



Handbook

Leicestershire's Friendly Cycling Club - Since 1923

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Version 1 - 11th August 2023

Welcome to Leicester Forest Cycling Club and thank you for choosing us

We are delighted to welcome you to Leicestershire's friendly cycling club and we hope that you'll enjoy many years of riding with us. We're lucky enough to be living through a golden age for cycling, meaning that riders are catered for by all manner of organisations and events. We pride ourselves on the professionalism with which our club is run and the effort that we put into ensuring that our events are some of the best in the region, if not nationally.

In our membership of more than 300, we have cyclists from all over Leicestershire and beyond who enjoy cycling in all its forms. We have commuters, tricyclists, road-racers, time-triallists, Cyclocrossers, Sustrans volunteers, advocates and activists, fixed-gear riders, fast riders, slow riders, rouleurs, grimpeurs, single-speeders, mountain bikers, tourists, happy folks, quiet folks... you name it! What we're getting at is that we don't care what you ride, how fast you ride it, whether you shave your legs or about your PB for 'a ten'. As long as you ride a bike, you're welcome here.

As our membership has increased in recent years, we've been able to offer more events, thanks to the number of members and friends of the club who volunteer their time to help. We now run at least two popular Audax rides each year, a time-trial series, three open time-trial events, a Cyclocross race and a road race.

We also are proud to be a Go-Ride accredited club, offering skills training and race experience to under-16s via a team of British Cycling (BC) trained coaches. Add to this our regular training and social rides and you'll see that we have a busy calendar in which there's sure to be something that suits the riding you want to do.

Please keep an eye on our website and Social Media page for details of what's happening and how you can get involved.

The links are here:

<http://www.leicesterforest.com/>

<https://www.facebook.com/groups/leicester.forest/>

<instagram.com/leicesterforest.cc>

As the club moves into its second centenary, we hope that our membership and the events we facilitate will continue to go from strength to strength and we look forward to you being a part of it.

NOTE: All data is correct at the time of Editing – July 2023. This handbook will be updated, as soon as is practicably possible, in line with changes to Rules, Costs etc. so may not always reflect the current position on any given matter. Please refer to the relevant committee member if you have any questions about or need any clarification on any points raised in this handbook, see [Contacts](#) section for email addresses.

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Contacts *If you have any questions or queries regarding any of the events run by LFCC, questions about any information in this handbook, or wish to provide feedback (positive or negative) please contact the a Committee member using the appropriate email address below:*

LFCC Club President - president@leicesterforest.com

Secretary - secretary@leicesterforest.com

Membership - membership@leicesterforest.com

Treasurer - treasurer@leicesterforest.com

Adult Club Kit Master - kit@leicesterforest.com

Webmaster - website@leicesterforest.com

Club Captain - captain@leicesterforest.com

Race Organisation Secretary - racing@leicesterforest.com

Time Trial Secretary - tt@leicesterforest.com

Awards Secretary - awards@leicesterforest.com

Women's Advocate - women@leicesterforest.com

Junior Rockets Coaching:

Rockets Co-Ordinator - rockets@leicesterforest.com

Welfare Officer - welfare@leicesterforest.com

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Membership - *Membership costs just £15.00 per year with discounts available for families and juniors*

Leicester Forest Cycling Club are always delighted to welcome new members. Whether you are an experienced racer or someone new to cycling it makes sense to join a club. Like many sports, cycling is best enjoyed as part of a group. Not only do your club mates provide much needed advice or encouragement when the going gets tough but race days or group days out can offer an extra dimension that cycling on your own will not provide.

Gain more cycling knowledge

None of us can know it all – fellow club members will become a wealth of information on topics like where to ride, how to train - or maybe even how to enter your first-time trial or ride off -road at night for the first time. Often, cyclists that have been riding the same roads for years, find a new favourite road when they ride out with our club. Probably the best reason to join Leicester Forest Cycling Club is so that you can find out what is happening in the Leicester area.

A sense of belonging to something

It can be easy to overlook the fact that there are groups out there that support your leisure and social interests. Joining a group of cyclists can be a hell of a lot of fun, whether it be to pound out the miles in preparation for a challenge event, practicing pace making for road races, or just a summer evening ride to a country pub for a pint. Leicester Forest is inclusive of all abilities and have a membership made up from a wide cross section of society.

