

# Stafford Road Club

# Handbook

**2015–2016** version November 2015

## Title

The name of the club is Stafford Road Club. 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 and District Cycling Alliance and the South Staffordshire and 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 and also has members involved in mountain biking, track competition and triathlon.

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# Handbook revisions

Date	Details	Passed at:
30/10/2012	Change of layout to segregate the Club constitution from the information sections, in the appendices. <b>Constitution</b> – <u>addition of</u> : authority for the Committee, decisions in Committee by majority vote, membership open to all clarified, not-for-profit status clarified, charitable dissolution clause; <u>removal of</u> : subsidised prices for Club kit, <u>change of</u> : BC Best Practice Guidelines to Club Codes of Conduct and Guidelines, non-Club members from 3 to 5 rides before needing to join, <b>Appendices</b> - addition of various appendices of items that have been passed by the Committee.	AGM
01/11/2012 20/11/2012	Spelling mistakes corrected; qualification of “Vet”; addition of current competition winners. Update of new Club officials	
23/10/2014	Addition of JETS membership details Membership – changes to sports equity policy	AGM
21/10/15	<b>Membership</b> - 2nd claim members to have AGM voting rights <b>Membership</b> – changes to sports equity policy <b>Constitution</b> - Committee meetings changed from monthly to a minimum of 6/year <b>Membership</b> - All members must be covered by personal cyclist 3rd party insurance. It will be the responsibility of each club member to take out this insurance and keep their renewals up to date. <b>Membership</b> – change to annual subscription rates <b>Addition to Constitution</b> - Members are expected offer their services on at least one SRC event / year <b>Constitution</b> - Change to item 14 in handbook. <i>All new members will be provided with a link to the club handbook, hard copies will be available on request.</i>	AGM

## Club Officers 2015 - 2016

President:	Reg Pearce	01785 664066	
Chairman:	Alastair Semple	07914 756 796	<a href="mailto:chairman@staffordrc.org">chairman@staffordrc.org</a>
Vice Chairman:	Wendy Hollands	07976 706 474	<a href="mailto:vicechairman@staffordrc.org">vicechairman@staffordrc.org</a>
Secretary:	Paula Blackburn	07774 643 627	<a href="mailto:secretary@staffordrc.org">secretary@staffordrc.org</a>
Treasurer:	Chris Bresson	07796 695 023	<a href="mailto:treasurer@staffordrc.org">treasurer@staffordrc.org</a>
RR Secretary:		Vacant	
TT Secretary:	Paul Taylor	07931 623487	<a href="mailto:timetrials@staffordrc.org">timetrials@staffordrc.org</a>
Youth Secretary:	Phil Hogan	07463 631635	<a href="mailto:youth@staffordrc.org">youth@staffordrc.org</a>
Press Secretary:	Louise Notley	07950 451498	<a href="mailto:press@staffordrc.org">press@staffordrc.org</a>
Other Officials:	Ade Robinson	07811 468 133	<a href="mailto:ade@staffordrc.org">ade@staffordrc.org</a>
	Don Picken	01785 256554	<a href="mailto:don@staffordrc.org">don@staffordrc.org</a>
	James Hadden	07540 723 049	<a href="mailto:james@staffordrc.org">james@staffordrc.org</a>
	Dave Pugh	07714 567591	<a href="mailto:davep@staffordrc.org">davep@staffordrc.org</a>
	Kevin Breeze	01785 612 355	<a href="mailto:kevin@staffordrc.org">kevin@staffordrc.org</a>

## Appeal Committee:

Nicholas Howe	07786 998894
Gavin Henthorne	07834 190181
Matthew Bonehill	01785 225251

**Honorary Members:** Alf Eley, Rob Milne, Reg Pearce, Don Picken, Gordon Pye, Rupert Riley, Bill Whitworth, Roger Williams and Alastair Semple

## **CLUB CONSTITUTION**

**Note** - *The Club's Constitution is shown in italicised text - B2 & 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 & 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 incurred 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 each 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 all 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.*

## **B. Meetings**

- 1. The AGM of all members of the Club will be held in October 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 Officials 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.*
  - 5. An Extraordinary General meeting may be called by the Club Committee at the written 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.*
- 

## **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 c) 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 shall be agreed at the AGM - subscriptions are due on 1st August and payable by 31st August.*
- 4. Club Annual Subscriptions for Full membership:*
  - Seniors (Age 18 years & above): £17.50*
  - Juniors (Age 16 - 18 years): £12*
  - JETS (under 15 and under): Peloton £6*
  - Family Membership £25*

