

Collated current Club Rules

March 2026

Changes:

- *Renumbered sections 8 and 9 into single section 8*
- *Renumbered subsequent sections*
- *Added 8.7 – helmets compulsory on club rides*
- *Removed detailed competition rules and replaced with a requirement to publish by Dec 31 each year*
- *Updated contents list*

1 Matters in Dispute.....	1
2 Club Property	2
3 Club Records	2
4 Second Claim Members	2
5 Sponsorship.....	2
6 Discipline.....	2
7 Safeguarding Policy	4
8 Safety on club rides.....	6
9 E-bikes	6
10 Privacy Policy.....	8
11 Competition and Racing.....	11

1 Matters in Dispute

1.1 Every question in dispute or any matter not provided for in these Rules shall be referred to the General Committee whose decision shall be final. All complaints shall be addressed to the General Secretary.

2 Club Property

2.1 An inventory shall be kept of all property belonging to the Club, which shall include details of the current location of each item. No property shall be disposed of without the sanction of the General Committee.

3 Club Records

3.1 The following records shall be kept by the Club (and archived as necessary) in either paper or electronic form as appropriate:

- Register of Members maintained by the Membership Secretary
- Minutes of GC meetings, AGMs and EGMs maintained by the General Secretary
- Inventory of Club property maintained by the Treasurer
- Financial Accounts maintained by the Treasurer
- Racing Records maintained by the Competition Secretary

4 Second Claim Members

4.1 Second claim members are those who have informed British Cycling or Cycling Time Trials or both that their first claim club is not Hertfordshire Wheelers. Members in this situation must inform the Club committee.

4.2 Second claim membership of the Club is permitted at the discretion of the Committee. The fee shall be the same as for corresponding first claim membership. Second claim members shall be entitled to the same Club benefits and voting rights as first claim members. Second claim members will be entitled to ride all events but shall not be eligible for Club awards or records in events where the relevant governing body regards them as second claim.

5 Sponsorship

5.1 Any sponsorship agreement would require detailed approval at an AGM or EGM.

6 Discipline

6.1 The General Committee (“the Committee”) shall have the power to discipline any member for failing to comply with any of the Rules, or for behaving in any manner contrary to the interest or reputation of the Club.

6.2 The Committee’s powers in this regard include expulsion or suspension of a member for such period as the Committee thinks fit.

6.3 Expelled or suspended Members shall have no claim for the return of any subscription or percentage of subscription paid.

6.4 Where applicable and reasonably practical to do so the procedure laid down within the British Cycling Federation’s Disciplinary Regulations and Procedures will be adhered to. This includes (at the discretion of the Committee) the ad-hoc appointment of a Disciplinary Officer to investigate the Complaint, a sub-committee and an appeal panel, and the discretion to deal informally with the Complaint, dismiss or refer it to a more suitable external forum. Rules of natural justice shall be followed throughout the process.

6.5 All complaints regarding the behaviour of Members should be submitted in writing to the Secretary.

6.6 The Committee will meet to consider the Complaint and how it is to be processed within 28 days of it being lodged.

6.7 The outcome of a disciplinary process should be notified in writing to the person who lodged the Complaint and the member against whom the complaint was made within 14 days of the decision being made.

6.8 There will be the right of appeal to the Committee (or to such panel as they may appoint to hear such an appeal) following disciplinary action being announced. Notification of intention to appeal is to be made to the Secretary within 21 days of notification of disciplinary action and be considered within a further 28 days of the Secretary receiving the appeal.

7 Safeguarding Policy

7.1 The Club accepts that it has a duty of care to protect all members, including vulnerable adults, to safeguard their welfare, irrespective of age, gender, racial origin, religious belief, sexual identity or disability, while involved in club activities. [Note that, currently, the club only admits adult members (aged 18 or over).]

7.2 The Club will take all reasonable and practical steps to protect such members from harm and discrimination and will respond appropriately to all reported suspicions and allegations.

The Club recognises that the key to good practice is having an awareness of the principles required to promote a safe environment for all.

7.3 The Club will be guided by British Cycling's policy for the Protection of Vulnerable Adults. It is the responsibility of the Club's Management Committee's to ensure suitable procedures exist to meet this policy.

7.4 The Club will appoint a Club Welfare Officer to oversee these procedures. In her/his absence the Club Chairman or other nominated Committee member will fulfil this role.

7.5 Safeguarding is a responsibility for every member. It is not your responsibility to investigate an allegation or decide whether someone is being abused but it is your responsibility to report the concern and pass on information to the appropriate person. This might be:

- The Club Welfare Officer who will then initiate an investigation into the allegations in accordance with British Cycling Policies. [Email: safeguarding@herts-wheelers.org.uk].
- The British Cycling Lead Safeguarding Officer, [Tel: 0161 274 2000, Email: compliance@britishcycling.org.uk]
- East Herts District Council [Tel. 01279 655261 and ask for Jonathan Geall]
- Herts County Council [via their website]
- Local Police Tel: 101 or in an emergency 999]

See the British Cycling Reporting a concern document for further advice

7.6 The relevant British Cycling documents are:

- Safeguarding adults: policies and procedures - the main British Cycling guidance document.

- Reporting a concern - how to respond to someone raising a concern with you, how to report the concern and what will happen next.
- Club Welfare Office Role Description - aim of the role, responsibilities and procedures.

