



Marlow Riders

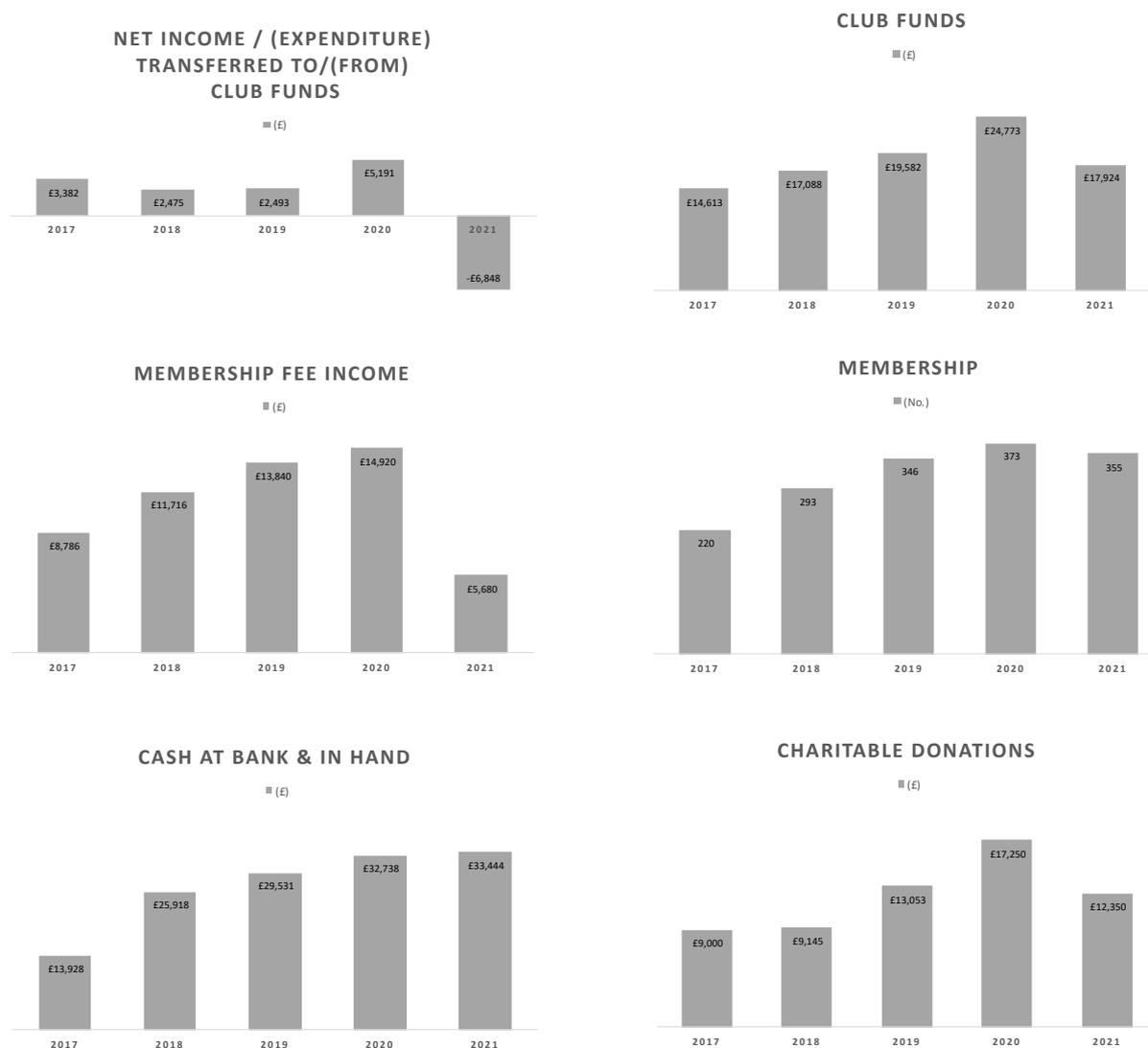
Annual Report and Financial Statements
for the year ended 31 March 2021

CONTENTS

<i>FINANCIAL HIGHLIGHTS</i>	3
<i>A: CLUB REPORT</i>	4
A1: Chairman’s Report	4
A2: Marlow Riders Club Information	7
A3: History of the Club	7
A4. Membership	8
A5. Charitable Activities	9
A6: The Report of the Committee	10
<i>B: FINANCIAL STATEMENTS</i>	12
B1: Income and Expenditure Account	12
B2: Balance Sheet	13
B3: Notes to the Financial Statements	14
<i>C: OTHER INFORMATION</i>	17
C1: Detailed Income & Expenditure Account – Club Accounts	18
C2: Detailed Income & Expenditure Account – Red Kite Ride Sportive Accounts	20
C3: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2021	22
C4: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2020	23
<i>D: CLUB CONSTITUTION</i>	24
<i>Declaration</i>	28

FINANCIAL HIGHLIGHTS

This year has been an extraordinary year with the outbreak of the Coronavirus which saw lockdowns across the country and indeed the world. COVID-19 touched all our lives and for the Club this meant the cessation of club rides from the beginning of 2020 and then socially distanced rides of one sort or another. Due to the turmoil and the fact that members weren't able to ride and meet together your Committee decided to extend membership until 31st March 2022 and that the annual fees will remain at £40 when renewals start again. The club has a healthy cash position which is used to support members activities, the general running of the club, and for charitable purposes. During the year we raised £4,400 through a Covid-19 appeal and members agreed to contribute a further £4,000 from the Club's retained funds. The annual "Red Kite Ride" Sportive was suspended this year but the Club continued to support local and national charities, albeit on a reduced scale.



