

Liverpool Phoenix CC (Aintree)



Club Handbook & Rules

1. GENERAL RULES

- 1.1. This Club shall be called the 'Liverpool Phoenix Cycling Club (Aintree) and shall be open to cyclists of 16 years and over. Members over 18 shall be called seniors, those between 16 and 18 will be juniors. A junior is a member whose age is under 18 years on 31 October in that year.
- 1.2. The Club shall meet at regular intervals to conduct Club business at the designated Club rooms.
- 1.3. That the Club may be affiliated to the British Cycling (BC) Cycling Time Trials (CTT) and any other bodies as may be deemed advisable.
- 1.4. Prospective members shall make application to the Secretary/Membership Secretary who, at his/her discretion will invite such persons to complete a membership form.
- 1.5. Club subscriptions shall be determined by the committee and brought before the membership at the Annual General Meeting (AGM) each year. The following sliding scale shall be used for members joining the Club after the start of the calendar year.
Full year: Full subscription After 1st July: Half subscription
- 1.6. Subscriptions for members joining after October 31st will last through to the end of the following year.
- 1.7. All subscriptions are due on or before 1st January each year and must be paid by March 1st of that year.
- 1.8. Members who are in arrears with their subscriptions or any payment due to the Club on December 31st without reasonable explanation will have their membership withdrawn.
- 1.9. Members who have had their membership withdrawn will not be allowed to race in Club or open events or engage in Club activities (see section 8). The committee shall decide the terms under which such members will be allowed to resume active membership.
- 1.10. The year end for all accounts pertaining to the Club shall be December 31st.
- 1.11. Membership to B.C. or the Cycling Tourist Club (C.T.C.) UK for third party insurance is strongly recommended for Club members.
- 1.12. Any member who wishes to join another Club must notify the Liverpool Phoenix C. C. (Aintree) of the same via letter or email to the Club Secretary/Membership Secretary.
- 1.13. All resignations to be in writing by December 31st or members will be liable for the following year's subscriptions.
- 1.14. Any member tendering his or her resignation must return any trophies or equipment belonging to the Club and settle any outstanding accounts. Failing this, such resignations will be left on the table until such obligations are fulfilled.
- 1.15. Members of other cycling clubs wishing to join the Club as a, "second claim member", may do so. However, second claim members will not be eligible to; vote at the Club AGM or qualify for Club awards or trophies. Subscriptions rates will be that of full members with the same sliding date scales applied.

- 1.16. Midweek cycling club events may attract a small charge to participate.
- 1.17. An A.G.M. shall be held after each Club year. Date of the A.G.M. to be fixed by the Secretary. Motions for alterations or the introduction of new rules to the Club Handbook and Rules to be forwarded to the Secretary fourteen days prior to the A.G.M.
- 1.18. No alterations shall be made to any Club rules or new ones added without notice having appeared on the agenda for the AGM or at an Extraordinary General Meeting (E.G.M) called for this purpose and such motions must have a majority vote in favour.
- 1.19. Nominations for official positions within the Club should be forwarded to the Secretary fourteen days prior to the A.G.M.
- 1.20. The Club Secretary shall forward an A.G.M. agenda with any proposals 7 days prior to the A.G.M. to the membership.
- 1.21. The Chairperson may allow emergency resolutions, for example, a resolution may arise which could not be reasonably foreseen and the Chairperson considers reasonable to be discussed at the A.G.M.
- 1.22. All Club officials will present a report to the membership at the AGM.
- 1.23. A member may be invited to accept the Presidency of the Club for a period of 2 years. This will be confirmed by the committee
- 1.24. Honorary Life Membership may be conferred upon a member after being put forward to the committee and voted upon at the next A.G.M. Honorary Life Membership will be awarded to members in recognition of outstanding service to the Club over many years and Club membership fees will be deemed non payable.
- 1.25. The Club each year will have a prize presentation ceremony with awards and trophies presented to Club members.
- 1.26. All direct funds of the club will be held by the Treasurer and will also have power of delegation for all Club funds allowing him/her to delegate access to other nominated Club members. Any expenditure to be sanctioned by the Committee before any purchases can be made.
- 1.27. The Club accounts shall be audited annually and a report presented at the AGM.
- 1.28. Donations or gifts given by the Club to relatives of Club members following a death or life changing injury shall be made in agreement with the Club committee to an agreed amount. Any further donations to individuals or organisations shall be made on a case by case basis and agreed by the committee or at least, treasurer and chairperson. Additional sums or gifts may be made by any individual Club member, in their name only.
- 1.29. An Emergency Committee may be formed by four committee members who must include in their numbers either the Chair, Secretary or Treasurer, to decide on any matter of importance, when there is no time to call a full Committee, and their decisions will be accepted as final and endorsed by the full Committee. The names of the Emergency Committee members along with the minutes to be handed to the Secretary.
- 1.30. All social media profile sites controlled by the Club will be policed and any defamatory remarks or postings regarding Club members or the Club shall be immediately removed and the culprit(s)

warned of future conduct. Should there be a second occasion then the culprit(s) will be permanently removed from ALL sites controlled by the Club.