Moral support and motivation

Riding with others will help you to get out and ride when it might be easier to sit at home on the settee.

An opportunity to give something back

The longer you spend cycling, the more you learn. You might have been a racer in your youth or have experience of following off road tracks. Belonging to a club allows you to pass your knowledge on to younger or less experienced cyclists. Leicester Forest Cycling Club is non-elitist and has a structure that allows an easy flow of information from its most experienced riders through to the novices. Our club offers you the opportunity to associate with other cyclists who have a similar passion for the sport. Maybe you have just moved to our area? Joining our club is an easy way to get familiar with your new surroundings and meet people while you're at it.

What will it cost me?

Single Full Membership - £15.00 (Min. Age: 18)

Family Membership - £27.00

Junior - £6.00 Up to age 17

Joining our club will also allow you to race in British Cycling (BC) and Cycling Time Trial (CTT) affiliated events. As we are affiliated to BC, you will benefit from their insurance terms.

Finally, we know it can be nerve-racking to turn up for a club ride for the first time, unsure if your bike or your fitness will be up to it. We believe we're different, and more welcoming - but don't take our word for it, just come and try us.

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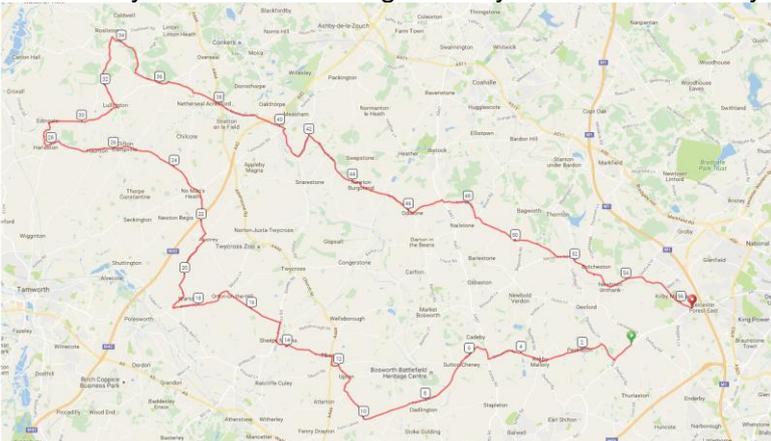
Events - Leicester Forest run numerous events throughout the year to cater for all disciplines and abilities of cyclists.

Club runs



The main events of our week are the Saturday and Sunday morning club rides. These start at 8.30am on Saturdays and 9:20am on Sundays. All our rides are advertised and organised using Spond, an online platform which is accessible via a PC or Mobile App. Set up a Spond account and contact the Membership Secretary membership@leicesterforest.com who will be able to add you give you access to the LFCC platform on Spond. There are normally rides at different paces, an example opposite being 34 miles to the cafe stop as well as two slightly quicker rides that add an additional 10 miles, so we'd suggest that you try the more gentle ride first.

After the cafe we ride 22 miles back and people tend to peel off at the end of this section depending on where they live or are heading that day. These rides always stick together so you'll never be left alone.



A typical Saturday Club Ride

Road Race

2012 saw the first Leicester Forest Road Race in recent history. It proved to be a fantastic success and the Forest hope to bring more road races to its members in 2023 and beyond.

Audax

We run at least two or three Audax events each year. A February event which is a 100km/62 mile route from Leicester into Rutland that is usually challenging for both the hills and the weather. We also offer at least one or two other Audax events during the year which are normally 200km/126mile rides.

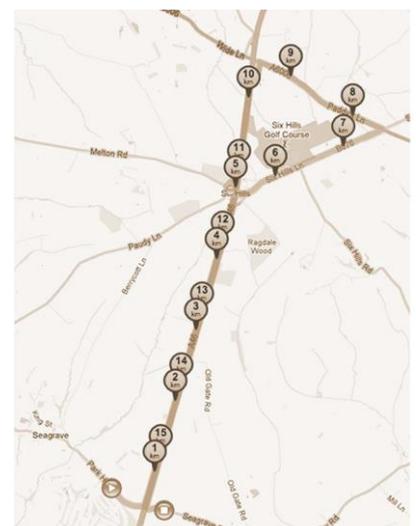
Time Trials

During the summer we run a time trial series on Thursday evenings. We have all kinds of riders of all standards and abilities. A few people are out to win but EVERYONE is out to beat their own best time. Time trialling is addictive. Once you try it, you'll be back again and again... We also run Open 10, 25 and 50 events that attract some of the fastest riders from around the region, setting some incredible times.

