

Guernsey Velo Club

Handbook

2024



Guernsey Velo Club Handbook

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Guernsey Velo Club Directory

Board of Directors

Independent Chair:

Richard Saunders

President:

Alex Margison

Elected Directors:

Phil Reid (Company Secretary)

James Duguid (Safety Officer)

Adrian Tourtel (Treasurer)

Committee

Chair:

Alex Margison

Secretary

Phil Reid

Club Welfare Officer:

Lise Eyre

Cycling Development Officer:

Paul de Garis

Cyclocross Sub-Committee:

Paul de Garis

Mountain Bike Sub-Committee:

Steve James

Road Bike Sub-Committee:

Matt Osborn

Flyers & Academy Sub-Committee:

Paul de Garis

Frankie Middleton

Guernsey Velo Club Constitution

Memorandum of Incorporation

1. Name

1.1. The name of the Company is “Guernsey Velo Club LBG”.

2. Registered Office

2.1. The registered office of the Company will be situated in Guernsey.

3. Type of Company

3.1. The Company is a non-cellular company within meaning of section 2(1)(c) of the Companies (Guernsey) Law, 2008 (as amended) (“the Law”)

4. Limited by Guarantee

4.1. The Company is limited by guarantee within the meaning of section 2(2)(a)(ii) of the Law and the liability of each member is limited to £1.00, being the “guaranteed amount” (as defined in section 7(5) of the Law) of each member.

5. Power to Make Provision and Amend Memorandum

5.1. The Company shall have power by special resolution to make provision in this Memorandum of Incorporation for any matter mentioned in section 15(7) of the Law and to alter any provision of this Memorandum of Incorporation mentioned in section 15(7) of the Law.

Dated 11 September 2015

Guernsey Velo Club Constitution

Articles of Incorporation

1. Preliminary

1.1. In these Articles, if not inconsistent with the subject or context, the following words have the following meanings:

"Articles" the Articles of Incorporation of the Company in their present form or as from time to time altered.

"Board" the Directors who number not less than the quorum required by these Articles, or, as the case may be, the Directors assembled as a board or a committee of the board, or, if the Company only has one director, that director.

"Clear Days" in relation to a period of notice, shall mean that period excluding the day when the notice is served or deemed to be served and the day for which it is given or on which it is to take effect.

"Club Handbook" the handbook of the Guernsey Velo Club as adopted by the Committee from time to time.

"Club President" the member of the Committee occupying the office of Honorary President from time to time (or any office which supersedes that office).

"Committee" the committee elected by the Company in accordance with Article 20 and having the function described in that Article.

"Court" the Royal Court of Guernsey sitting as an Ordinary Court.

"Director" a director of the Company for the time being.

"Electronic Means" shall have the meaning ascribed to it by the Law.

"Eligible Members" the Members entitled to vote on the circulation date of a Written Resolution.

"Guarantee Members" shall have the meaning given in section 7(2){a} of the Law.

"Guaranteed Amount" a sum not exceeding £1.00.

"Guernsey Velo Club Rules of Racing"	the Rules of Racing forming part of the Club Handbook.
"Law"	the Companies (Guernsey) Law, 2008 (as amended).
"Member"	a person whose name is entered in the Register as a member of the Company.
"Memorandum"	the Memorandum of Incorporation of the Company in its present form or as from time to time altered.
"Office"	the registered office for the time being of the Company.
"Ordinary Resolution"	a resolution of the Company passed as an ordinary resolution in accordance with the Law by a simple majority of the votes of the Members entitled to vote and voting in person or by attorney or by proxy at a meeting or by a simple majority of the total voting rights of Eligible Members by Written Resolution.
"Prohibited Resolution"	a resolution in the context of a Requisition Request which would, if passed, be ineffective (whether by reason of inconsistency with any enactment or the Memorandum or these Articles or otherwise), be defamatory of any person, or be frivolous or vexatious.
"Register"	the register of Members kept by the Company as required by section 123 of the Law.
"Requisition Request"	a request for the holding of a general meeting of the Company stating the general nature of the business to be dealt with at the meeting which may include the text of a resolution intended to be moved at that general meeting, provided it is not a Prohibited Resolution.
"Secretary"	any person who is appointed to perform any of the duties of secretary of the Company assigned by the Board.
"Special Resolution"	a resolution of the Members passed as a special resolution in accordance with these Articles and the Law by a majority of not less than seventy five per cent. of the votes of the Members entitled to vote and voting in person at the meeting.
"Waiver Resolution"	a resolution of the Members passed as a waiver resolution in accordance with the Law by a majority of not less than ninety per cent. of the votes of the Members entitled to vote and voting in person at the meeting.

"Written Resolution" a resolution of the Members in writing passed as a written resolution in accordance with the Law.

"Unanimous Resolution" a resolution of the Members passed as a unanimous resolution in accordance with the Law.

- 1.2. Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Law but excluding any statutory modification of the Law not in force when these Articles become binding on the Company.
- 1.3. Words importing the singular number only shall include the plural number and vice versa.
- 1.4. Words importing a particular gender only shall include any other gender.
- 1.5. Words importing persons shall include associations and bodies of persons, whether corporate or unincorporated.
- 1.6. Subject to the preceding paragraphs of this Article, any words defined in the Law or the Interpretation (Guernsey) Law, 1948 shall, if not inconsistent with the subject or context, bear the same meaning in these Articles.
- 1.7. The headings are inserted for convenience only and shall not affect the interpretation of these Articles.
- 1.8. The standard articles of incorporation prescribed by the States of Guernsey Commerce and Employment Department pursuant to section 16(2) of the Law do not apply to the Company.

2. Purpose

- 2.1. The purpose of the Company shall be to promote cycle racing (including road racing, time trials, cyclocross, grass track racing, cross country mountain bike racing, downhill mountain bike racing and bmx racing) and generally to encourage a good and enjoyable club life in relation to its Members' cycling activities.
- 2.2. The Company shall organise cycle races in the Bailiwick of Guernsey and shall (where appropriate) encourage and enable Members to compete internationally in the name of the Company.
- 2.3. All races organised by the Company shall be carried out in strict compliance with the Guernsey Velo Club Rules of Racing. Members are required to comply with the

Guernsey Velo Club Rules of Racing at all times when participating in any races organised by the Company.

- 2.4. The Company shall be affiliated to British Cycling, Cycling Time Trials and to such other bodies as the Company may determine from time to time and shall maintain a cordial relationship with the Caesarean Cycling Club Jersey, Velo Sport Jersey, the Jersey Cycling Association, the Guernsey Triathlon Club and with such other clubs and associations as the Company may determine from time to time.

3. Members

- 3.1. The Company shall consist of Guarantee Members and shall have no other type of member.
- 3.2. The Company shall have no shareholders.
- 3.3. Any person who wishes to become a Member of the Company must complete an application for membership in a form approved by the Board (which may be in electronic form) and pay the applicable annual membership fee to the Company. Membership of the Company shall be on an annual basis and shall expire automatically upon such date as is determined by the Board, whereupon each Member (save for a Member who is a Director) shall cease to be a Member of the Company. Applications for membership shall be subject to the approval of the Board.
- 3.4. The Board shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before the Board. The person refused membership shall be entitled to make written representations to the Board. The procedures for review shall be at the discretion of the Board whose decision shall be final and binding.
- 3.5. In its consideration of applications for membership, the Company shall not act in a discriminatory manner and in particular, shall adhere to the all applicable equality legislation. Accordingly, the Company shall not refuse membership on the basis of disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.
- 3.6. The Company may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Company or the sport into disrepute, or, in the case of an applicant, being unable to achieve the entry standards as laid down and provided by the Company to the applicant for membership.

4. Membership and Other Fees

- 4.1. The Members' membership fees shall be determined from time to time by the Board and the Board shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2. The Members' membership fee shall be payable at such time and/or times as determined by the Board.
- 4.3. Any prospective Member whose membership fee is unpaid shall not become a Member until such fee is paid, unless otherwise determined by the Board.

5. Resignation

- 5.1. A Member wishing to resign membership of the Company must give to the Operations Director written notice of his resignation. A Member's resignation shall only take effect when this requirement has been complied with.
- 5.2. A Member who resigns from the Company in accordance with the preceding sub-Article shall not be entitled to have any part of his membership fees returned.
- 5.3. In addition, a person ceases to be a Member by cancellation of the person's interest in the Company by virtue of section 489 of the Law or otherwise.

6. Exclusion and Other Disciplinary Action

- 6.1. The Board shall have power to expel a Member when, in its opinion, it would not be in the interests of the Company for the individual to remain a Member. The Company in exercising this power shall comply with the provisions of Article 6.3.
- 6.2. Upon expulsion the former Member shall not be entitled to have any part of his membership fees refunded and must return any Company or external body's equipment, trophy or trophies or other property held forthwith. The Company in exercising this power shall comply with the provisions of Article 6.3.
- 6.3. The Company shall, to the maximum extent permitted by applicable law, comply with the Club Handbook as the same may be revised from time to time.
- 6.4. Any Director (or any person to whom the Company shall delegate this power) may temporarily suspend or exclude a Member from particular races, events and/or wider Company activities, when in their opinion, such action is in the interests of the Company. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the Club Handbook.

7. Liability of Members

- 7.1. The liability of each Member is limited to the Guaranteed Amount being the amount that each Member hereby undertakes to contribute to the assets of the Company in the event of the Company being wound up while he is a Member or within a period of one year after he ceases to be a Member for:
 - 7.1.1. the payment of the Company's debts incurred before he ceases to be a Member and of the costs, charges and expenses of winding up; and
 - 7.1.2. any adjustment of the rights of the contributories as between themselves.

8. General Meetings

- 8.1. Subject to the Law and these Articles, the first general meeting of the Company shall be held within a period of not more than eighteen months from the day on which the Company was incorporated. Subject to the Law, an annual general meeting shall be held once in every calendar year (provided that no more than fifteen months may elapse between one annual general meeting and the next) at such time and place as the Board shall appoint, and in default of an annual general meeting any Member may, not less than 14 days after the last date upon which the meeting ought to have been held, apply to the Court to make such order as the Court thinks fit.
- 8.2. Meetings other than annual general meetings shall be called general meetings.
- 8.3. The Board may whenever they think fit convene a general meeting.
- 8.4. The Board are required to call a general meeting in accordance with the Law once the Company has received Requisition Requests to do so from Members who represent more than ten per cent. of the total voting rights of all the Members having a right to vote at general meetings of the Company.
- 8.5. Where the Board are required to call a general meeting in accordance with the preceding sub-Article they must call a general meeting within twenty one days after the date on which they became subject to the requirement and must hold the general meeting on a date not more than twenty eight days after the date of the notice convening the meeting.
- 8.6. Any general meeting may be held in Guernsey, or elsewhere, as the Board may from time to time determine.
- 8.7. The provisions of this Article are without prejudice to the rights of Members under the Law to rescind the waiver of the requirement to hold an annual general meeting and without prejudice to any powers of the Board to convene a general meeting without a Member's requisition.

9. Notice of General Meetings

- 9.1. Unless special notice is required in accordance with the Law, all general meetings (other than annual general meetings) shall be called by not less than ten Clear Days' notice in writing. Annual general meetings shall be called by not less than twenty-eight Clear Days' notice in writing. The notice shall specify the place, the date and the time of the meeting, and in the case of any proposed Special Resolution, Waiver Resolution or Unanimous Resolution, the text of such proposed resolution and notice of the fact that the resolution proposed is proposed as a Special Resolution, Waiver Resolution or Unanimous Resolution (as applicable) and the general nature of the business to be dealt with at the meeting and shall be given to such persons as are, by these Articles or the Law, entitled to receive such notices from the Company, provided that a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in this Article, be deemed to have been duly called if it is so agreed by all the Members entitled to attend and vote thereat.
- 9.2. The accidental failure to provide notice of a meeting, or to send any other document to a person entitled to receive such notice or document, shall not invalidate the proceedings at that meeting or call into question the validity of any actions, resolutions or decisions taken.
- 9.3. All Members are deemed to have agreed to accept communications from the Company by Electronic Means in accordance with Article 26.7.
- 9.4. A Member present, either in person or by proxy, at any meeting of the Company is deemed to have received notice of the meeting and, where required, of the purpose for which it was called.

10. Election and Powers of Chairman

- 10.1. The chairman of any general meeting shall be:
 - 10.1.1. the Club President; or
 - 10.1.2. in the absence of the Club President, the Committee shall nominate one of their number to preside as chairman; or
 - 10.1.3. if neither the Club President nor the nominated Committee member are present at the meeting, then the Committee members present at the meeting shall elect one of their number to be the chairman; or
 - 10.1.4. if only one Committee member is present at the meeting then he shall be chairman of the general meeting; or
 - 10.1.5. if no Committee members are present at the meeting, then the Members present shall elect a chairman for the meeting by an Ordinary Resolution.

- 10.2. The chairman of a general meeting shall conduct the meeting in such a manner as he thinks fit and may adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. In addition, the chairman may limit the time for Members to speak.