- 1.31. Any complaints received by the Club concerning a Club member will be fully investigated.
- 1.32. Following investigations, and if deemed serious enough, a hearing will be called by the committee with the member allowed to explain themselves. After consideration the committee will apply the appropriate disciplinary sanction.
- 1.33. Any matter not provided for in the Club Handbook and Rules regarding the Club is to be under the control of the Committee.

2 OFFICIALS OF THE CLUB

- 2.1 Honorary Life Members shall be ex-officio members of all committees.
- 2.2 Club officials will comprise of: Chairperson, Club Secretary, Membership Secretary, Treasurer, Race Secretary, Membership secretary, Social Secretary, Club dinner Secretary, Kit Secretary, CTT delegate, LTTCA delegate, MLCA delegate, WCTTCA delegate, Webmaster, Open “10” organiser, Open “25” organiser, Trophy Secretary, 5 elected committee members and Club Auditor.
- 2.3 The committee of the Club shall consist of: Chair, Secretary, Treasurer and 5 elected committee members.
- 2.4 For a committee meeting to be quorum, there will need to be 5 Club committee members present.

Roles of Club officials:

President

- Largely a ceremonial role on behalf of the Club
- May be asked to attend functions as a representative of the Club

Chairperson

- The chairperson of the Club shall chair all Club committees and any other meetings including the AGM.
- Act as a secondary signature for Club finances
- Present an annual report at the AGM on behalf of the committee

Club Secretary

- The secretary shall act as a single point of contact for enquiries to the Club
- Shall maintain a register of the membership
- Shall circulate information concerning the Club to the membership
- Prepare and collate documentation for meetings, for example, agendas, reports and minutes
- Shall take minutes from meetings attended and make available to the membership in good time
- Maintain all records of meetings of the Club
- Present an annual report at the AGM

Treasurer

- Holds all funds belonging to the Club
- Maintain financial records of the Club
- Act as a primary signatory for Club finances
- Shall present an annual report in conjunction with the Club auditor at the AGM

Race Secretary

- Shall organise midweek cycling Club events
- Prepare and complete all risk assessments for non-open cycling events hosted by the Club
- Shall make a first aid provision available at all non-open Club cycling events
- Maintain race numbers, signage and any other items belonging to the Club for racing purposes

- Offer assistance to organisers of Club open events
- Shall nominate qualifying events for Club trophies and awards
- Present an annual report at the AGM

Membership Secretary

- Shall act as first point of contact to prospective members
- Shall collate Club membership fees in conjunction with the treasurer
- Shall maintain a register of the membership in conjunction with the Secretary
- Present an annual report at the AGM

Social Secretary

- Shall maintain a register of the membership in conjunction with the Secretary
- Shall circulate social events involving the Club
- Present an annual report at the AGM

Club Dinner Secretary

- Shall determine the location of the dinner
- Shall organise all the requirements needed to hold the dinner, including payments
- Present an annual report at the AGM

Kit Secretary

- Shall review Club kit design and provider periodically
- Shall collate kit requirements from Club members
- Inform Club members of the ordering process
- Present an annual report at the AGM

Delegates for Cycling Bodies

- Shall attend scheduled meetings for the appropriate cycling body
- Inform the Club membership of issues that may impact on members
- Present an annual report at the AGM

Webmaster

- Shall maintain and update the Club website
- Shall arrange for payment of the website provider
- Present an annual report at the AGM

Open “10” Organiser

- Shall organise the Open “10” on behalf of the Club
- Shall give notice of the event to the appropriate bodies
- Complete all necessary risk assessments for the event
- Present an annual report at the AGM

Open “25” Organiser

- Shall organise the Open “25” on behalf of the Club
- Shall give notice of the event to the appropriate bodies
- Complete all necessary risk assessments for the event
- Present an annual report at the AGM

Trophy Secretary

- Collate winning times for trophy distribution
- Organise the engraving of all trophies.

