

“Spokes CTC, Part of Cycling UK” Policy Document

1 Introduction

Spokes CTC is a Cycling UK Member Group. The aim of the group is to promote social cycling. To achieve this, the club will organise various cycling events throughout the year which will be open to all Cycling UK members. Introductory rides will also be open to non-Cycling UK members for a limited period.

All Spokes activities are non-competitive. Safety is paramount within the organisation and during club activities.

Membership of Spokes CTC will be free to all Cycling UK members. To join, members will be asked to provide their email address and mobile number along with emergency contact details. Emails, social media (eg: WhatsApp) and the club’s website will be used to keep members informed of the club’s activities.

The following document is intended to identify the structure of the club and how it operates. These rules are an extension of, or in addition to, the Club Constitution.

2. Club Structure

The club will be organised and managed by the committee as designated in the Constitution.

Before each cycling year commences, the committee will establish a list of designated Ride Leaders. This list will be passed to Cycling UK for authorisation. No official Spokes rides will be allowed to proceed without one of the Ride Leaders being in attendance. A Ride Leaders’ Pack will be given to each Ride Leader at the start of the season which will detail their role as a Ride Leader. The Ride Leader’s main role during a ride is to ensure a safe and successful conclusion to the ride for each participant.

Each official ride will also have an Assistant Ride Leader who will work in tandem with the Ride Leader in the organisation and operation of the ride.

Spokes CTC organises regular events that last longer than one day. These types of event require an Event Leader who will be responsible for the overall organisation of the trip. Event Leaders will liaise with the committee who will oversee their actions. Each Event Leader will be given an Event Leaders Pack which will detail their role. Wherever possible, the Event Leader should not act as Ride Leader for the cycle rides on the event.

3. Types of Event

Non-Cycling UK members will only be permitted to attend three day rides. At which point, they must become a Cycling UK member if they wish to continue riding with the club.

3.1 Day Rides

The majority of club day-ride events are held on Sundays. Day rides are not normally held when the club is holding another type of event.

Once a proposed day ride has been accepted by the Rides Secretary it is added to the club calendar and the proposer will be expected to act as the Ride Leader for their ride. They

should select an Assistant Ride Leader from the club's approved list. Wherever possible the Ride Leader and Assistant Ride Leader should work together in all aspects of planning and operating the ride.

All day rides will be posted on the Activity Page of the club website.

3.2 Weekend Events

The club will hold several weekend events each year. These will be proposed to Committee by members before the previous year's AGM. There will normally be no more than one weekend event per month and there will usually be no weekend event in the months where a longer activity is planned.

The member proposing the event will normally be expected to act as Event Leader.

3.3 Longer Events

The club usually schedule two or three longer events during the cycling season. These will be proposed to the Committee by members before the previous year's AGM. These longer events may take place in the UK and/or Europe.

The member proposing the event will normally be expected to act as Event Leader.

3.4 Venture Rides

The club may organise a venture ride of up to two weeks duration every two years; Venture Rides are events that are designed to satisfy a cycling goal, e.g. cycling in the Alps, Lands End to John O'Groats. These will be proposed to the Committee before the previous year's AGM.

The members who proposed the venture ride will normally be expected to act as Event Leaders for the event. A sub-committee may also be formed to oversee the organisation.

3.5 Unofficial Rides

Members may post details of a ride on the club notice board or social media inviting others to join them. These rides are classed as unofficial and are run as a group of friends cycling together. Although the majority may be Spokes members, they will not be covered by the club's organisers liability insurance.

3.6 Non-Cycling Events

Occasionally Spokes will organise non-cycling social events. Members will be notified via e-mail and details may also appear on the club's website.

4 The Club's Year

The club's year will officially start from the AGM in October. Members will be asked to propose candidates for the committee roles along with suggestions for events, for the following year. The committee will collate all suggestions and the calendar of events will be discussed at the AGM. If some events clash, a vote will be taken. If a vote is required then

details may be circulated to all members prior to the AGM so that those unable to attend will be able to vote by e-mail. Information may also be circulated to the membership if there is more than one candidate for a committee post so that non-attendees may be allowed to express their preference.

The club's financial year will run from April to March, the club accounts will be submitted to Cycling UK by April, in order to qualify for their grant. An interim report on the accounts will be submitted to the AGM.

From January onward the Rides Secretary will ask members to propose day rides to fill the remaining gaps in the club's calendar. Details of day rides will be posted on the website.

The secretary will submit the list of proposed Ride Leaders to Cycling UK for approval. This will be done as soon as is practicable but may be affected by the need to ensure that there is at least one Ride Leader attending every event.

5 Non-Cycling Membership

The club will support a category of membership that covers non-cyclists. This category is mainly for support drivers, non-cycling spouses and those who have retired from cycling. Membership of this category is free and will not require membership of Cycling UK. They will obviously not be covered by any organiser's liability insurance that the club holds but will be expected to abide by all general rules of the club. This category is designed so that contact can be maintained with these members concerning social and non-cycling activities.