycling helmet, which should be fit for purpose. This is a club regulation.
14. Riding two abreast is allowed under the Highway Code, however riders should not ride three (or more) abreast on public roads.
15. Allow motorists to overtake by pulling over and stopping if they are 'stuck' behind a group on a narrow road AND there is a suitable stopping place.
16. Members leaving the group for whatever reason MUST notify the leader.



Other Advice

1. Please ensure your bicycle is roadworthy (including having tyres inflated to a suitable pressure). And that you carry as minimum spare inner tubes where applicable together with tyre levers and a pump.
2. In consideration of your fellow riders all are asked to have suitable mudguards when there are potentially wet conditions. Wet roads, no mudguards, ride at rear of the group.
3. The use of lights is recommended even on 'sunny' days.
4. If a rider is under 16 years of age they must be accompanied by an adult who accepts responsibility for them and their behaviour.
5. New riders should make themselves known to the ride leader.

Useful links

- **Highway Code**
<http://www.highwaycodeuk.co.uk/changes-and-answers/highway-code-for-cyclists>
- **Hand signals**
<https://roadcyclinguk.com/how-to/technique/essential-guide-road-cycling-hand-signals-calls.html#pQGf8FLuVRXLjTzj.97>



Brixworth Velo

Club Insurance Information

Provided by British Cycling

What is Club insurance?

This insurance cover is arranged for 'non-profit making' clubs and teams. Club secretaries are reminded that 'commercially named' clubs and teams must ensure that they operate on a nonprofit making basis and are financially independent of any commercial businesses that may provide support to them.

Clubs or teams operating as a commercial business are required to make separate arrangements for commercial liability cover and should contact headquarters or their local insurance broker for assistance.

All Clubs, Teams and Associations in England other than school clubs are automatically covered for Public Liability Insurance, with an indemnity limit of £15m(1) upon payment of the Club Affiliation Fee to British Cycling. Clubs in Scotland and Wales and school clubs are provided with the same cover upon payment of the appropriate fee. Full details of the liability insurance policy cover can be found at britishcycling.org.uk

Who is covered?

The policy indemnifies the club/team in respect of its legal liability for accidental loss or damage to third party property or accidental bodily injury or death to third party persons. Subject to the normal terms and conditions of the Insurer's Public Liability Insurance Policy (a copy of which can be accessed on the website), it indemnifies:

1 The club against claims brought by non-members and invitees.

2 Officials of the club who act on the club's specific instructions during their term of office, against claims, as follows:

(a) Actions brought by non-members who have been invited (prior to possible membership) to take part in the Club's activities, for example, club runs, social activities etc., for injuries sustained and damage to third party property, sustained during participation.

(b) Actions brought against the club or its elected officials who have carried out the club's instructions, including the hire, rent or loan of premises, at the instructions of the club committee. Such instructions should in all cases comply with the decision given by the club committee.

(c) Individuals who have been invited to participate in club activities as invitees with a view to joining the club and are not already covered by any other Insurance.



Note: The use of derny or pacing motors for training purposes is also covered - motors are limited, however, to a maximum of 125cc and all Motor Pacers must hold a valid and appropriate British Cycling Motor Pacing licence. Drivers of motor pacing machines over 125cc must apply to British Cycling headquarters for insurance cover. (Note: This cover excludes the use of pacing motors that require compulsory insurance under the Road Traffic Act).

What is not covered?

The following activities and persons are excluded from the club/team insurance cover:

i) Competitive Events: i.e. formally organised Road Races, Circuit Races, Time Trials*, Track Meetings, Mountain Bike Downhill, Mountain Bike Cross Country, Mountain Bike Four Cross, Bike Trials, BMX, Cycle Speedway and Cyclo-Cross events and timed personal and team challenge events in any of the above disciplines. Insurance cover for the organisers of Time Trials held under the auspices of Cycling Time Trials is provided by the Road Time Trials Council.

ii) Non-Competitive Events: i.e. formally organised social, charity & fundraising type events, reliability rides, personal challenge endurance type events, Mountain Bike Downhill practice events with 'uplift' transportation.

More details on Event Insurance.

iii) Individual Club Members: Individual Club Members as opposed to club officials) are not covered unless they themselves are Ride, Race Silver or Race Gold members of British Cycling with personal liability insurance cover.

iv) Activities not regulated by British Cycling: A club and its officials and event promoters are not covered for cycling activities that involve any variant or discipline of cycling that is not formally endorsed and regulated by the British Cycling Federation.

v) Activities utilising facilities where an appropriate risk assessment has not been carried out and/or the findings and recommendations have not been implemented by the appropriate people.

vi) Activities on Artificial Structures: Any off road activity that takes place on or around artificially constructed timber structures, with the exception of bridges/causeways/ramps and the like which exist to span natural features or obstructions, and which exist as part of trails, paths or roadways. (1) For incidents occurring on or after 31 March 2018. For incidents occurring before 31 March 2018 the indemnity limit is £10 million.