There are training rides on Wednesdays and a fast 'chain-gang' on Tuesday evenings - as usual, check the forum, Facebook or Spond for what is happening in any week. We also organise other one-off events: e.g. mountain bike time trials, Cyclocross races, a trip to the Dunwich Dynamo (an overnight ride from London to the east coast).

We really do have lots of events and hope you find something to suit you.

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One of our Time Trial Courses

Riding Etiquette - *Being safe on the road is important for yourself and those you ride with. Familiarise yourself with group riding etiquette and be safe out there.*

We all need to try and stay as safe as possible when riding in groups. For anybody looking to ride for the first time in our club ride, please feel free to ask any existing members about group riding.

Preparation

- Follow the Highway Code at all times – it applies to ALL road-users.
- Wear a cycle helmet (not compulsory but recommended).
- Ensure your bike is roadworthy, brakes are fully operational and that your tyres are pumped up to the recommended pressure. Other club members will be happy to help with this. Cycle with confidence.
- When cycling at dusk or night have working lights on the front and rear of your bike.
- Dress in appropriate clothing for the weather.
- Prepare for every eventuality. For example, puncture kit, tyre levers, inner tubes, pump, multi tool (including chain tool), helmet, waterproof jacket, food, water, money, mobile, contact details in emergency.

Out on the road

When the club goes out in a group, it is important that we all try to carry out a few simple procedures to help keep everyone safe, and to be as helpful as possible to other road users.

- If riders are strung out in threes and fours for half a mile down a narrow road, it is hard for vehicles to pass and then they make rash manoeuvres and end up taking risks that may endanger both them and us. So, this is where we can help ourselves!
- Try to keep the group together. The riders at the front should stay at a pace that riders at the back can keep with. There is nothing wrong with a couple of groups forming, but not one and two riders all over the road.
- Riders should try to ride no more than two abreast. This makes it easier for cars to pass and keeps the group tight, whilst still giving the opportunity to chat and enjoy the ride!
- Be prepared on narrow or busy roads to ride in single file. Riders at the back of the pack to shout “Car back” if there are vehicles behind. Listen and act on their calls, DON’T look back and check for yourself, as you will move off your line and may cause an accident.
- Lead cyclists will point out hazards in the road by either shouting or using hand signals. Listen to them and act on the calls, and most importantly, repeat them for the cyclist behind you.
- Ride directly behind the wheel of the rider in front. If you cycle in the middle of the two wheels in front, you WILL push the cyclist on your outside into the path of passing vehicles. But please ride at a distance behind the wheel, that YOU feel safe at. If you are not comfortable with a few inches behind, then drop back a little. Nobody will mind! We aim to ride in a friendly manner – not one that will scare the hell out of people!
- Brake as gently and smoothly as you can when riding in a pack. If you brake hard, this will cause riders at the back a lot of problems.
- Cover your brakes at all times. This means riding with one or two fingers over the brakes so that you don’t have to “snatch” at them if something happens in front.
- When on the front, keep pedalling. This is particularly important going downhill, if you freewheel everyone behind will have to brake.
- If you are at the back of the group and see someone dropping off it is your responsibility to call to the cyclists in front that the pace is too high. The pack must communicate this up to the front. The lead cyclists will not be aware if you start to drop. Ask them to slow down, it is your ride too. When asked to “ease up” or “slow a little” do not brake suddenly. Gently ease your pace by pedalling less hard or freewheeling for a moment. Look at your speedo – if someone is being dropped you probably only need to reduce your speed by half a mile an hour to allow them to stay on.
- Ride at a steady pace, keeping the pack as a compact unit.
- Check over your shoulder for other riders or traffic before moving out to the right.
- Slow right down when passing horses and pass them as wide as it is safe to do so. Always call to the horse riders well ahead of catching them – a cheery “Good morning” or “Hello” will do the

trick. Keep calling until the riders indicate they know you are there. They may want to turn the horse so it can see you.

