

# STAFFORD ROAD CLUB



## HANDBOOK

**2023-2024**

The name of the club is Stafford Road Club, during the document the club maybe referenced to as 'SRC'.

Stafford Road Club is a cycling club, established in 1942 and based in the town of Stafford in the West Midlands.

The Club is affiliated to British Cycling, Cycling Time Trials, the Cyclists Touring Club, the Burton & District Cycling Alliance and the South Staffordshire & Shropshire Cycling Road Race League. The Club is registered as a Go-Ride club with British Cycling.

### Club Objective

The Club aims to promote and cater for all aspects of road cycling, including touring, road racing, time trialling, sportive rides, club runs, social events and other cycling activities. The Club also has members involved in mountain biking, track competition and triathlon.

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### Handbook revisions

Date	Details	Passed at

## Club Officers 2021-2022

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Press Secretary	Vacant		<a href="mailto:press@staffordrc.org">press@staffordrc.org</a>
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### Welfare Officers

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### Appeal Committee:

Name	Contact	Email
Marcus Wilson		
Carl Lewis		
Rob Tracey		
Emma Pickering		
Tracey Brooks		

## **CLUB CONSTITUTION**

**Note:** *The Club's Constitution is shown in italicised text – B2 and B3 applies. The subsequent appendices are not part of the Club Constitution and form part of the Club Rule Book.*

### **A. Club Management and Organisation (2015/2016) onward**

1. *The Club Officials shall comprise: President, Chairman, Vice Chairman, Secretary, Treasurer, Road Race Secretary, Time Trial Secretary, Press Secretary, Youth Secretary and 5 additional club officials without portfolio: this forms The Club Committee. In addition, 5 different members will also be identified as Officials who can form an Appeal Committee should a request be made by any member.*
  2. *The term of office of all Club Officials shall date from the AGM of election to the next AGM. All Club Officials shall be appointed annually at the Annual General Meeting, except and in accordance with rule A3.*
  3. *Any member of the Club Committee, with the exception of President, who fails to attend two consecutive meetings without giving satisfactory reasons for absence, shall cease to be a member of the Club Committee.*
  4. *The Club Committee shall have the power to fill any vacancy of Club Official or role occurred under rule A3, or for any other reason.*
  5. *No second claim member may serve as a Club Official if his or her First Claim Club is within a radius of 50 miles of Stafford.*
  6. *There shall be 5 members forming an Appeal Committee of the Club appointed annually at the AGM. The Appeal Committee will act in accordance with rule C11 and C12.*
  7. *The Club Committee will meet at least six times a year; date to be fixed at the previous meeting and the Secretary will give at least 4 days' notice on Agendas.*
  8. *The Club Committee shall have the power, on behalf of its members, to make any necessary decisions regarding the running of the Club, the guiding principles of which will be contained in the Club Handbook. This does not include items contained in the Club Constitution, which can only be changed after a vote at an AGM or extraordinary General Meeting (see item B2).*
  9. *The quorum for a Club Committee Meeting will be 5 members.*
  10. *Decisions in Committee meetings will be made by majority vote, with the Chairman having a casting vote.*
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### **B. Meetings**

1. *The AGM of all members of the Club will be held in October of each year to elect the Club Committee and Appeal Committee for the coming year; receive reports on the past season's activities and to consider any other business. Election of all Club Official will be carried by simple majority vote.*
  2. *Any amendments to the club constitution must be passed at the AGM by a two thirds majority of those members present.*
  3. *A quorum at an Annual General Meeting or any other General Meeting shall be 25% of the total membership.*
  4. *The Secretary will give all members at least 14 days' notice of the AGM in writing (email/posted on the SRC website)).*
  5. *An Extraordinary General Meeting may be called by the Club Committee at the written (email/posted on the SRC website) request of at least 25% of the total Club membership. The Meeting will be held within 4 weeks of such a request, which must be submitted to the Secretary.*
  6. *A voting majority of two thirds of the Members present at the Meeting will be required to make any other decisions.*
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## C. Membership