**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 web site Members Area which includes the Forum**
- **Access to discounted affiliation members CTC 3rd party liability insurance**
- **Voting rights**
- **Access to club kit**
- **Access to Club committee meetings and AGM**
- **Ride any of the club's TT and RR events**

**JETS Youth Section (age 15 years and under)**

- **Peloton membership: 6**
- **Club Newsletters**
- **Club website**
- **JETS social media access**
- **Access to club kit**
- **Access to discounted affiliation members CTC 3rd party liability insurance**
- **JETS social media access**

**2. Podium membership: £12**

- **Club Newsletters**
- **Club website**
- **JETS social media access**
- **Access to club kit**
- **Access to discounted affiliation members CTC 3rd party liability insurance**
- **Access to all club rides**
- **Ride club time trials and road races (age restrictions)**

**Second Claim Membership (£17.50) 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 web site Members Area which includes the Forum**
- **Access to discounted affiliation members CTC 3rd party liability insurance**
- **Access to club kit**
- **Access to social meetings**
- **Voting rights**

**4. New members who join the Club on or after February will pay the following in their first year:**

- **Full membership (Seniors): £15**
- **Second Claim Membership - as above.**
- **Family Membership (any number of persons at same address) : £19.00**

**5. New members who join the Club on or after May will pay the following to cover:**

- **Full membership (Seniors & Juniors): £9**
- **Second Claim Membership - as above.**
- **Family Membership (any number of persons at same address) : £14**

**6. 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.

***7. 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.***

***8. If any objections to an application for membership are received in writing from any member, the Club Committee will consider them and its decision shall be binding.***

***9. Membership of the Club is subject to strict observance of all the rules and decisions of the Club Committee, Appeal Committee and General Meetings.***

***10. All members are expected to observe the Club's Codes of Conduct and Guidelines as detailed in the Handbook.***

***11. 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.***

***12. 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 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).***

***13. 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.***

***14. The Club Committee will have the power to settle any disputes or matters arising from these rules or any matter not clarified in this Handbook.***

***15. All new members will be provided with a link to the club handbook, hard copies will be available on request.***

## **D. Finance**

***1. The Financial Year will be from October 1<sup>st</sup> to September 30<sup>th</sup> each year.***

***2. The Treasurer will prepare an annual statement of all the Club accounts for submission to the first AGM following the end of the financial year. Such statement will be audited by two auditors appointed by the AGM.***

***3. The Club shall maintain such banking accounts as shall be decided by the Club Committee and any two out of the Chairman, Secretary and Treasurer will be empowered to sign on the accounts.***

***4. 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.***

***5. If the club were 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.*

## **E. Club Clothing**

*1. The Club clothing shall be agreed at the AGM and registered with the relevant bodies to which the Club is affiliated.*

## **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 member championships only from the date of commencement of their full membership**
  - b. Members may be second claim to the Club for social purposes only and not eligible for prizes if they compete in Club events. (Prizes may be awarded at the Committee's discretion to second claim members in recognition of their achievements or contributions to the club).**
  - c. In Time Trial competitions, only members who help out as a volunteer on a minimum of two 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 racing licence.**
- 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 and the claim may be discounted).**
- 10. Vets events – qualifying riders must be 40 years of age or over.**