- If you are on the front, remember that people are following your calls. If you make a decision to pull out on a roundabout or junction, you need to call "Clear" or "Wait" to warn the pack of hazards.
- If you are feeling tired let people know. Accidents happen when people are tired and lose concentration. Everyone gets tired, let people know so they can slow the pace down and tuck you in the pack to carry you home.
- Always remember – check at junctions and advise riders of what you see. There may be riders behind you who will not get away as quick as you!

What you will see and hear on the ride

When we go out on a group ride, we have to look after each other and it is expected that riders on the front (who can see any oncoming danger) will "Shout up" and let riders behind know what is ahead. Riders then pass this info down the line, so that everybody knows what's ahead. For instance, if there is a big pothole on the riding line ahead, the front riders will shout "Hole" and point to whichever side it is on. They will then go around it, but the riders behind will have hopefully passed it down the line and follow the safer route. A rider may also give a hand signal. Some of these are shown on the next page.

Calls and messages you may hear

These are some calls you might hear. It is essential that you repeat them down the pack so everyone can hear:

"Car up/back": Keep tight to the cyclist next to you, and be prepared to cycle in single file. "Car up" means a car coming towards the group, maybe in a narrow lane. There is no need to shout for every car on a main road! "Car back" would be shouted by the riders at the back of the group to let everyone know that a car is approaching the rear of the group.

"Hole": Upcoming pothole to avoid. This can also be followed by a direction i.e "HOLE LEFT".

"Slowing": Usually accompanied by a hand signal. The cyclist in front needs to slow down for some reason.

"Stopping": Brake! – but not suddenly.

"Wait": Usually at junctions to indicate there is a car coming.

"Clear": To indicate that a junction is traffic free. You must check yourself and not rely on others.

"Single out /single file": Get into single file safely and promptly. The riders on the right usually move in front.

The sign language of cycling

Here are some of the signals you will see on Saturday rides. They **MUST** be repeated down the line, so that riders behind can prepare to take action. This means that riders should have their heads up if they are riding at the front.

1. Signal for potholes/poor surfaces

Potholes can cause punctures, damage wheel rims, buckle wheels, break spokes or even cause a rider to crash. The rider in front should shout a warning and point to the hazard. Use your left hand if passing on the outside of the hole, right hand if passing on the inside.



2. Signal to come through

It can get so comfy sitting on someone's wheel that the lead rider sometimes has to encourage the rider behind to take his turn on the front. A stern flick of the elbow gets the message across – you'll have seen riders use this in races. You may not see this on LFCC group rides as it is more for racing than club rides.

3. Signal to slow down

Whether approaching a T-junction, traffic signals, pedestrians or perhaps a horse and rider, the lead cyclist must alert those following that they are stopping. Give a verbal warning and an angled outstretched arm with palm facing downwards, indicating that you're slowing down.



4. Signal for parked car

Always warn each other of hazards, especially parked cars but also roadworks or slower cyclists. If you're the lead rider, fold your left arm behind your back and indicate to move over to the right with a wave of your hand. (Switch arm for hazards on the right.)...



Bike Speak

There are a few terms that you will hear people talking about regarding riding bikes and here are a few below, with what they mean. As always, please ask other riders if you don't understand what is being said. Nobody at Leicester Forest will look down on anybody else!

1. "Taking your turn"

Where you spend time on the front of a group of cyclists. You do your fair share of work and then drop to the back. It is harder at the front as you are the rider taking the majority of the wind, whilst others are sheltering behind you.

2. "Through and off" or Chain-gang Riding

Group riding where everyone takes a turn on the front, before either peeling off and going to the back of the line, or the line "rolls" forward, each rider on the outside becoming the new front man. This is quite a fast-paced way of riding and is usually carried out by more experienced riders.

3. "On the rivet"

An old term for riding at maximum effort, leaning forward, perched on the end of the saddle just on the point where old leather saddles were riveted to the rails.

4. "Half-wheeling"

The quickest way to lose friends. The rider next to you is half a wheel ahead, so you catch up and they move on half a wheel again. It's very annoying and it disrupts the whole group.

5. "Sitting up"

Means what it says: you've done your bit and that's it, so sitting up in the saddle is a signal to other riders that you've had enough.

6. "Getting dropped"

The pace is so high you can't hold the wheel and you start to drift off the back of the group.

7. "Car up"

Generally shouted from the front of the group, warning riders of oncoming traffic.

8. "Car back"

The riders at the back alert the group to traffic from behind.