Elected Committee

- Shall conduct the business of the Club with regular meetings
- Shall confirm the election of the President
- Shall arrange candidacy for Honorary Life Membership approval prior to the A.G.M.
- Shall sanction all awards and trophies from the Club
- Shall conduct all disciplinary investigations
- Shall conduct hearings on disciplinary matters
- Shall arbitrate over social media disputes
- Shall present a report to the Chairperson of the Club

Club Auditor

- Shall audit the Club accounts annually

- Shall present an annual report to the Treasurer

3 CLUB RUN RULES

- 3.1 Club rides shall be for the enjoyment of club members, second claim members and prospective members thinking of joining the Club.
- 3.2 The member leading the run shall be in charge of the Club run. He/She shall regulate the pace.
- 3.3 The Club cannot be held responsible for the safety of any riders on any rides, therefore, riders must take responsibility to look out for all those participating as well as themselves. Always bear in mind that not everyone in the group may be confident or possess good bike handling skills.
- 3.4 All riders riding in the name of Club shall follow the Highway Code at all times, it applies to ALL road users, not just motorists.
- 3.5 Any member behaving in a manner prejudicial to the name of the Club or to the interests of his or her fellow members will be reported to the Committee and any disciplinary actions applied.
- 3.6 All members riding must ride a cycle that is; in a roadworthy condition, are advised to wear a helmet, carry spare inner tubes, tyre levers, pump, a quantity of money and an IN CASE of EMERGENCY card (ICE card) or some other form of ID. Details on ICE cards should include: name, next of kin, contact phone number, blood group, any medications and allergies.
- 3.7 Winter bikes to be equipped with guards and if possible a rear mud flap, failure to comply may mean the rider is to remain at the back of the group during the ride.

Tips for riding safely within a group:

- Never ride more than 2 abreast
- When riding 2 abreast ensure the 2 lines remain tight and parallel to each other to avoid spread across the road
- Avoid riding between 2 riders ahead unless you are the last rider as this will mean you will push the rider next to you out further across the road
- Ensure there is at least 1 foot (30cm) of space in front of you to avoid a touch of wheels and the same at the side of you, if riding 2 abreast
- When braking do so smoothly, informing riders behind that braking is taking place to prevent shunts
- Be prepared to ride in single file when on busy roads or in heavy traffic
- Riders at the front of the group should call out or signal any hazards, for example, grids, potholes and parked vehicles
- The call should be transferred along the line of riders so everyone is aware of any hazards and can take appropriate actions
- When completing a right turn the rider at the rear of the group is the rider who dictates when the group should safely manoeuvre to the middle of the road to ensure group safety
- When approaching a junction the riders at the front should communicate if there is traffic coming from the right
- If you are at the back and feel the pace is too great or a rider is feeling the pace and you overtake them, then ensure the group is made aware and the pace is reduced accordingly
- Remember accidents occur when riders are tired

4 CLUB CHAMPIONS

- 4.1 The Club Champion shall be the rider gaining the best average speed (using the Best All Round B.A.R. system) for 25, 50 and 100 mile OPEN events held under CTT rules in areas D, J or L. He/She will hold the trophy for 12 months. The runner-up shall receive appropriate recognition.
- 4.2 The Ladies Champion shall be the lady whose times in OPEN events at 10, 25 and 50 mile on D, J or L courses show the best average speed (using the B.A.R. system).
- 4.3 The Veteran Champion shall be the rider, over 40 years of age, with the largest plus, as per the Merseyside V.T.T.A. Championship rules, over 25, 50 and 100 miles on D, J or L courses. He/She will hold the trophy for 12 months.
- 4.4 The Junior Champion shall be the junior who completes the fastest two 25 mile and 10 mile Open or club events in CTT areas D, J or L to give the best average speed (using the B.A.R. system).

5 STANDARD TIMES AND RULES

- 5.1 Members equalising or beating the Standard Times shall be awarded a medal or certificate. Where a rider's best time is faster than the Standard Time having never applied for a standard then he/she must beat their previous time to win a medal or certificate.
- 5.2 Members can only win one medal or certificate on Standard Times for each nominated distance per year (see table below).
- 5.3 When a member achieves a gold or silver standard they will forfeit a claim to any lower award in that distance in that year.
- 5.4 Awards may be won in Club events and any open events run in conformity with the Cycling Time Trials (CTT) Council's recommendations.
- 5.5 Handicap calculations for Club handicap awards are based on each Club member's average time from rides in the previous season in the same distances. This average time is then subtracted from the winners average time, this differential is the handicap awarded to the Club member for the following season. For example, if the winner from the previous season for the evening "10" series has averaged 20:30 and another Club member has averaged 24:00 then their handicap going into the following season will be 3:30.
- 5.6 Handicaps going into the following season will be off set against the actual times achieved in Club events to give a handicap time, for example, following the example in rule 5.5 a rider gains a time of 24:30 their handicap time would be 24:30 – 3:30, giving a handicap time of 21:00.
- 5.7 New members entering Club handicap competitions will have their times calculated on rides during that season and then applied retrospectively.
- 5.8 Sealed handicaps are calculated in the same way, however Club members are not informed of what their handicap times are.