11. Proceedings at General Meetings

- 11.1. All business shall be deemed special that is transacted at a general meeting. All business that is transacted at an annual general meeting shall likewise be deemed special, with the exception of:
 - 11.1.1. receiving and considering the accounts of the Company for the previous year;
 - 11.1.2. receiving and considering the reports of the members of the Committee for the previous year;
 - 11.1.3. electing Directors; and
 - 11.1.4. electing members of the Committee.
- 11.2. No business shall be transacted at any general meeting unless a quorum is present. The quorum shall be five Members present in person or by proxy and entitled to vote.
- 11.3. Where the Company has less than five Members the quorum shall be all of the Members present at the meeting in person or by proxy.
- 11.4. If within half an hour after the time appointed for a meeting a quorum is not present, the meeting, if convened by or upon the requisition of Members as hereinbefore provided, shall be dissolved. If otherwise convened, it shall stand adjourned to the same day in the next week (or if that day is not a working day in Guernsey to the next working day thereafter) at the same time and place and no notice of such adjournment need be given. At any such adjourned meeting, those Members who are present in person or by proxy shall be a quorum. If no Members are present at the adjourned meeting, the meeting shall be dissolved.
- 11.5. The chairman, with the consent of any meeting at which a quorum is present may (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting except business which might lawfully have been transacted at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen days or more, seven Clear Days' notice at the least specifying the place, the date and the time of the adjourned meeting shall be given as in the case of the original meeting

- but it shall not be necessary to specify in such notice the nature of the business to be transacted at the adjourned meeting.
- 11.6. Every question submitted to a general meeting shall be determined by a show of hands of the Members present in person or by proxy or by attorney and entitled to vote. A declaration by the chairman that a resolution has been carried or lost or has or has not been carried by any particular majority and an entry to that effect in the minutes of the proceedings of the Company shall be conclusive evidence of the fact, without proof of the number, proportion or validity of the votes recorded in favour of or against such resolution.
- 11.7. No motion or resolution may be put to the Members at a general meeting unless it is proposed by the Committee and circulated to the Members at least seven days prior to the date of the meeting unless:
- 11.7.1. such motion or resolution is permitted by the chairman of the meeting in his entire discretion; or
- 11.7.2. the meeting has been called pursuant to a Requisition Request which specified such motion or resolution.

12. Votes of Members

- 12.1. On a show of hands, every Member present in person or by proxy and entitled to vote shall have one vote.
- 12.2. Only Members shall be entitled to vote.
- 12.3. Any Member being under any legal disability (such as any Member below the age of 18) may vote by his parent, guardian or other legal representative. Any one of such persons may vote either personally or by proxy or by attorney.
- 12.4. Subject to the provisions of the Law, the instrument appointing a proxy shall be in any common form or in such other form as the Board may approve and whether sent to the Company in writing or in electronic form it shall be made under the hand of the appointor or of his attorney duly authorised in writing or if the appointor is a corporation under its common seal or under the hand of an officer or attorney duly authorised in that behalf.
- 12.5. The appointment of a proxy and the power of attorney or other authority (if any) under which it is authenticated, or a copy of such authority certified notarially or in some other way approved by the Board, shall:
- 12.5.1. in the case of an instrument in writing (including, whether or not the appointment of proxy is by Electronic Means, any such power of attorney or other authority) be deposited at the Office, or at such other place or places

as determined by the Board or as is specified in the notice convening the meeting or in any notice of any adjourned meeting or in any appointment of proxy sent out by the Company in relation to the meeting, not less than forty eight hours (excluding any days which are not working days) before the time of the holding of the meeting or adjourned meeting at which the person named in the appointment proposes to vote; or

- 12.5.2. in the case of an appointment by Electronic Means, where an address has been specified for the purpose of receiving documents or information in electronic form in the notice convening the meeting, or in any instrument of proxy sent out by the Company in relation to the meeting or in any invitation in electronic form to appoint a proxy issued by the Company in relation to the meeting) be received at such address not less than forty eight hours (excluding any days which are not working days) before the time for holding the meeting or adjourned meeting at which the person named in the appointment proposes to vote,

in default of which the proxy shall not be treated as valid unless the Board otherwise determine in their discretion.

- 12.6. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous determination of the authority of the person voting, unless a notice of the determination of the proxy, or of the authority under which the proxy was executed, shall have been received by the Company at the Office before the commencement of the meeting or adjourned meeting at which the proxy is used.
- 12.7. Subject to the Law, a Written Resolution to which the requisite majority of Eligible Members have, within twenty eight days of the date of circulation of such Written Resolution, signified their agreement shall be as effective as if the same had been duly passed at a general meeting.

13. Appointment of Directors

- 13.1. Unless otherwise determined by Ordinary Resolution, the number of Directors shall not be subject to any maximum and the minimum shall be two.
- 13.2. A person must not be appointed as a Director unless he has, in writing, consented to being a Director and declared that he is not ineligible to be a Director under the Law.
- 13.3. A Director must be a Member and shall be entitled to receive notice of and attend all general meetings of the Company.
- 13.4. No person shall, unless recommended by the Board, be eligible for election to the office of Director at any general meeting unless not less than three nor more than twenty one days before the date appointed for the meeting there shall have been

left at the Office notice in writing signed by a Member duly qualified to attend and vote at the meeting for which such notice is given, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness and eligibility to be elected.

- 13.5. The Board shall have power at any time and from time to time to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Board.
- 13.6. The Company in general meeting may by Ordinary Resolution appoint another person in place of a Director removed from office under Article 17, and without prejudice to the powers of the Directors under Article 13.5 the Company may by Ordinary Resolution appoint any person to be a Director either to fill a casual vacancy or as an additional Director.

14. Directors' Interests

- 14.1. A Director must, immediately after becoming aware of the fact that he is interested in a transaction or proposed transaction with the Company, disclose to the Board the nature and extent of that interest, unless the transaction or proposed transaction is between the Director and the Company, and is to be entered into in the ordinary course of the Company's business and on usual terms and conditions.
- 14.2. Subject to the provisions of the Law, and provided that he has disclosed to the other Directors in accordance with the Law the nature and extent of any interest of his, a Director notwithstanding his office:
 - 14.2.1. may be a party to, or otherwise interested in, any transaction or arrangement with the Company, or in which the Company is otherwise interested;
 - 14.2.2. may act by himself or through his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a Director;
 - 14.2.3. may be a director or other officer of, or employed by, or a party to any transaction or arrangement with, a shareholder of or otherwise directly or indirectly interested in, any body corporate promoted by the Company, or with which the Company has entered into any transaction, arrangement or agreement or in which the Company is otherwise interested; and
 - 14.2.4. shall not by reason of his office, be accountable to the Company for any benefit which he derives from any such office or employment or from any such transaction or arrangement or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.

14.3. For the purposes of this Article:

14.3.1. a general notice given to the Board that a Director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Director has an interest in any such transaction of the nature and extent so specified; and

14.3.2. an interest of which a Director is unaware shall not be treated as an interest of his.

14.4. A Director shall be counted in the quorum at any meeting in relation to any resolution in respect of which he has declared an interest and may vote thereon.

14.5. A Director may continue to be or become a director, managing director, manager or other officer, employee or member of any company promoted by the Company or in which the Company may be interested or with which the Company has entered into any transaction, arrangement or agreement, and no such Director shall be accountable for any remuneration or other benefits received by him as a director, managing director, manager, or other officer or member of any such other company. The Directors may exercise the voting power conferred by the shares in any other company held or owned by the Company or exercisable by them as directors of such other company, in such manner in all respects as they think fit (including the exercise thereof in favour of any resolution appointing themselves or any of them directors, managing directors, managers or other officers of such company, or voting or providing for the payment of remuneration to the directors, managing directors, managers or other officers of such company).

14.6. Any Director who, by virtue of office held or employment with any other body corporate, may from time to time receive information that is confidential to that other body corporate (or in respect of which he owes duties of secrecy or confidentiality to that other body corporate) shall be under no duty to the Company by reason of his being a Director to pass such information to the Company or to use that information for the benefit of the Company, in either case where the same would amount to breach of confidence or other duty owed to that other body corporate.

15. Powers and Duties of Directors

15.1. The business and affairs of the Company shall be managed by, or under the direction or supervision of the Board who may pay all expenses incurred in promoting and registering the Company, and may exercise all such powers necessary for managing, and for directing and supervising the management of, the business and affairs of the Company as are not, by the Law or by these Articles, required to be exercised by the Company in general meeting, subject, nevertheless, to any of these Articles, to the Memorandum, to the provisions of the Law and to such regulations as may be prescribed by the Company by Special Resolution

- provided that such regulations are not inconsistent with these Articles, the Memorandum or the Law; but no regulation made by the Company shall invalidate any prior act of the Board which would have been valid if that regulation had not been made.
- 15.2. The Board shall cause minutes to be made in books provided for the purpose:
- 15.2.1. of all appointments of officers or appointees made by the Board and of the terms of reference of such appointments;
 - 15.2.2. of all powers of attorneys made by the Board;
 - 15.2.3. of the names of the Directors present at all meetings of the Company and of the Board and of committees of the Board; and
 - 15.2.4. of all resolutions and proceedings at all meetings of the Company, of the Board and of committees of the Board.
- 15.3. The Board may make terms of reference including rules of procedure for all or any committees save for committees of directors, which prevail over rules derived from the Articles and in the absence of any such rules, such committees must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by the Board.
- 15.4. Subject to the Law, the Board may from time to time (and at any time) appoint any person, firm, or body of persons, whether nominated directly or indirectly by the Board, to be the attorney of the Company for such purpose and with such of the Board's powers, authorities and discretion and for such period and subject to such conditions as the Board may think fit, and any such power of attorney may contain such provisions for the protection or convenience of persons dealing with any such attorney as the Board may think fit and may also authorise any such attorney to delegate all or any of the powers, authorities and discretion vested in him. A power of attorney given by the Company shall be valid if executed by the Company under the common signature of the Company.
- 15.5. The Board may delegate such of their powers as the Board consider appropriate and desirable. Any such delegation may be made on such conditions, revoked, altered, or otherwise varied as the Board think fit.
- 15.6. The Board may appoint any person (including any officer or employee of the Company) to act as the agent of the Company for such purpose and on such conditions as they determine, including the authority for the agent to execute documents on behalf of the Company or delegate all or any of his powers if specifically authorised by the Board.

16. Directors' Insurance

- 16.1. To the fullest extent permitted by the Law, the Board shall have the power to purchase and maintain insurance for or for the benefit of any persons who are or were at any time Directors, officers, employees or agents of the Company including (without prejudice to the generality of the foregoing) insurance against any liability incurred by such persons in respect of any act or omission in the actual or purported execution and/or discharge of their duties and/or the exercise or purported exercise of their powers and/or otherwise in relation to or in connection with their duties, powers or offices in relation to the Company.

17. Retirement and removal of any Director

- 17.1. The office of Director shall, ipso facto, be vacated:

17.1.1. if he resigns his office by writing under his hand deposited at the Office, provided that the Company may agree to accept the resignation to take effect on a later date as specified by the resigning Director;

17.1.2. if he shall have absented himself (such absence not being absence with leave or by arrangement with the Board on the affairs of the Company) from meetings of the Board for six months in succession and the other Directors shall have resolved that his office shall be vacated;

17.1.3. if he becomes bankrupt, suspends payment or compounds with his creditors, or is adjudged insolvent or has his affairs declared en desastre or has a preliminary vesting order made against his Guernsey realty;

17.1.4. if he dies;

17.1.5. if he becomes ineligible to be a Director in accordance with the Law;

17.1.6. if he is requested to resign in writing signed by all his co-Directors {being not less than two in number}; or

17.1.7. if the Company shall by Ordinary Resolution declare that he shall cease to be a Director,

provided that until an entry of his office having been so vacated be made in the minutes of the Board, his acts as a Director shall be as effectual as if his office were not vacated.

18. Proceedings of the Board

- 18.1. The Board may meet together for the despatch of business, adjourn and otherwise regulate their meetings, as they think fit, save that a meeting of the Board shall be

- held at least quarterly (unless the Board resolves by simple majority not to meet in any particular quarter).
- 18.2. Questions arising at any meeting of the Board shall be decided by a majority of votes and in the case of an equality of votes, the Club President shall have a second or casting vote.
- 18.3. A Director may summon a meeting of the Board.
- 18.4. Subject to the provisions hereof, a meeting of the Board or of a committee of the Board may be validly held notwithstanding that the Directors may not be in the same place provided that:
- 18.4.1. they are in constant communication with each other throughout by telephone, television or some other form of communication; and
- 18.4.2. all Directors entitled to attend such meeting so agree.
- A person so participating in the meeting shall be deemed to be present in person and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the chairman of the meeting then is.
- 18.5. The quorum necessary for the transaction of the business of the Board shall be two. For the purposes of this Article, an alternate director shall be counted in the quorum at a meeting at which the Director appointing him is not present.
- 18.6. If and for so long as there is a sole Director, he may exercise all the powers conferred on the Directors by the Articles by resolution in writing signed by him.
- 18.7. The continuing Directors or sole continuing Director may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed by or pursuant to these Articles as the necessary quorum of the Directors, the continuing Directors or Director may act for the purpose of increasing the number of Directors to that number or of summoning a general meeting of the Company, but for no other purpose.
- 18.8. The Board may delegate any of their powers to committees consisting of such member or members of their body as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board.
- 18.9. A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

- 18.10. A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.
- 18.11. All acts done by any meeting of the Board or of a committee of the Board or by any person acting as a Director shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any of the Directors or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.
- 18.12. A resolution in writing, signed by all the Directors for the time being entitled to receive notice of a meeting of the Directors, shall be as valid and effectual as if it had been passed at a meeting of the Directors duly convened and held, and may consist of several documents in the like form signed by any one or more of the Directors.

19. Alternate Directors

- 19.1. Any Director may at any time by writing under his hand and deposited at the Office, or delivered at a meeting of the Board, appoint any person (including another Director) to be his alternate Director {provided that such appointment is accompanied by a consent to act signed by such person and that such person is eligible to be a Director of the Company under the Law} and may in like manner at any time terminate such appointment.
- 19.2. The appointment of an alternate Director shall terminate on the happening of any event which if he were a Director would cause him to vacate such office or if his appointor ceases to be a Director.
- 19.3. An alternate Director shall be entitled to receive notices of meetings of the Board and shall be entitled to attend and vote as a Director at any such meeting at which the Director appointing him is not personally present and generally at such meeting to perform all functions of his appointor as a Director and for the purposes of the proceedings at such meeting the provisions of these presents shall apply as if he {instead of his appointor} were a Director. If he shall be himself a Director, or shall attend any such meeting as an alternate for more than one Director, his voting rights shall be cumulative. If his appointor is unable to act, his signature to any resolution in writing of the Board shall be as effective as the signature of his appointor. To such extent as the Board may from time to time determine in relation to any committees of the Board, the foregoing provisions of this paragraph shall also apply mutatis mutandis to any meeting of any such committee of which his appointor is a member.
- 19.4. An alternate Director shall be entitled to contract and be interested in and benefit from contracts or arrangements or transactions and to be indemnified to the same extent mutatis mutandis as if he were a Director.