- Club Funds are the cumulative net income retained, the Committee targets reserve funds of circa. £25,000 to cover unforeseen expenses. In particular this provides us with a contingency with respect to running the Red Kite Ride.
- The Charitable donations do not include the Red Kite Fee paid to Marlow Sports Club

A: CLUB REPORT

A1: Chairman's Report

The Club is open to all in the community and continues to thrive. The current membership is 369 (355 at the Financial year end. Limit is 375). The membership limit is regularly reviewed to ensure its appropriateness in terms of safety and the capacity of the venues we use for Club activities.

The overarching ethos of the Club is “Cycling for All” and having well trained Ride leaders to guide our Club rides is key to providing a safe, inclusive and enjoyable environment. And so, we have continued to train and develop our Ride Leader capability through training courses and regular advice and guidance from the Club Captains. This year the focus has been on increasing Ride Leader numbers in the Easy Tiger speed group.

In order to promote further an ‘all-inclusive’ atmosphere, the club arranges many social activities, these include a yearly memorial ride, puncture & pizza evenings, nutrition classes, Christmas Party and ride leader and first aid courses. Most of these activities are subsidised from the membership fee.

The club has responded to the current outbreak of the Coronavirus by suspending all rides in line with government policy. We have further notified our members that the Committee agreed to amend the membership year to take into account the suspension of Group Riding due to Coronavirus.

We agreed the following:

“Whilst we would still encourage members to renew their membership now, the clock will not start ticking on the new membership year until the month following the restart of club rides. So, for example, if club rides were to start again this May, your 12 month ‘active’ membership would start from 1st June and would finish at the end of May 2021.

This will apply to anyone who has already renewed their membership and to anyone who renews their membership before the 12 month ‘active’ membership period starts.

It also applies to any new members who joined us recently and to any who join us before the 12 month ‘active’ membership period starts.

Our objective is to ensure that all members get the benefit of a full 12 months ‘active’ membership (including club rides & social events) for their £40 irrespective of when they renew their membership / join the club.

If you have any comments or questions about this please contact our Chairman Chris at chairman@marlowriders.org.uk or any member of your committee.

In the meantime, please observe the government instructions and stay safe! “

We maintain a strong financial position and continue to invest in our club. We will continue to focus on our ethos of “Cycling for All”.

Charitable Activities

Although we were unable to run this year's event, the members of the club agreed £5,000 of the Clubs Funds should be allocated in 2020 for our chosen member nominated charities. This takes a total raised by RKR to over £77k since its inception in 2012.

The Club also agreed to set-up a Covid-19 Special fund to support and help local people impacted by Coronavirus. Members agreed to place £4,000 of funds into this fund which was effectively last year's Club surplus. The Committee invited members to contribute to the fund and we are delighted that a further £4,400 was raised making a total fund of £8,400. To date £7,350 has been distributed to good causes. There remains £1,050 undistributed in the Covid-19 Special Fund although since the year end these monies have now been allocated.

Future Outlook

- Maintain the membership fee at £40
- Cap membership for the foreseeable future at 375, in order to ...
 - Retain the 'one club' feel
 - Ensure we have the appropriate number of Ride Leaders to ride safely
 - Remain within the capacity of our coffee stop venues
 - Gain support for club social events
- Promote safety and the enjoyment of cycling through ongoing training and coaching for our members
 - "Ride Leaders", "Group Riding" and "First Aid" courses
 - Educational Talks on Nutrition, Exercise and general Health & Wellbeing
 - Bike maintenance, puncture repair & route planning workshops
- Continue our important support of local charities

As we enter the 2021-22 membership year, we find ourselves living with the impact of the COVID-19 virus, but we will continue to run the Club with Government and British Cycling guidelines.

At the time of writing this report life is slowly returning to normal and we look forward to cycling and socialising together once more, to encouraging people to cycle with fellow members, keep physically active, feel healthier, happier and better connected to their communities, and to encourage the use of bikes for short journeys and commuting to help the environment.

During the year Chris Heath left the Marlow area and decided that he could no longer continue as Chairman. Chris was one of the Club's founders and worked tirelessly to ensure the Club became the success that it is today. In particular, our thriving Easy Tiger community is a testament to Chris's commitment, and it is with gratitude and relief that we saw Mike Duckett, Gill Newman and Matt Webster take over ET duties from Chris in such an effective fashion. Chris will be missed in many ways but remains a member and will join us from time to time. The Committee wish to record their thanks to Chris for his many years of service. On Chris's departure, the Committee asked me to become acting Chairman and I am standing for election at the AGM.