## **Club Competitions**

**Current club competitions awarded and the current competition winners.**

**(If a Trophy was not awarded this year then the last winner's year is shown in brackets).**

## **Time Trial Competitions and Awards**

Club Championship	Kevin Breeze	Rider who has won the most points from the SRC Time
Club Handicap	Paul Taylor	Rider who has won the most points from the SRC Time
Battle of Britain	Warren Grigg	Fastest rider in the last two SRC 50mile time trials of the season.
Vets Championship	Kevin Breeze	Fastest SRC 10, 25 and 50 mile Time Trial, on Vets
Ladies Championship	April Lewis	Most points obtained from club TT events in one season
Ladies Short BAR Championship	April Lewis	Rider who has the fastest average speed for 5, 10 and 25 mile club TT events.- donated by Don Picken
Junior Championship	Sam Jackson	Rider (18 or under) who has won the most points from the SRC Time Trial series based on fastest
BAR	Melvyn Lewis (2014)	Average speed over the club's 25, 50 mile TT and any open 100 time trial event
Vets Bar	Alastair Semple (2011)	Fastest over 50, 100 and 12 hr time trials based on vets standard times.
Ladies BAR	April Lewis	Fastest SRC 10, 25 and any 50 mile Time Trial
Junior BAR	Craig Breeze (2008)	Fastest SRC 10, 25 and 50 mile Time Trial
100 mile Trophy	Alastair Semple 4:00:22 (2014)	Won by the fastest 100 mile time recorded that year.
Junior Hill Climb	Liam Parry (2009)	Presented to the fastest junior rider from Stafford RC at the annual hill climb event.
Alan Davis Memorial Hill Climb	Richard Hill	Now presented to the winner of Stafford RC hill climb event each autumn. Previously awarded to the winner of Stafford RC Open Road Race.
School boy 5	Callum Breeze (2013)	Fastest rider 16 or under over 5 miles.
Junior 5	Tim Dutton (2013)	Fastest rider 18 or under over 5 miles – Donated by R Williams
Junior 10	Craig Breeze (2008)	Fastest rider 18 or under over 10 miles
Junior 25	Craig Breeze (2008)	Fastest rider 18 or under over 25 miles



## Road Race Competition and Awards

Road Race Trophy	Steph Clayton	Awarded to the best placed rider in road race events throughout the season.
Charlie Bettley Memorial Trophy	Andy Prince	Awarded to riders 40 and above who are best placed in mass start race events. Points are awarded for completing a

## Other Competitions and Awards

Leek & Back	D Lockely	
Buxton & Back	Matt Bonehill 3.23.18 (2012)	
Newport & Back Seniors	S Hitchen 51.10	Now follows the K7/21 course. A518 Stafford to Newport, right along A41 to first roundabout then back to Stafford. Start and finish by M6.
Newport & Back Ladies	Annis Moore 58:12	as above
Newport & Back Vets	Alastair Semple	as above
Newport & Back Juniors	I Gilbert 59.50	as above
Newport & Back Juvenile	Paul Rowlands 1.00.48	as above
Uttoxeter & Back	S Hitchen 57.21	
E. Jordan Personality	Phil Hogan	Presented each year to a member who as made a significant contribution for the club.
Cyclo-Cross Senior Championship	M Blyth (1999)	
Cyclo-Cross Junior Championship	Darol Lamond (1990)	
Cyclo-Cross Juvenile Championship	Mick Whitworth (1998)	

## APPENDIX 2

### Time Trials and Guidelines for Volunteers

#### A. Time Trialling

1. The Club shall be affiliated to the CTT and 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 TTs 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.

## **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 two 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 (provided).
- Wrap up warm as there may be lots of standing around.
- The roles of timekeeper 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 do 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 these 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.

### **1) Pushing off**

- 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 count down 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 wristwatch or stopwatch.
- b. Synchronise watches 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 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

timekeeper 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 vehicle traffic.
- e. Do not attempt to instruct vehicle traffic.
- f. Marshals must never indicate to a rider that it is clear to proceed - riders are responsible for judging when traffic is clear to manoeuvre, eg, entering a roundabout.
- g. If a rider or motorist uses verbal abuse, note his/her number and report it to the 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 organiser if you are required to record competitors' numbers as they pass your location.

### 4) Spotting

- a. Riders sometimes approach the finish close together and the recorder and timer need help with identifying the 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 and return to the person or location where they are kept.

# 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 club kit design is shown below as well as the race kit design that has been registered with British Cycling. So anyone racing BC races should wear the SRC Race 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.



## 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 nor 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 ride, 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 a club run group).
- e) Guest riders must have a completed a Guest Rider Form in order to participate in a Club Ride.
- f) Most Club runs start at the Stafford Rugby Club, Castle Way, off Newport Road. 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-registered 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 cycling helmets on Club Runs is a personal choice for the individual\*, although recommended by the Committee.  
\*This is consistent with current UK Law and encouraged by the CTC and the terms of the Club's liability insurance.
- j) New riders should initially be 'buddied' with an experienced rider who will share and ensure they apply 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 pot holes, 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 slowing;
  - 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 a 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 a completed Parental Consent Form.