20. The Committee

- 20.1. Subject to any other determination by the Directors, the management of the business and affairs of the Company shall be delegated to the Committee.
- 20.2. The Committee in respect of any year shall comprise such number of persons and consist of such offices as the Members may decide at the immediately preceding annual general meeting.
- 20.3. The Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings, as they think fit, subject always to the provisions of the Club Handbook.
- 20.4. The member of the Committee shall be elected annually at each annual general meeting, and shall hold office until the next annual general meeting (or earlier retirement). Persons who are not Members are not eligible to be appointed to the Committee.

21. Secretary

- 21.1. The Board may at their discretion appoint a person to be Secretary on such terms as they see fit (including as to remuneration) and for the avoidance of doubt may (but are not obliged to) appoint one of their number to act as both Director and Secretary.
- 21.2. To the extent required by the Law where the Company has appointed a Secretary, and without prejudice to the responsibility of any other person or to any other responsibilities he may hold, the Secretary shall take reasonable steps to ensure:
 - 21.2.1. that all registers and indexes are maintained in accordance with the provisions of the Law;
 - 21.2.2. that all notices and documents required to be filed or served upon the Registrar of Companies or other persons are duly so filed or served;
 - 21.2.3. that all resolutions, records and minutes of the Company are properly kept;
 - 21.2.4. that copies of the Memorandum and Articles are kept fully up to date; and
 - 21.2.5. that the Board are aware of any obligations imposed by the Memorandum and Articles.
- 21.3. The Secretary may be removed in accordance with Article 17 as if the Secretary were a Director.

22. Accounts

- 22.1. The Board shall keep proper books of account with respect to all the transactions, assets and liabilities of the Company in accordance with the Law.
- 22.2. Subject to the Law, the books of account shall be kept at the Office, or at such other place or places as the Board shall think fit and shall at all times be open to the inspection of the Directors and the Secretary.
- 22.3. Accounts complying with the provisions of the Law (which for the avoidance of doubt include a profit and loss account and a balance sheet) shall be prepared by the Company. The accounts shall be accompanied by a report of the Board stating the principal activities and the state and condition of the Company. The accounts and Board's report shall be signed on behalf of the Board by at least one of them.
- 22.4. Where the Company holds an annual general meeting:
 - 22.4.1. a copy of the accounts and Board's report with the auditor's report (if any) attached thereto shall be laid before that meeting; and
 - 22.4.2. a copy of the accounts and Board's report with the auditor's report (if any) attached thereto shall be delivered or sent by post to the registered address of the Members or sent by Electronic Means within twelve months of the end of the financial period to which such accounts and reports relate.
- 22.5. Where the Company is authorised not to hold an annual general meeting and does not do so, a copy of the accounts and Board's report with the auditor's report (if any) attached thereto shall be delivered or sent by post to the registered address of the Members or sent by Electronic Means within twelve months of the end of the financial period to which such accounts and reports relate.

23. Finance

- 23.1. All moneys payable to and received by the Company shall be deposited in a bank account in the name of the Company. No sum shall be drawn from that account except in accordance with procedures adopted by the Board from time to time. Any monies not required for immediate use may be invested as the Board in its discretion thinks fit.
- 23.2. The income and property of the Company shall be applied only in furtherance of the purposes of the Company and no part thereof shall be paid by way of bonus, dividend, distribution or profit to any Members of the Company.
- 23.3. The Board shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Company and to any other person or persons for services rendered to the Company.

- 23.4. The Board shall retain all financial records relating to the Company and copies of minutes of all meetings for a minimum period of six years.

24. Borrowing

- 24.1. The Board may borrow money on behalf of the Company for the purposes of the Company from time to time at their own discretion for the general upkeep of the Company or with the (prior) approval of an Ordinary Resolution for any other expenditure, additions or improvements.
- 24.2. When so borrowing the Board shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by security interest agreements over all or any part of the property of the Company.
- 24.3. The Board shall have no power to pledge the personal liability of any Member of the Company for the repayment of any sums so borrowed.

25. Audit

- 25.1. Unless the Company is eligible pursuant to the Law and the Members pass a Waiver Resolution exempting the Company from the requirement to have the Company's accounts audited, the Company shall appoint an auditor annually and the Company's accounts shall be audited in accordance with the Law.

26. Notices

- 26.1. A notice may be given by the Company to any Member either personally or by sending it by post in a pre-paid envelope addressed to the Member at his registered address or by Electronic Means in accordance with this Article. Unless the Law shall specify otherwise a notice shall, unless the contrary is shown, be deemed to have been received:
- 26.1.1. in the case of a notice sent by post to an address in the United Kingdom, Channel Islands or the Isle of Man, on the second day after the day of posting;
- 26.1.2. in the case of a notice sent by post elsewhere by airmail, on the third day after posting;
- 26.1.3. in the case of a notice sent by Electronic Means, at the expiration of twenty four hours after the time it was sent in accordance with Article 26.7,
- excluding, in the first two cases, any day which is not a working day.

- 26.2. Notice of every general meeting shall be given in any manner hereinbefore authorised to:
- 26.2.1. every Member who has supplied to the Company a registered address for the giving of notices to him;
 - 26.2.2. each Director who is not a Member; and
 - 26.2.3. the Company's auditor (where the Company has one).

No other person shall be entitled to receive notices of general meetings.

- 26.3. The accidental failure to send, or the non-receipt by any person entitled to, any notice of or other document relating to any meeting or other proceeding shall not invalidate the relevant meeting or other proceeding.
- 26.4. All Members shall be deemed to have agreed to accept communication from the Company by Electronic Means (including, for the avoidance of doubt, by means of a website) in accordance with Sections 524 and 526 and Schedule 3 of the Companies Law unless a Member notifies the Company otherwise. Notice under this Article must be in writing and signed by the Member and delivered to the Office or such other place as the Board directs. In the absence of any such notice from a Member, the Company may satisfy its obligation to send that Member any notice or other document by publishing such notice or document on a web site and notifying him personally, by post or, where permitted in accordance with Article 26.5, by Electronic Means that such notice or document has been so published, specifying the address of the web site on which it has been published, the place on the web site where it may be accessed, how it may be accessed and (if it is a notice relating to a Members' meeting) stating (i) that the notice concerns a notice of a company meeting served in accordance with the Companies Law, (ii) the place, date and time of the meeting, (iii) whether the meeting is to be an annual or extraordinary general meeting and (iv) such other information as the Law may prescribe.
- 26.5. Any Member may notify the Company of an address or fax number for the purpose of his receiving communications by Electronic Means from the Company, and having done so shall be deemed to have agreed to receive notices and other documents from the Company by Electronic Means of the kind to which the address or fax number relates. An address or fax number provided by a Member on his application form for membership shall be deemed to be provided for the purpose of receiving all communications from the Company unless the relevant Member expressly indicates otherwise in writing at any time.
- 26.6. For the avoidance of doubt, any address or fax number specified by a Member prior to the date hereof for the purpose of communicating by Electronic Means will constitute a notification of that address or fax number for the purposes of Article 26.5.

- 26.7. Any document or notice which, in accordance with these Articles, may be sent by the Company by Electronic Means shall, if so sent, be deemed to be received at the expiration of twenty four hours after the time it was sent. Proof (in accordance with the formal recommendations of best practice contained in the guidance issued by the United Kingdom Institute of Chartered Secretaries and Administrators) that a communication was sent by Electronic Means by the Company shall be conclusive evidence of such sending.
- 26.8. A communication by Electronic Means shall not be treated as received by the Company if it is rejected by computer virus protection arrangements.

27. Winding Up

- 27.1. The Company may only be wound up by a Special Resolution passed at a general meeting which has been called specifically for the purpose of winding up the Company.
- 27.2. Upon the winding up of the Company, a balance sheet {which shall be audited if the Company is not exempt from audit) shall be presented to the Company at the general meeting.
- 27.3. Every Member having undertaken, as set out in these Articles, to contribute the Guaranteed Amount to the Company's assets when it is wound up in order to meet its debts and liabilities, shall make such equal contributions {not exceeding £1.00 each) as are necessary according to the balance sheet presented to the general meeting in accordance with Article 27.2 above.
- 27.4. If in the event of a winding up and after all liabilities of the Company have been met, there remain surplus assets they shall be transferred either:
- 27.4.1. to another body with objects similar to the Company's objects; or
 - 27.4.2. to another body the objects of which are the promotion of charity or anything incidental
- 27.5. or conducive thereto (whether or not the body is a Member of the Company),
- 27.6. provided that other body has similar provisions prohibiting distributions to members in its memorandum and articles of incorporation, in accordance with section 22 of the Law.

28. Indemnity

- 28.1. Any persons who are or were at any time Directors {including alternate Directors), officers, employees or agents of the Company shall be indemnified out of the assets

of the Company to the fullest extent permitted by the Law from and against all actions, costs, charges, losses, damages and expenses in respect of which they may lawfully be indemnified which they or any of them shall or may incur or sustain by reason of any contract entered into or any act done, concurred in, or omitted, in or about the execution of their duty or supposed duty or in relation thereto.

29. Common Signature

The signature of the Company shall be:

“GUERNSEY VELO CLUB LBG”

with the addition of the signature(s) of one or more Directors authorised generally or specifically by the Board for such purpose, or such other person or persons as the Board may from time to time appoint.

Guernsey Velo Club Constitution

Bye Laws

1. Name and Colours

- 1.1. The name of the Club when racing shall be Guernsey Velo Club.
- 1.2. The Club colours shall be green, white, red & gold.
- 1.3. Where appropriate, such as on racing jerseys, the name may be abbreviated to GVC.

2. Objective

- 2.1. The primary objective of the club shall be to promote cycle racing; specifically, road racing, time trials, cyclocross, grass track racing, BMX racing, mountain bike racing and generally to encourage a good and enjoyable club life in relation to its members cycling activities.
- 2.2. All racing will be carried out in strict compliance with Guernsey Velo Club Rules of Racing ("the Rules").

3. Affiliations

- 3.1. The club shall be affiliated to British Cycling and Cycling Time Trials, and shall maintain a cordial relationship with the Guernsey Triathlon Club and the Jersey Cycling Association, and various other cycling clubs.

4. Organisation

- 4.1. The Board shall be responsible for:
 - 4.1.1. The regulatory compliance of the Club;
 - 4.1.2. The finances of the Club;
 - 4.1.3. The setting of strategic objectives of the Club; and
 - 4.1.4. Setting and monitoring the performance objectives of the cycling Development Officer.
- 4.2. The responsibilities of the Committee shall be as described in Article 20 of the Memorandum of Incorporation.

- 4.3. The Committee may arrange itself into Sub-Committees, each responsible for reporting back to the main Committee at each Committee meeting. The head of each Sub-Committee will have the power to co-opt members and will nominate a deputy to attend the main Committee meeting in the absence of themselves. Non-elected members may be invited to join race discipline Sub-Committees at the discretion of the Committee.
- 4.4. For the purposes of Committee meetings, a quorum shall consist of 50% of the Committee plus one elected member.
- 4.5. Any Committee member who fails to attend two consecutive Committee meeting without apology for absence may be asked to resign from their role.
- 4.6. The Club will maintain public liability insurance cover with a maximum aggregate cover of £5,000,000 for any events held in its name.

5. Membership

- 5.1. Riders will not be permitted to ride until membership application has been completed and the appropriate fee paid.
- 5.2. Nominations for honorary life membership should be made in writing to the Board with a proposer and seconder and reasons for proposal. Subject to Board approval the proposal will be put to members at the next AGM.
- 5.3. The categories of membership currently available are:
 - 5.3.1. Single Member Senior Racing Membership
 - 5.3.2. Family Member Racing Membership (2 Adults and up to 3 Juniors at same address)
 - 5.3.3. DH Racing Only Membership
 - 5.3.4. Student Membership (Over 18 in full time off-island education)
 - 5.3.5. Junior (Under 18) Racing Membership
 - 5.3.6. Flyers
 - 5.3.7. Volunteer Membership (see below)
 - 5.3.8. Non-racing Membership

5.3.9. Day Membership (see below)

- 5.4. Membership (except for day membership) shall be from 1 March of the year in question and end on the last day of February of the following year. Any member joining after 1 July each calendar year shall pay 50% of the relevant membership fee.
- 5.5. Any person over the age of 18 who is not a full racing member or a non-racing member and who is willing to assist in the running of a Club event by performing race duties in a membership year may apply for volunteer membership. No fee for volunteer membership shall be charged.
- 5.6. A potential new member A potential new member may apply for day membership to participate in a GVC event upon payment of a day membership fee of £15.00 (£10 for under 18s and £5 for under 16s); however only a maximum of two such day memberships will be permitted in any one membership year. A day member shall not be eligible for any prize or award in respect of that event. To race in any subsequent event in that membership year shall require the potential new member to complete an application for full racing membership and pay the appropriate membership fee. A potential new member shall be a newcomer to the sport who shall not have previously been a member of the Club. Any potential new member applying for day membership who is under the age of 18 shall complete a parental consent form before they are allowed to race.
- 5.7. Riders visiting the island who are not normally resident in Guernsey and are fully paid up members of another British Cycling, Cycling Time Trials or other national cycling body registered cycling club may present evident of their membership and apply for day membership to compete in up to five events in any one membership year upon payment of a fee of £15.00 per day (£10 for under 18s and £5 for under 16s). They shall not be eligible for any prize or award. Any visiting rider applying for day membership who is under the age of 18 shall complete a parental consent form before they are allowed to race.
- 5.8. The membership fee includes the entry fee for all club events except for special events e.g. Easter Road Festival, the MTB Tour of Guernsey, other "Open" events or Inter Insular events where a separate entry fee may be charged at the discretion of the Committee.
- 5.9. All members, including day members, are obliged to comply with the Club's Code of Conduct.