1. *Membership of the Club is open by application to anyone interested in cycling. Candidates must: a) complete a membership form; b) have 3<sup>rd</sup> party cyclist insurance cover; c) be proposed and seconded by two members of the Club (one of whom shall be a Committee Member); and d) be approved by the Club Committee.*
2. *The Club operates a Sports Equity Policy: Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available activities is allowable on a non-discriminatory basis. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to an appointed panel consisting of Club Members.*
3. *Club Annual Subscriptions prices shall be agreed by the committee, the length of membership is 12 months from the date of joining*
4. *Club Subscriptions eligibility for Full Membership:*

<i>Seniors</i>	<i>18 years and over</i>
<i>Juniors</i>	<i>16 to 18 years</i>
<i>Go Ride</i>	<i>15 years and under</i>
<i>Family Members</i>	<i>All living at same address</i>

Full Membership includes:

- Access to all Club rides
- Access to all additional cycling events promoted by SRC
- Newsletters
- Club Website which provides up to date information
- Access to the website Members Area which includes the Forum
- Voting rights
- Access to purchasing Club kit
- Access to Club Committee Meetings and AGM
- Ride any of the Club's TT and RR events

Go Ride Youth Section (15 years and under)

- Peloton Membership
- Club Newsletters
- Club Website
- Go Ride social media access
- Access to purchasing Club kit

Podium (Juniors) Membership

- Club Newsletters
- Club Website
- Go Ride social media access
- Access to purchasing Club kit
- Access to all Club rides
- Ride Club Time Trials and Road Races (age restrictions)

Second Claim Membership

- Access to all Club rides
- Access to all additional cycling events promoted by SRC
- Newsletters
- Club website which provides up to date information
- Access to the website Members Area which includes the Forum
- Access to purchasing Club kit
- Access to social meetings

- Voting rights

#### Family Membership

- One or more members residing at the same address
- Access to all Club rides
- Access to all additional cycling events promoted by SRC
- Newsletters
- Club website which provides up to date information
- Access to the website Members Area which includes the Forum
- Access to purchasing Club kit
- Access to social meetings
- Voting rights

5. Members are expected to be active and offer their services on at least **one** occasion at events organised or activities organised by Stafford Road Club.
6. Members who have rendered valuable services to or on behalf of the Club, may be elected at an AGM as Honorary Members. They will enjoy all the privileges of ordinary membership but no subscription shall be payable.
7. If any objections to an application for members are received in writing from any member, the Club Committee will consider them and its decision shall be binding.
8. Membership of the Club is subject to strict observance of all the rules and decisions of the Club Committee, Appeal Committee and General Meetings.
9. All members are expected to observe the Club's Codes of Conduct and Guidelines as detailed in the Handbook.
10. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.
11. Any member shall have the right of appeal to the Appeal Committee within 7 days of any action taken by the Club Committee or in response to what the Club Committee deems to be conduct detrimental to the Club (see C11). Such appeals shall be submitted initially in writing to the Club Secretary who shall call a meeting of the Appeal Committee to be held within one month of its receipt. Such decision as is reached by the Appeal Committee shall be binding on all parties. (Note: a member may not appeal against a decision reached at a General Meeting).
12. The Appeal Committee, with its duty to uphold the best interests of SRC, will consist of 5 Club Members from whom a Chairman shall be elected for each meeting and whose casting vote shall be final. The quorum for the meeting shall be 3.
13. The Club Committee will have the power to settle any disputes or matters arising from these rules or any other matter not clarified in this Handbook.
14. All new members will be provided with a link to the Club Handbook, hard copies will be available on request.

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#### **D. Finance**

1. The Financial Year will be from 1st October to 30th September each year.
2. The Treasurer will maintain the accounting records and prepare accounts for each committee meeting so that its members can review the income and expenditure and reserves position for the year to date
3. The Treasurer will prepare annual accounts for submission to the AGM following the end of the current financial year.
4. The annual accounts will be subject to an Independent Examination.