I am also pleased to welcome Kylie Grant as a new Vice Captain (Acting). Kylie is a very experienced rider who is also a Level 2 British Cycling Coach. Her enthusiasm and new ideas are warmly welcomed.

Lastly, I'd like to thank all the Committee for all their hard work. It would be invidious to single anybody out, but all give their time freely, perform their duties very efficiently and work well together as a team.

Russell King
Acting Chairman

Signed on 21 June 2021

A2: Marlow Riders Club Information

Executive Committee:

Chairman (Acting)	Russell King
General Secretary	Elaine Iley
Club Captain	Ken McCrorie
Vice-Club Captain	Jane Eastman
Vice-Club Captain (Acting)	Kylie Grant
Members Representative	Jonathan Smith
Sportive Director	Graeme Badenoch
Treasurer - Finance	Robert Allan

Bankers:

Barclays Bank
10 High Street
Marlow
SL7 1AR

A3: History of the Club

The club was established in 2010 when founding member Jonathan Smith invited several of his friends to join him for his 60th birthday in Paris. The only catch was that they all had to cycle there, although they did have several months to train. So, they arranged group training rides, led and coached by Jonathan.

Jonathan says of the club's first unofficial ride.

“The club was set up as a result of me wanting to share my 60th birthday with many of my friends, sitting down in Paris enjoying some good food, which I would pay for on one condition, that they would cycle there with me. The seed was sown, and many had to buy bikes before they could even start the cycle training which began in January 2010 on a weekly basis on Saturday mornings. The first ride was only 22 miles long, but the distances grew, as did the number of riders who turned up over the next few months.

By the time my birthday came around in August, 43 friends were fit enough to ride the 250 miles from London to Paris.

Everyone enjoyed it so much that they decided to continue riding after the birthday celebrations. Word got around, and other people wanted to come out on the rides too, and Marlow Riders was born.”

One of the early members was Willi Moore, who was an Olympic silver medallist in 1976. Willi moved to North Wales in 2016, and has recently, along with Jonathan, been awarded life honorary membership. Their success was so profound that after a couple of years Marlow

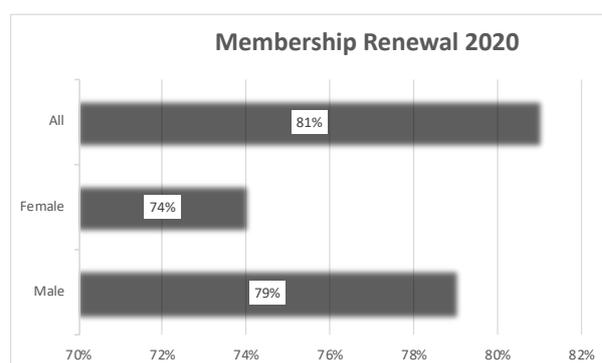
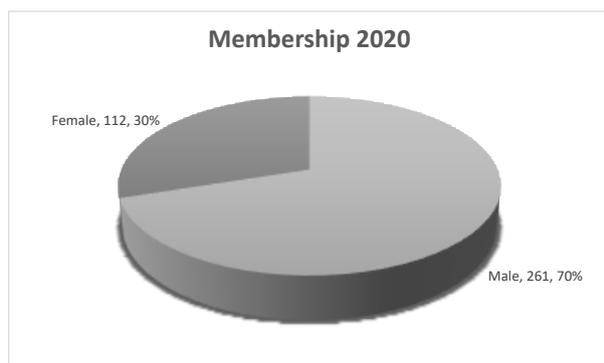
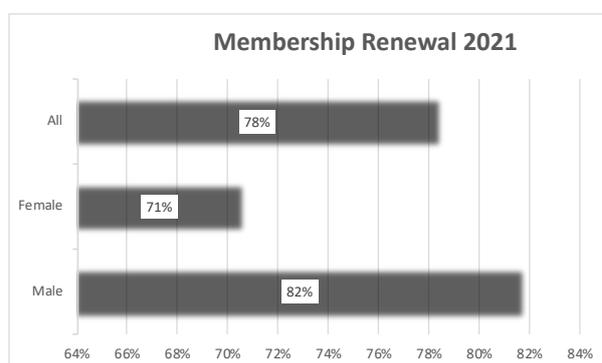
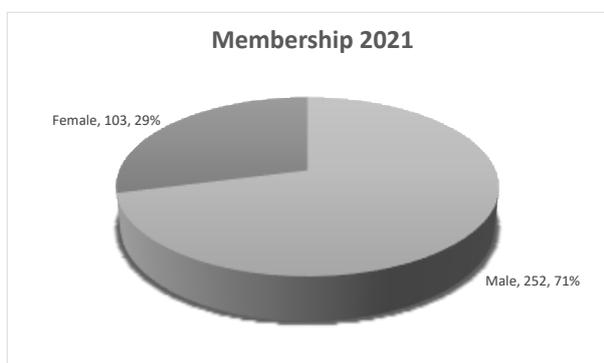
Riders decided to run their own sportive, the Marlow Red Kite, the inaugural event was held in 2012.

