

A Handbook for Cycling UK Groups

2020



**A guide to running a cycling group with Cycling UK
(for Member Groups and Affiliated Groups)**

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Introduction

Our heritage

Cycling groups are the backbone of Cycling UK's activities: our volunteers have been involved in running them since we were founded back in 1878. Whether groups are run by and for our members (Member Groups) or are affiliated to us, we believe they should be run in a way that makes cycling with a group safe and enjoyable for everyone: both riders and the wonderful volunteers who put on activities for them.

Our mission

We are Cycling UK, the national cycling charity. Our mission is to enable millions more people to cycle. Whether it's for the thrill of the wind in your hair, or being out in the open in the fresh air, we all love to ride our bikes. It's fun, it's healthy and it's good for the environment.

Founded in Harrogate on 5 August 1878 by Stanley Cotterell, we promote all forms of cycling, inspiring people of all ages, backgrounds and abilities to discover the joys of cycling. As well as supporting our members, we also play a prominent campaigning role, fighting to defend cyclists' rights for safer roads, better infrastructure and legal protection.

Best practice

The guidance and policies referred to in this handbook have been set by Cycling UK and are designed to enable groups to carry out cycling activities legally and efficiently, with the minimum of bureaucratic intervention.

Our Member Groups are required to follow the guidance laid out in this handbook, which we also recommend to Affiliated Groups as examples of best practice and are in line with our insurance requirements.

Groups may also set their own local policies but these must not conflict with Cycling UK policies.

National policies

Cycling UK has a set of policies and guidance in place that protect not only the volunteers that run Cycling UK groups, but also other Cycling UK members and the charity itself. These policies are listed at the end of this publication and are also available to download from www.cyclinguk.org or on request by email to groups@cyclinguk.org.



Types of Cycling UK Group

Cycling UK Member Groups

Our Member Groups carry out cycling activities for members throughout the country in the name of Cycling UK. They are entirely run by volunteers, with support from Cycling UK National Office.

Member Groups may be geographically based or centered around a particular interest or activity. They are open to all members of Cycling UK and any member may ride with any group they choose. Such activities should be safe, practical, enjoyable and accessible for all Cycling UK members, as far as is practicable. They should also be free, except where a fee is required to cover extra expenses for a specific event or publication.

Member Groups hold in trust for current and future Cycling UK members the financial and intellectual properties of the group to the collective benefit of such members; Member Groups may hold bank accounts and must submit an annual Financial Report to Cycling UK, as well as a set of Annual Returns detailing their activities in order to claim a portion of the annual Subscription Allocation, which is designed to help with costs incurred in the running of the group. Further funds may be claimed to help with training courses supplied by Cycling UK.

Member Groups should also promote cycling in general and Cycling UK specifically. They should conduct themselves in a way that portrays both in a good light and try to increase and maintain membership of the charity, making the advantages of Cycling UK membership and participation in its activities widely-known,

Informal Member Groups

These are groups which organise cycling activities on an informal basis under the supervision of a Member Group. They may have their own committee and hold an AGM but any volunteers should be registered with Cycling UK through the supervising Member Group. Informal groups may not hold a bank account or claim an annual subscription allocation but may have a publicity page on the Cycling UK website.

Affiliated Groups

Affiliated Groups organise cycling activities for their own members, who may or may not also be Cycling UK members. An annual fee is paid by the group in return for Cycling UK Organisers' Liability Insurance cover. Membership of an Affiliated Group entitles its members to become Affiliated Members of Cycling UK on payment of a separate subscription.

Affiliated Members benefit from third party insurance and are entitled to ride with Cycling UK Member Groups but not vote at their AGMs or perform voluntary roles with them.



How to Run an Effective Cycling Group

This section sets out the minimum structure of a formal Cycling UK Member Group. Affiliated Groups may choose to follow these requirements, or devise a constitution of their own - see the Sample Constitution in the Document Hub on Assemble or on our website.

Committees

A committee structure enables the workload to be evenly distributed throughout the members of the group, with various tasks allocated as required. Cycling UK Member Groups should have a committee made up of at least three separate Cycling UK members in the following roles:

- **Chair (or President)**
- **Secretary**
- **Treasurer**

In addition to the above, the committee should also include the following roles:

- **Registration Officer** (or Membership Secretary)
- **Welfare Officer**
- **Promotions** (or Publicity) **Officer**,

These last three roles can be fulfilled by any member of the Committee in addition to any other roles they may have. For example, the Secretary can also take on the role of Registration Officer. However, it is recommended that the Secretary is NOT also the Welfare Officer. More information on the specific duties of each role can be found on the next page.