6. Race Duties

- 6.1. It is the responsibility of each club member aged 18 or over on 1 January to assist with the running of assist in the running of five events each year by performing a race duty (race organisers, time keeper, marshal etc.), with the exception of

- Downhill Only members who must perform at least 3 duties, by entering the duties that they wish to perform via whichever electronic platform the club are using to monitor and organise their marshalling duties within 1 month of the commencement of the membership year.
- 6.2. Race duties cannot be performed by a third party.
 - 6.3. If a member is unable to fulfil any of their race duties they must find a replacement club member, over the age of 18 years, to fulfil their race duty. Any member who without good cause fails to do this or fails to perform their race duty shall be suspended from racing until such time as they have performed a replacement duty, as agreed with the race discipline Sub-Committee.
 - 6.4. For designated marshalling duties, a brief written description of the duty shall be published on the Club website.
 - 6.5. Any member joining after 31st July shall be required to two marshalling duties subject to unfulfilled duties being available.
 - 6.6. New members of the Club in their first year of membership, who have not previously been a member, Student members, registered Flyers helpers, registered MTB set up helpers, and members of the Board and Committee shall be exempt from mandatory marshalling duties although they are encouraged to volunteer to help facilitate the full racing programme the Club provides.
7. Any subsidies towards travel to off-island races when representing the Club will be paid in accordance with the Travel Expenses Policy as published on the Club's website.
 8. Any disputes between members will be dealt with in accordance with the Club's Complaints Policy.
 9. Any member wishing to bring a grievance against the Club should refer to the Club's Grievance Policy as published on the Club's website.

Guernsey Velo Club Rules of Racing

General

1. These rules are supplementary to those of British Cycling (“BC”) and Cycling Time Trials (“CTT”), and If necessary overrule BC and CTT regulations as and when local conditions and Police regulations demand.
2. All events will be run with the permission of Bailiwick Law Enforcement.
3. An entrant in any event run under these rules shall be deemed to be competing under these rules from the time they sign on for a race until they have returned their race number or left the venue.
4. The Committee, which shall be responsible for the organisation of races, may amend or add to these rules if it is necessary, except for this rule. The Committee may also issue guidance notes in relation to these rules or any other matters concerned with the cycling activities of GVC members.
5. Any competitor discovered using an artificial stimulant in contravention of BC and/or CTT rules at an event promoted by the Club shall be suspended from competing in any event promoted by the Club for life. The facts of the case shall be reported to BC and CTT. For the purpose of this rule, an artificial stimulant shall be defined as any substance included in the World Anti-Doping Authority prohibited list of forbidden stimulants.
6. In the event of notification of an anti-doping rule violation arising from an out of competition test or following an event not promoted by the Club, in any sport, the competitor shall be suspended from competing in any event promoted by the Club equal to the period of ineligibility imposed by the relevant sport national governing body.
7. In the event of adverse weather, a race may be postponed by the discipline Sub-Committee or the Race Organizer. Should any championship event be prevented, for any reason whatsoever, counting events may be reduced at the discretion of the Committee.
8. Races will only be contested if the number of riders exceeds the number of marshals and those riders are ready and willing to compete.
9. Protests regarding the conduct or results of a race must be made in accordance with the Club’s Complaints Policy, which can be found on the Club website.
10. All competitors in, or in the vicinity of the event, must comply with the Club’s Code of Conduct. Those who are reported or observed riding in an unsafe manner will be dealt with in accordance with the club’s Disciplinary Procedure.

11. The closing time for receiving entries for events shall be approved by the Committee and published as it shall think fit.
12. Members must not interfere with or question timekeepers/lap recorders whilst a race is in progress. They must not obscure the timekeepers/lap recorders view of the finish line and its approach.
13. All riders shall be covered by the Club's third party insurance policy by signing a form of indemnity before they race. In addition, riders under the age of 18 years must have parental consent, as per BC and CTT rules, before they can compete.
14. Any rider whilst racing, training with or attending any riding event organised by the Club must wear properly affixed protective headgear of a hard/soft shell construction that conforms to CE standards.
15. Riders who start a series in a particular ability category must continue to race in that category for the remainder of the series, except in special circumstances. Changes will only be permitted at the discretion of the race discipline Sub-Committees. No championship points/placings can be carried over from one category to another in respect of any changes whatsoever.
16. Veteran riders are permitted to ride in other senior ability categories, subject to those other categories being for age groups younger than their age on the day of the race.
17. The Committee reserves the right to move competitors between ability categories, and has the power to disqualify any competitor disregarding their instruction on which ability category they should be racing in.
18. To qualify for a championship award a competitor must have ridden at least half the events of that championship in that season.
19. Riders, unless they are lapped, must complete the entire distance of the race to gain a result. The responsibility for following the official route lies with the rider.

Guernsey Velo Club Rules of Racing

Cyclocross

20. These rules are supplementary to the British Cycling Cyclocross technical regulations on cycles, clothing and equipment.
21. Riders will only be allowed to ride on the course on the day of the race (unless there are special circumstances) and only during the times allocated. No practicing or sighting will be permitted during any earlier race. The penalty will be exclusion from the day's racing.
22. To be included on the official race results a rider must have a transponder either on their cycle or, if changing cycles during the course of the race, attached to their person below the knee. Riders without a transponder will not be included on the official results and will only be allowed to enter the race at the discretion of the race organiser.
23. Where practicable lapped riders should yield to leaders, however, it is the responsibility of the overtaking rider to pass safely and if necessary to indicate on which side they wish to pass.
24. Any rider leaving the course at any point, deliberately or accidentally, must return to the course at the same point or they will be disqualified.
25. Servicing and changing of cycles shall only be allowed in the equipment pits. In races for under-12s, no servicing or changing or equipment is allowed.
26. The provision of equipment pits is obligatory for all races except those for under-12s. Where an under-12 race forms part of a wider event, riders in that race may not use the equipment pits or enter the pit lane.
27. Any rider who has passed the pit flag marking the end of the equipment pits must continue on the course until reaching the next pit area. A rider who has passed the entrance of the equipment pits but not yet passed the pit flag may turn around and use that entrance, ensuring that they do not impede other riders when doing so.
28. A rider must only enter the pit lane with the intention of changing a cycle or wheel or receiving mechanical assistance.
29. Riders must start with their front wheel behind the start line and with at least one foot on the ground.
30. All races must be started by an audible or visual sign, started from a point visible to riders. Riders found to be causing false starts may be penalised by the race organiser. The method of stopping a false start shall be defined by the start official during the pre-race instructions.

31. Refreshments must not be provided to riders at any point during the event unless permitted by the race organiser.
32. Riders must not litter. Gel/energy bar/energy drink wrappers or containers can only be disposed of at the start/finish area of a race, any rider deliberately disposing of litter on any other section of the course will be disqualified.

Guernsey Velo Club Rules of Racing

Mountain Bike

33. These rules are supplementary to the British Cycling Mountain Bike technical regulations on cycles, clothing and equipment, save the use of front number plates will only be mandatory when required by the race organiser.
34. Riders will only be allowed to ride on the course on the day of the race (unless there are special circumstances) and only during the times allocated. No practicing or sighting will be permitted whilst a race is in progress. The penalty will be exclusion from the day's racing.
35. To be included on the official race results a rider must have a transponder on their cycle, either their own or rented from the club. Riders without a transponder will not be included on the official results and will only be allowed to enter the race at the discretion of the race organiser.
36. Where practicable lapped riders should yield to leaders, however, it is the responsibility of the overtaking rider to pass safely and if necessary to indicate on which side they wish to pass.
37. Riders must not take any shortcuts, omit any sections of the course or act in a similar manner. Any rider leaving the course at any point, deliberately or accidentally, must return to the course at the same point or they will be disqualified.
38. Riders must not attempt to ride the A lines unless confident in their ability to safely complete these sections.
39. Outside assistance for mechanical problems is permitted. If necessary a rider may complete the race on a different bike, however that bike must display the rider's own number and transponder.
40. Wherever practical, all races will be subject to a start order based on ability category, race length or appropriate ranking list.
41. At mass start races, a briefing shall be given to starters on the line.
42. Riders who jump the start may be penalised. The race starter has the discretion to declare a false start and restart the race if any riders have been placed at a disadvantage.
43. Riders must not litter. Gel/energy bar/energy drink wrappers or containers can only be disposed of at the start/finish area of a race, any rider deliberately disposing of litter on any other section of the course will be disqualified.

44. Special provisions relating to MTB XC events:

- 44.1. There is no minimum age for competing in a MTB XC race, save the competitor must be riding a bike with 24" wheels or bigger.

45. Special provisions relating to MTB DH events:

- 45.1. The minimum age for competing in a MTB DH race is 12;
- 45.2. The use of full face helmets is mandatory;
- 45.3. The use of gloves and protective pads is recommended.

Guernsey Velo Club Rules of Racing

Road

- 46. These rules are supplementary to the British Cycling Road technical regulations on cycles, clothing, equipment and maximum gears, save the restriction to cycles that are compliant with UCI regulations.
- 47. Race distances, including closed circuit and time trial events, for under 16s shall not exceed the following distances:

Age on day of event	Maximum distance
13 and under	10 miles
14	25 miles
15	30 miles

- 48. Riders must not take any shortcuts, omit any sections of the course or act in a similar manner. Any rider leaving the course at any point, deliberately or accidentally, must return to the course at the same point or they will be disqualified.
- 49. Riders must not litter. Gel/energy bar/energy drink wrappers or containers can only be disposed of at the start/finish area of a race, any rider deliberately disposing of litter on any other section of the course will be disqualified.
- 50. When required to wear a race number by the race organiser, it should be attached to your lower back with the top of the number at your waist level. Do not fold it.
- 51. Do not use situations outside of a road race to gain an advantage. If you catch a group/rider who has been held up by a herd of cows is crossing the road, wait for an appropriate amount of time after the road is clear to re-establish the same gap as before the race was stopped.
- 52. Special provisions relating to road and closed circuit races:
 - 52.1. In road racing and closed circuit races (including handicap races) competitors shall be started from a standing start with one foot on the ground.
 - 52.2. To be included on the official race results a rider must have a transponder on their cycle, either their own or rented from the club. Riders without a transponder will not be included on the official results and will only be allowed to enter the race at the discretion of the race organiser.

52.3. In open events club jerseys **must** be worn.

52.4. The minimum age to take part in a road race held on public roads that are not closed to all other traffic is 16 years.

53. Special provisions relating to time trials:

53.1. Competitors shall start at a minimum interval of one minute except at the discretion of the race organiser or Road Sub-Committee.

53.2. Competitors must not ride on any part of the course whilst an event is underway save with the permission of the race organiser.

53.3. Competitors must not ride in company with, nor take shelter from any vehicle on the road. Competitors when dismounted must wheel or carry their machines without assistance whilst covering any portion of the course.

53.4. A competitor shall not be accompanied, nor followed in any way or encouraged by a helper in or on a motorised vehicle whilst such vehicle is moving.

53.5. If a rider falls during the course of a race and is assisted on to his/her machine by another person, he or she is entitled to any prize he or she may win and is not disqualified by this reason of outside assistance.

53.6. In time trials competitors must not take pace or draft another rider. When passing another competitor they must pass as far away as is safe to do so. The overtaken rider must then drop back at least 10 Metres.

53.7. Tri-suits may be worn, but must be one-piece not bikini style. In open events club jerseys **must** be worn. Trade jerseys **must not** be worn in open time trial events.

53.8. All riders must have a static (non-flashing), day light visible front light for all GVC time trials. A flashing or static red rear light is also highly recommended.

53.9. The minimum age to take part in time trial held on public roads that are not closed to all other traffic is 12 years.