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Trophies - *There are many trophies to aim for. Set yourself a challenge for this year.*



Each year the club rewards its members for great performances, outstanding results, courageous rides and service to the club.

These awards are great targets to set for yourself and not all are competitive or performance-based, they also recognise personal goals and service to the club.

We hold an Annual Awards dinner at a suitable location and invite the whole club and family & friends to come along and share in the celebration of achievements during the previous year.

A list of all the trophies which are available to be won are listed below.

Name	First Awarded	Criteria
Memorial Trophy	1950	Most outstanding services to the club
W H Reed	1952	Fastest clubman in any 25TT
R H Clarke	1987	Most meritorious ride
Ramsey Pointon	1958	Fastest clubman in any 10TT
Track Trophy	1952	Points based on Derby Track league category points
Percy Soames	1971	Fastest clubman/woman in the clubs open 25TT
Veteran BAR Championship	1958	Vet. Aged 40+, best standard speed over 25/50/100 and 12hr
Road Race	1959	Most points on BC licence
Women's Road Race	2015	Most points BC/LVRC
Doug Eld Memorial bowl	1947	Greatest distance in 12hr TT
Senior Cyclocross	Unknown	Male in designated race
Schoolboy Cyclocross	1976	Best junior boy (14-16) in designated race
Buster Buswell	1964	Highest average speed over 100 miles, 12hr and 24hr TT
Ladies BAR	1966	Fastest club lady over any 10/25/50 mile TT
A F Moore	1931	Fastest member over 100 mile TT
Intermediate BAR	1967	Fastest average speed over 25/50 and 100 TT
Club BAR Championship	1926	Fastest average speed over 25/50/100 and 12hr TT
Junior BAR Championship	1946	Age 14 – 18 Fastest average speed over 25/50 TT
George Green	1961	Most Audax points in the year
Frank Woodford	1995	Most Audax completed (including DIY and permanents)
Jack Woodford	1977	Points winner evening 10TT
Gordon Parker	1933	Fastest in Club 50TT
Hill Climb Championship	1978	Fastest time in LCA hill climb
Century Challenge Shield	1957	Most points gained in the Century Challenge
Schoolgirl Cyclocross	2012	Best junior girl (14-18) in designated race
Senior MTB	2015	Most points FNSS
Veterans MTB	2015	Most points FNSS
Veterans Open 10	2015	Best in any Open on standard
Veterans Open 25	2015	Best in any Open on standard
Veterans Road Race	2015	Most points BC/LVRC
Veterans Hillclimb	2015	Best in LCA hillclimb
Womens Hillclimb	2015	Best in LCA hillclimb
Womens Club 10TT	2015	Points winner evening 10TT
Grand Veterans Cyclocross	2015	Grand veteran in designated race
Veterans Cyclocross	2015	Veteran in designated race
LFCC Road Race	2013	Best in LFCC road race
Junior road race	2016	Best junior boy (14-18) BC Licence points
Junior road race	2016	Best junior girl (14-18) BC Licence points
Junior MTB	2016	Best junior boy (14-18) in FNSS
Junior MTB	2016	Best junior girl (14-18) in FNSS
Cyclocross trophies	2015	Girls and boys U6/U8/U10/U12 and U14
Road race trophies	2016	Girls and boys U6/U8/U10/U12 and U14

LEICESTER FOREST ROCKETS - *the junior section of our club with the aim of getting kids riding.*

We are an accredited BC 'Go-Ride' club which means we can offer fantastic training and race opportunities for our under-18 members.

Do you think you could be the next Tom Pidcock or Evie Richards? Come along to Leicester Forest Rockets coaching to find out how to improve your bike skills with our BC-accredited coaches.

The sessions are held at New College, Glenfield Road, Leicester, fortnightly on Monday evenings - see our website for training dates and updates.

Sessions are open to all under-16s who can ride a bike and want to have some fun. A bike in working order, a helmet and gloves are needed, and you will also need a drink.

Bikes and helmets are available to hire - please contact our coaching team before the session to book this with them.

Your first session is free and all subsequent sessions will be £3.79 for members of LFCC.

For more information or to book a place contact:

Email: rockets@leicesterforest.com



Information for parents

Young people are welcome to take part in a lot of Leicester Forest's activities and we run specific events for children and young people. However Leicester Forest requires the parents or guardians of young people taking part in all our club activities to complete our parental consent form. This can be downloaded from the club's website and should be returned to any club official or brought to the activity/event that you wish to take part in.