The idea was to encourage people from far and wide to come and enjoy the fabulous countryside around Marlow and the event has continued to go from strength to strength, selling out in the last four years, with this year being the eighth running of the event.

A4. Membership

The Club is affiliated to British Cycling UK, (Membership No. 221512) and Cycling UK (Membership No. 90181363).

Membership of the Club is open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.



We are an inclusive club, and about a 30% of our members are female. The club has a strong loyal membership base with circa 80% renewing each year.

A5. Charitable Activities

The Club runs an annual sportive known as the “Red Kite Ride” unfortunately the 2020 event had to be cancelled in line with Government and British Cycling’s guidelines due to the Coronavirus pandemic. We are planning for and taking entrance fees for the 2021 event, including those deferring from 2020. The 2021 will be our ninth year of the highly successful Red Kite Ride. This sportive is based in the picturesque village of Marlow and run by Marlow Riders cycling club.

There are three routes covering 50, 80 and 100 miles. All three routes go over the Chilterns and the longest routes extending out into the Vale of Aylesbury. The routes include hills and flatter sections, so are suited to experienced riders aiming for a fast time and for riders aiming to complete a 'century' or a 'half' for the first time. Routes take you through quintessential old English villages and countryside (filming locations for Midsomer Murders, Vicar of Dibley, Lewis, Miss Marple, Jonathan Creek) and pass Cobstone Windmill featured in Chitty Chitty Bang Bang.

There are three well-stocked feed stations with food, water and energy drinks. The start / finish is at Marlow Sports Club which has refreshments as well as changing and shower facilities.

The net proceeds of the Sportive go to club member nominated charities both local and national.

Although we were unable to run this year’s event we still made donations from Club funds to Thames Valley Air Ambulance, Samaritans, Wycombe Homeless Connection, Younger People with Dementia and Marlow Sports Club.

The club has now raised and donated over £77K over the 9 years.

A6: The Report of the Committee

The Committee has pleasure in presenting its report and the unaudited financial statements of the club for the year ended 31 March 2021.

Principal activity and club review

The principal activity of the club, Marlow Riders during the year was to provide a home for social road cycling in and around the Chilterns. We are an inclusive club, with something for most levels of cyclist (subject to a minimum level of fitness), and about a third of our members are female. Our ethos is “Cycling for All”, no-one gets left behind on our rides, and there’s usually a coffee and cake stop at the end.

The club hosts and arranges an annual Charitable Sportive known locally as the “Red Kite Ride”, each year there are about 750 participants. The club nominates annually local and national charities to support through a member nomination process.

The Club agreed to set-up a Covid-19 Special fund to support and help local people impacted by Coronavirus. Members agreed to place £4,000 of funds into this fund which was effectively last year’s Club surplus. The Executive invited members to contribute to the fund and we are delighted that a further £4,400 was raised making a total fund of £8,400. To date £7,350 has been distributed to good causes. There remains £1,050 undistributed in the Covid19 Special Fund.

The Committee, on the recommendation of the RKR, made payments of £5,000 to charitable causes and Marlow Sports Club.

Total donations made of £12,350 (2020: £21,000) was paid to local charities and good causes.

Results

The unaudited financial statements for the year ended 31 March 2021 are set out on pages 12 to 16. The net expenditure for the year was £6,849. (2020: Net income of £5,191).

Marlow Riders
The Report of the Committee
For the year ended 31 March 2021

Officers

The officers who served during the year and up to the date of this report are as shown below:

Chris Heath (resigned 31 December 2020)

Elaine Iley

Ken McCrorie

Russell King

Jane Eastman

Jonathan Smith

Graeme Badenoch

Robert Allan

Kylie Grant (appointed 18 March 2021)

Approved by the Executive Committee on 21 June 2021

On behalf of the Committee

E Iley

General Secretary

B: FINANCIAL STATEMENTS

B1: Income and Expenditure Account

	2021 £	2020 £
Income		
Membership Fees	5,680	14,920
Club Activities & Social Events	1,005	7,108
Other Income	90	682
Charitable Donation - Club	4,400	-
Red Kite Ride Sportive	240	35,062
Total Income	<u>11,415</u>	<u>57,772</u>
Expenditure		
Administration Expenses	(4,218)	(10,791)
Club Activities & Social Events Expenses	(1,622)	(7,713)
Red Kite Ride Sportive Expenses	(74)	(16,825)
Charitable Donations	(12,350)	(17,250)
Interest payable and similar charges	-	(2)
Total Expenditure	<u>(18,264)</u>	<u>(52,581)</u>
Net (Expenditure)/Income Transferred (from)/to Club Funds	<u>(6,849)</u>	<u>5,191</u>
Movement in Club funds		
Opening club funds	24,773	19,582
Net decrease in funds	(6,849)	5,191
Closing Club funds	<u>17,924</u>	<u>24,773</u>

There were no recognised gains or losses in either year other than the net income transferred to club funds of that year.

