



2018 Agenda

For a meeting of the National Council to be held at
**HELLIDON LAKES HOTEL, HELLIDON, DAVENTRY,
NORTHAMPTONSHIRE, NN11 6GG**
On Sunday 02 December 2018 at 09.30 am
Registration: 09.00 am

Chairman:
MRS SHEILA HARDY

National Secretary (Legal & Corporate):
NICK SHARPE

Wash Farm, Wash
Chapel-en-le-Frith
High Peak
SK23 0QW
07798 552390
nick.sharpe@cyclingt看metrials.org.uk

SPECIAL NOTE:

Three copies of this agenda are being sent to each affiliated club. If the recipient is not now the Hon. Secretary of the club, it is requested that these are forwarded promptly to the new Secretary who should notify the National Secretary (Competitions & Development) of the change of Secretary so as to keep the Company's records up to date.

CYCLING TIMETRIALS IS A COMPANY LIMITED BY GUARANTEE REGISTERED IN ENGLAND
No: 4413282
Registered Address: C/O DJH Accountants Ltd, Porthill Lodge, High Street, Wolstanton,
Newcastle under Lyme, Staffordshire, ST5 0EZ

AGENDA

Item
number

Votes	
For	Against

1. To confirm the Minutes of the National Council meeting held on 03 December 2017

2. To adopt the Report of the Board of Directors

3. To receive, and if thought fit, adopt any further report of the Board of Directors that it may not be possible to circulate within the time laid down in Standing Orders

4. To adopt the Balance Sheet and Statement of Accounts for the period 1 April 2017 to 31 March 2018

5. Election of Officers:
 - a) To elect directors (including any retiring by rotation) under Article 12.1(c)
 - b) To re-elect or elect (as the case may be) a Chairman of the Company under Article 12.1(d)
 - c) To appoint auditors under Article 12.1(e)
 - d) To elect an Appeals Panel of six members, and to fill any other vacancies on the panel that may have arisen during the year, under Article 12.1(f).
The five retiring members are:

<i>Nick Dunkley</i>	<i>East DC</i>
<i>Phil Heaton</i>	<i>Manchester DC</i>
<i>Peter McGrath</i>	<i>North East DC</i>
<i>John Longbottom</i>	<i>South East DC</i>
<i>Chris Worsfold</i>	<i>London East DC</i>

Terry Anderson (London East DC) sadly passed away this year

6. By London North DC
Record of Decisions to be Kept

Article 44 (page 80)

By special resolution

Add a new article 44.2 as follows:

“The minutes of all board meetings and sub committee meetings should be distributed to all District Chairmen and Secretaries and made available on the website. Where appropriate, the Board may redact parts of the minutes that relate to sensitive information. Minutes should be published within six weeks of original meeting date”

Explanation: Currently the Articles of Association of CTT only state that information can be dispersed if a decision is made to do so. In a time where we are losing courses,

rider numbers are falling and costs increasing it is vital that all members are able to understand the discussions and direction being decided by the Board – in particular in areas such as increasing levies, ensuring the growth of our sport and managing and reducing expenditure.

In charities, membership based organisations and even the NHS, it is common practice for all Board papers to be published to ensure complete openness and transparency. As an organisation that relies wholly on the goodwill and hard work of unpaid volunteers to raise all revenue it is crucial that there is full transparency of how this money is spent. Furthermore, within the wider membership there are a good number of subject matter experts who will be able to offer ideas and support to the Board in areas that will help grow and develop our sport – but to tap into this wider expertise the membership need to be aware of what challenges the CTT Board are trying to address.

Publishing the Board meeting minutes (with redactions on sensitive discussions as is done in other organisations) will give members greater confidence in the Board and their ability to both manage the direction of the organisation and consider and act upon innovations from the membership. It will also bring the CTT in-line with the code of good governance of UK Sport, which would make it far easier to apply for grants and public funding in the future should that be decided upon.

Votes	
For	Against

7. By the Board of Directors
Procedures at Disciplinary Hearings

Rule 3(h) (page 330)

Delete the existing rule 3(h)(ii) and replace with:

“Unless within 14 days of receipt of details of the specified sanction the accused rejects the terms of the specified sanction the accused shall be deemed to have accepted the terms of such specified sanction.”

Insert a new paragraph 3(h)(iii) (and renumber the existing paragraph 3(h)(iii) as 3(h)(iv)) as follows:

“If the accused rejects the terms of the specified sanction, the complaint shall proceed to a disciplinary hearing in accordance with Rule 3(e). Notice of rejection of the specified sanction shall be in writing signed by the accused or their duly authorised representative and shall be served on the appropriate district secretary not later than 14 days from receipt by the accused of details of the specified sanction.