Cycling UK members may be nominated and elected to the Committees of more than one Member Group.

Other roles recognised by Cycling UK as Committee positions include:

- **Social Secretary** to organise social events and activities
- **Rides Secretary** to co-ordinate the rides list and allocate ride leaders
- **Events Secretary** to run rides and events open to members of the public
- **Group Committee Member** to provide general advice and support to the Committee
- **Webmaster** to run the group's website or publicity page

Non-Committee Role

- **Honorary Auditor** to audit the group's accounts before submission of Financial Returns.



Committee Responsibilities

Chair (or President)

- presides at each meeting of the group's Committee and at the AGM, having the casting vote in the event of a tie if a motion is put to the meeting;
- ensures the smooth running of any meetings;
- deputises for the Secretary.

Note: Some groups use the term President for the role of Chair. This is acceptable but a distinction should be made between a President acting as Chair and a President appointed for purely honorary/symbolic purposes who has no formal duties.

Secretary

- oversees the day-to-day running of the group and is the main contact person for members, staff and the general public;
- convenes any Committee or General Meetings and prepare minutes of any such meetings;
- convenes an Annual General Meeting (for a Member Groups this should be in October or November every year and the details sent to the Volunteer Engagement Officer at Cycling UK in August);
- completes and submits to Cycling UK National Office following the AGM a set of Annual Returns by the beginning of December each year;
- ensures that all Committee members, ride leaders, event organisers and any other volunteer officers, are registered as such with Cycling UK National Office;
- tries to ensure that all officer are aware of and abide by Cycling UK national policies and guidance relevant to Groups, for example our Safeguarding Policy;
- acts as a point of contact between Cycling UK National Office and the Member Group;
- acts as a point of contact between the Member Group and any informal groups connected to the main group;
- acts as a point of contact for Cycling UK members and non-members in the area;
- ensures any serious incidents during group rides are recorded on an Accident/Incident Report form and that such forms are returned to Cycling UK and our agents as required;
- ensures that the group puts on a programme of rides and cycling activities suitable for Cycling UK members in the area;
- convenes regular committee meetings and an Annual General Meeting for the whole group;
- ensures all ride leaders, event organisers, marshals and other volunteers are registered with Cycling UK;
- is aware of all our policies and guidance relating to the smooth running of a group;

Committee Responsibilities

Treasurer

- holds and accounts for the monies collected in the name of the group;
- opens and manages a bank account in the name of the group;
- processes any membership fees both incoming and outgoing on behalf of the group;
- prepares an Annual Statement of Accounts for audit and presentation to the AGM of the group - the Statement should include a list of group's assets with current values;
- liaises with the Honorary Auditor appointed by the group;
- submits an application for the Groups Training Bursary if required.

Member Group Treasurers only - in addition to above

- completes an annual Subscription Allocation Claim and submits it to the Finance Manager at Cycling UK National Office;
- returns any monies to Cycling UK on dissolution of the group.

Registration Officer (or Membership Secretary) - see also Online Roles

- keeps track of the members riding with the group, ensuring they are paid-up members of Cycling UK (Member Groups) and/or the Affiliated Group
- is aware of Cycling UK guidance on GDPR when handling, storing or using personal data

Welfare Officer

- tries to resolve any complaints or issues involving members of the group;
- keeps an eye on the wellbeing of the riders;
- offers advice and support for members of the group;
- ensures that all members are treated fairly.

Promotions (or Publicity) Officer - see also Online Roles - Communications Officer

- promotes the activities of Cycling UK and those of the group



Online Roles

Online Roles

Cycling UK Member Groups and Affiliates have access to our Group Toolkit via their publicity pages on our website. These roles are available to members of a group who have an account on the Cycling UK website:

- **Group Manager** this role is automatically assigned to the main group contact (usually the Secretary). There can only be one manager per group (unless extra manager roles are added by staff at National Office on request).

Managers are the only people who can assign the roles of Registration Officer and Communications Officer to group members.