Guernsey Velo Club Additional Information

Race Categories

54. The following age categories for participating in events shall apply:

Category	Cyclocross	Mountain bike, road race & circuit race	Time trial & hill climb
Under 8	Up to 31 August in year of 8th birthday	Until 31 December in year of 8th birthday	Age 7 or under on day of event
Under 10	From 1 September in year of 9th birthday until 31 August in year of 10th birthday	From 1 January in year of 9th birthday until 31 December in year of 10th birthday	Age 8 or 9 on day of event
Under 12	From 1 September in year of 11th birthday until 31 August in year of 12th birthday	From 1 January in year of 11th birthday until 31 December in year of 12th birthday	Age 10 or 11 on day of event
Under 14	From 1 September in year of 13th birthday until 31 August in year of 14th birthday	From 1 January in year of 13th birthday until 31 December in year of 14th birthday	Age 12 or 13 on day of event
Under 16	From 1 September in year of 15th birthday until 31 August in year of 16th birthday	From 1 January in year of 15th birthday until 31 December in year of 16th birthday	Age 14 or 15 on day of event
Under 18	From 1 September in year of 17th birthday until 31 August in year of 18th birthday	From 1 January in year of 17th birthday until 31 December in year of 18th birthday	Age 16 or 17 on day of event
Espoir	From 1 September in year of 19th birthday until 31 August in year of 22nd birthday	From 1 January in year of 19th birthday until 31 December in year of 22nd birthday	Age 18-21 on day of event
Senior	From 1 September in year of 23rd birthday until 31 August in year of 39th birthday	From 1 January in year of 23rd birthday until 31 December in year of 39th birthday	Age 22-39 on day of event
Veteran	From 1 September in year of 40th birthday until 31 August in year of 49th birthday	From 1 January in year of 40th birthday until 31 December in year of 49th birthday	Age 40-49 on day of event
Grand Veteran	From 1 September in year of 50th birthday until 31 August in year of 49th birthday	From 1 January in year of 50th birthday until 31 December in year of 59th birthday	Age 50-59 on day of event
Super Veteran	From 1 September in year of 60th birthday	From 1 January in year of 60th birthday	Age 60 or above on day of event

55. Where a race series crosses an age group category delineation date (e.g., winter mountain bike series starting in October and finishing in March), a riders age on 1 January shall be used to determine their race category for the whole series.
56. Race organisers may chose to amalgamate Mountain bike and Cyclocross age categories.
57. A rider cannot compete in a road race unless they are 16 years or older on the day of the event.
58. Under 18 and below riders cannot compete in the 100 mile time trial.
59. The following ability categories shall apply for participating in senior road and closed circuit races
 - 59.1. Division 4/Sport
 - 59.2. Division 3
 - 59.3. Division 2
 - 59.4. Division 1
60. The following ability categories shall apply for participating in senior MTB races:
 - 60.1. Under 14
 - 60.2. Under 16
 - 60.3. Sport
 - 60.4. Veteran/Grand Veteran/Super Veteran
 - 60.5. Advanced
 - 60.6. Expert

Guernsey Velo Club Additional Information

Championship Series

61. The club will hold the following championship series:

Series	Eligible categories	Counting events
Club Road Championship	Under 18 and above	Cumulative points from best seven events on points in 10 mile TT Championship race, 25 mile TT Championship race, 50 mile TT Championship race, the Championship road race, two other nominated road races, the Criterium Championship race, the Hill Climb Championship race and a nominated circuit time trial race.
Club TT BAR	Espoir Senior Veteran	For Espoirs and Seniors - best two 10 mile time trials, best two 25 mile time trials and best 50 mile time trial based on average of average speed.
	Grand Veteran Super Veteran	For Veterans, Grand Veterans and Super Veterans - best two 10 mile time trials, best two 25 mile time trials and best 50 mile time trial based on Standard.
Club Junior TT BAR	Under 18 only	Best two 25 mile time trials and best two 10 mile time trials based on average of average speed.
Club Under 16 TT BAR	Under 16 and Under 14 riders only	Best two 5 mile time trials and best two 10 mile time trials based on average of average speed.
Criterium Points Championship	All	Best five events on points in the Criterium race series, excluding the Criterium Championship race.
Club Road Race Points Championship	Under 18 and above (awards on divisional basis)	Best four events on points from six nominated road race events
Hill Climb Points Championship	Under 12 and above	Best three events on points from nominated races.
5 mile TT Championship	Under 14 and above	Winning time in category in nominated event.
10 mile TT Championship	Under 14 and above	Winning time in category in nominated event.
15 mile TT Championship	Under 16 and above	Winning time in category in nominated event.

25 mile TT Championship	Under 16 and above	Winning time in category in nominated event.
50 mile TT Championship	Under 16 and above	Winning time in category in nominated event.
Road Race Championship	Under 18 and above	Position in category in nominated event of approximately 50 miles.
criterium Championship	All	Position in category of nominated event.
Hill Climb Championship	Under 12 and above	Position in category in Val des Terres hill climb.
Standards Award (Elite, Gold, Silver and Bronze)	All, subject to distances they are permitted to compete in	Individual beating of age standard in 5, 10, 15, 25 and 50 mile time trial races, determined by age on day of event.

61.1. Any member wishing to receive a Standard Award should notify the Club Secretary before the end of the racing season.

61.2. The following allocation of points shall be used to all points based Championship series unless otherwise communicated by the Committee:

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Points	30	28	26	24	22	20	18	16	14	12	10	9	8	7	6	5	4	3	2	1

Guernsey Velo Club Additional Information

Club Trophies

62. The Club trophies shall be:

Trophy	Competition
T & G MOULLIN TROPHY	Senior Championship
LADIES TROPHY	Ladies Championship
GVC TROPHY	Junior championship
ANTHONY WARR TROPHY	Under 16 Championship
EVANS TROPHY	Under 14 Championship
GVC TROPHY	Veterans Championship
JOHN MARTEL SHIELD	BAR Club
JOHN BRISCOE SHIELD	BAR Ladies
ISLAND OF GUERNSEY CC	BAR Juniors
VETERANS TROPHY	BAR Veterans
GVC TROPHY	BAR Grand Veterans
LEN ROBINSON TROPHY	Inter Insular TT
GVC SHIELD	Inter Insular TT Junior
NIGEL M ARCHER TROPHY	5 Mile Time Trial Championship
M & J BROWN ROSE BOWL	10 Mile Time Trial Ladies (fastest ride of season)
GUILLE MEMORIAL TROPHY	10 Mile Time Trial Championship
COMMONWEALTH TROPHY	25 Miles Time Trial Championship
GUERSEY CC 50 MILE TROPHY	50 Mile Time Trial Championship
MIKE MARSH TROPHY	50 Mile Time Trial (on age standard)
SIR VICTOR CAREY TROPHY	Road Race Championship Club
IAN BROWN CYCLE SHOP	Road Race Championship Ladies
GVC SHIELD	Road Race Championship Veterans
ALAN BEST TROPHY	Road Race Championship Juniors
STAR TROPHY	Road Race Points Championship
STANFORD TROPHY	Time Trial Under 16 Points Championship

LE HURAY TROPHY	100 Kilometre Road Race
LIBERATION TROPHY	Liberation Road Race
DAVID J GALLIENNE TROPHY	Circuit Race Championship Under 14
WEDLAKE BELL GUERNSEY	Circuit Race Championship Under 16
OUNSWORTH DÉCOR TROPHY	Circuit Race Championship Senior
GVC SHIELD	Circuit Race Points Championship Under 16
SAUVARIN TROPHY	Hill Climb Championship Under14
TRAVERS TROPHY	Hill Climb Championship Under 16
CAREY TROPHY	Hill Climb Championship Junior
GAVEY SHIELD	Hill Climb Championship Senior
COMMITTEE TROPHY	Hill Climb Points Championship
THOUMINE TROPHY	Rocquaine Regatta Hill Climb
JOHN LE TOCQ TROPHY	Event held nearest to 30 June
MARTIN & PHILLIPS TROPHY	Standards Competition
WALLBRIDGE TROPHY	Sportsmanship
ROSE BOWL	Novice of the Year
PRESIDENT'S CUP	Rider who has impressed standing President

63. Prizes in the inter insular time trial and supporting road race events shall only be awarded to the first claim members of BC registered Channel Islands based clubs.
64. A novice must not have raced before August 1st of the previous year, and must not have previously won the Novices Trophy.
65. Other conditions, application to championships and other competitions shall be in accordance with an appendix to these rules of racing.
66. All club records as published on the club's website will be recorded in the age category for the riders actual age on the date of the race regardless of the category that the rider is competing in.
67. All claims for records, or requests to set up a new record, must be made in writing by the claimant to the Committee.

Guernsey Velo Club Additional Information

Standards

11. The Club time trial standards shall be:

Men											
	Age on day:	18-39	40-44 17	45-49 16	50-54 15	55-59 14	13	12	60-64	65-69	70-74
Miles											
5	Elite	00:10:39	00:10:58	00:11:17	00:11:38	00:11:59	00:12:27	00:12:57	00:12:21	00:12:43	00:13:05
	Gold	00:11:10	00:11:31	00:11:51	00:12:13	00:12:35	00:13:05	00:13:36	00:12:58	00:13:21	00:13:44
	Silver	00:12:14	00:12:36	00:12:59	00:13:22	00:13:46	00:14:20	00:14:54	00:14:11	00:14:36	00:15:01
	Bronze	00:13:34	00:13:59	00:14:24	00:14:50	00:15:16	00:15:53	00:16:31	00:15:43	00:16:10	00:16:37
10	Elite	00:21:30	00:22:09	00:22:49	00:23:30	00:24:12	00:25:10	00:26:10	00:24:55	00:25:38	00:26:21
	Gold	00:22:35	00:23:15	00:23:57	00:24:40	00:25:25	00:26:25	00:27:29	00:26:12	00:26:59	00:27:46
	Silver	00:24:44	00:25:28	00:26:14	00:27:01	00:27:50	00:28:56	00:30:06	00:28:41	00:29:32	00:30:23
	Bronze	00:27:25	00:28:14	00:29:05	00:29:57	00:30:51	00:32:05	00:33:22	00:31:47	00:32:43	00:33:39
15	Elite	00:32:59	00:33:58	00:34:59	00:36:02	00:37:07			00:38:14	00:39:21	00:40:28
	Gold	00:34:37	00:35:40	00:36:44	00:37:50	00:38:58			00:40:08	00:41:18	00:42:28
	Silver	00:37:55	00:39:04	00:40:14	00:41:26	00:42:41			00:43:59	00:45:17	00:46:35
	Bronze	00:42:03	00:43:18	00:44:36	00:45:57	00:47:19			00:48:42	00:50:05	00:51:28
20	Elite	00:44:17	00:45:37	00:46:59	00:48:24	00:49:51			00:51:20	00:52:49	00:54:18
	Gold	00:46:30	00:47:54	00:49:20	00:50:49	00:52:20			00:53:53	00:55:26	00:56:59
	Silver	00:50:56	00:52:28	00:54:02	00:55:39	00:57:20			00:59:05	01:00:50	01:02:35
	Bronze	00:56:28	00:58:10	00:59:55	01:01:42	01:03:33			01:05:28	01:07:23	01:09:18
25	Elite	00:55:46	00:57:26	00:59:10	01:00:56	01:02:46			01:04:40	01:06:34	01:08:28
	Gold	00:58:33	01:00:19	01:02:07	01:03:59	01:05:54			01:07:52	01:09:50	01:11:48
	Silver	01:04:08	01:06:03	01:08:02	01:10:05	01:12:11			01:14:20	01:16:29	01:18:38
	Bronze	01:11:06	01:13:14	01:15:26	01:17:42	01:20:01			01:22:23	01:24:45	01:27:07

30	Elite	01:07:24	01:09:25	01:11:30	01:13:39	01:15:52			01:18:09	01:20:26	01:22:43
	Gold	01:10:46	01:12:54	01:15:05	01:17:20	01:19:39			01:22:02	01:24:25	01:26:48
	Silver	01:17:31	01:19:50	01:22:14	01:24:42	01:27:14			01:29:50	01:32:26	01:35:02
	Bronze	01:25:56	01:28:31	01:31:10	01:33:54	01:36:43			01:39:37	01:42:31	01:45:25
50	Elite	01:55:34	01:59:02	02:02:36	02:06:17	02:10:04			02:13:57	02:17:50	02:21:43
	Gold	02:01:20	02:04:59	02:08:44	02:12:36	02:16:34			02:20:38	02:24:42	02:28:46
	Silver	02:12:54	02:16:53	02:20:59	02:25:13	02:29:35			02:34:05	02:38:35	02:43:05
	Bronze	02:27:21	02:31:46	02:36:19	02:41:00	02:45:50			02:50:49	02:55:48	03:00:47
100	Elite	04:07:15	04:14:40	04:22:18	04:30:11	04:38:17			04:46:34	04:54:51	05:03:08
	Gold	04:19:37	04:27:24	04:35:25	04:43:41	04:52:12			05:00:58	05:09:44	05:18:30
	Silver	04:44:20	04:52:52	05:01:39	05:10:42	05:20:01			05:29:36	05:39:11	05:48:46
	Bronze	05:15:15	05:24:42	05:34:27	05:44:29	05:54:49			06:05:27	06:16:05	06:26:43

Guernsey Velo Club Additional Information

Standards

Ladies								
Miles	Age on day:	18-39	40-44	45-49	50-54	55-59	60-64	65-69
		17	16	15	14	13	12	
5	Elite	00:12:14	00:12:36	00:12:59	00:13:22	00:13:46	00:14:20	00:14:54
	Gold	00:12:51	00:13:14	00:13:38	00:14:03	00:14:28	00:15:03	00:15:39
	Silver	00:14:04	00:14:30	00:14:56	00:15:23	00:15:50	00:16:28	00:17:08
	Bronze	00:15:36	00:16:04	00:16:33	00:17:03	00:17:34	00:18:16	00:19:00
8	Elite	00:19:42	00:20:18	00:20:54	00:21:32	00:22:10	00:23:04	00:23:59
	Gold	00:20:41	00:21:18	00:21:57	00:22:36	00:23:17	00:24:13	00:25:11
	Silver	00:22:39	00:23:20	00:24:02	00:24:45	00:25:30	00:26:31	00:27:35
	Bronze	00:25:07	00:25:52	00:26:39	00:27:27	00:28:16	00:29:24	00:30:35
10	Elite	00:24:44	00:25:28	00:26:14	00:27:01	00:27:50	00:28:56	00:30:06
	Gold	00:25:58	00:26:44	00:27:33	00:28:22	00:29:13	00:30:23	00:31:36
	Silver	00:28:26	00:29:17	00:30:10	00:31:04	00:32:00	00:33:17	00:34:37
	Bronze	00:31:31	00:32:28	00:33:27	00:34:27	00:35:29	00:36:54	00:38:23
15	Elite	00:37:55	00:39:04	00:40:14	00:41:26	00:42:41	00:44:23	00:46:10
	Gold	00:39:49	00:41:01	00:42:15	00:43:31	00:44:49	00:46:36	00:48:28
	Silver	00:43:37	00:44:55	00:46:16	00:47:39	00:49:05	00:51:03	00:53:05
	Bronze	00:48:21	00:49:48	00:51:18	00:52:50	00:54:25	00:56:36	00:58:52
20	Elite	00:50:56	00:52:28	00:54:02	00:55:39	00:57:20	00:59:37	01:02:00
	Gold	00:53:29	00:55:05	00:56:44	00:58:26	01:00:12	01:02:36	01:05:06
	Silver	00:58:34	01:00:20	01:02:08	01:04:00	01:05:56	01:08:34	01:11:18
	Bronze	01:04:56	01:06:53	01:08:54	01:10:58	01:13:05	01:16:01	01:19:03
25	Elite	01:04:48	01:06:03	01:08:02	01:10:05	01:12:11	01:15:04	01:18:04
	Gold	01:07:20	01:09:21	01:11:26	01:13:35	01:15:47	01:18:49	01:21:58
	Silver	01:13:45	01:15:58	01:18:14	01:20:35	01:23:00	01:26:20	01:29:47