8 Safety on club rides

8.1 Whilst it must be recognised that there are inherent risks to personal safety in undertaking any cycling activity, the club is concerned so far as it is reasonably possible, to minimise those risks. The following guidelines have therefore been instituted and apply to all Ride Leaders and riders. More detailed guides for riders with particular reference to the role of a Ride Leader can be viewed on the club website.

8.2 Ride Leaders are appointed by mutual consent of the group they are leading. Ride leaders should preferably be experienced riders familiar with the route that they are leading.

8.3 The committee will liaise as necessary with the appointed Rides Leaders in all categories. Rides leaders will communicate to the Secretary any matter of concern regarding safety issues, including the persistently erratic or disruptive conduct of any rider, and the prevailing or expected weather conditions which may affect the safety of the ride itself.

8.4 The committee has the ultimate sanction having considered any matter brought thus to their attention by the Secretary, or of their own volition, to cancel any ride (and/or, if appropriate, invoke disciplinary proceedings against a disruptive or erratic rider, including immediate interim suspension). Such a decision shall be made by a majority vote of the committee, which can be taken by utilisation of a social media group of committee members. If practicable the cancellation will be published on the club website and also by e-mail to the expected riders as promptly as circumstances permit.

8.5 Notwithstanding the above, a Ride Leader may at any time in his or her own discretion cancel or change the published route of the proposed ride or prematurely terminate a ride upon which unforeseen circumstances or conditions have arisen. In the event of the termination of a ride which had already begun, the Ride Leader will use his or her best efforts to satisfy himself or herself that the riders have access to a safe means of returning to the start point of the ride or the locality of their homes.

8.6 Should members elect nonetheless to engage in or continue such a cancelled ride, it must be understood that this is not a club activity, nor is it covered by the club's third-party insurance, and neither the club nor the committee accept any responsibility for any loss, damage, or personal injury which may occur on such an unauthorised ride.

8.7 Cycling-safe hard-shell helmets must be worn on all organised club rides. Ride leaders must ask any riders not complying with this rule to leave the ride.

9 E-bikes

9.1 Road-legal e-bikes are permitted on cat 5, 6 and 7 rides with prior approval of the committee. Existing members with relevant medical conditions may be given permission by the Committee to ride road-legal e-bikes in other categories.

9.2 Road legal' is an 'Electrically Assisted Pedal Cycle (EAPC)' as defined on the GOV.UK website (<https://www.gov.uk/electric-bike-rules>).

10 Privacy Policy

10.1 Personal information we keep about members

In order for the club to function we keep information on our members on a third party cloud based application called MemberMojo. This may include:

- Name
- Title
- Postal address
- Date of birth
- Home telephone number
- Mobile telephone number
- Emergency contact details
- Email address
- Subscription category (individual, joint or life)
- Eligibility for concessionary subscription
- Year of joining the club
- Whether a subscription has been paid for the current year
- Membership category (Honorary or senior)
- Second-claim or not

Minutes of meetings and other records of decisions may include name and other information about members.

MemberMojo's privacy policy may be found [here](#).

Whilst outside of the club's remit, members can also enter their details in Pumble and Strava. Their privacy policies can be found [here](#) and [here](#).

Personal information we keep about prospective members will include:

- Name
- Email address
- Postal address
- Gender
- Home telephone number
- Mobile telephone number
- Date of Birth

10.2 Other information we keep

We will keep details of results, times and points for members taking part in competitions. We will also keep details of club run participation.

10.3 Security of personal information

Personal information on members and prospective members is kept securely within MemberMojo. It is accessible only to club officers who have the relevant passwords. The level of access - read-only, edit etc. - will be the minimum needed for the officer to perform their task. Information will not be shared with other third-parties nor with other club members. Club officers with access to the information have been instructed that, while they may process the information on their home or other systems, they must not keep copies of it on such systems once that processing is complete. The information will be processed only by club officers and not by third parties.

10.4 Use of contact information

Contact information, in particular email addresses, will be used solely for the purpose of communicating information about club events, club business and other information felt to be of interest to members of a cycling club. It will not be used for marketing purposes nor will it be passed to third parties.

10.5 Subject access requests

Under the GDPR members have a right to request access to the information we hold about them. Such requests will be responded to within one calendar month as stipulated by the rules. Requests and response times will be logged. Requests should be sent to the club secretary.

10.6 Data Retention

Members leaving the club may request that all information held about within MemberMojo them should be deleted immediately. Requests should be sent to the club secretary. In any case such information will be deleted from MemberMojo within five years.

GDPR also gives the right for current and previous members to be forgotten. Requests to be forgotten will be processed within a calendar month and requests should be sent to the club secretary. Note that any existing members requesting the right to be forgotten will also have to have membership terminated.

10.7 Club Website

The website is used to publicise the club and its activities. Apart from the area specifically reserved for members, all information on the website is publicly accessible. If you have taken part in club activities your name and image may appear on the website. If you do not wish this to happen you should contact the club secretary.

10.8 Policy Changes

The General Committee reserve the right to change this policy at any time. All members will be notified of this such changes as soon as they come into force.

10.9 Complaints

You have the right to take any complaints about how we process your personal information to the Information Commissioner: <https://ico.org.uk/concerns/> Tel. 0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

11 Competition and Racing

11.1 Club Awards and Records

The club will organise a number of competitions and associated awards. These will be open only to Members of the Club who have paid a full subscription for the relevant year at the time of the event.

11.2 Competition rules and awards criteria for the coming calendar year will be agreed by the general committee by no later than the preceding December committee meeting and published on the club website by no later than the preceding 31 December.