5. The Club will maintain such bank accounts as decided by the Committee and will operate internet banking.
6. Authorisation for expenditure will be as follows: Up to £100 – Treasurer and Chairman or Secretary; £101 to £500 – Treasurer, Chairman and Secretary; over £500 – Committee
7. The Club is a not-for-profit organisation and will endeavour to operate within the limits of its finances, with any money generated by Club activities being held by the Club or reinvested into Club activities.
8. If the Club was to be dissolved or wound up as the result of a vote at an AGM, the Committee will be responsible for settling all liabilities of the Club and shall dispose of the net assets remaining to a recognised charitable institution.

## APPENDIX 1

### Club Competitions, Racing and Records

1. The Club will operate various racing championships throughout the year based on Time Trial and Road Race results; and awards for distance records.
2. Eligibility for Club Championship competitions:
  - a) Members will become eligible for Club championships only from the date of commencement of their full membership.
  - b) In Time Trial competitions, only members who help out as a volunteer on a minimum of **One** club time trials (which count for the competitions) during the season will be eligible for a position in the end-of-season standings and any associated prizes.
3. Junior and Juvenile members are limited to race as follows:
  - a) Under 14 years up to 10 miles
  - b) 14 to 15 years up to 25 miles
  - c) 16 to 18 years up to 50 miles
4. The Club shall be affiliated to such bodies as the Committee deem appropriate.
5. Rules of the Parent Bodies to which the Club is affiliated must be adhered to.
6. Racing in some Club organised events may also be dependent upon the Club member satisfying the criteria of one of the parent bodies to which the Club is affiliated, e.g. riders in the SRC-organised Road Race will need a BC or TLI Racing Licence depending on the event staged.
7. It is the duty of the organiser to ensure that Club events are run in compliance with the Rules of the Club and its parent bodies.
8. A medal or plaque shall be awarded to any rider breaking a Club Record.
9. Any Member claiming Club Records or Standard Awards must produce satisfactory evidence, e.g. result sheet, to the TT or Racing Secretary and within 2 months of the event (outside of this time limit and the claim may be discounted).
10. Vets events – qualifying riders must be 40 years of age or over.

### **Club Competitions**

Current Club competitions. (If a Trophy is not awarded annually, then this is stated).

A full list of records is available on the club website

### **Time Trial Competitions and Awards**

Men's Club Championship	Awarded Annually	Male Rider who has won the most points from the SRC time trials based on fastest times
Club Handicap	Awarded Annually	Rider who has won the most points from the SRC time trials based on their handicap times
Reg Pearce Memorial Trophy	Awarded Annually	SRC rider who is fastest based on handicap in the Open 10 mile TT (Reg Pearce Memorial Race)
Battle of Britain	Awarded Annually	Fastest rider in one of the last two SRC 50 mile Time Trials of the season
Vets Championship	Awarded Annually	Fastest SRC 10, 25- and 50-mile Time Trial, on Vets
Ladies Club Championship	Awarded Annually	Female Rider with the most points obtained from Club TT events in one season
Women's Short BAR Championship	Awarded Annually	Female rider who has the fastest average speed for 5, 10- and 25-mile Club TT events – donated by Don Picken
Junior Championship	Awarded Annually	Rider (18 or under) who has won the most points from the SRC Time Trial series, based on the fastest



Men's BAR	Awarded Annually	Male Rider with the best average speed over the Club's 25 or 50m TT and any open 100m Time Trial
Vets BAR	Awarded Annually	Rider with the fastest times over 50, 100- and 12-hour Time Trials based on Vets standard times
Women's BAR	Awarded Annually	Female Rider who posts the Fastest SRC 10, 25 and any 50m TT (inc Opens)
Junior BAR	Awarded If qualifying standard met	Junior Rider with the fastest SRC 10, 25- and 50-mile Time Trial
100-mile Trophy	Awarded Annually	Rider with the fastest 100-mile Time Trial recorded that year
Alan Davis Memorial Hill Climb Trophy	Awarded If qualifying standard met	Fastest rider in the hill climb Event
Junior 5 mile	Awarded If qualifying standard met	Fastest under 18 rider at 5 miles
Junior 10 mile	Awarded If qualifying standard met	Fastest under 18 rider at 10 miles
Junior 25 mile	Awarded If qualifying standard met	Fastest under 18 rider at 25 miles