STANDARD TIMES / DISTANCES			
Men	Bronze	Silver	Gold
10 miles.	00:25:30	00:23:30	00:21:30
25 miles	01:05:15	01:00:15	00:55:00
30 miles	01:21:45	01:15:30	01:09:00
50 miles	02:15:45	02:05:00	01:54:30
100 miles	04:48:00	04:25:30	04:03:15

12hr.	211.50 mls.	229.00 mls.	250.00 mls.
24hr.	370.00 mls.	401.00 mls.	437.50 mls.
Men Tricycle			
	Bronze	Silver	Gold
10 miles	00:30:00	00:27:30	00:25:15
25 miles	01:18:00	01:12:00	01:06:00
30 miles	01:33:00	01:25:45	01:18:30
50 miles	02:40:45	02:28:15	02:16:00
100 miles	05:40:45	05:14:30	04:48:00
12hr.	180.00 mls.	195.00 mls.	213.00 mls.
24hr.	322.50 mls.	349.50 mls.	381.50 mls.
Women			
	Bronze	Silver	Gold
10 miles	00:28:00	00:26:00	00:23:45
15 miles	00:45:45	00:42:15	00:38:45
25 miles	01:13:30	01:08:00	01:02:15
30 miles	01:32:30	01:25:15	01:18:00
50 miles	02:33:00	02:21:15	02:09:30
100 miles	05:31:00	05:05:15	04:39:45
12hr.	195.00 mls.	211.50 mls.	231.00 mls.
24hr.	325.00 mls.	352.00 mls.	384.50 mls.
Women Tricycle			
	Bronze	Silver	Gold
10 miles	00:33:45	00:31:00	00:28:30
15 miles	00:54:30	00:50:15	00:46:00
25 miles	01:33:15	01:26:00	01:18:45
30 miles	01:51:00	01:42:15	01:33:45
50 miles	03:18:00	03:02:30	02:47:15
100 miles	06:57:15	06:25:00	05:52:30
12hr.	152.50 mls.	165.00 mls.	180.00 mls.
24hr.	269.50 mls.	292.00 mls.	319.00 mls.

6 CLUB RECORDS

6.1 An award will be presented to the Club rider who breaks a Club record at 10, 25, 30, 50, 100, 12 and 24 hours (solo or tandem) in either a Club event or an event listed in the C.T.T. handbook. A rider can only win one award at each distance during a season.

7 RULES GOVERNING CLUB AND OPEN EVENTS

7.1 All Club and open events run by the Club will be held under CTT or BC, rules and regulations, whichever is appropriate to the event.

7.2 Any member suspended by the CTT or B.C. will automatically become suspended from Club and open events and visa – versa.

7.3 Club events to be the responsibility of the Committee in full consultation with the Event Secretary. Each event must have: a full risk assessment and Police notifications completed, competent course marshals appointed, appropriate signage located along the course and time keepers.

7.4 There will be an expectation from the Club that Club members will marshal at midweek Club events, open Club events and associated events.

7.5 In the event of insufficient marshals being available to run a Club open or midweek Club event then the event organiser will review their risk assessment to run the event or not.

7.6 Club members who are riding an open event where there is a requirement from the Club to marshal at a designated point or points and there are insufficient marshals for those points. The event organiser may ask Club riders to forego their ride and ensure sufficient marshals are in place to maintain safety for the event. A reimbursement of race costs will be made to Club members by the Club.

8 CLUB TROPHIES

8.1 All full and paid members of the Club qualify to compete for Club trophies and awards.

8.2 Club Champions Cup

Awarded to the Champion of the Club.

8.3 Ladies Champions Cup

Awarded to the female champion

8.4 Russell Trophy

Awarded to the Veteran Champion.

8.5 Junior Champions Cup

Awarded to the junior champion.

8.6 Road Race Cup

Awarded to the Club member accumulating the highest number of points from British Cycling (BC) events.

8.7 The 100 Mile Champions Cup

Awarded to the Club member with the fastest time over 100 miles in an open event.

8.8 The 50 Mile Champions Cup

Awarded to the Club member with the fastest time over 50 miles in an open event.

8.9 Joe Atherton Trophy

Awarded to the fastest rider over 25 miles in any Club or Open event.

8.10 Male Hill Climb Cup

Awarded to the male Club member with the fastest time in the Club nominated hill climb event.

8.11 Female Hill Climb Cup

Awarded to the female Club member with the fastest time in the Club nominated hill climb event.

8.12 Bobby Lloyd Trophy

Awarded to the fastest rider in a Club 10 that has been nominated by the committee.

8.13 The 25 Mile Handicap Championship

Awarded to the winner with appropriate awards given to second and third for the fastest times with a handicapped system of timings applied to Club members, in open or Club events.

8.14 The Shepherd Cup

Annual handicap award made for 50 mile events (Sealed handicap). Three months membership is required in order to qualify for this award.

8.15 **Memorial Trophy – (A trophy dedicated to all members of the Club who have passed away).**