B2: Balance Sheet

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	3	-	-
		<hr/>	<hr/>
		-	-
		<hr/>	<hr/>
Current assets			
Debtors	4	2,779	2,396
Cash at bank and in hand		33,444	32,738
		<hr/>	<hr/>
		36,223	35,134
Creditors: Amounts falling due within one year	5	(18,299)	(10,361)
		<hr/>	<hr/>
Net current assets		17,924	24,773
		<hr/>	<hr/>
Total assets less current liabilities		17,924	24,773
		<hr/>	<hr/>
Net assets		17,924	24,773
		<hr/>	<hr/>
Club Funds			
Income and Expenditure account		17,924	24,773
		<hr/>	<hr/>
Total Club funds		17,924	24,773
		<hr/>	<hr/>

The officers of the Executive Committee acknowledge their responsibilities for:

- (i) ensuring that the club keeps proper accounting records;
- (ii) establishing and maintaining a satisfactory system of control books of accounts, its cash holdings and all its receipts and remittances;
- (iii) preparing financial statements which give a true and fair view of the state of affairs of the club as at the end of the financial year and of its net income / (expenditure) for the financial year.

These financial statements on pages 12 to 16 were approved by the Executive Committee and authorised for issue on the 21 June 2021 and are signed on their behalf by:

On behalf of the Executive Committee
Russell King
 Chairman (Acting)

B3: Notes to the Financial Statements

1. Club Information

Marlow Riders Cycling Club is a non-profit making, mutual unincorporated association run for the benefit of its' members.

2. Accounting Policies

(a) Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with applicable United Kingdom law and accounting standards.

(b) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset on a straight-line basis over its expected useful life, as follows:

Equipment and software 3 to 10 years.

(c) Income

Income is recognised in the period in which it relates. Membership fees received prior to commencement of the financial year are deferred and will be credited to income in the future accounting period.

(d) Services provided by volunteers

For the purposes of these financial statements, no value has been placed on administration and other services provided by volunteers.

(e) Value Added Tax

The club is not registered for VAT and therefore all income and expenditure is recorded inclusive where applicable.

(f) Corporation Tax

Marlow Riders Cycling Club is a non-profit making, mutual unincorporated association run for the benefit of its' members and to raise funds for local charities. As it does not engage in trading activities it is not liable to corporation tax. HMRC guidance is as follows:

“An ‘unincorporated association’ is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). You don't need to register an unincorporated association, and it doesn't cost anything to set one up. Individual members are personally responsible for any debts and contractual obligations.”

3. Income

Income represents monies received from club membership, club activities and social events, and the annual Charitable Sportive known as the Red Kite Ride Sportive.

3. Tangible fixed assets

The movement in the year was as follows:

	Equipment and software £	Leasehold improvements £	Total £
Cost			
At 1 April 2020	-	-	-
Additions	-	-	-
Disposals	(-)	(-)	(-)
At 31 March 2021	-	-	-
Depreciation			
At 1 April 2020	-	-	-
Charge for the year	-	-	-
Disposals	(-)	(-)	(-)
At 31 March 2021	-	-	-
Net book value			
At 31 March 2020	-	-	-
At 31 March 2021	-	-	-

4. Debtors

	2021 £	2020 £
Other debtors	-	-
Prepayments and accrued income	2,779	2,396
	<u>2,779</u>	<u>2,396</u>

5. Creditors: Amounts falling due within one year

	2021 £	2020 £
Other creditors	246	55
Accruals and deferred income	18,053	10,306
	<u>18,299</u>	<u>10,361</u>

6. Guarantees and other financial commitments

a. Lease commitments

The club has not entered into any lease commitments. £Nil (2020: £Nil).

b. Financial commitments

The club has not entered into any non-cancellable trading agreements with any suppliers. £Nil (2020: £Nil).

7. Related Party Transactions

The club does not have any related party transactions.

The Executive Committee do not receive payment for their services.

8. Capital Commitments

The club does not have any capital commitments £Nil (2020: £Nil).

C: OTHER INFORMATION

The following pages do not form part of the financial statements which are found on pages 12 to 16.

Marlow Riders
Detailed Income & Expenditure Account – Club Accounts
For the year ended 31 March 2021

C1: Detailed Income & Expenditure Account – Club Accounts

	Notes	2021 £	2020 £
Income			
Membership Fees	1	5,680	14,920
Club Activities & Social Events		1,005	7,108
Charitable Donations		4,400	
Other Income		90	682
Total Income		<u>11,175</u>	<u>22,710</u>
Expenditure			
Administration Expenses	2	(4,217)	(10,791)
Club Activities & Social Events Expenses		(1,622)	(7,713)
Charitable Donations		(11,350)	-
Interest payable and similar charges		-	(2)
Total Expenditure		<u>(17,189)</u>	<u>(18,506)</u>
Net (Expenditure)/Income Transferred (from)/to Club Funds		<u>(6,014)</u>	<u>4,204</u>

The clubs' results excluding the annual charitable sportive event are as follows:

1 Membership Analysis

	Total
Members at beginning of year 1 April 2020	373
Lapses & non-renewal	(39)
Renewals	334
New members	21
Members at end of year 31 March 2021	<u>355</u>
Annual Membership £40 per member as at 1 April 2020	£14,920
Annual Membership £40 per member as at 31 March 2021	£14,200

Note: Membership during the year was £14,200. 8 months recognised over the 20 months to 31 March 2022 as membership period extended due to the impact of the coronavirus.

