



Clitheroe Bike Club

Operating Policy

Version 2.2: July 2017

Review date: July 2018

Clitheroe Bike Club (CBC) was established in 2009 to provide a club structure for cyclists and their families in and around Clitheroe.

Governance

Committee

A committee will be elected by the club membership at the Annual General Meeting (AGM). The AGM will normally be held in May.

The club members will elect the following posts to serve for the following year:

Core roles:

- Chair
- Club Secretary
- Club Treasurer
- Club Membership Secretary

Optional roles:

- Race Officer
- Social Officer
- Development Officer

The Committee can invite or co-opt additional committee members at any point during the year, as required, to ensure the delivery of CBC objectives.

Committee Meetings

The CBC committee will meet as a minimum four times per year (quarterly in normal circumstances).

To be quorate a simple majority of the core members must be present.

Non committee members are able to attend by invitation or request.

Committee meetings will normally be chaired by the club Chair.



AGM

CBC will hold an AGM annually (usually in May).

The AGM will be chaired by one of the core committee members, usually the Chair.

The membership will be presented with an overview of Finances,

Membership and any significant events/issues as a minimum.

Any significant decisions will be shared with the membership and voted on accordingly.

Members are able to ask for items to be on the AGM agenda in advance or ask questions at the event.

The Term of office for all committee members ends at the AGM.

As a minimum, the positions on the core committee must be elected at the AGM (as described below). The other committee members can be elected at the AGM or later, at the discretion of the new Chair.

Election of core roles

The core committee roles must be re-elected annually as per all other committee members.

Any core role standing down must advise the committee and club membership in advance of the AGM in order to facilitate a transparent and coordinated hand over of responsibilities. Volunteers for any vacant role will be put to the membership at the AGM. Core roles need to be proposed and seconded.

Finance

CBC will have an elected treasurer with a duty to manage the club finances, with the support of the CBC committee members on behalf of the CBC membership.

CBC will have a bank account to enable CBC related financial transactions.

- The account must have a minimum of three named signatories to the account, ideally four; two of which must be Chair and Treasurer.



- The account will require two of the above named signatories to sign any documentation relating to financial transactions.
- In line with banking trends CBC may develop on line banking to facilitate payments; the committee must support this development and ensure clear governance to protect CBC finances is developed.
- The Treasurer will report to each committee meeting providing a general update on club finances, any significant spend and outline any noticeable trends.
- The treasurer will report to the membership at the AGM providing a clear and transparent breakdown of club funds held, income and expenditure.

Any expenditure over and above routine affiliation or club activities (e.g. meeting room hire, food or prizes for club events) must be agreed by the committee.

Any significant spend of £500 or more must be agreed at the AGM or by an online poll.

Profit generated from club activities will be allocated to the CBC account for general use.

CBC assets

A register of CBC assets will be held (e.g. club bikes)

Any donation of assets to CBC will be recorded and utilised for the intended purpose; if they can be sold to raise finance this will be organised by the committee.

Membership

Membership of CBC is open to all, on payment of the annual membership fee, where applicable. No geographic boundaries will be imposed, though the clubs aims are to serve the population in and around Clitheroe.

The membership fee will be proposed annually by the CBC committee and agreed at the CBC AGM.

The current membership costs are as follows (set for 2017/18):

Membership	Cost
Individual	£20
Under 18's	£Free



Membership fees will be due as of 1st May in any year. New members will pay cost / 12 x months x months remaining.

CBC will encourage members to pay fees in full by direct debit, however other forms of payment will be available to all in order not to discriminate.

CBC membership does not include insurance. All members are to be encouraged to take out additional membership of either the Cycling UK (formally CTC) or British Cycling (BC) in order to take advantage of individual 3rd party insurance.

Communications

CBC has a website to promote club activities and display relevant policies and documents.

CBC run a closed Facebook group which all members are able to join freely. Anyone defaulting on club membership WILL be blocked from the closed face book group.

CBC may use other social media platforms.

The use of CBC social media is a responsibility of all club members. CBC does not intend to formally monitor use, or set rules for use, however should any member be found to be using CBC social media inappropriately and /or causing offence they will be asked to cease such activity; should the activity continue the committee assumes the right to block access.

Members should follow the following guide lines when using social media-

- Posts should be respectful towards all member's views.
- Posts should be relevant to club activities.
- The contents of all posts must be suitable for an audience which may include families.

Club rides

CBC aims to ensure high quality, safe rides for all members. In order to support this CBC will work towards the following:

- Trained ride leaders
- Level 2 trained coaches
- DBS checks where appropriate

Standard CBC rides will be listed on the CBC website, however members are encouraged to use the closed face book page to organise additional rides as



appropriate. Ride times will not change without posting the information in advance.

CBC members are responsible for their own actions and safety whilst out on the road and must follow the Highway Code. CBC expect all members to also take responsibility for other members on rides as appropriate in order to ensure the safety of all members on the ride.

CBC will encourage all members to attend club meetings and other events as appropriate to improve riding skills in order to improve safety on the open road.

CBC will aim to have ride leaders on all standard club rides, though this cannot be guaranteed, and members should be aware of this possibility. Ride leaders are to act as 'guides' only – they are not responsible for individual actions other than their own. Members should support ride leaders whenever possible in order to ensure group safety.

All riders, taking part in a club ride, must wear a cycle helmet to enhance safety and to promote good practice.

Club meetings

CBC will hold club meetings nights on the first Wednesdays of the month; details to be posted on the CBC website and/or face book page.

Other events may be held throughout the year for social, information or other purposes.

Policies and procedures

CBC will have the following policies and procedures in place, to be reviewed regularly:

- CBC operating policy
- Data protection policy (Adopted CTC policy)
- Policy and procedure for the protection of children and vulnerable adults (Adopted Cycling UK or British Cycling policy)
- Club risk assessment for organised events such as club 100 rides.
- Under 18's parental consent
- Ride guide
- Information for new members



In the event that the club is wound up any monies belonging to the club will be given to a charity/other bike clubs as decided by the majority of members.

Under 18's

Under 18's are to be encouraged to be involved in CBC activities. However under 18's should only take part in club rides when a ride leader is present.

No rider under the age of 16 can take part in events activities without a parent or guardian accompanying them, unless it is specifically designated as a youth event. A parental consent form is also required for under 18's.

All under 18's must have a signed parent consent form before taking part in club activities.

CBC will strive to provide bike-ability training for under 18's taking part in road based rides and events should there be demand.