The only exception to this is for our club time trials, for which all young people must complete a Cycling Time Trials Consent Form. This form must be completed each year in the presence of a club official. This can be done on the day of the club time trials.

Most of our activities are open for young people to take part in, however for activities without age restrictions e.g. weekend club runs, Audax, under-16s must be accompanied by an adult. Some of the club's activities can be challenging and anyone taking part, including young people, must have the minimum level of skills and a suitable bicycle to participate in that activity.

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Club Kit - *We're a smart-looking bunch out on the road. Cycling kit is available members to purchase and keep you looking sharp.*



We are proud of our club kit. It has been designed by members for members. The kit has a retro look but is made from modern fabrics and is cut to be fast. The jersey uses the traditional club colours and is designed to be highly visible for safety on the road. The club holds a small number of popular items in stock but will place an order with the supplier when minimum quantities can be met. Keep checking the club website and forum for the latest news.

www.leicesterforest.com/kit-orders

We have an online shop -

<https://leicesterforestcc.sumupstore.com/> please note this is for current LFCC members only.

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Volunteering – *Leicester Forest is a club run by volunteers*

Leicester Forest has only become the club it is and can only run the events that it does because of it's volunteers. Getting involved in the organising of an event either beforehand or on the day gives a new appreciation of what cycling is all about and is a great opportunity to make new friends and contacts within the club. At Leicester Forest it is an expectation that all senior members (i.e. Age 18+) will volunteer to assist at, at least, one event per year. As recompense volunteers will normally receive and item of club kit e.g. socks, casquette, buff etc and/or free refreshments on the day. This will be dependant on the event and the length of time spent volunteering on the day.

Rockets volunteers will receive a token for each Rockets event / coaching session that they volunteer at. Tokens are only redeemable against goods and/or services provided by the club, up to a maximum of 50% of the value of the goods/services provided (see below for exceptions).

- 1) Tokens have no monetary value.
- 2) Tokens are not transferable.
- 3) Volunteers are people required for positions, posts or tasks requested by an event organiser/s prior to that event taking place.
- 4) An individual token will allow a £5 reduction in the cost of goods or services provided by the club, apart from membership fees, event entry fees, fines or any other levy that the club or committee decides to implement against a member or members. (For ease of administration it is accepted that each volunteer's expenses are £5 or more. Should a volunteer's expenses be less than £5, the volunteer should confirm this with the event organiser and the token for that event will be reduced accordingly).
- 5) Tokens can be redeemed against a transaction either together or individually.
- 6) A single token shall be awarded for each event at which a club member volunteers.
- 7) A member can accumulate any number of tokens in any one calendar year.
- 8) Up to five tokens may be rolled over into the following year. Tokens are only valid in the year they are awarded and for two further years i.e the maximum number of tokens that can be rolled over is 15. Go-Ride coaches are exempt from the five token limit whilst undertaking Go-Ride activities.
- 9) Tokens will only be awarded to individuals who are full LFCC members on the date/s of the event at which they have opted to volunteer.
- 10) Tokens will only be awarded to those who have offered to volunteer prior to the start of an event, or where the organiser has expressly asked a person for help in order that an event might run. Such instances must be ratified by the committee ASAP post event.
- 11) In order to be awarded a token it is the responsibility of the volunteer to ensure that their name is logged with the organiser of the event ASAP after the event has completed.
- 12) It is the event organiser's responsibility to indicate which volunteer positions are creditable.
- 13) It is the organiser's responsibility to log their volunteers with the club's treasurer ASAP after the event has taken place. Information should be emailed to treasurer@leicesterforest.com
- 14) Lists of volunteers to receive credit for an event can only be edited by the event organiser. Late entries to a list must be explained by the event organiser to the committee. The decision of the committee in such cases will be final.
- 15) Tokens are always awarded at the discretion of the committee. In the event of a dispute the committee's decision is final.
- 16) Tokens are redeemable by contacting the treasurer in the first instance and in every case, prior to a transaction taking place.
- 17) Information on the award of tokens and of token holders will be kept by the treasurer. This information is confidential but may be accessed via a request to the committee.
- 18) Event organisers are also eligible for two tokens per event.
- 19) Volunteers at Go-Ride activities are eligible for tokens assuming they are LFCC full members. A nominated Go-Ride coach must inform the treasurer of eligible awards after each Go-Ride activity.
- 20) The committee has approved the issue of 150 tokens per financial year. Once this total has been reached the committee will issue further tokens in exceptional circumstances only.

