

## RULES

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1. That this Club be called "YEOVIL CYCLING CLUB".
2. That Membership to consist of President and Vice-President, a committee who shall be elected annually, and members.
3. Club colours: Green, Yellow and White.

The approved design of the Club Jersey is green, white, yellow and the words "YEOVIL CC" running up each side and on the sleeves. Alteration to club jersey to be decided at a General Meeting or full ballot of Club membership and will require a two thirds majority of votes cast.

### **CASC (COMMUNITY AMATEUR SPORTS CLUB) KEY QUALIFYING RULES**

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#### **4. The purposes of the club**

The purposes of the club are to promote the amateur sport of Cycling in Yeovil and the surrounding area and community participation in the same.

#### **5. Membership**

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 facilities 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 (see British Cycling website for Code Of Conduct)

Appeal against refusal or removal may be made to the members.

#### **6. Property and Funds**

The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.

The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

The club may also in connection with the sports of the club:

Sell and supply food, drink and related sports clothing and equipment.

Employ members (though not for riding) and remunerate them for providing goods and services, on fair terms set by the committee without the person concerned being present.

Pay for reasonable hospitality for visiting teams and guests.

Indemnify the committee and members acting

properly in the course of running the club against any liability incurred in the proper running of the club (but only to the extent of its assets).

#### **7. Winding up the club**

The members may vote to wind up the club if not less than three quarters of those present and voting, support that proposal at a properly convened general meeting. The committee will then be responsible for the orderly winding up of the club's affairs. After settling all liabilities of the club, the committee shall dispose of the net assets remaining to one or more of the following:

- To another club with similar sports purposes which is a charity.
- To another club with similar sports purposes which is a registered CASC.
- To the club's national governing bodies for use by them for related community sports.

#### **8. Priority**

Where there is any conflict between any of the above Rules ( "Key Rules" ) and any other rules, the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs).

9. That each candidate proposed for membership, must forward to the Membership Secretary a signed application form, giving his or her full name and address. In the case of an applicant under 18 his or her date of birth should be stated and the application must be endorsed by a parent or guardian accepting the club's terms and condition as stated on the application form. The Committee have power to approve or reject such application.

10. That the Annual Subscriptions shall be determined by the AGM each year. The categories of membership shall be as follows:

Under 18 (at the beginning of the year)

Full time students

Adult (1st & 2nd claim) (18 years of age and over)

Subscriptions are due and payable upon the 1st January each year.

Members whose subscriptions are not paid by January 31st, shall cease to be Members, but upon rejoining shall pay the full annual subscription. Subscriptions of new Members who join after January 31st will pay 1/12th the annual fee for each full month of the year remaining to December 31st.

11. Anyone shall on ceasing to be a Member return to the General Secretary, or other responsible Official, any property of the Club that may be in his or her possession.

### **GENERAL MEETING**

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12. That the Annual General Meeting of the Club, at which Officers and Committee for the ensuing year will be elected, shall be held in September.

The accounts of the Club shall be balanced and audited as at August 31st each year and published at the AGM.

Special General Meetings. A Special General meeting to be called by the General Secretary (a) if directed by the Committee, or (b) if required by not less than 10 members, who shall state their application and objective in writing.

13. The General Secretary shall make available, on request, to any Member, a copy of the Agenda at least five days prior to the Meeting.
14. The Quorum of Annual General Meetings shall be a minimum of ten Club Members.
15. Proposals intended for presentation at the Annual General Meeting should be made in writing and be in the hands of the General Secretary 14 days prior to the Meeting.
16. No alteration of Rules shall be made unless notice in writing is given to the General Secretary 14 days prior to the meeting, so that it may appear on the Agenda of an Annual General meeting, and a two thirds majority of Members present shall be necessary to pass the resolution.

#### **MANAGEMENT**

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17. That the Club shall be managed by the Officers, who shall consist of the Chairman/Chairwoman, General Secretary, Treasurer and a Committee of elected officers. Where a position on the committee has to be filled, a member may be co-opted with full voting rights, into that position, subject to review at the next General Meeting.