Life members: Jonathan Smith, Willie Moore Andy Lee and Sandra Woodland.

Marlow Riders
 Detailed Income & Expenditure Account – Club Accounts
 For the year ended 31 March 2021

2 Administrative Expenses	2021	2020
	£	£
Sports Club Venue *	2,810	4,750
Water bottles & helmet tags	76	384
Training courses	36	1,172
Welfare	-	564
Club general Expense	268	1,229
Insurance	-	368
Transaction fees & charges	632	808
Kit costs	-	-
Other expenses	395	1,516
	<u>4,217</u>	<u>10,791</u>

* The 2020 Marlow Sports Club payment includes a £2k contribution for the bar refurbishment

C2: Detailed Income & Expenditure Account – Red Kite Ride Sportive Accounts

The club runs an annual sportive event for charitable purposes, this is known locally as the “Red Kite Ride” Sportive. The fund-raising activities and the charitable donations are set out below:

	Notes	2021 £	2020 £
Income			
Entrance Fees		-	25,264
Event Catering		-	1,836
Raffle Tickets		-	4,930
Sponsorship & Donations		230	1,414
Other Revenue		10	1,618
Total Income		<u>240</u>	<u>35,062</u>
Expenditure			
Administration Expenses	1	(74)	(16,825)
Charitable Donations	2	(1,000)	(17,250)
Total Expenditure		<u>(1,074)</u>	<u>(34,075)</u>
Net (Expenditure)/Income Transferred (from)/to Club Funds		<u>(834)</u>	<u>987</u>

1 Administration Expenses

	2021 £	2020 £
Sports Club Venue	-	3,750
Event Catering	-	842
Feed Station Catering	-	1,535
Insurance	-	840
Transaction fees & charges	-	1,080
Timing Chips	-	2,670
Medals & Gift/Goody bags	-	4,320
Equipment Hire	-	200
Raffle Prizes	-	362
Venue Hire	-	228
Marketing Costs	-	239
Tyres and Tubes	-	30
Supplies – Boxes, Boards, paper, Cable Ties, Tape	-	289
Entertainment, Briefings, Dinners	-	318
Other Costs	74	122
	<u>16,825</u>	<u>16,825</u>

2. Charitable Donations

The club nominates annually local and national charities to support through a member nomination process. The club is delighted that the £12,350 (2020: £21,000) paid to local charities including a payment of £1,000 to Marlow Sports Club.

C3: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2021

The consolidated Income & Expenditure Account for both club and the “Red Kite Ride” analysis by main activity grouping.

	Club	RKR	Total 2021
	£	£	£
Income			
Membership Fees	5,680	-	5,680
Club Activities & Social Events	1,005	-	1,005
Other Income	90	-	90
Charitable Donations	4,400	-	4,400
Red Kite Ride Sportive	-	240	240
Total Income	<u>11,175</u>	<u>240</u>	<u>11,415</u>
Expenditure			
Administration Expenses	(4,217)	(74)	(4,291)
Club Activities & Social Events Expenses	(1,622)	-	(1,622)
Donations	(11,350)	(1,000)	(12,350)
Interest payable and similar charges	-	-	(2)
Total Expenditure	<u>(17,189)</u>	<u>(1,074)</u>	<u>(18,263)</u>
Net Income Transferred to Club Funds	<u>(6,014)</u>	<u>(834)</u>	<u>(6,848)</u>

C4: Detailed Income & Expenditure Account – Club & Red Kite Sportive Accounts 2020

The consolidated Income & Expenditure Account for both club and the “Red Kite Ride” analysis by main activity grouping.

	Club	RKR	Total 2020
	£	£	£
Income			
Membership Fees	14,920	-	14,920
Club Activities & Social Events	7,108	-	7,108
Other Income	682	-	682
Red Kite Ride Sportive	-	35,062	35,062
Total Income	<u>22,710</u>	<u>35,062</u>	<u>57,772</u>
Expenditure			
Administration Expenses	(10,791)	(16,825)	(27,616)
Club Activities & Social Events Expenses	(7,713)	-	(7,713)
Donations	-	(17,250)	(17,250)
Interest payable and similar charges	(2)	-	(2)
Total Expenditure	<u>(18,506)</u>	<u>(34,075)</u>	<u>(52,581)</u>
Net Income Transferred to Club Funds	<u>4,204</u>	<u>987</u>	<u>5,191</u>

D: CLUB CONSTITUTION



Marlow Riders Constitution Last update October 2020

This document sets out the purpose and rules of Marlow Riders to support the smooth running of the Club. The Constitution sets out Marlow Riders objectives, how the Club is managed, along with the membership and subscription rates.