### **Road Race Competitions and Awards**

Road Race Trophy	Awarded Annually	Awarded to the best placed rider in Road Race events throughout the season
Charlie Bettley Memorial Trophy	Awarded Annually	Awarded to riders aged 40+ years who are best place in a mass start

## APPENDIX 2 - Time Trials and Guidelines for Volunteers

### A. Time Trialling

1. The Club shall be affiliated to the CTT or TLI and other such bodies as the Committee deem appropriate and rules of these Parent Bodies must be adhered to.
  2. The Time Trial 'race of truth' for individuals (occasionally pairs or threes), timed over a set distance, starting at minute intervals with the objective of completing the course in the shortest possible time.
  3. The starting time keeper and pusher-off ensure each rider starts at the correct time, according to their race number. The finishing time-keeper, recorder and spotter record finishing times of each rider and calculate and post results.
  4. Riders are not allowed to draught or shelter behind other riders but must allow a gap to develop so that they are not gaining support from the faster rider. If a rider is overtaken then the rider behind must change their line so as not to draft the rider who has overtaken them.
  5. Club Time Trials require no entry conditions for Club Members. Open Event organisers require a completed entry form to be submitted by each rider, prior to a closing date – entries to popular Open TT's may be restricted to riders who have already posted faster times.
  6. All riders at Club Time Trials **must** sign the entry sheet and pay **before** they can ride in the event.
  7. All riders at Club Time Trials **must** wear a cycle helmet and have a front and rear working light
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### B Guidelines for Volunteers at Time Trials

Club race events only run because they are organised and run by volunteers.

All Club Members are expected to sign-up and offer their support to volunteer on at least **one** or more events each year. Remember:

#### **NO VOLUNTEERS = NO RACE**

- ✓ Ensure you know your role, location and time for the event and if you cannot make an agreed event, give the organiser plenty of notice.
- ✓ Check with the organiser if you need to wear a fluorescent jacket (one can be provided by the organiser)
- ✓ Wrap up warm as there may be lots of standing around in all weathers.
- ✓ The roles of the Time-keeper and Recorder are often done by experienced volunteers and can be taken on with a brief induction before the event.
- ✓ The other essential volunteer roles are very straightforward and can be done by any Club Member.

Experienced Club Members normally carry out the major tasks:

1. Organising the Time Trial Programme and liaising with the Police and CTT
2. Handicapping of riders
3. Review of road conditions prior to each event
4. Setting out the warning signs and bollards
5. Time-keeping
6. Recording results

Other tasks are essential to support tasks mentioned above and can be done by any Club Member:

1. Pushing off at the start
2. Starting riders at 1-minute intervals on the clock
3. Marshalling at corners and roundabouts (generally on Open Time Trials)
4. 'Spotting' rider numbers at the finish for the Recorder
5. Collecting the signs and bollards at the end of the race.

1. **Pushing Off** (*Due to covid no pusher offers been used currently*)

- a) Hold the rider by two points on the bike – the saddle/seat pin at the rear and the frame/handlebar stem at the front. This can be done either standing up or bending over.
- b) Hold the rider as upright as possible and be careful not to lean them away from you.
- c) Ask the rider if they are comfortable and let them know that you will give them a gentle push to start.
- d) When the starting countdown reaches zero, push the rider away – note that some riders will ride away strongly, whilst others will hardly put in any effort at all.

2. **Starter**

- a) The starter will need a watch showing minutes and seconds – either a wrist watch or stopwatch.
- b) Synchronise watches/stopwatches with the event Timekeeper and agree exactly when the first rider will start.
- c) Call out the rider numbers to start and make sure the riders start in the correct number order – if a rider does not appear, they will have to ride in the next available vacant slot and possibly at the end. The Time-keeper and Recorder will need to know the exact details of this.
- d) Let the rider know when there are 30 seconds to go, then 10 seconds. Count down the seconds from 5.