30	Bronze	01:21:46	01:24:13	01:26:45	01:29:21	01:32:02	01:35:43	01:39:32
	Elite	01:17:31	01:19:50	01:22:14	01:24:42	01:27:14	01:30:44	01:34:22
	Gold	01:21:23	01:23:50	01:26:21	01:28:56	01:31:36	01:35:16	01:39:05
	Silver	01:29:08	01:31:49	01:34:34	01:37:24	01:40:20	01:44:20	01:48:31
50	Bronze	01:38:50	01:41:48	01:44:51	01:48:00	01:51:14	01:55:41	02:00:19
	Elite	02:12:54	02:16:53	02:20:59	02:25:13	02:29:35	02:35:34	02:41:47
	Gold	02:19:33	02:23:44	02:28:02	02:32:29	02:37:03	02:43:20	02:49:52
	Silver	02:32:50	02:37:25	02:42:08	02:47:00	02:52:01	02:58:54	03:06:03
100	Bronze	02:49:27	02:54:32	02:59:46	03:05:09	03:10:43	03:18:20	03:26:16
	Elite	04:44:20	04:52:52	05:01:39	05:10:42	05:20:01	05:32:50	05:46:08
	Gold	04:58:33	05:07:31	05:16:44	05:26:44	05:36:02	05:49:28	06:03:27
	Silver	05:26:59	05:36:48	05:46:54	05:57:19	06:08:02	06:22:45	06:38:04
	Bronze	06:02:32	06:13:24	06:24:37	06:36:09	06:48:02	07:04:21	07:21:20

Guernsey Velo Club Additional Information

Code of Conduct

This Code of Conduct underpins our activities by outlining the expected behaviours of all participants whilst offering guidance on good practice. A breach of this Code of Conduct may be considered as misconduct and result in disciplinary action in accordance with our Disciplinary Procedures.

1. The Club expects members, Board members, Committee members, coaches, team managers, officials, volunteers and anyone who participates in our events to demonstrate the following behaviours at all times:
 - 1.1. Take pride in ourselves with regards to inclusivity and diversity and be committed to working in partnership within our organisation and with others.
 - 1.2. Recognise that all people involved in cycling have an equal right to participate in the sport and make every effort to ensure everyone is treated with respect.
 - 1.3. Build relationships within the sport which are open and honest, and founded on mutual trust and respect.
 - 1.4. Ensure that cycling, in all its forms, offers the individual an opportunity to participate without fear or harassment.
 - 1.5. Accept personal responsibility for all of our actions and always act with transparency and honesty in order to build trust.
 - 1.6. Do not discriminate against an individual for any reason, whether it be sex, race, colour, gender reassignment, marital status, sexuality, age, disability, occupation, religion or belief - and challenge discrimination in whatever form it takes. Recognise and understand how to report any safeguarding concerns relating to children, young people and adults at risk.
 - 1.7. Act within the Club's Rules of Racing and the spirit of cycling at all times and comply with UK Anti-Doping rules.
 - 1.8. Lead and serve our sport with dignity and humility
 - 1.9. Always do the right thing with openness and accountability.
 - 1.10. Strive to be positive role models for others in the sport at all times.

2. The Club expects all participants in our events to:
 - 2.1. Not ride in a manner that is unsafe to themselves, or could be construed to be unsafe by or to other road users;
 - 2.2. Not ride in a manner that may cause injury or damage to the member of the public or other road users; and
 - 2.3. Not ride in a manner that may bring the Club into disrepute and that in turn could lead to the banning of cycle racing by the local authorities;
 - 2.4. Obey all Police instructions and Highway Code regulations
 - 2.4.1. Ride on the left-hand side of the road except for safe overtaking and when making right hand turns. The left-hand side of the road is defined as the left side of the solid or broken white line, or the position that a white line would be in the absence of any road markings;
 - 2.4.2. Obey all signposted speed limits;
 - 2.4.3. Adhere to all traffic signals and direction indicators; and
 - 2.4.4. In making any manoeuvre before, during or after the event, ensure that it is safe to do so.

In addition to the minimum standards, the following roles carry additional levels of expectation.

3. Riders, spectators, parents/carers
 - 3.1. This applies to individuals participating in and/or spectating cycling within the club environment or competitive sport, or as a recreational activity, including parents/carers of those involved in cycling activity.
 - 3.2. These individuals will, at all times:
 - 3.2.1. take responsibility in ensuring that they are up-to-date with the rules and regulations and guidance issued by Club and/or other relevant bodies, and adhere to them, encouraging others to do the same.
 - 3.2.2. recognise and respect the valuable contribution made by all riders, coaches, officials, ride leaders and volunteers;
 - 3.2.3. treat all officials, volunteers and coaches with respect at all times;
 - 3.2.4. never use foul or abusive language;

- 3.2.5. when racing on open roads comply with the Highway Code and public rights of way;
 - 3.2.6. respect any environment in which you are cycling, by respecting other members of the public, by not littering and by maintaining proper personal behaviour;
 - 3.2.7. remember that all riders gain a wide range of benefits from participating in cycling, and the sport is not just about winning and losing; and
 - 3.2.8. provide encouragement and support to all participants, recognising that we all make mistakes.
- 3.3. Riders must not wilfully underperform or deliberately enter races at category lower than their ability level in order to improve their finish position.
 - 3.4. If any Club event comes upon a herd of livestock either crossing or in the road, **ALL THE RIDERS MUST STOP UNTIL THE ROAD IS CLEAR.** Under no circumstances should any rider attempt to ride through the herd. If a rider or group of riders comes across a horse the event shall immediately be neutralised, the rider(s) should slow down and give a clear warning to the horse rider that they are passing, and pass only when safe to do so, giving the horse and rider plenty of room.
 - 3.5. In addition to the above behaviours, the Club's Academy riders will be expected to act in an empowering and proactive way, engaging with the Club's racing and training programme in line with the Club's Code of Conduct for Academy riders, and working together to achieve a shared collective goal.
 - 3.6. Riders over the age of 14 taking part in off-road events shall be required to assist in the setting up and/or clearing of the course as directed by the race organiser.
4. Coaches, team managers, welfare officers, leaders and volunteers
 - 4.1. This section applies to individuals who help others to achieve their goals through sport and physical activity. This could include coaches, leaders, instructors, activators, club committee members, and others who are responsible for the planning and delivery, or facilitation, of cycling activities and for sustaining the welfare and engagement of participants.
 - 4.2. These individuals will, at all times:
 - 4.2.1. provide a positive experience, appropriate to the age and developmental stage of the rider and respecting their long-term welfare and best interests;

- 4.2.2. promote the concept of a balanced lifestyle, supporting the wellbeing of the rider both in and out of cycling;
 - 4.2.3. educate the riders as appropriate, including topics such as performance-enhancing and recreational drugs, adherence to the Highway Code, Rights of Access, ethics and fair play, and rules of competition;
 - 4.2.4. maintain up-to-date knowledge and practice through a commitment to continuing professional development (CPD);
 - 4.2.5. promote good practice in others and challenge any poor practice that they become aware of, reporting to the Club Welfare Officer or the Board if necessary; and
 - 4.2.6. respect your position of trust and maintain appropriate boundaries and relationships with all participants, and particularly with those under the age of 18 years.
5. Race officials
- 5.1. Event officials include, but are not limited to, commissaires, race organisers, judges, timekeepers, marshals, stewards, drivers and other event support roles, across all disciplines and levels.
 - 5.2. These individuals will, at all times:
 - 5.2.1. agree to comply with the Club's rules, regulations, policies, codes and practices, which shall be implied from their acceptance of appointments/role or event registration;
 - 5.2.2. understand and stay up-to-date with the Club's rules and regulations, as well as the principles of their application;
 - 5.2.3. behave as an ambassador for the sport of cycling and, as a representative of the Club, show respect for everyone, the event, and associated organisations;
 - 5.2.4. be unbiased, impartial, consistent and objective when performing roles where decisions affect a race, competition or its results;
 - 5.2.5. always follow the instructions and uphold the decisions and actions of the appointed commissaires and/or race organiser; and
 - 5.2.6. never get involved in discussions about events, riders or officials, during or after events, or on social media;
 - 5.2.7. when marshalling;

- 5.2.7.1. always wear a marshalling jacket and carry a red flag;
- 5.2.7.2. stand in the road at your appointed location in clear sight of the riders and other road traffic;
- 5.2.7.3. give full attention to the race in progress. Photography and the use of social media whilst undertaking marshalling is not permitted, save for the responding to messages/phone calls concerning the race itself;
- 5.2.7.4. be aware that you do not have the power to stop traffic and you rely on their voluntary compliance with your instructions;
- 5.2.7.5. give clear hand signals to traffic if you would like them to stop them, making eye contact with the motorist where possible (a clear hand signal will be the arm fully extended at shoulder height in the direction of the motorist or rider(s) with the palm of the hand facing the motorist or rider);
- 5.2.7.6. assuming the traffic stops, wave the rider(s) through so that there is a clear understanding the junction is clear;
- 5.2.7.7. after the rider(s) has/have passed through the junction, turn to the motorist and thank them for stopping;
- 5.2.7.8. if a motorist looks like not stopping, give a clear signal to the rider(s) to stop;
- 5.2.7.9. if you are required to leave your post, including to contact and await the arrival of the emergency services in the event of a serious injury, you must contact the race organiser who will stop the race; and
- 5.2.7.10. if anybody questions your authority refer them to the race organiser in the first instance, or the Club President;

Guernsey Velo Club Additional Information

Equality Policy

Guernsey Velo Club is fully committed to the principles and active promotion of equality of opportunity and is responsible for ensuring that no member or volunteer receives less favourable treatment on the grounds of a protected characteristic as defined in The Prevention of Discrimination (Guernsey) Ordinance, 2022. Protective characteristics are race, disability, carer status, sexual orientation, and religious belief. The Club will ensure that there will be open access to all those who wish to participate in the sport or associated recreational activity and that they are treated fairly. The “active promotion of equality of opportunity” means that the Club is seeking to move from simply complying with legislation and good practice towards embracing diversity.

1. Purpose of the Equality Policy

- 1.1. The Club will ensure that no sections of the community are denied the opportunity to participate and make progress in the sport or recreational activity. The Club will take steps to prevent discrimination or other unfair treatment for its members or volunteers, whether intentional or unintentional, direct or indirect.

2. Legal Requirement

- 2.1. The Club is required by law not to discriminate against its members or in the provision of services, and recognises its legal obligations under current, relevant acts and related obligations.

3. Discrimination, Harassment, Bullying and Victimisation

- 3.1. The Club is committed to ensuring that its employees, members, and competitors can conduct their activities in an environment that is free from harassment, intimidation, or bullying.
- 3.2. The Club regards discrimination, harassment, or bullying, as described below, as gross misconduct and any member or volunteer who discriminates against any other person, may be liable to appropriate disciplinary action.
 - 3.2.1. *Direct Discrimination*: This occurs by treating a person worse than someone else because of a protected characteristic. In the case of pregnancy and maternity this can occur if they have the protected characteristic without needing to compare treatment to someone else. Additionally direct discrimination can occur because someone is thought to have a protected

characteristic or because they associate with someone who has a protected characteristic.

- 3.2..2. *Indirect Discrimination*: This occurs by putting a rule or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.
- 3.2..3. *Discrimination Arising From Disability*: This occurs by treating a disabled person unfavourably because of something connected with their disability when this cannot be justified
- 3.2..4. *Failing to make Reasonable Adjustment*: This occurs by failing to make reasonable adjustment for disabled people which cannot be justified.
- 3.2..5. *Harassment*: Unwanted conduct which has the purpose or effect of violating someone's dignity or which is hostile, degrading, humiliating or offensive to someone with a protected characteristic or in a way that is sexual in nature.
- 3.2..6. *Bullying*: Misusing power or position to persistently criticise or to humiliate and undermine an individual's confidence.
- 3.2..7. *Victimisation*: Treating someone less favourably because they have, or might be, taking action under The Prevention of Discrimination (Guernsey) Ordinance, 2022, or supporting someone who is doing so.

4. Implementation

- 4.1. All members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy, a copy of which will be made available to them.
- 4.2. A planned approach will be adopted to eliminate barriers which discriminate against particular groups. The Club may take positive action for any group which is under-represented in membership, representative bodies, or participation in events that share a protected characteristic and suffer a disadvantage connected to the characteristic. Additionally, the Club may take positive action in the provision of services for people who share a protected characteristic.

5. Monitoring and Evaluation

- 5.1. The Club will regularly monitor and evaluate this Equality Policy, its practices, procedures, and operations on an ongoing basis and will inform members and volunteers of their impact.
- 5.2. The Board of Directors of the Club ("the Board") has overall responsibility for the implementation of this Equality Policy and is responsible for ensuring that this

Equality Policy is followed and to provide appropriate procedures to deal with the investigation and disciplinary hearing in connection with any alleged breach of the Equality Policy and/or any related Codes of Practice which may be issued by the Board from time to time.

6. Disciplinary and Grievance Procedures

- 6.1. To safeguard individual rights under the policy a member or volunteer who believes that they have suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.
- 6.2. Appropriate disciplinary action may be taken against any member or volunteer who contravenes this Equality Policy.
- 6.3. The Club is committed to ensuring that individuals feel able to raise any grievance and no member or volunteer will be penalised for doing so unless it is untrue and not made in good faith.