1) Club Name

The name of the Club shall be 'Marlow Riders', with headquarters at Marlow Sports Club, Pound Lane, Marlow or as directed by the Executive Committee.

2) Club Objective

The objective of the Club shall be to promote and foster interest in and to encourage participation in safe 'Cycling for All'. A secondary objective is to raise money for good causes in the local community, which is mainly achieved through the Red Kite Ride.

3) Club Colours

The Clubs cycling colours shall be Red and Black with Chevrons across the rear pocket to the design approved by the Executive Committee.

4) Membership and subscriptions

4.1) Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs. A candidate for membership of the Club shall complete the necessary application form and pay the required subscription fee to the Club's Treasurer. The Club reserves the right to deny or withdraw membership at any time, for any reason.

4.2) The Executive Committee shall decide on the maximum number of members in the Club and shall have the right to close membership to new joiners when that number is met. When membership is open, new potential members are entitled to cycle with the Club on one occasion before a subscription membership is necessary. On this ride the cyclist shall be a guest of the Club and not a member. The number of rides that a person may participate in before membership is required may be changed from time to time by the Executive Committee in consideration with any insurance policy in place at that time.

4.3) Young members are welcome. Those aged under 16 are required to gain a signed consent form from their parent/s or legal guardian. Any young cyclist, under the age of 14 years, must be

Marlow Riders Club Constitution

For the year ended 31 March 2021

accompanied by a parent or supervising adult on all Club rides. The Club reserves the right not to allow any young individual to ride and can limit the number of young cyclists on any given ride.

4.4) The annual subscription fee shall be set by the Executive Committee. The subscription fee shall cover the financial year of 1st April to 31st March, unless varied by the Executive Committee due to extraordinary circumstances.

4.5) Any member two months in arrears with subscription fees shall be notified that unless such subscriptions are paid to date, their membership of the Club will be cancelled. This communication may be done via email or the Club's Newsletter and/or FaceBook page.

4.6) The use of ebikes during Club rides is at the discretion of the Club Captains. Where a current Club member feels the need to use an ebike to continue riding, the member should reach out to the Club Captains in advance to discuss. This is for the safety of other riders in the Club and to ensure that all ebikes used meet the ebike Road Traffic Regulation Act.

5) Affiliation

The Club shall affiliate to those organizations decided by the Executive Committee – typically British Cycling and/or Cycling UK.

6) Officers of the Club

6.1) The Club shall be managed by an Executive Committee consisting of the Club Officials. The Club Officials shall be:

- Chairperson
- General Secretary
- Treasurer
- Club Captain
- Vice-Club Captain
- 2nd Vice-Club Captain
- Members' Representative
- Red Kite Sportive Director

Subject to the rules set out in this constitution, the Executive Committee shall have the responsibility for the management of the Club, its funds, property, and general affairs.

6.2) Any other official or delegate deemed necessary to assist with the running of the club shall be elected by the Executive Committee during the year but will not serve on the Executive Committee unless voted to do so. The Executive Committee shall have the power to appoint Sub-Executive Committees for special purposes.

6.3) Only duly elected members shall hold an official position in the Club, vote upon the affairs of the Club, or represent the Executive Committee's views as a Club Delegate to another body

6.4) The Executive Committee shall meet as necessary to transact the Club's business, with four Executive Committee members to form a quorum. These quorums must include a minimum of the Chairperson or Club Captain and at least one Vice-Club Captain.

6.5) The Executive Committee can make discretionary awards both monetary and in kind to support Club members in cycling activities such as cycle and related coaching courses, or anything else that the Executive Committee thinks would further the individual activities of Club members or general Club activities.

The awards will be decided by the Executive Committee considering all factors including length of membership, contribution by member to Club activities, state of Club funds, number of applicants in a given year.

Awards to be voted on and passed by a two-thirds majority of the full Executive Committee. The Executive Committee's decision is final.

6.6) The normal minimum period of office for the Chairman shall be three years and for all other roles shall be two years. After which each officer will be required to stand for re-election if they wish to continue in their current role. Normally an appointment would not exceed 3 terms.

The Executive Committee has the right to change the period of office for any role, but this must be ratified at the subsequent AGM or at any EGM called for this purpose.

7) Membership Assistance

All members are expected to assist in the running of the Club in some way during the year. This applies particularly to any Club social events and Open events organised by the Club, including but not limited to the Club annual sportive (The Marlow Red Kite Ride).

8) Property

8.1) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than is reasonably allowed by the Rules.

The Club may provide sporting and related social facilities, sporting equipment, insurance cover, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs.

