

Dulwich Paragon Cycling Club Rules and Code of Conduct

1. Introduction

The published constitution will set out the agreed rules for management and operation of the club. These rules and code of conduct have been agreed by the club's management Committee to supplement the constitution and provide more guidance to members on expectations. They may be changed from time to time by the Committee. Members will be informed of any such changes.

2. Membership and Joining

- 2.1. The constitution defines the categories of membership
- 2.2. Ideally new members will participate in an introductory ride prior to joining in order to experience the club and decide if it is right for them. These rides are not a test.
- 2.3. We will consider membership applications without an introductory ride from anyone who is sure that they want to join and who has some experience of group riding. This includes past members wishing to rejoin. The Membership Secretary will decide if this is appropriate on a case-by-case basis.
- 2.4. Members are strongly recommended to have appropriate third-party liability insurance and legal support.
- 2.5. The annual membership fee must be paid before new memberships and renewals come into effect.
- 2.6. Members will be alerted by automated email 22 days before the end of each period of annual membership and reminded to renew. If they do not renew they will then receive a notification one month after their membership expires, informing them that they are not a member and giving a link for renewal.
- 2.7. Renewed memberships will take effect from the preceding expiry date, which may be back-dated if there has been a gap.

3. Subscriptions

- 3.1. The annual membership fee is:
 - £10 for youths / young adults aged 21 and under
 - £0 for honorary members
 - £0 for current committee members
 - £0 for pre-paid life members
 - £30 for all other categories
- 3.2. The one-off fee for life membership is £250

4. Inclusion

- 4.1. The club commitment to equity and inclusion is embedded in the constitution. Expectations on members behaviour are restated here to emphasise this.

- 4.2. Members are expected to treat each other with respect and courtesy in person, online, and on social media channels, and refrain from abusive language, ad hominem attacks, and any other form of deliberate victimisation. Members must not use discriminatory language – whether directly or indirectly – against anyone on the basis of their sex, age, disability, ethnicity, nationality, sexual orientation, gender reassignment, religion or other beliefs. Members must not share materials in club communication channels (e.g. forum, WhatsApp groups) that promote or support discrimination, harassment or victimisation.

5. Volunteering

- 5.1. Members are required to volunteer for two events each year (pro-rata for those joining mid-year). Some all-day events may count double for this purpose.
- 5.2. Most events take place between March and October, so members should not wait until late in the year to volunteer.
- 5.3. Second-claim, honorary and affiliate members are not required to volunteer.
- 5.4. Committee members are not required to undertake volunteering additional to their role.

6. Equipment

- 6.1. Members may use any form of bicycle. Road bikes with drop handlebars will be most commonly used on road rides but are not a requirement.
- 6.2. E-bikes that meet the government's rules for 'electrically assisted pedal cycles' may be used on club rides. We recognise these have a valuable role to play for those for whom health, disability, age etc. might otherwise limit their access cycling.
- 6.3. E-bikes may not be used in any competitive events (e.g. club hill-climb, time-trials) unless there is a specific category for them.
- 6.4. We strongly advise wearing a helmet but it is not mandatory.
- 6.5. Members are expected to be reasonably self-sufficient in dealing with punctures and should carry appropriate spares and equipment (e.g. inner tubes, tyre levers, pump or cartridge).

7. Group Ride Conduct

- 7.1. Where a club ride has a designated leader, members are expected to follow the advice and instructions of the leader, unless in their judgment this would put them at risk.
- 7.2. It is not expected that ride leaders must always be at the front of the group – and they may welcome others taking turns on the front.
- 7.3. Riders should avoid riding off the front of the group unless it has been agreed that this is appropriate – e.g. on a climb where there is an intention to regroup at the top.

- 7.4. Riders should avoid going to the front of the group and increasing the overall pace, “half-wheeling” and otherwise disrupting the group.
- 7.5. Groups may ride two-abreast where circumstances allow for this, but factors such as road width, road surface, traffic and gradient will make this impractical in many situations. Never ride more than two-abreast on public roads. The Highway Code states: “never ride more than two abreast, and ride in single file on narrow or busy roads and when riding round bends”
- 7.6. Members must not be deliberately dropped and left behind without their agreement.
- 7.7. Members choosing to drop out of a group should ensure the group is aware.
- 7.8. Always obey the law and Highway Code – avoid riding on the pavement, crossing red lights, riding the wrong way on one-way streets etc.
- 7.9. Try to avoid getting into abusive situations and stand-offs with other road users. Respect all other road-users, and acknowledge any courtesies shown by them.

8. Discipline and complaints

- 8.1. A summary of the complaints process is defined in the club constitution but more detail of the process to be followed is included here.
- 8.2. Complaints may come from within the club, from members of other related organisations or the general public.
- 8.3. All complaints regarding the behaviour of members should be communicated to the General Secretary. If the complaint is about the General Secretary, then the club Chair should be contacted instead. Anonymity of complainants will be respected.
- 8.4. Complaints will be upheld if, in the opinion of a disciplinary sub-committee, a member has:
 - 8.4.1. breached the club’s policies and expectations of members defined in the club constitution, rules and code of conduct;
 - 8.4.2. behaved in an illegal or dangerous manner while representing the club or taking part in club activities;
 - 8.4.3. brought the club into disrepute;
 - 8.4.4. behaved or acted in a manner that otherwise warrants disciplinary action.
- 8.5. A disciplinary sub-committee, consisting of the Chair, General Secretary and at least two other committee members, will meet to hear complaints within 28 days of a complaint being lodged.
- 8.6. The club’s Welfare Officer (who is independent of the committee) may be asked to support and participate in the disciplinary sub-committee but will not participate in any vote on the outcome should one be needed.
- 8.7. The sub-committee will use its judgment to either:
 - 8.7.1. decide that there is insufficient evidence that a breach exists

- 8.7.2. decide that there is sufficient justification to progress with further procedures involving a confirmation of timelines, views and facts, followed by a formal meeting(s) if necessary and a determination of disciplinary action if a breach is deemed to have occurred.
- 8.8. Depending on the nature and severity of the complaint, the member may be asked to meet the disciplinary sub-committee in order to establish the facts of the case. They may invite someone to accompany them to this meeting.
- 8.9. The sub-committee may issue a warning, temporarily suspend or permanently exclude a member who is considered guilty of conduct detrimental to the club or who has breached the club rules. The decision will be governed by the severity of the breach and the number of breaches.
- 8.10. The sub-committee will record the minutes of all meetings.
- 8.11. The sub-committee will provide a report summarising its findings to the Committee.

9. Trophies and awards

- 9.1. Trophies and awards shall be awarded irrespective of membership status at the time of the presentation. However, if the qualifying recipient has since left the club, or moved away, the trophy will remain in the possession of the club, but a token or certificate maybe awarded instead.

10. Club Administration

- 10.1. The principal email address for communication with the club will be info@dulwichparagon.com. This email will be accessed by the General Secretary, the Membership Secretary and other committee members as appropriate.