Guernsey Velo Club Additional Information

Safeguarding Children Policy

Guernsey Velo Club believes in safeguarding and providing for the interests and wellbeing of children by taking all reasonable steps to protect them from harm, discrimination or degrading treatment whilst respecting their rights, wishes and feelings.

1. Policy Statement

- 1.1. Guernsey Velo Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, States of Guernsey guidance and complies with best practice requirements.
- 1.2. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:
 - 1.2.1. have a positive and enjoyable experience of sport with the organisation in a safe and child centred environment.
 - 1.2.2. are protected from abuse whilst participating in organisational activities.
- 1.3. Guernsey Velo Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- 1.4. As part of our safeguarding policy the organisation will:
 - 1.4.1. promote and prioritise the safety and wellbeing of children and young people
 - 1.4.2. ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
 - 1.4.3. ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
 - 1.4.4. ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
 - 1.4.5. prevent the employment/deployment of unsuitable individuals

- 1.4.6. ensure robust safeguarding arrangements and procedures are in operation.
 - 1.5. The policy and procedures will be widely promoted and are mandatory for everyone involved in the organisation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.
 - 1.6. The policy will be reviewed a year after development and then every three years, or in the following circumstances:
 - 1.6.1. changes in legislation and/or government guidance.
 - 1.6.2. as required by the Local Safeguarding Children Board or UK Sport.
 - 1.6.3. as a result of any other significant change or event.
 - 1.7. A child is defined as a person under the age of 18 (Except for Part V of the criminal law, dealing with remand, where the age is under 17) (The Children (Guernsey and Alderney) Law 2008).
2. Promoting good practice
- 2.1. Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.
 - 2.2. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and will be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.
 - 2.3. Sport and physical activity are great fun and help children in many parts of their development. Sport attracts people from all parts of Guernsey's community and helps bring people together. The organisation must work to ensure the child receives the most appropriate support to come and enjoy participating in sport/physical activity.
 - 2.4. All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.
 - 2.5. Good practice means:
 - 2.5.1. Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
 - 2.5.2. Treat all children & young people with respect and dignity.

- 2.5.3. Always put the welfare of each young person first, before achieving goals or winning.
 - 2.5.4. Maintain a safe and appropriate distance (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
 - 2.5.5. Build relationships based on mutual trust, which empowers children to share in the decision-making process.
 - 2.5.6. Make activities fun, enjoyable and promoting fair play, without prejudice.
 - 2.5.7. Ensure that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances. Children & young people should be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
 - 2.5.8. Involving parents/carers whenever appropriate. For example, engaging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, try to ensure that parents, instructors or volunteers work in pairs.
 - 2.5.9. Ensure that where possible, a male and female member of staff should always accompany mixed groups. However, remember that same-gender abuse can also occur.
 - 2.5.10. Ensure that during residential events, adults should avoid entering children's bedrooms and should never invite children into their private rooms.
 - 2.5.11. Give enthusiastic and constructive feedback rather than negative criticism.
 - 2.5.12. Recognise the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will.
 - 2.5.13. Secure parental consent in writing for the child's participation, if the need arises to administer emergency first aid and/or other medical treatment.
 - 2.5.14. Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.
 - 2.5.15. Being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the company of young people.
- 2.6. The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the activity leader or the child's parents. For example, a child sustains an injury and

- needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:
- 2.6.1. Avoid spending excessive amounts of time alone with children away from others.
 - 2.6.2. Avoid taking a child in a private vehicle. (Except in the case of work experience students where students are shadowing a member of staff. In these cases students and parents have been informed, and have consented to this, prior to the work experience commencing).
- 2.7. The following practices should **never** be sanctioned. You should never:
- 2.7.1. Engage in rough, physical or sexually provocative games, including horseplay.
 - 2.7.2. Share a room with a child.
 - 2.7.3. Allow or engage in any form of inappropriate touching.
 - 2.7.4. Allow children to use inappropriate language unchallenged.
 - 2.7.5. Make sexually suggestive comments to a child, even in fun.
 - 2.7.6. Reduce a child to tears as a form of control.
 - 2.7.7. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - 2.7.8. Do things of a personal nature for children, which they can do for themselves.
 - 2.7.9. Invite or allow children to stay with you at your home unsupervised.
- 2.8. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, spotting, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- 2.9. If any of the following incidents occur you should report this immediately to the team leader or to another colleague and record the incident. It may also be appropriate to ensure the parents of the child are informed:
- 2.9.1. If you accidentally hurt a child.
 - 2.9.2. If he/she seems distressed in any manner.

- 2.9.3. If a child appears to be sexually aroused by your actions.
 - 2.9.4. If a child misunderstands or misinterprets something you have done.
3. Use of photographic/filming and digital imaging equipment
- 3.1. All staff and volunteers should be vigilant to ensure that sporting/physical activity events are not used as an opportunity to take inappropriate photographs or film footage of children and young people, and any concerns should be reported to the nominated Welfare Officer.
 - 3.2. Children and their parents/carers should be made aware that videoing/photography as a coaching aid is part of the intended coaching programme and such films should be stored safely or destroyed after use. This is also the case when being photographed or videoed for promotional reasons.
 - 3.3. Videoing/photography as promotional material
 - 3.3.1. Where possible do not include the name of a child whose image is being used.
 - 3.3.2. If naming a child or group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of the organisation.
 - 3.3.3. Avoid the inclusion of other detailed information about individual children.
 - 3.3.4. Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent the organisation.
 - 3.3.5. Only use images of young people in suitable dress/kit (including required or recommended safety wear such as shin pads, gum shields etc) to reduce the risk of inappropriate use.
 - 3.3.6. Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of sport.
 - 3.3.7. With regard to actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However there may be some sports activities (e.g. gymnastics or swimming) where the risk of potential misuse is much greater than for other sports. With these sports the content of the image should focus on the activity rather than on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate, or if poolside, waist or shoulder up.

- 3.3.8. Any abuse of images or the use of inappropriate images should be reported to the Child Welfare Officer who will in turn report this to Children's Social care and/or the Police.
 - 3.3.9. Images will be stored in line with the organisation's "Data Protection Policy" and "Retention of Data and Sharing of Data Policy".
4. Recruitment and training of staff or volunteers
 - 4.1. Guernsey Velo Club recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children.
 - 4.2. Where a member of the organisation is required to work while unsupervised and in a nature that leaves opportunity for abuse, the following checks must be made:
 - 4.2.1. A Criminal Records Check must be carried out.
 - 4.2.2. Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.
 - 4.3. Where a member of the organisation is required to work while supervised and in a nature that leaves minimal opportunity for abuse, the following processes must be carried out:
 - 4.3.1. A risk assessment must be carried out to highlight the times/places in a person's duties it may be possible to carry out abusive behaviour. Additional controls will then be added to make sure we do our utmost to safeguard children and vulnerable adults.
 - 4.3.2. Where we consider it necessary to seek further information, consent should be obtained from an applicant to seek a verbal or written personal and/or professional reference from up to 2 individuals or organisations.
 - 4.4. All staff and volunteers should receive formal or informal induction, during which:
 - 4.4.1. Their qualifications and experience should be substantiated.
 - 4.4.2. Our requirements and their responsibilities should be clarified.
 - 4.4.3. They should agree to work within the organisation's policies and procedures, including this Safeguarding Children Policy in which procedures are explained.
 - 4.5. In addition to pre-selection checks, the safeguarding process includes raising awareness through discussion to help staff and volunteers to:
 - 4.5.1. Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.

- 4.5.2. Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
 - 4.5.3. Respond to concerns expressed by a child or young person.
 - 4.5.4. Work safely and effectively with children.
- 4.6. Guernsey Velo Club requires that:
 - 4.6.1. All staff and volunteers, including board members, read the advisory information here in outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another;
 - 4.6.2. All staff and volunteers complete and maintain training in Safeguarding & Protecting Children
 - 4.6.3. A member of staff or volunteer at each event has First Aid training.
- 5. Responding to allegations or suspicions
 - 5.1. It is not the responsibility of anyone working within the organisation in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Welfare Officer and then through contact with the appropriate authorities.
 - 5.2. We will assure all staff/volunteers that we will fully support and protect anyone, who in good faith reports his or her concern that another person is, or may be, abusing a child.
 - 5.3. Where there is a complaint against a member of the organisation there may be three types of investigation:
 - 5.3.1. A criminal investigation.
 - 5.3.2. A child protection investigation.
 - 5.3.3. An internal disciplinary or misconduct investigation.
 - 5.4. If there are concerns about poor practice:
 - 5.4.1. If, following consideration, the allegation is clearly about poor practice, the nominated Child Welfare Officer will deal with it as a misconduct issue.
 - 5.4.2. If the allegation is about poor practice by the nominated Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant manager who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

- 5.5. If there are concerns about suspected abuse
 - 5.5.1. Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the nominated Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
 - 5.5.2. The nominated Child Welfare Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
 - 5.5.3. The parents or carers of the child will be contacted as soon as possible following advice from the Social Services department.
 - 5.5.4. If the nominated Child Welfare Officer is the subject of the suspicion/allegation, the associate making the allegation must decide whether direct feedback is sufficient (e.g. possibly in the case of inappropriate handling during an activity without breach of trust or confidence) or whether the report should be made to Social Services or the Police.
 - 5.5.5. If the child is deemed to be at immediate risk, call the police.
- 5.6. If there are concerns about someone outside of the organisation (by disclosure or suspicion):
 - 5.6.1. Any suspicion that a child has been abused through suspicion or a disclosure made by that child, must be reported to the nominated Child Welfare Officer, who will take the necessary steps to ensure the safety of the child at risk.
 - 5.6.2. The nominated Child Welfare Officer will refer the allegation to the Social Services department who may go to the police, or go directly to the police if out-of-hours.
 - 5.6.3. If the child is deemed to be at immediate risk, call the police.
- 5.7. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:
 - 5.7.1. The nominated Welfare Officer *Lisa Eyre*
 - 5.7.2. *The club President Alex Margison.*
 - 5.7.3. The parents of the person who is alleged to have been abused.
 - 5.7.4. The person making the allegation.
 - 5.7.5. Social Services/Police.

- 5.7.6. The alleged abuser (and parents if the alleged abuser is a child).
- 5.8. Recorded information will be stored in a secure place with limited access to designated people, in line with the Data Protection (Bailiwick of Guernsey) Law, 2017 and the organisation's own "Data Protection Policy" and "Retention of Data and Sharing of Data Policy". (e.g. that information is accurate, relevant and secure).
- 5.9. The organisation's nominated Welfare Officer and the Board will make an immediate decision about whether any individual accused of abuse should be temporarily suspended from operation pending further inquiries.
 - 5.9.1. Irrespective of the findings of Social Services or the police inquiries the organisation's nominated Child Welfare Officer will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. The welfare of the child will remain of paramount importance throughout.
- 5.10. Support to deal with the aftermath of abuse:
 - 5.10.1. Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings can help to maintain an open culture and help the healing process. Social Services within the local area will be able to provide advice.
 - 5.10.2. Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.
- 5.11. Allegations of previous abuse
 - 5.11.1. Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
 - 5.11.2. Where such an allegation is made, we should follow the procedures as detailed above and report the matter to the Social Services or the police. This is because other children, either within or outside the organisation, schools, education and sports coaching, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.
- 5.12. Concerns outside the immediate environment (e.g. a parent, teacher or carer):
 - 5.12.1. Report your concerns to the nominated Child Welfare Officer who should decide whether to contact Social Services or the police as soon as possible.
 - 5.12.2. If the nominated Child Welfare Officer is not available, the person being told of or discovering the abuse should consider whether to contact Social Services or the police immediately.

- 5.12.3. Social Services and the nominated Child Welfare Officer will decide how to involve the parents, carer or teacher.
- 5.12.4. Maintain confidentiality on a need to know basis only.
- 5.13. Information for Social Services or the police about suspected abuse:
 - 5.13.1. To ensure that this information is as helpful as possible, a detailed record should always be made, ideally at the time of the disclosure/concern, which should include the following:
 - 5.13.1.1. The child's name, age and date of birth.
 - 5.13.1.2. The child's home address and telephone number.
 - 5.13.1.3. Whether or not the person making the report is expressing their own concerns or those of someone else.
 - 5.13.1.4. The nature of the allegation. Include dates, times, any special factors and other relevant information.
 - 5.13.1.5. Make a clear distinction between what is fact, opinion or hearsay.
 - 5.13.1.6. A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
 - 5.13.1.7. Details of witnesses to the incidents.
 - 5.13.1.8. The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - 5.13.1.9. Have the parents been contacted?
 - 5.13.1.10. If so what has been said?
 - 5.13.1.11. Has anyone else been consulted? If so record details.
 - 5.13.1.12. If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
 - 5.13.1.13. Has anyone been alleged to be the abuser? Record details.
 - 5.13.1.14. Where possible referral to the police or Social Services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
 - 5.13.2. If you are worried about sharing concerns about abuse within the organisation, to the nominated Child Welfare Officer about a club member, coach or volunteer, you can contact Social Services or the police direct, or

the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

5.14. A Young Person's Guide to Safeguarding and Wellbeing

5.14.1. It's important that you can talk to someone if you are worried or upset. This may be your parent/carer, a teacher or your Club Welfare Officer. If there isn't someone you feel that you can talk to, you can call Childline 0800 1111 or contact them via www.childline.org.uk.

5.14.2. There are some fantastic resources available online that provide further support and guidance. Here are just a few:

5.14.2.1. Young Minds - click here to access their mental health resources

5.14.2.2. Beat eating disorders - click here to access their downloadable resources

5.14.2.3. Shout - click here for tips on anxiety, stress, and feeling overwhelmed

5.14.2.4. UK Safer Internet Centre - click here for more information on how to enjoy your time online whilst staying safe

5.15. Action if bullying is suspected

5.15.1. If bullying is suspected, the same procedure should be followed as set out above in [responding to suspicions or allegations](#).