3. **Marshalling**

- a) Indicate the way to approaching riders.
- b) A high visibility vest/tabard will often be worn.
- c) Position yourself where approaching riders can see you clearly.
- d) Position yourself off the carriageway and out of the way of road traffic.
- e) Do not attempt to instruct vehicle traffic.
- f) Marshalls must never indicate to a rider that it is clear to proceed – riders are responsible for judging when traffic is clear to manoeuvre, e.g. Entering a roundabout.
- g) If a rider or motorist uses verbal abuse, note his/her number and report it to the Event Organiser.
- h) If any rider rides dangerously or does not comply with the Highway Code, they should be reported to the Event Organiser.
- i) Check with the Event Organiser if you are required to record competitor's numbers as they pass your location.

#### 4. **Spotting**

- a) Riders sometimes approach the finish close together and the Record or Time-Keeper need help with identifying numbers (and sometimes the order) of riders crossing the finish.

#### 5. **Collecting Signs and Bollards at the End**

- a) There are bollards at the start and a sign warning of the finish of the event some distance before the finish.
- b) With Open Events, there are sometimes directional arrows at road junctions.
- c) A suitable size of vehicle is needed for the collection of these signs/bollards and are to be returned to the person or location where they are stored.

### **APPENDIX 3 - Club Clothing**

1. The design of Club clothing is agreed by a vote at the AGM as part of the Club Constitution. Minor changes may be made by the Committee if necessary circumstances arise, e.g. change of Club Sponsor.
2. Club clothing promotes the 'public face' of the Club – please present the Club's image courteously to other road users.
3. Anyone wearing the SRC kit is easily identified as a club member and should always aim to present a good image of SRC to other road users.
4. The current Club kit design (which can be found on the website at <http://www.staffordrc.org/stafford-rc-club-kit/> ) has been registered with British Cycling. So, anyone racing BC races should wear the current SRC Kit design as any old kit is no longer legal.
5. Please also note that no sponsors have been registered with BC, TLI, LVRC or CTT so anyone racing can no longer legally wear an old SRC kit carrying sponsors name or logos.

## APPENDIX 4 - Club Runs – Rider Guidelines

### Club Run Guidelines are based on Best Practice set out for clubs by British Cycling:

- a) All riders are expected to ride and behave to the highest standards with regard to their fellow Club colleagues and other road users, both vehicles and pedestrians.
- b) All participants should comply with the Highway Code.
- c) Club members are able to participate in all Club Rides but should consider the published ride description (distance and speed) in relation to their own abilities and choose a ride which is neither too fast or too slow for their objectives; if in doubt, they should check with the Ride Leader before joining in with fast or long training rides. Faster riders should not disrupt a slower rider but should consider leaving the ride to continue at their own pace.
- d) For insurance purposes, non-members (Guest Riders) may only participate in a maximum of 3 Club runs (a maximum of 10 Guest Riders is allowed in any Club run group).
- e) Guest Riders must have a completed Guest Rider Form in order to participate in a Club Ride.
- f) Most Club runs start in Stafford town centre. Check the Club Website ([www.staffordrc.org](http://www.staffordrc.org)) for up-to-date information.
- g) Club runs have a predetermined start time and are planned and led by a pre-identified and CTC register Ride Leader.
- h) All participants are responsible for their own well-being during the ride and should be prepared for situations such as adverse weather conditions, mechanical problems and punctures and have sufficient food and drink.
- i) The wearing of cycle helmets on Club Runs is mandatory.
- j) New riders should initially be 'buddied' with an experienced rider who will share and ensure that they apply to SRC group riding etiquette – including how to:
  - i. 'ride a wheel' in two lines and not drift out, overlap the wheels in front or 'half-wheel' if on the front
  - ii. Indicate and alert others to potholes, grids, parked cars and other obstacles
  - iii. Single out when necessary
  - iv. Alert all, on narrow roads, to oncoming traffic and traffic behind
  - v. Alert if braking and indicate slowly
  - vi. Avoid all unannounced manoeuvres
  - vii. Only overtake other riders on their right
  - viii. Avoid sudden slowing if standing up to pedal on a climb
  - ix. Alert others to punctures or other 'mechanicals'
  - x. Alert the Ride Leader if a rider is dropped from the group.
- k) Unless agreed at the start of the ride, no individual riders should be left on their own during a ride. Mobile phone numbers should be made available to Ride Leaders.
- l) Riders aged 13-17 years may take part on Club Rides unaccompanied providing they have provided a completed Parental Consent Form.

