

RAVENSTHORPE CYCLING CLUB COMMITTEE

Terms of Reference

Original draft January 2024, revised Oct 2025

Purpose and Responsibilities:

The committee will provide strategic direction, oversight and accountability for the management of the Ravensthorpe Cycling Club (RCC). The committee will undertake to achieve the objectives listed below.

National and local affiliations

- Ensure that the club is registered with the relevant national and regional regulatory cycling bodies: British Cycling, Cycling UK, Cycling Time Trial Association, Veteran Time Trial Association, Yorkshire Cycling Federation.
- In doing so ensure that the club's policy on matters such as GDPR, EDI, and Safeguarding align with the national standards and regulations.

Provide a range of rides and activities matching the needs of its members and promote a positive and inclusive approach to cycling within the community, for example:

- Offer a range of rides to cater for members availability and riding ability.
- Engage with, promote and support diverse form of racing.
- Skills workshops (Bike maintenance, Safety briefings), Newsletter, social events
- Use email and social media communications responsibly to engage with club members and neighbouring cycling clubs and to promote what is on offer in the area and foster a community spirit.

Committee membership (2024) and short role description:

- **President:** Phil Rounding
 - **Role:** The role of Honorary president was created for Phil Rounding to honour his over 40 years of commitment to the club in various committee and captain roles. This honorary position recognises a long standing, key member of our club, their dedication and knowledge of its history in the context of the Yorkshire racing/cycling scene and beyond.
- **Chairperson:** Paul Edmondson
 - **Role:** Chair the following meetings: AGM Quarterly Committee Mtgs Liaise with other local clubs to co-ordinate the Ride to the Sun Series Maintain an overview of issues affecting the club Help with the running and compering of the Awards Evening and Richard Bamforth ride. Any other duties commensurate with the role of Chair Person.
- **General Secretary:** Marjorie Davison
 - **Role:** To take active part in Database management in RiderHQ (membership, emergency contact details quarterly report updates for captains and ride leaders). To lead on general communications with members via emails (average 20 emails per year) and social media. To take and draft minutes for all committee meetings (4 per year) and AGM (1 per year) . To support the organisation of non-racing events including but not limited to: Club evenings, S&C classes, Annual Trophy Presentation, Remembrance Parade, Ride to the Sun series, social events (shared with other committee members).
- **Vice-Secretary:** Hanif Rehman
 - **Role:** To support the General secretary with the above and lead on membership engagement activities: current members satisfaction survey, recruiting new members. Streamlining processes, data management (website coordination and shred inbox), wider community engagement.
- **Race Secretary:** Marjorie Davison
 - **Role:** Responsible for the organisation and operations of the annual club 10-mile and 25-mile Time-Trials (Open events) and the Annual club Hill Climb competition (B event). To represent the RCC at the CTT Yorkshire, YCF, VTTA Yorkshire AGMs and report any key

information to the RCC committee and club members. Currently also acts as the CTT Yorkshire and VTTA Yorkshire representative for the YCF AGM. To collate RCC members race results throughout the year towards Trophy allocations

- **British Cycling Representative:** Richard Creaser
 - **Role:** To renew the club's affiliation to British Cycling (BC). To attend the regional BC AGM and report any key information to the committee and club. To help the secretariat ensuring that members' insurance details are kept up to date (for BC members).
- **Treasurer:** Stephen Garside
 - **Role:** To manage the club's finances (including insurance of club assets) and produce updates for all committee meetings and the RCC AGM. To support Database Management in RiderHQ (memberships and insurance). To help and support with general club activities: club evenings especially, non-racing, racing and social events.
- **Cycling UK Representative:** Stephen Garside (also one of the YCF delegate to the Race Secretary)
 - **Role:** To renew the club's affiliation to Cycling UK. To ensure that members' insurance details are kept up to date (for Cycling UK members).
- **Captains of the Men's and Women's section:**
 - **Role:** To plan and organise a range of rides, publicise them, ensure safe group riding, remind ride leaders (if not present themselves) to designate support riders to ensure everyone attending the ride has support. Provide ride reports. Allocate points for the Club Run Competition
 - **Club Captain:** Paul Edmondson
 - **Club Vice-Captain:** Phillip Johnson
 - **Ladies' Captain:** current vacant, in the absence of leaders for the Ladies' section, the captaincy roles for the Men's section have been renamed "Club" captain/ and vice-captain
 - **Ladies' Vice-Captain:** currently vacant
- **Kit Secretary:** Deborah Atkinson
 - **Role:** To coordinate with kit supplier around orders and communicate with members to publicise, with support from general and vice-secretary
- **Members Representative:**

Role: To provide feedback from the club members and potentially support/help recruit support for club initiatives within their area of interest.

 - Tints representative: Dave Hiley **Role:** Support the Phil Rounding with Trophy engraving and currently acts as club liaison for the project around the Brian Robinson Memorial
 - Sunday club run representative: **Vacant**- the duty below is currently looked after by Paul Edmondson
 - **Role:** To monitor the Strava club (ensuring members of the Strava club are active RCC Members) and weekly leaderboards for men and women. (also currently one of the YCF delegate to the Race Secretary)
 - Ladies representative: **Vacant**

- **Meetings**

The committee meets quarterly (at the beginning of: January, April, July, October)

The RCC Annual General Meeting held in late October-early November