

## **New policy handbook - summary of the main changes and advice.**

### **1. Name**

The DA and the Sections will in future be known as member groups. The idea is that terms such as DA and Section are not generally known to the population. The proposed name for the DA will be CTC West Sussex. The proposed name for a Section will be for example CTC West Sussex, Bognor and Chichester Group.

### **2. Committee**

The existing position for the DA and Sections is that they need to have as a minimum a Secretary and a Treasurer. In future there must be a Secretary, Treasurer and a Chairman. There are now also additional roles which have to be fulfilled by members of the committee. These are a Registration Officer to deal with membership, a Welfare officer and a Promotions Officer. These roles can be fulfilled by existing members of the committee such as the Secretary, Treasurer or Chairman except that the Welfare Officer should not also be the Secretary.

My advice is that essentially we can continue much the same as before. The only essential new officer required is a chairman who is supposed to chair the AGM and Committee Meetings. If you have a difficulty in filling this role you could just appoint somebody to fill the post as a formality and tell them they do not need to bother coming to committee meetings if they do not wish to and who chairs the meeting can be dealt with ad hoc as now. The Registration Officer is just somebody who keeps a note of who is a member of the Section and could readily be dealt with by the Treasurer as now. A Welfare Officer is another fairly nominal post and might only arise as somebody to mediate on any complaints which are fairly unlikely. The Promotions Officer is somebody to deal with publicity and it is up to them what if anything they do on this. If there is nobody else the Promotions Officer could be the Secretary.

### **3. Informal groups**

In the event that a Section is unable to obtain volunteers to fill the three obligatory positions they can elect to become an informal group with its basic administration dealt with by the DA. Note however that the existing DA officers are not going to take on the work of running a Section in addition to the work they already do. If that were expected the DA might find it no longer had any officers willing to take on the role. If an informal group is formed in place of a Section probably the best arrangement would be for a group of people from the former Section to comprise a subcommittee of the DA committee with one person from that subcommittee being a representative on the DA committee. The minimum for the subcommittee would be somebody to organise the rides and supply details for the Pedaller, somebody to receive contact from and supply information to the general public and somebody to liaise with the DA to supply any necessary information about the group such as for example the names and CTC membership numbers of Ride Leaders.

Note that an informal group does not require a Treasurer as an informal group cannot hold any money or have any formal membership from whom payments are taken. All existing money of a Section would pass to the DA. It should be possible to agree with the DA arrangements whereby existing money would be set aside for the benefit of the members of the existing Section. Possibly the simplest idea would be for the money to be used so that existing Section members have free copies of the Pedaller until the money runs out. After that former Section members would pay for the Pedaller direct by taking out the individual subscription which is available. If a Section became an Informal Group any Events requiring the payment of money such as social events would have to be organised by an individual and the cost reimbursed to that individual.

Informal groups are not really intended for our current Section arrangement. The simplest example would be a very simple Section comprising only a small group meeting together for rides midweek with

no publicity. The structure of the current Sections, comprising a number of organised rides each week with some social events is really a Member Group and changing to an Informal Group must be considered as a last resort if no volunteers can be found for the obligatory officers.

Sections have to make a formal decision at their coming AGMs as to whether to form a Member Group or an Informal Group.

#### **4. CTC Grant money and AGM voting rights.**

If a Section becomes a Member Group it can either be an independent member group or a subsidiary Member Group within the existing DA structure. The CTC have come up with a rather strange system for the DA Grant and AGM voting rights. A member can choose which Member Group is their main group to receive the Grant and that group will be the one where they can vote at its AGM. The default Member Group for everybody is the DA. If they belong to a DA and a subsidiary Section members can choose to change the default Member Group to the Section by notifying CTC Head Office. The default Member Group is then the Section and the Section can apply for the grant for that member and the member can vote at both the DA and the Section AGM. However if the default Member Group remains the DA the member can only vote at the DA AGM and not at the Section AGM. This is obviously nonsense and has the potential for a lot of confusion. In practice many members are not going to bother making the effort to notify HQ that they wish to change the default group to the Section. It would also lead to unnecessary extra bureaucracy in that the Section secretary would have to make a grant application which is currently dealt with by the DA and indeed is the main source of funds to the DA.

My advice is to basically ignore the whole arrangement and continue as before. Everybody at the Section AGM's could agree that the Section would be bound by the votes of all CTC members present who were members of the Section. I would suggest that a few people, possibly committee members and a few others to make up about 10 notify CTC HQ that their default group is changed to the Section so that on CTC records the Section is shown to exist. With the grant being only 17p per person it would not be necessary for the Section Secretary to make a grant application. The only problem with this solution might arise if a contentious issue came up at an AGM and anybody raised an objection to the Section voting arrangements. Hopefully however this is unlikely.

#### **5. Insurance. Forms on rides and Risk Assessments.**

This is possibly the most difficult area of the changes. The new insurance conditions provide that a leader is only covered by Organisers Liability Insurance if at the start of the ride the leader notes the CTC membership numbers of those taking part. If anybody is not a member the leader is supposed to give them a short form to fill in and sign and non-members can only take part in five rides before becoming a CTC member.

My advice is that first on the practicalities a list could be drawn up of the regular Sunday riders with their CTC membership numbers and they would just need to be ticked off by the leader as being in attendance. Leaders would also need to have a supply of forms in case any non-CTC members attended. It should be noted that there is no requirement to send these details to HQ and they would only be required in the event of an accident. It should be borne in mind that these provisions are not a formal part of the new policy handbook but are only guidelines. It would be sensible for Sections to make these arrangements the formal policy of the Section. However the get out is that the document states "you are insured provided" you carry out these provisions. It is not therefore stating that it not a CTC ride if the arrangements are not complied with. If the leader on the day decides that he does not wish to bother with the new arrangements or they're not practical that is a matter for the leader. Leaders just have to be aware

that if they do not comply with these new arrangements they may not be covered for Organisers Liability Insurance.

Leaders need to be made aware of the practicalities. Failure to comply with the new arrangements would not invalidate the ordinary CTC insurance for an individual. Therefore if for example a leader rode into the back of another rider causing injury the leader would still be covered under his individual CTC insurance cover. The only fairly unlikely circumstances where problem could arise would be if the leader did something in the organising of the ride which led to injury. An example of this might be say if the leader took the group through a road closed sign which warned of subsidence and riders were injured by the road collapsing as they went through.

Leaders should be aware however that alternative cover could be available under the leaders household contents insurance. Most such policies include cover for public liability. It will be however advisable for leaders to double check this as some of the more recent cheap and cheerful policies omit this cover.

The next issue is that of Risk Assessments. Recent CTC clarification indicates that this will not be such a problem as first thought. A risk assessment is only required for off-road rides if they are at a height over 600 m. Night rides can be interpreted as being all night rides and would not apply to evening rides. Also one of the e-mails from CTC HQ indicated that risk assessments were only intended for substantial events registered with CTC as a special event and open to the public in general. We can probably avoid the need for risk assessments on DA Events except for any which are registered as an event with CTC. There is clear guidance from CTC that risk assessments are not required for ordinary club rides.

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