## **APPENDIX 5 - SRC Current Record Holders**

1. The records are available on the club website
2. The records have been set by SRC members on any CTT officially measured course, either Club or Open events.
3. The records for courses that SRC uses are recorded on the Club website. A course record may be claimed if SRC or another club runs the event.

## **APPENDIX 6 - Guest Riders attending Club Rides**

In order for the ride and Ride Leader to be covered by the Club's 3<sup>rd</sup> Party Liability Insurance, the Guest Rider will need to either bring with them a completed Registration Form downloaded off the internet, or to complete one supplied by the Ride Leader before the ride sets off.

The form contains all their emergency details and should be dated and signed by the Ride Leader in the appropriate box (bottom left of the form) and then given back to the rider. They will need to bring this form on subsequent rides they attend as a Guest Rider.

When the form has been signed off for 5 rides, the form should then be kept by the Ride Leader and forwarded to the Club Treasurer who will contact the Guest Rider about membership of the Club.

The main benefit of this process is simply that with the form completed the ride is covered by our insurance; the Ride Leader is covered by our insurance and also the Guest Rider is covered by CTC insurance. All for third party damage. Without the information on the form, no-one is covered – the Club, the Ride Leader or the Guest Rider.

The other benefit of this process is that it involves very little extra for the Ride Leader – carry a couple of forms in your pocket (perhaps a few more than a couple for a Saturday morning ride) and a pen or pencil; see the forms at the start of a ride and sign; keep any with 5 signatures on and send to the Club Treasurer (the Club will cover any postage costs).

For youngsters aged 17 and under, the Parental Consent part of the form will need to have been signed by their parent before they attend a Ride. Please take the name and contact number from the form and forward to the Club Youth Development Officer by email or phone after their first ride.

Hopefully this system will not discourage either the Ride Leaders or the Guest Riders from taking part in our many enjoyable Club Rides, but it is necessary to give us all the confidence that we are fully covered by our insurance in the unlikely event of an incident.

## **APPENDIX 7 - Ride Leader Guidelines**

### **Overview**

Stafford Road Club is a cycling club for leisure and sports cyclists and welcomes all people interested in cycling to join our Club and take part in our many activities, including organised Club Rides. The Club provides a range of rides suited to abilities from basic leisure to high level sports.

The Club welcomes riders from the aged of 13 on Club Rides and encourages new members by inviting non-members (Guest Riders) to sample the rides and meet current members. New members and Guest Riders may be unaccustomed to riding in a group and might need advice and encouragement from experienced riders.

Club Rides take place on the open road and all riders should adhere to the advice and direction given within the Highway Code and behave safely at all times.

Riders on an organised Club Ride should be aware that the way they behave will reflect on the Club and the Club expects a reasonable standard of behaviour from everyone.

Club Rides are covered by third party insurance provided by the Cyclists Touring Club (CTC) that covers the Club, the Ride Leaders, the Club Members and Guest Riders. Club Rides are consequently run to guidelines in accordance with the terms and advice provided by the CTC whilst also mindful of good practice as promoted by British Cycling.

### **The Ride Leader**

Ride leaders have been chosen by SRC for their experience on Club Rides and for their willingness to 'look after' a ride for the benefit of their fellow club members.

'Looking after' the ride means being the person who determines when the ride starts and finishes, where it goes, and helping to keep some order to the ride so that all the participant can enjoy the experience.