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CLUB RULES - *All members must adhere to the club rules and act in a manner that reflects positively upon the club.*

1. Name: The club shall be called Leicester Forest Cycling Club (the Club).
2. Purpose: The Club is a non profit making organisation whose purposes are to promote the amateur sport of cycling in Leicester and Leicestershire and to encourage community participation in competitive, leisure and utility cycling.
3. Standards: The Club is committed to encouraging the highest ethical standards. All club members should conduct themselves honestly, openly, fairly and with respect for all other people.
4. Colours: The colours of the club shall be gold, green and white.
5. Club year: the Club year shall run from 1st December to 30th November.
6. Membership: Membership is open to anyone interested in cycling, regardless of their sex, age, physical or mental ability, ethnicity, nationality, sexual orientation, religion, and political or other beliefs.

Membership consists of the following categories:

- Life – for current or past members who have contributed in an outstanding manner to the club or to cycling. Life members shall be elected at the Annual General Meeting (AGM),
- Senior – Over 18 years of age at the start of the Club year for which membership is sought,
- Junior – Under 18 years of age at the start of the Club year,
- Family - Consisting of 2 Adults and unlimited children residing at the same address
- Second Claim - Members of other cycling clubs affiliated to BC or CTT may apply for second claim membership by paying half the annual subscription. Second claim members are not eligible for club trophies, but may claim club medals.

Application for membership, on the official form, should be sent to the club Membership Secretary, with the annual membership fee.

Membership starts from the date of application and ceases on the 30th November after application; applicants may take part in any club activity upon acceptance.

The club committee may only refuse membership, or remove it, for reasons such as conduct or character likely to bring the club or sport into disrepute. If membership is refused the subscription will be returned.

The annual subscription shall be determined at the AGM. It shall be paid upon joining the club and is due for renewal on December 1st. The subscription of new members joining the club during October or November will run until the end of November the following year.

All members joining the club shall be deemed to accept the terms of the Constitution and Rules.

All members are required to contribute to the running of the club. This may take the form of volunteering to run an event, assisting at events, e.g. marshalling, standing for an official post, or by any other means they are able to offer.

Any member resigning from the club for any reason must return any club property in their possession to a committee member.

7. Officials: Club officials shall be elected annually by club members at the AGM. There shall be no bar to re-election.

8. Management: The club shall be managed by a committee comprising no more than 15 members including, as a minimum: President, Secretary, Treasurer and three other Officials as detailed in the Constitution. The committee may have additional officials depending on circumstances to run club activities. Additional committee members may be co-opted as required.

9. Committee Meetings: The Committee should hold at least 10 meetings a year. Subject to any issues of confidentiality any Club member may attend a meeting or be given a copy of any Committee minutes.

10. Annual General Meeting: To be held in accordance with the Constitution. The date and venue to be determined by the Secretary, in consultation with the committee. The agenda shall be circulated to all members two weeks before the meeting.

The business of the meeting shall include:

- Approving the minutes of the previous year's AGM,
- Hearing reports from officials as required,
- Approving the Treasurer's and Auditors reports and the Annual Accounts,
- Election of officials as indicated in section 7 above,
- Election of two Auditors,
- Considering proposals and changes to the Constitution and Rules,
- Any other business.

Proposals for consideration at the AGM should be presented at least one month before the meeting. Proposals may be accepted during general meetings if agreed by a majority vote. Each proposal must be seconded by a club member. Voting on such proposals will be decided on a simple majority except where a change of Constitution is involved. Only club members may vote at general meetings.

11. Changes to the Club Constitution: Changes to the Club Constitution may only be made either at the AGM or at an Extraordinary General Meeting (EGM), specially convened; changes to the Club Constitution may only be made with the agreement of two thirds of those voting.

12. Duties and Responsibilities of Officials: are at the discretion of the post holder, the committee should ensure that all important tasks are completed by members of the committee.