A quorum at any Committee Meeting shall consist of five Members inclusive of Officers. The above named Officers to be automatically members of the Committee. All members of the committee have the right to vote. The Chairman/Chairwoman may only use his/her vote if a casting vote is required.

18. That any Member of the Committee who fails to attend three consecutive Committee Meetings without giving satisfactory reasons for his or her absence, shall be notified at the discretion of the Committee that if absent on a fourth occasion, he or she will no longer be a member of the Committee, any vacancy shall be filled by the next candidate on the voting list.
19. All matters discussed at Committee Meetings shall be available to the membership.
20. That the Committee have power to expel, or otherwise deal with, any Members guilty of conduct detrimental to the interests and/or reputation of the Club.
21. No expenditure in excess £100 of Yeovil Cycling Club funds shall be permitted without the authority, fully and specifically minuted, of the Club's Committee. The Committee shall not grant such authority without due consideration of a comprehensive statement of cost. Where the nature of the service, facility or equipment to be procured allows it, competitive quotations are to be obtained and the Committee is to select the quotation which it deems to be the most cost-effective. Any financial commitment made in the name of Yeovil Cycling Club without such authority shall remain the total responsibility of the individual(s) making the commitment, with no liability attached to the club, its Committee or its Members.

22. Cheques must bear the signature of 2 of the following: Treasurer, General Secretary, Chairman/Chairwoman or an authorised committee member.
23. That the Committee shall have power to decide all questions not provided for in these rules.
24. Club property, including trophies, to be stored in a secure location(s), with only authorised members having access. The loan of any club equipment to third parties has to be approved by the committee in advance. An inventory of the equipment to be held by the General Secretary, any members using the equipment must notify the General Secretary if any is lost, damaged or stolen within 7 days.
25. Any member of the Club conducting pre-arranged business on behalf of the club shall be entitled to reclaim all reasonable expenses. The Committee will have the final decision on the amount that can be reimbursed for any particular claim."
26. A working float of £50.00 shall be available to the Secretary.

#### **PRESIDENTS AND VICE-PRESIDENTS**

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27. President and Vice-President shall be honorary members.

#### **DUTIES AND RESPONSIBILITIES OF OFFICERS**

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28. That the duties and responsibilities of Officers be as follows:-

**Chairman/Chairwoman:** To preside at General and Committee Meetings and use a casting vote if necessary; be one of those to sign cheques; endorse all bills and accounts when passed by the Committee; as the Senior Official endeavour to co-ordinate the work of others; and to advise concerning Club policy and urgent business. The chairman/woman may serve for a maximum of five years.

**Vice Chairman/Vice Chairwoman:** To deputise for the Chairman/Chairwoman in his/her absence.

**General Secretary:** To convene General Meetings and Committee Meetings in accordance with the rules, to record minutes of such meetings; to maintain an up to date set of Club Rules; to retain for future reference all minute books, racing and attendance records, and official documents which are to be deposited with him/her when no longer in use; to generally conduct the business of the Club as instructed, and, be ready to advise and assist in the co-ordination of the duties of other Officers.

**Treasurer:** To keep accurate accounts of all Club funds and club assets; to pay bills as approved by the Committee; ; be one of those to sign cheques; to present a summary of income and expenditure at Committee Meetings and prepare the Annual Statement of Accounts, the latter to be presented to the AGM in September. A summary of the Accounts to be published in the first available Newsletter thereafter.

**Time Trials Secretary:** To organise Club events as instructed; keep a record of times returned in such events, and of courses used. Carry out C.T.T. regulations as applicable; maintain a record of all times returned, courses, and timekeepers for such events. To hold and be responsible for the Club watch.

**Road/Track Racing Secretary:** To promote all Road & Track Races in accordance with B.C. Regulations.

**Records Secretary:** To maintain a record giving full details of individual and team aggregate Club records as set up or improved. To co-ordinate timekeepers and other assistants, and supervise record rides. To co-ordinate claims and perform BAR calculations for club trophies.

**Editor:** To collect copy, edit and circulate the Club Newsletter and/or website; to have power to condense, amend or reject copy at his discretion.