This can only be done with the co-operation of the participating riders and Club Members are expected to be guided by the Ride Leader or will be asked to leave the ride.

The Ride Leader has a duty of care towards the participants on behalf of the Club and that is why these guidelines have been produced. In addition to this, all Ride Leaders are registered with the CTC as part of our third-party insurance cover.

#### **The Ride Leader's role is to:**

- Facilitate the running of the Club Ride – prior to its start and during the ride
- Guide the participants as the official representative of SRC
- Make sure the ride is suitable for the participants in relation to the published description of the ride and the abilities of those who wish to take part.

#### **Prior to the Ride, the Ride Leader will:**

- Have a plan for the route that matches with the ride description given on the website
- Be prepared to modify the route if necessary according to
  - a) Weather conditions
  - b) Traffic conditions
  - c) The abilities of the participants arriving on the day
- Take a few copies of the Guest Rider Form if leading a ride advertised for newcomers to the Club.

#### **At the meeting point, the Ride Leader will:**

- Ensure they have arrived in good time
- Ensure that other SRC members know that they are leading the ride
- Introduce themselves to newcomers and Guest Riders:
  - a) Guest Riders should have a copy of the Guest Rider Form for the Ride Leader to see, if not, the Ride Leader will provide one to be completed before the ride commences



- b) Sign and date the Guest Riders form in one of the 'Club Rides completed' boxes and give it back to the Guest Rider
  - c) Retain the Guest Riders form if you have completed the last (5<sup>th</sup>) box, keep the form and pass it onto the Club Treasurer – let the Guest Rider know that they will need to join the Club if they wish to continue taking part in Club Rides
  - d) If a Guest Rider under 13 years of age arrives for a ride, they **must** be accompanied by their parent or legal guardian.
- Make sure the group is not hindering pedestrians or traffic.
  - Assess the abilities of the riders who have turned up in relation to the nature of the ride:
    - a) Consider making the ride more challenging if you and **all** the participants are happy for this to happen
    - b) If a rider has arrived for a ride and is clearly not capable of meeting the published objectives of the ride, consider either advising against taking part or give advice on a more suitable Club Ride or, ask another rider to look after them and lead them on an alternative route if it becomes necessary
    - c) On no account must a rider, particularly a newcomer or Guest, be dropped from a ride and left to find their own way home
    - d) Serious consideration needs to be given to the participation of children under 13 years of age. In any event, their parent or guardian needs to assume complete responsibility for them.
  - Make sure you know who is on the ride – make a special note of newcomers and Guest Riders.
  - Having assessed the participants for the ride and made/not made any necessary adjustments, make sure everyone is clear about the nature of the ride.
  - Make sure the ride leaves on time.

#### During the Ride, the Ride Leader will:

- Be leading the group out of Stafford, establish a sensible pace (bearing in mind the nature of the ride) and make sure that the group stays together through the town. The Ride Leader does not need to ride at the front for the duration of the ride.
- If the ride includes inexperienced riders, the Ride Leader will consider:
  - a) Buddying them up with an experienced rider to:
    - i. Make them feel welcome and
    - ii. Give them advice about riding in group (see Club Handbook – Club Rides section)
  - b) Ask an experienced or strong rider to ride at the back, help out any stragglers and to make the Ride Leader and the rest of the group aware if the group starts breaking up.
- Make sure that the ride stays on course to get back to Stafford at the agreed time (approximately) and consider altering the route to suit – shorter or longer.
- Encourage an appropriate amount of communication between riders to warn of road surface and traffic hazards – it is not sufficient for just the front riders in a large group to warn of a pothole, but nor is it necessary for every single rider to shout out the warning.
- If the ride is going to include a fast section or challenging climb, make sure that the group wait at an appropriate point on the route for the slower riders to re-join, and that all riders know what may happen beforehand. **On no account** must inexperienced riders, newcomers or Guest Riders be encouraged to take part in a 'gallop', as this type of riding is only suitable for a group of experienced riders. This type of riding should **not** be included in rides publicised as suitable for newcomers.
- If a rider suggests leaving the ride, make sure you know their reason for doing this. If they are struggling to keep up, consider changing the route and speed to suit, or ask an experienced rider to accompany them.
- On no account must a rider be dropped and left behind.
- If a rider or riders wish to ride at a faster pace than the main body of the ride, they should leave the ride rather than staying and making it difficult for the group.
- Make sure you know what to do in case of an incident involving injury– see separate guidelines.