5.15.2. Advice and action to help the victim and prevent bullying:

5.15.2.1. Take all signs of bullying very seriously.

5.15.2.2. Encourage all children to speak and share their concerns (it is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the Team Leader and the Child Welfare Officer and the party leader where appropriate. Create and maintain an open communication environment.

5.15.2.3. The Child Welfare Officer must investigate all allegations appropriately and take action to ensure the victim is safe. This may involve speaking with the victim and the perpetrator(s) separately, offering reassurance that you can be trusted and will help them, although you cannot promise not to tell others.

5.15.2.4. Record the incident or suspected incident and keep records of what is said (what happened, by whom, when).

5.15.2.5. Report any concerns to the Child Welfare Officer (wherever the bullying is occurring).

5.15.3. Action towards the bully(ies):

5.15.3.1. Talk with the bully(ies), explain the situation, and try to get them to understand the consequences of their behaviour. Consider whether seeking an apology to the victim(s) is appropriate.

5.15.3.2. Inform the team leader and/or parents.

5.15.3.3. Insist on the return of any 'borrowed' items and that the bully(ies) compensate the victim where appropriate.

5.15.3.4. Provide support for the victim's team leader or parent.

5.15.3.5. Impose sanctions as you think appropriate or necessary.

5.15.3.6. Encourage and support the bully(ies) to change behaviour and offer opportunities for re-engagement within the group and activity.

5.15.3.7. Share progress with accompanying team leaders and parents and report as required to the Child Welfare Officer

5.15.3.8. Inform all Key associates of action taken if they are to work with either the perpetrator or the victim.

5.15.3.9. Record action taken on an incident report form.

6. Contacting Social Services

6.1. Contact details for organisations in Guernsey:

6.1.1. **Multi Agency Support Hub**, Services for Children and Young People – **01481 723182**

6.1.2. **Emergency Duty Social Worker for Children's Services** (out of hours) 365 days per year, weekends and overnight 5pm to 9am – **01481 220000** (hospital switchboard and ask for duty social worker for children's services).

6.1.3. **Guernsey Police - 01481 725111 (non-emergency) or 999 (emergency)**

6.2. This Policy is intended to be readable, easily understood and to offer a clear statement of our intentions and actions. It is important that all associates are able to implement this policy. Please contact Lisa Eyre, welfare@gvc.gg if you would like more information, clearer guidelines, or to suggest appropriate changes to the policy and its wording.

Guernsey Velo Club Additional Information

Disciplinary Procedure

This Disciplinary Procedure is only applicable to breaches of Guernsey Velo Club (“the Club”) policies, rules and regulations, and Code of Conduct by members of the Club. The Board does not have the power to consider complaints against non-members, members of other clubs, or members of the public.

1. Recording of a Complaint

- 1.1. In the event of a breach of the Club rules or a dispute between Club members occurring during activities, or activities in which members are representing the Club, it may be necessary for a Club Official to take immediate action, which may involve excluding a participant from an activity (thereby becoming an “excluding official”). Officials are Committee members and ordinary members who are acknowledged by the Committee to be involved in organising an activity (e.g., race organiser, marshal, coach, social event organiser).
- 1.2. The excluding official is required to submit a written report to the Board within 7 days of exclusion. This may take the form of an electronic communication that allows the report to be recorded.
- 1.3. Any Club member can make a written complaint to the Board about any incident involving any other club member regardless of whether action was taken at the time.
- 1.4. On receipt of a written complaint the Board will, where practicable, make every effort to resolve the dispute by informal discussions between the parties involved.
- 1.5. Where a matter cannot be resolved informally, or where it may be necessary to apply sanctions to a member, the Board will set up a Panel to address the dispute.
- 1.6. The Board may temporarily suspend or exclude a member from any or all Club activities, pending the outcome of the Panel decision.

2. Dispute Panel Procedure

- 2.1. The Panel shall consist of three persons who have not been involved in the dispute. These will normally be members of the Board, but ordinary members may be asked to serve if the Board feels that they have knowledge or experience that is relevant.
- 2.2. All matters between the Panel members shall be decided by a majority decision.
- 2.3. The Panel members shall appoint one of their number to act as the Chairman.

- 2.4. The Panel shall receive all written reports and ask for written statements from the parties involved in the dispute. The Panel may also ask for written statements or talk to any witnesses if it is deemed relevant to the settlement of the dispute. Statements should be provided and considered within 7 days of the request unless extenuating circumstances prevent this.
- 2.5. The Panel will consider whether they have enough evidence to make a decision without a hearing, If this is the case the Chairman shall inform the parties of their decision.
- 2.6. The parties and the Panel have the right to request a hearing in person
- 2.7. The Chairman shall arrange the date and place of any hearing and notify the parties of the arrangements at least 14 days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend.

3. Hearing Procedure

- 3.1. The hearing procedure shall be flexible and is the responsibility of the Chairman of the Panel to ensure that the hearing is conducted in an orderly and effective manner. All matters of procedure will be decided by the majority vote of the Panel.
- 3.2. The hearing should allow each party a reasonable opportunity to give and call evidence, address the Panel and present their case. The Chairman shall have the discretion to limit the number of witnesses and statements to ensure the proceedings are conducted within a reasonable timeframe.
- 3.3. The Panel shall not be bound by the judicial rules of the courts of Guernsey governing procedure or the admissibility of evidence.
- 3.4. Witnesses shall be provided with an area outside of the hearing room and not take part in the hearing other than giving evidence and responding to questions from the parties or the Panel.

4. Decision Procedure

- 4.1. The Panel shall come to a decision as soon as reasonably practical.
- 4.2. Where the views of the Panel differ, a majority decision shall be accepted.
- 4.3. The Chairman shall, in any event, notify the parties and the Board in writing of its findings and decisions within 5 days of such decisions being reached.

- 4.4. The Club Secretary shall record the Panel's decisions in the next Board meeting minutes, except for a verbal reprimand which should not be recorded.

5. Powers of the Panel

- 5.1. The Panel is able to administer the following sanctions:
 - 5.1.1. Verbal warning;
 - 5.1.2. Written warning;
 - 5.1.3. Disqualify a member from a race;
 - 5.1.4. Suspend a member from racing for a specified period of time;
 - 5.1.5. Suspend a member from all Club activities for a specified period of time;
 - 5.1.6. Expel a member from the Club with immediate effect.
- 5.2. Where a member receives two written warnings in any calendar year, the member will automatically be suspended from racing for a specified period of time at the discretion of the Board.

6. Appeals Procedure

- 6.1. The parties to the dispute have the right to appeal the Panel's decision.
- 6.2. A Board member who was not party to the dispute and who did not serve on the Panel shall be appointed by the Board to review the case.
- 6.3. The review shall consider whether the Panel acted fairly, considered all the evidence available and reached a decision that was justifiable. This may or may not include the taking of further statements from the parties or witnesses.
- 6.4. The outcome and decisions of the appeal process shall be communicated to the parties and the Panel and will be considered final.

7. Considerations regarding children

- 7.1. Any person under the age of eighteen (a "child") who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or other responsible adult. The Club Welfare Officer shall be asked to advise in any case involving a child, and the Chairman of the Panel shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by a responsible adult.

- 7.2. The Chairman of the Panel shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular to the welfare of the child.
- 7.3. No child aged fourteen or under shall be expected to attend a hearing to give evidence in person. Any evidence should normally be given as a written statement with the assistance of the Club Welfare Officer or other person acceptable to the child and the responsible adult. Questions and responses may be relayed by a Panel member. If the child becomes distressed the Panel shall rely only on the written evidence.
- 7.4. A child over the age of fourteen and their responsible adult shall only attend a hearing as a party to the dispute or to give evidence in person provided they wish to do so, and the Chairman has consulted with the adult and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend.
- 7.5. If there is a disagreement between adult and/or child and the Chairman on any of the considerations above, the Chairman shall decide whether to allow written, video or other forms of evidence by the child, or whether the Panel should hear evidence or complaints in private, without the other parties being present. If no agreement can be reached, then no evidence can be submitted.
- 7.6. After the hearing the Chairman shall inform the responsible adult of the Panel's findings and decisions and shall discuss whether the Chairman or the responsible adult shall inform the child.

Guernsey Velo Club Additional Information

Data Processing Policy

1. This policy explains when and why we collect personal information about our members, volunteers, and participants (collectively “you”) in Guernsey Velo Club LBG (“GVC” or “we”) events, including GVC Juniors and GVC Flyers, how we use it, how we keep it secure, and your rights in relation to it.
2. We may collect, use, and store your personal data as described on this Data Policy and as described when we collect data from you.
3. We reserve the right to amend this Data Policy from time to time without prior notice. You are advised to check our website www.gvc.gg regularly for any amendments (but amendments will not be made retrospectively).
4. We will always comply with the Data Protection Law (Bailiwick of Guernsey), 2017 (“the Law”) when dealing with your personal data. Further details on the Law can be found on the website of the Office of the Data Protection Authority (“the ODPA”) www.odpa.gg. For the purposes of the Law, GVC will be the controller of all personal data we hold about you.
5. Who we are
 - 5.1. We are Guernsey Velo Club LBG and are registered with the ODPA.
 - 5.2. We can be contacted in writing at Clair de Lune, Village Rachele, Rue des Goddards, Castel, Guernsey GY5 7BP or via email at secretary@gvc.gg.
6. What information we collect and why

Type of information	Purpose	Legal basis of processing
Member's name, address, telephone number(s), e-mail address(es), date of birth, racing category, and relevant medical conditions.	Managing the GVC membership database on SportMember.	Performing GVC's contract with the member or participant.
Member's name, telephone number(s) and e-mail address(es).	Managing subscriber details to all other databases as and when required	To meet requirement of the Law to obtain GVC members consent to communicate with the member.

The name and age of the member.	Managing membership categories which are age related and allocating age related racing categories in Webscorer and MyLaps timing systems.	Performing GVC's contract with the member.
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the member's vital interests and those of their dependants
The member's name, age, gender, age category and race category	Managing race entries and race results, and sharing race results with other clubs, associations, and British Cycling. Also providing race results and reports to local and national media, posting results on the GVC website and social media channels,	For the purposes of our legitimate interests in holding races and events for the benefit of members of the GVC, promoting the club and operating GVC
Photos and videos of members	Publishing on GVC's website and social media pages and using in press releases.	Consent. We will seek the member's consent on their membership application form and each membership renewal form, and the member may withdraw their consent at any time by contacting us by e-mail or letter.
Members email address	Sending emails for promotion of GVC organised events, updating members on the status of events or advising members of important news updates in relation to GVC's activities	Consent. We will seek the member's consent on their membership application form and each membership renewal form, and the member may withdraw their consent at any time by contacting us by e-mail or letter.

7. Source of personal data

- 7.1. We collect your personal data directly from you – for example the details you enter into the SportMember database, Webscorer race registration system. We may also collect information from someone else acting on a member's behalf – for example where a parent or guardian has purchased membership for a child or entered them in a race.
- 7.2. We may sometimes collect and create data ourselves – for example from our coaches or Cycling Development Officer, setting race categories in MyLaps, or when we produce race reports from watching members compete in events.

- 7.3. We may also collect data from third parties such as British Cycling, Cycling Time Trials or other cycling event organiser where you have linked your data held by the third party to GVC or are competing in their events as a GVC member.
- 7.4. On rare occasions, we may receive information about you from others who are not acting on your behalf - for example where someone makes a complaint about a member which we then investigate.

8. How we protect your personal data

- 8.1. We will not transfer your personal data to an unauthorised jurisdiction without your consent. Please note that the servers of Mailchimp, Webscorer, MyLaps, SportMember, Google, Facebook and the GVC website may be based outside of an authorised jurisdiction.
- 8.2. We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
- 8.3. Please note that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure. For any payments which we take from you online we will use a recognised online secure payment system.
- 8.4. We will notify you promptly in the event of any breach of your personal data which might expose them to serious risk.
- 8.5. We will never sell or share your personal data with any third parties without your prior consent, which you are free to withhold. However there may be occasions where there is a legal basis to use or share your information without your permission such as to comply with the law or to carry out our legitimate aims and goals as an organisation – for example the delivery of cycling events or coaching sessions.

9. Special category data

- 9.1. We may collect special category data from you in respect of any health conditions that may be relevant to your participation in GVC events.
- 9.2. Where we are processing special category data, we will do so lawfully and where at least one condition in Part II or Part III of Schedule 2 to the Law is satisfied.

10. How long we keep your data

- 10.1. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to be able to comply with future legal obligations e.g., compliance

with tax requirements and exemptions, and the establishment exercise or defence of legal claims.

- 10.2. We securely destroy all financial information once we have used it and no longer need it.

11. Your rights

- 11.1. You have a number of rights under the Law which are detailed on the website of the ODPa at <https://www.odpa.gg/information-hub/information-rights/>
- 11.2. Where you may have provided your consent to the collection, processing and transfer of your personal information for specific purposes, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent please email secretary@gvc.gg. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purposes or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.
- 11.3. You may make a complaint in writing to the ODPa if you consider that GVC has breached, or is likely to breach, an operative provision of the Law, and the breach involves, affects, or is likely to affect any personal data or data right relating to you.
- 11.4. Their contact details can be found on their website www.odpa.gg. Should the ODPa decide not to investigate your complaint they will let you know why and will include details of your right to appeal that decision.

12. Automated decision making

- 12.1. We do engage in automated decision making based on the information we hold on you.

13. Contractual obligation

- 13.1. The provision of personal data by you is contractual requirement of being a member of GVC. If you fail to provide the personal data required to open and maintain an account with SportMember then GVC may not accept you as a member.