In connection with the sporting purposes of the Club, the Club may also -

- Sell and supply food, drink and related sports clothing and equipment
- Employ members and remunerate them for providing goods and services, on fair terms set by the Executive Committee
- Pay for reasonable hospitality for guests
- Indemnify the Executive Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

8.2) The Executive Committee will have due regard for the law on current and future legalisation, with particular attention to disability discrimination and child protection.

9) Composition

9.1) An Executive Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Executive Committee for good cause.

Whenever an Executive Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay) and not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

- Executive Committee meetings shall, where possible, be held face to face.
- Where necessary the meeting can be held by phone or video conferencing.
- The Chair, or whoever else those present choose shall chair the meetings
- Decisions shall be by simple majority of those voting
- A resolution in writing agreed by every Executive Committee member shall be valid without a meeting.
- The Chair of the meeting shall not have a casting vote

9.2) The Executive Committee may delegate any of their functions to sub-Executive Committees but must specify the scope of the sub-committee activities and powers; the extent to which it can commit the funds of the Club; its membership; and its requirements to report back to the Executive

Committee. The Executive Committee may wind up any sub-Executive Committee at any time or change its mandate and operating terms.

9.3) Where club members request the removal of an Executive Committee member for good cause, two other members of the Executive Committee (excluding the Chairperson) will review the available evidence and recommend an appropriate course of action. The 'accused' Executive Committee member will be given a right to appeal to the Chairperson and one other Executive Committee member. Should the decision be to revoke their membership the Executive Committee shall enact the decision within one month of the final decision.

10) Finance

10.1) All Club monies will be banked in accounts held in the name of the Club.

10.2) The Club Treasurer will be responsible for the finances of the Club.

10.3) The Club's financial year shall commence on 1st April and end on 31st March, after which date the Treasurer shall prepare the Final Accounts which will be reviewed by the Executive Committee. All accounts shall be settled by either the Treasurer or other nominated signatory. The Treasurer shall be responsible for the safe custody of the Books of Account, cheque books and debit cards and has the authority to electronically transfer funds to settle invoices approved by the Executive Committee. All payments over £500 will require the written consent of the Chairperson (email is permissible).

10.4) An Annual Statement of Accounts will be presented by the Treasurer at the Club's Annual General Meeting (AGM) or at a Special General Meeting (SGM), as the Executive Committee shall decide.

11) Annual General Meeting

11.1) The Annual General Meeting (AGM) shall normally be held in the second quarter of the calendar year and in any case not more than 15 months from the previous AGM. At least twenty-eight days notice of such a meeting shall be sent to all members. Items for the Agenda are to be received by the General Secretary fourteen days in advance of the meeting. The final Agenda should be published seven days in advance of the meeting.

At the AGM the members will elect the Executive Committee members who are required to sit for re-election at that time. They will then serve for the period of office shown in point 6.6 above. Where there is a requirement to appoint a new member to the Executive Committee for any position during the year, the Executive Committee may make this appointment, which must then be ratified by members at the next AGM or at a Special General Meeting (SGM).

The Executive Committee will present a report on the Club's activities since the previous AGM. Members present will be invited to discuss and vote on any resolution and deal with any other business put to the meeting.

11.2) Club members not able to attend the AGM who wish to vote in electing officers or on AGM resolutions in the agenda can vote by proxy as long as their votes are submitted in writing (including via email) to the General Secretary at least 24 hours before the start of the AGM. Only members present can vote on items brought up at the AGM under 'Any Other Business' (AOB). Contentious items brought up under AOB may be referred to an SGM at the discretion of the Chairperson.

12) Special General Meeting

A Special General Meeting (SGM) must be called by the General Secretary within 14 days of the receipt of a requisition in writing, requested by not less than 10% of the members of the Club, stating the business to be brought before such meeting. Any decisions taken by the SGM shall be ratified by a majority of the votes received from club members.

13) Annual Charity

The Executive Committee shall request charity nominations to benefit from any fund-raising activities. The Executive Committee shall decide upon the methodology of voting. The Executive Committee will determine the number of charities to be appointed each year.

14) Discipline and Appeals

A member shall be liable for expulsion from the Club by the Executive Committee for violation of this constitution and the rules listed on the Clubs website (*marlowriders.org.uk*) or for being guilty of conduct detrimental to the interests and good name of the Club. Any member so expelled shall have the right to appeal to an SGM called under point 12 of this constitution.

15) Amendments to the constitution

No significant alterations or additions to the Constitution shall be made without the consent of at least two-thirds of the members present at an AGM or SGM, called under point 12 of this Constitution. Until so approved the previous Constitution shall apply.

16) Disbanding of the Club

16.1) Members are entitled to vote to wind up the Club if not less than three quarters of the total membership support the proposal at a Special General Meeting. The Executive Committee will then be responsible for the orderly winding up of the Club's affairs.

16.2) After settling all liabilities the net cash assets and equipment remaining will be disposed of to another sports Club with similar purposes or to the Club's national governing body for use by them for related community sports, or donated to suitable cycling related charities.

Declaration

This Constitution was updated on 3rd October 2020 and will be ratified at the next AGM.

Elaine Iley, General Secretary