**Press Secretary:** To issue reports of Club activities and fixtures to the Press.

**Membership Secretary:** To maintain an up-to-date Membership Register and to collect subscriptions; to issue Membership Cards in acknowledgement of payment; to distribute club activity information to new members.

**Runs Secretary:** To organise club runs, based on the ability and requirements of the participating cyclists.

**Taunton Vale Cycle Racing Association Representative:** To represent the club at association meetings, and to communicate its activities to club members.

**Welfare Officer:** To ensure protection of children and vulnerable adults.

**Youth Development Officer:** To encourage the participation and development of Under 18 members.

29. The following Officers shall be appointed by the committee:

**Timekeeper(s):** To time events promoted by the Club, private time trials or attempts on Club Records; to ensure C.T.T. regulations are complied with as applicable.

**Handicapper(s):** To handicap competitors in club Handicap Events.

**Delegates:** To put forward as instructed, the Club's policy to the particular meeting concerned; to report to the General Committee's next meeting the business of the meeting attended so far as applicable to the Club.

**Racing Sub Committee:** To assist and advise the race organiser(s) in promoting Club events.

30. Sub Committee Secretaries shall keep minutes of their meetings. Such minutes to be submitted to the General Committee for approval at the meeting following that of the sub-committee.

## **TIME TRIALS**

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31. All Time Trials to be held under the regulations of Cycling Time Trials Ltd. Entry fee for Club events to be determined at the Annual General Meeting. Entries to Club events to be made on the Club Standard Entry Form.

## **RECORD RIDES**

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32. Road Records are recognised at 5 miles, 10 miles, 25 miles, 50 miles, 100 miles, 12 and 24 hours at events run in accordance with CTT regulations or as 'Straight out' rides, and Yeovil to Taunton and back, Yeovil to Weymouth and back, Yeovil to Salisbury and back, Yeovil to Exeter and back, Yeovil to Weston and back,

Yeovil to Minehead and back, and Yeovil to London and back and Around Somerset.

33. The Entry Fee to be £5 plus officers expenses for place to place record attempts.
34. Turning Points of all records to be determined by the Committee and points of passing on the "Around Somerset".
35. Rides may start at any point and in either direction, provided they finish at the same point.
36. When notice of two or more attempts are received for the same course, starting at the same time, and within ten miles of the same place the interval to be at least 30 minutes. The notice first accepted shall have priority and the Secretary may require other notices to be amended.
37. Any Member attempting a Record shall give a minimum of 28 days notice for a proposed attempt and at least 14 days notice in writing to the Record Secretary, stating time of start, place of start, and route to be followed. The rider must sign a disclaimer to indemnify the club against any claim, before starting the attempt.
38. A rider may use any route he may choose consistent with road traffic regulations; subject to approval by The Committee.
39. Record attempts must generally be in accordance with R.R.A. Rules. All Records must be attempted unpaced. Rider(s) attempting Records must ride entirely alone and unassisted and may not be preceded by any mounted helper in sight. They may however, be followed by mounted witnesses who must not, whilst they are mounted, approach within 50 metres, or coach them by audible signals, except that the approved Timekeeper may approach or pass rider(s) for the purpose of timing a finish or checking a turn.
40. In any attempt on Records, the rider(s) when dismounted must wheel or carry their machines without assistance whilst covering any portion of the course or route.
41. Motors may be used for all purposes except as far as pacing is concerned. When a motor vehicle is used it must have on board the Approved Timekeeper, or an Approved Official.
42. The entire onus of proof shall rest with rider(s) making the claim, but the Committee may procure or use any evidence bearing on the ride in question.
43. In all attempts on Records the approved Time Keeper must be present at the start and finish.
44. Rider(s) having given notice in accordance with Rule 33, may postpone or cancel a ride up to within 48 hours of the time of start.
45. No ride must be allowed to start more than 30 minutes after the scheduled time, but restarts are permitted within the half hour stated.
46. All rides must be timed with a watch approved by the Committee, in Hours, Minutes and Seconds, excepting the Yeovil to London and back, when the next full Minute shall be recorded.
47. It shall be at the discretion of the Committee to reject any claim where they consider that the interests of the sport would be injured.

**YEOVIL CYCLING CLUB**

Founded 1928

September 2018