# APPENDIX 5

## SRC Current Record Holders

Miles	5	10	15	25	30	50	100	12hr	24hr	25 med/gear
Men	Andy Moore 9.35	Alastair Semple 20.06	Rupert Riley 37.28	Alastair Semple 53.14	Alastair Semple 1:05:42	Steve Greatham 1:51.51	S Hitchin 3:52.12	Terry Coging 262.03	Reg Pearce 411.43	S Hitchen 1:05.48
Womens	Susan Semple 10.53	Susan Semple 22.27	Nan Pearce 40.15	Susan Semple 58.55	Susan Semple 1:14.16	Susan Semple 2:04.31	Susan Semple 4:32:23	Fran Chaldner 192.10	Fran Chaldner 330.10	C Lane 1.11.40
Ladies Vets	Susan Semple 10.53	Susan Semple 22.27		Susan Semple 58.55	Susan Semple 1:14.16	Susan Semple 2:04.31				
Vets	Alastair Semple 9.41	Alastair Semple 20.06	Reg Pearce 40.11	Alastair Semple 53.14	Alastair Semple 1:05:42	Terry Coggins 1:51.54	Terry Coggins 3:59.05	Terry Coggins 262.824	Reg Pearce 390.58	Terry Coging 1:07.20
Junior	Pete Dolan 10.09	I Gilbert 22.20	K Corran 40.30	I Gilbert 57.30	I Gilbert 1:11.05	P Dolan 2:04.43				
School boy	Pete Dolan 10.51	I Gilbert 22.28		C Clews 59.54		I Gilbert 2:08.20				
2up				S.Greatham & T Coging 55.10						
Mixed 2 up		Alastair & Susan Semple 23.03		Alastair & Susan Semple 57.00						
Tandem	Matt & Martin Moore 09:11	Matt & Martin Moore 21:02			Alf Eley & B Griffiths 1:11.40	B Griffiths & R Prenteg 2:19.15				
Tricycle	Norman Danby 13.04	Norman Danby 26.37		Norman Danby 1:08.05	Norman Danby 1:19.49	Norman Danby 2:28.28	Norman Danby 5:18.42		R Sanders 199.14	
Team		Hitchen Greatham Chatwin				Hitchin Coging Greatham		Hall Griffith Pearce	Pearce Prentice Corbett	

These records have been set by SRC members on any CTT officially measured course, either club or open events.

The records for courses that Stafford Road Club 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 third party liability insurance, the Guest Rider will need either to 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 Leader in the appropriate box (bottom left of the form), and then given back to the rider. They will need to bring this on subsequent rides they attend as a guest.

When the form has been signed off for 3 rides, the form should be kept by the leader and forwarded to the Club Treasurer who will contact them 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 Leader or the Guest.

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 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. 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 Leaders or 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.





# Stafford Road Club

Est. 1948



Affiliated to: BC, CTT, CTC, BDCA

## Application for Club Membership

I hereby apply for membership of the Stafford Road Club and if elected agree to abide by the current Rules of the Club and its parent bodies. I enclose the appropriate annual subscription (which will be returned to me if I am not elected). All Stafford RC members must have 3<sup>rd</sup> part cycling insurance through CTC, BC or similar cycling organisation.

Signed ..... Date of Application.....

The following particulars are required for the Club records:

Full Name..... Date of Birth .....  
Address..... Post  
Code..... Telephone No..... E-mail  
.....

I do not object if requested to having a criminal records bureau (CRB) check should circumstances arise that the committee deems it necessary.

Please provide details of your 3<sup>rd</sup> part cycling insurance quoting organisation providing it, membership number and renewal date for our club records. Alternatively if you wish Stafford RC to provide you with CTC insurance as part of your membership please state below.

3<sup>rd</sup> Party insurance cover .....

Signed.....

Previous Club (if any).....

**Membership Subscriptions** (due 1st August in subsequent years) Full Membership (aged 18 and over) £17.50

Second claim Membership (who are already members of another club) £17.50

Juniors (16 to 18 Years) £12

JETS Youth Section (15 years & under) Peloton £6 (see website for details) Associate Membership £17.50

Family Membership (any number of persons at the same address, including Jets, listed below) £25

3<sup>rd</sup> Part Insurance can be facilitated by Stafford RC as an affiliated member of CTC. At the time of going to press the cost is £24, please check with the treasurer for the latest cost

*Please show below details of any additional family members who wish to apply for membership and whether they will require CTC insurance*

Full Name..... DOB..... 3<sup>rd</sup> Party Insurance .....

Full Name..... DOB..... 3<sup>rd</sup> Party Insurance .....