Managers can view and edit members' local data (as can anyone with the Registration Officer role) **(Cycling UK Member Groups Only)**.

- **Group Administrator** can edit the main group page, add new content and events and give other members of the group permission to add content and events.
- **Content Editor** can create and edit group sub-page content and group posts
- **Events Editor** can create and edit group events and rides
- **Registration Officer (Cycling UK Member Groups Only)** can view a list of current members in the group's postcode area. Members' local data can be added and edited.
- **Communications Officer (Cycling UK Member Groups Only)** can create and send emails to all members in their postcode areas or to a selected subset such as new members, lapsed or active members only. Initially, all emails will be approved by National Office.



Meetings

Committee meetings

It is a good idea to have occasional Committee meetings throughout the year to discuss any issues that may arise, plan for future events and keep in touch with other members of the group. These meetings might take place once a quarter or more frequently: it's up to the Committee to decide how often they think it would be appropriate.

Annual General Meetings

It is also best practice to have at least one meeting a year for the wider group membership. This meeting should be publicised well in advance, giving everyone a chance to attend and have their say on the running of the group.

All Committee roles should be put forward for re-election at the AGM, giving new people an opportunity to stand down, run for office or volunteer for other tasks.

Member Group AGMs

- Cycling UK's Member Groups are required to have at least one General Meeting open to all Cycling UK Members in either October or November every year.
- The date, time and venue of this meeting must be submitted to Cycling UK by the end of August of the year in question so that we can advertise it in our communications channels, giving members a chance to plan to attend.
- The AGM should be held at a time and location likely to be accessible to the majority of members in the group's postcode area. Meetings should be near to public transport if possible and provision should always be made for the less able to attend.
- Admittance to meetings is open to all Cycling UK members on presentation of their own valid membership card.
- Affiliated members may also attend a Member Group AGM but they may not vote or stand for office.
- Any business done at a General Meeting with fewer than ten members present is subject to ratification by Cycling UK.
- Each eligible member shall have one vote, with the Chair having a second casting vote.

Meetings

Business of AGM

The official business of the AGM is to:

- receive and, if approved, adopt the Annual Report and Statement of Accounts;
- elect officers and a Committee;
- elect an honorary Group Auditor, who should not be an officer or a member of the Group's Committee;
- consider any Notices of Motion, which should have been submitted in writing to the Secretary at least seven days before the meeting;
- candidates for election should be proposed and seconded. In the event of contests, the election shall be by ballot, with the Chair having the casting vote.

Special General Meetings

A Special General Meeting can be convened outside of the AGM season to discuss extraordinary business. This can be done by:

- resolution of the Group's Committee; or
- receipt by the Group Secretary of a written request signed by at least ten regular riders, or by at least one third of the members of the Group's Committee.

Notice of the meeting should be sent to Cycling UK's National Office at least two weeks in advance so that members are given the chance to attend. The notice should state the business for which the meeting is called, and no business, other than that stated in the notice calling for the meeting, may be transacted.



Rides, Events and Activities

Groups should try and plan a programme of rides and activities that appeal to the largest possible number of Cycling UK members. Ideally, the range of rides available will cater for a diversity of riders, from those looking for a couple of hours at easy pace to those wanting faster, longer outings. If possible, they should take place on different days of the week and at different times but obviously, the rides calendar will be dependent on the number of volunteers available to lead rides - for more information about ride leading, see our Ride Leader Handbook.

Rides should also be publicised as widely as possible. They can be listed in our Cycling Events Guide by registering them through the publicity pages on our website using the Group Tool. Some groups also display the rides calendar on their separate websites and/or print a 'runs' list as part of a magazine or similar. **Note that events open to members of the public and attracting more than 200 riders MUST be registered with us using the Events Registration form. If under 200, they must still be registered with us but this can be done via the group's publicity page.**

Other activities that can be undertaken by an active leisure cycling group include:

- Social evenings and club nights
 - Quizzes
 - Hill climbs
 - Reliability rides
 - Treasure hunts
 - Tours in the UK and abroad
 - Audaxes
 - Cycle festivals
 - Rides with a particular theme
 - Rides to particular places, for example local mosques
 - Themed rides for national or local days of celebration eg Christmas, Diwali etc
- The list is endless!