*“There is nothing better than going on a Club Ride amongst fellow cyclists, enjoying the company and the surroundings, being challenged and succeeding and rolling back into Stafford, all together in the same group that left some hours before. Tired and smiling.”*

#### **APPENDIX 8 - Guidelines in case of an Emergency on a Club Ride**

- 1) Firstly, **don't panic**. The group should **stop in a controlled manner** and **get off the road** out of danger from the traffic.
- 2) If there any **trained, qualified and willing First Aiders** in the group, let them take care of the faller while someone else/others position themselves to **warn oncoming traffic** of an incident. **Under no circumstances should anyone endanger themselves to do either of these actions.**
- 3) If the injuries prove to be minor, then it may be appropriate to 'nurse' the affected rider home – don't forget to **check the bike** over thoroughly to see if it is safe to ride.
- 4) If the injuries might be **more serious** phone the emergency services on **999** or **112** immediately. If you use **112 from a mobile phone** not only will the connection likely to be quicker, but they will also be able to locate your position within 2 seconds. Then **let the Emergency Services** deal with the rest.
- 5) **Please note:** if a rider loses consciousness at all (even for a couple of seconds), treat as potentially serious and call 112.

#### **APPENDIX 9 - Hire of Club Turbo Trainers**

- SRC Turbo Trainers are the property of Stafford Road Club and available for hire to Club Members only.
- The hire scheme will be administered by a Club Member appointed by the Club Committee.
- Terms of hire will be:
  - A fixed fee per month as decided by the Committee
  - The fee must be paid at the time of hire
  - A fixed term of hire of one month, at which time the Turbo Trainer must a) be returned or b) be rehired
  - A hired Turbo Trainer is only for use by the Club Member and not to be loaned by them to another person or persons.
- A Turbo Trainer can only be rehired for a consecutive month if:
  - No other Club Member is waiting to hire a Turbo Trainer
  - The monthly fee is paid prior to the extension
- The hire fee is intended to cover fair wear and tear of the Turbo Trainer, and hirers of the Turbo Trainer will need to reimburse the Club for:
  - Loss of Turbo Trainer
  - Repair of damage to a Turbo Trainer (other than fair wear and tear)

## APPENDIX 10 – Go-Ride code of Conduct

### Code of conduct for junior members

- All riders must ride within the rules and respect coaches and their decisions.
- All riders must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Riders must keep to agreed timings for training and competition.
- Riders must wear suitable kit – (helmet with CE mark, Bike which passes M Check) – for coaching and racing sessions, as agreed with coaches.
- Riders must pay any fees for coaching or race events at the start of the session.
- Mobile phones or media devices are not to be used by riders at any time during coaching sessions.
- Bullying of any sort is not to be tolerated.
- Cheating will not be tolerated in any event i.e. jumping stats, cutting corners.
- Riders will ride safely at all times. Deliberately obstructing the path of another rider will result in the rider being immediately removed from the session with no refund.
- Swearing, the use of foul language or obscene gestures will not be tolerated. Any rider behaving in this way will immediately be removed from the session.

### The Parent / Guardian: - code of conduct

- Support your son / daughter and aid the developmental process both at and away from the session.
- Allow the coaching staff to run the programme free from external pressures or influences.
- Behave in a manner that sets a positive example for others.
- Respect all officials, players, coaches and associated people and behave to them in a way that they themselves would be expected to be treated.
- It is the parent's responsibility to notify the Coaches of any changes to circumstances. This includes: - medical (including injuries), photo consent and personal circumstances etc.
- Parent / Guardian to ensure that all appropriate fees are paid when due.