The following are guidelines:

- a) Secretary: Deals with matters arising from committee and other meetings, including recording the minutes of meetings, dealing with general correspondence and issuing club notices. The Secretary should also be responsible for maintaining the asset register ensuring that insurance cover on the club trophies is kept up to date.
- b) Treasurer: Receives all payments to the club, deposits all payments in accounts held in the name of the club, makes payments as required by the committee, maintains a record of club finances and prepares an annual statement of accounts, a copy of which is checked and presented to the AGM for adoption.
- c) Membership Secretary: To receive applications and send out membership cards and any other relevant information. To ensure that members are informed when membership fees need paying. To send written communications to members when required.
- d) President: Chairs meetings of the club, including the AGM, sets the agenda for meetings in consultation with the Secretary, and decides points of order and priority of speakers. The decisions made from the chair are final. The President shall not vote unless required to make a casting vote. A deputy may be appointed at any meeting that the President is unable to attend, by agreement of the majority in attendance.
- e) Junior Section Co-ordinator: To coordinate with the Go Ride club coaches ensure their needs are met and report back to the committee on Go Ride activities.
- f) Women's secretary: Promote women's cycling within the club.
- g) Racing secretary: To put in place organising teams and support them in the organisation of racing events that fall under the BC umbrella. Races currently include the

road race, CX race and New College based circuit races. To regularly report to the committee on the progress of race organisation. To represent the club at EMRRL, LCXL and BC regional meetings where appropriate.

h) Website Co-ordinator: To ensure that both social media and the website are kept up to date at all times.

i) Club Kit Co-ordinator: Order, sell and keep up to date inventories of club kit. Be a point of contact for those wishing to purchase club kit, liaise with the manufacturers regarding club kit requirements. Liaise with the treasurer with regard to sales and purchases.

j) Time Trial Coordinator: Put in place logistics for evening 10 and open TTs, i.e. book HQs, submit police forms, recruit organisers, submit info to CTT and attend CTT date setting conferences where possible.

k) Welfare Officer: Advise the club and officers on the implementation of welfare policy. Ensure that the club conforms to GDPR. Respond to suspected breaches of policy and report appropriately

l) Club Captain: Be a point of contact for those in the club who wish to race. Be a point of contact for Rockets members joining the senior club and organise coaching as appropriate. Promote racing activity.

m) Awards and Trophies Secretary: Ensure that trophies are collected and engraved and cleaned in good time for the awards evening. Ensure that trophies are awarded in line with the set criteria by keeping abreast of results for all competitions in which trophies are awarded.

All officials may be required to give a report to the AGM.

14. Disciplinary Matters: Any club member behaving in a manner likely to bring serious and/or sustained offence to another member and /or disrepute to the name of the club or cycling may be disciplined by the committee.

He or she has the right to attend the disciplinary meeting at which the case is considered, having been informed of the disciplinary charge and given at least seven days' notice of the meeting.

The club member may bring another club member with them to the disciplinary hearing.

Members required to resign from the club as a result of a disciplinary hearing shall be informed of the decision of the committee and shall have the right to appeal to a panel of club members.

Notice of appeal must be submitted in writing to the Secretary, no more than seven days from the date of notification of expulsion.

15. Life membership

(i) Life membership is an accolade bestowed upon any club member who has made an extraordinary or outstanding contribution to the club and/or to the sport of cycling.

(iii) Life membership is considered once annually and is awarded at the discretion of the committee. The committee are at liberty to make any number of awards or none as deemed appropriate.

(iv) Nominations can only be made by committee members.

(v) Serving committee members cannot be nominated.

(vi) Successful nominations for life membership must be voted on by at least 80% of the committee.

(vii) The bestowing of life membership deems that no membership fees are owed to the club by that individual upon which it is bestowed whilst they remain at the club.

(viii) The committee reserves the right to revoke a life membership at any time.

(ix) Life members reserve their right to revoke their life membership and may do so by writing to either the club secretary or membership secretary.

(x) Life members are subject to the same rules, standards and expectations as ordinary members.

(xi) Life members may join other clubs as either 1st or 2nd claim members. Any life member joining another club as a 1st claim member should inform the club's secretary or membership secretary as soon as possible. Life members who join other clubs as a 1st claim will automatically revert to 2nd claim. The terms of membership would remain unaffected.

(xii) Life membership will be revoked by the committee if a life member does not in good time inform the committee of any change as described in (xi).

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The logo consists of two vertical bars, one yellow and one green, positioned on the left side of the page.

Leicester Forest Cycling Club
www.leicesterforest.com 2023