Group Names and Logos

Member Group Names

The title of all new Member Groups should include the words 'Cycling UK' eg 'Morrow, part of Cycling UK' or 'Cycling UK Morrow'.

Groups may also use the words 'Cyclists' Touring Club' or 'CTC' if their activities primarily cover touring but they should also refer to 'part of Cycling UK' on their websites and other media, for example 'Parklands Cyclists' Touring Club, part of Cycling UK' or 'Guildford CTC, part of Cycling UK'.

Logos

Only the current Cycling UK logo, colours and branding should be used. Cycling UK's Brand Guidelines can be found in the Document Hub on Assemble.

Communications

The Companies Act 2007 makes it mandatory for all written and electronic communications to include the company name, registration number and registered address. This will therefore apply to both emails and websites where official communication from groups is published. The standard wording to be included is as follows:

**Cyclists' Touring Club (Cycling UK) a Company Limited by Guarantee
registered in England No 25185, registered as a charity in England and
Wales Charity No 1147607 and in Scotland No SCO42541.
Registered office: Parklands, Railton Road, Guildford, Surrey GU2 9JX**



Member Group Areas

- Member Groups usually cover a specific geographic area defined by, but not limited to, a particular set of postcodes, or any local or national government-defined boundary.
- Member Groups may also be defined by a particular activity, for example New Forest Cycling Week, with no geographically-based membership list.
- Boundaries of groups may overlap; however, new Member Groups are not normally approved by Cycling UK where they are indistinguishable from existing groups by type of activity or geographical reach.
- Cycling UK Member Groups can operate independently of other Cycling UK groups covering the same area, but there will be an expectation of non-competition and co-operation between groups.
- Cycling UK Member Groups may have access via our Group Tool to lists of members (both full and Affiliated) of Cycling UK residing within certain postcode areas defined by the group only for the purposes of marketing their activities, rides and events to them.

How to make changes to a Member Group

Member Groups that wish to make changes to their title or area of operation should propose such changes at a General Meeting of the group. They should then submit a request for those changes by completing a Proposed Change to a Member Group form and submitting it to Cycling UK for approval via email to groups@cyclingsuk.org.

Dissolution of a Group

Groups that wish to dissolve should follow the same procedure, giving notice to Cycling UK of a General Meeting to vote on their intention at least two months in advance.

Note that: Cycling UK has the specific right to dissolve a group that is effectively dormant for more than 12 months in that it does not provide any recognised activities that contribute to Cycling UK's strategy, or it does not comply with Cycling UK's guidance and policies.

Cycling UK will take possession of all property, funds and financial assets of dissolved groups.

The group Committee, or a group of at least ten regular riders, shall have the right of appeal to Cycling UK, in which case they should appoint two representatives to state their case.

Membership of Cycling UK Groups

Participation in Member Group activities is free to all Cycling UK members on payment of their membership subscription. Members may choose to participate in the rides of any Member Group, regardless of the geographical area they live in.

All groups should be open to all Cycling UK members within the practice and spirit of Cycling UK's Equal Opportunities Policy. Exception can be made for certain specific activities and publications.

Groups may have access via the Group Tool to lists of all members living within the postcode areas specified in their Annual Returns.

In addition, Cycling UK members may also choose to be listed with any groups that cover their specific interest, or may choose to be listed with any Member Group that does not cover their postcode area.

If this is the case, they should send a request to Cycling UK to be listed with that group as an 'Out of Area Rider' via email to groups@cyclinguk.org.

Membership of devolved nations Member Groups (Cycling UK Scotland and CTC Cymru) is by a member's residential postcode.



Further Resources

Further guidance, support, documents and resources can be found in the Document Hub on Assemble:

- Volunteer Co-ordinator Toolkit:
Resources for Secretaries of Cycling UK Affiliated and Member Groups
- Other Group Roles Toolkits:
Chair of Cycling Group Toolkit
Event Organiser Toolkit
Publicity Officer Toolkit
Registration (Membership Secretary) Officer Toolkit
Ride Leader Toolkit
Treasurer's Toolkit

They can also be found at:

<https://tinyurl.com/Support-for-Cycling-Groups>





Find us on: Facebook and Twitter

T: 01483 238301

www.cyclinguk.org

Cycling UK, Parklands, Railton Road, Guildford, Surrey GU2 9JX

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