Full Name..... DOB..... 3<sup>rd</sup> Party Insurance .....

Full Name..... DOB..... 3<sup>rd</sup> Party Insurance .....

**Once complete please return this form to Christine Bresson, Treasurer, 2 Commonside Close, Stafford, ST16 3FP together with your annual subscription. (Cheques made payable to Stafford Road Club)**

*Stafford Road Club competitions are only open to members and if a rider's membership has expired then they will not be eligible at the end of the season to receive an award.*

[www.staffordrc.org](http://www.staffordrc.org)

[www.staffordrc.org](http://www.staffordrc.org)



# APPENDIX 8

## 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 age of 13 on Club rides and encourages new membership 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 behavior from everyone.

Club Rides are covered by third party insurance provided by the Cyclists Touring Club 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 participants 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 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.

### Ride Leader’s Role

- To facilitate the running of the Club Ride - prior to it’s start and during the ride
- To guide the participants as the official representative of SRC
- To make sure the ride is suitable for the participants in relation to the published description of the ride and the abilities of those who turn up

## **Prior to the Ride**

- 1) Have a plan for the route that matches with the ride description given on the web site
- 2) 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.
- 3) Take a few copies of the Guest Rider form if leading a ride advertised for newcomers to the Club.

## **At the meeting point**

- 3) Make sure you turn up in good time;
- 4) Make sure that other SRC members know you are leading the ride;
- 5) Introduce yourself to any newcomers and Guest Riders:
  - a) Guest Riders should have a copy of the form for you to see, if not, then they need to complete one before the ride commences;
  - b) Sign and date their form in one of the "Club Rides completed" boxes and give it back to keep with them;
  - c) If you are filling in the last (5th) box, keep the form and pass it on to the Club Treasurer - let the rider know they will need to join the Club if they wish to continue taking part in Club Rides;
  - d) If the rider is 17 or under, make a note of their details (name, parent's name, contact number) and pass onto the Club Youth Development Officer, who will contact the parents to make sure they are happy for the rider to take part in Club Rides.
  - e) If a rider under 13 years of age arrives for a ride, they **MUST** be accompanied by their parent or legal guardian.
- 6) Make sure the group is not hindering pedestrians or traffic;
- 7) 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 and 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 old. In any event, their parent or guardian needs to assume complete responsibility for them.
- 8) Make sure you know who is on the ride - make a special note of newcomers and Guest Riders.
- 9) 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.
- 10) Make sure the ride leaves on time.

## **During the Ride**

- b) The Ride Leader does not need to ride at the front all the time, but it is a good idea to lead the group out of Stafford, establish a sensible pace (bearing in mind the nature of the ride), and to make sure that the group stays together through the town.
- c) If the ride includes inexperienced riders:
  - a) consider 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 and strong rider to ride at the back, help out any stragglers, and to make the Ride Leader and rest of the group aware if the group starts breaking up.
- d) 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.
- e) 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.
- f) If the ride is going to include a fast section or a challenging climb, make sure that the group wait at an appropriate point on the route for the slower riders to rejoin, and that all the 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 publicized as suitable for newcomers.
- g) 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.
- h) On no account must a rider be dropped and left behind.
- i) 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 in and making it difficult for the group.
- j) Make sure you know what to do in the case of an incident involving injury on the ride - 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 9

### 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 are any **trained, qualified and willing First Aiders** in the group, let them take care of the faller; while someone else/others positions themselves to **warn oncoming traffic** of an incident.  
**Under no circumstances should anyone endanger themselves to do either of these.**
- 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.
- 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 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 10

### Hire of Club Turbo Trainers

- SRC Turbo Trainers are the property of Stafford Road Club and available for hire to Club members
- The hire scheme will be administered by a Club member appointed by the Club Committee.
- Terms of the hire will be:
  - A fixed fee per month as decided by the Committee - £5
  - The fee must be paid at the time of hire
  - A fixed term of hire of one month, at which time the trainer must be a) returned; or b) rehired
  - A hired trainer is only for use by the Club member and is not to be loaned by them to another person or persons
- A trainer can only be rehired for a consecutive month if:
  - No other Club member is waiting to hire a trainer
  - The monthly fee is paid prior to the extension
- The hire fee is intended to cover fair wear and tear of the trainer, and hirers of the trainers will need to reimburse the Club for:
  - Loss of a trainer
  - Repair of damage to a trainer (other than fair wear and tear).