Explanation: To streamline the specified sanction procedure.

8. By the Board of Directors
Changes and Cancellations to Type A events

Regulation 5 (page 338)

In the first paragraph, at the beginning of the second sentence, insert the words “Subject to Regulation 4;”

Explanation: To clarify that a BBAR event or National Championship can be postponed. It remains the case that pursuant to Regulation 5, you cannot introduce an additional BBAR event after 31 March.

9 By the Board of Directors

Changes and Cancellations to Type A events

Regulation 5 (page 338)

Add a new second paragraph as follows:

“Should an event be postponed in accordance with Regulation 4, a competitor listed on the start sheet for the original event may withdraw their entry. The event secretary shall have the discretion to accept additional entries and/or to reset the field. Entrants who withdraw have no right to a refund. Levies are payable in respect of the original number of competitors and all new entrants who are accepted to ride. Entrants to the original event shall have preference over new entrants. Entrants to the postponed event shall be accepted on the basis of performance. Any special conditions applying to the original event shall be retained. Times recorded in the postponed event shall be valid for all purposes. *Explanation: To regulate the procedure for postponed events that is currently set out in the guidance on (The Abandonment or Postponement of Events [page 103-104]).*

N.b. the footnote at the end of paragraph 9 of this guidance is to be deleted so as to avoid potential anomalies when interpreting the BBAR conditions and the Regulations. In 2018, nearly 10% of Type A events had to be postponed or cancelled.

10. By the Board of Directors

Who may compete

Regulation 7 (page 338)

In the first line, between the words “Competitors” and “must” add the words “in Type A events” so it reads, “Competitors in Type A events must...”

Then delete the footnote to Regulation 7 which reads “Individuals who are not members of clubs may be allowed to compete in designated “Come & Try It” events” and add a new footnote to Regulation 3 to say “A guest rider need not be a member of an affiliated club”.

Explanation: To clarify who is entitled to ride Type A and Type B (club) events.

N.b. a club will still have discretion as to whom the club agrees can ride that club’s club events.

11. By South East DC

Competitor’s Machine

Regulation 14 (page 340)

Add a new sub-paragraph (i) as follows:

“All competitors in Type A and Type B events must have a working rear light.”

Explanation: to ensure that competitors are more visible to other road users

12. By South East DC

Competitor’s Machine

Regulation 14 (page 340)

Add a new sub-paragraph (i) as follows:

“All competitors in Type A and Type B events must have a working front light.”

Explanation: to ensure that competitors are more visible to other road users.

Votes	
For	Against

13. By South East DC

Competitor's Machine

Regulation 14 (page 340)

Add a new sub-paragraph (i) as follows:

“A district committee may stipulate that all competitors in Type A and Type B events must have a working rear light in events promoted in their district.”

Explanation: to ensure that competitors are more visible to other road users.

Nb. If the item numbered 11 is passed this motion will be withdrawn.

14. By South East DC

Competitor's Machine

Regulation 14 (page 340)

Add a new sub-paragraph (i) as follows:

“A district committee may stipulate that all competitors in Type A and Type B events must have a working front light in events promoted in their district.”

Explanation: to ensure that competitors are more visible to other road users.

It is recognised that districts have courses with differing traffic conditions. Districts that have very low traffic counts may feel they do not wish to compel competitors to adopt these safety aids, whereas districts with very busy courses may wish to maximise competitor safety by adopting these safety aids.

Nb. If the item numbered 12 is passed this motion will be withdrawn.

15. By South East DC

Protective Helmets

Regulation 15 (page 341)

In the first sentence, delete the words, “under the age of 18 years and/or Juniors” and in the last sentence of the first paragraph delete the words “(or parent or guardian if the rider is aged under 18 years of age)”.

Explanation: to enhance competitor safety.

16. By South East DC

Protective Helmets

Regulation 15 (page 341)

Add the following words at the beginning of the first paragraph, “A district committee may stipulate that all competitors in Type A and Type B events”

In the first sentence, delete the words, “under the age of 18 years and/or Juniors” and in the last sentence of the first paragraph delete the words “(or parent or guardian if the rider is aged under 18 years of age)”.

Explanation: to enhance competitor safety.

It is recognised that districts have courses with differing traffic conditions. Districts that have very low traffic counts may feel they do not wish to compel competitors to adopt these safety aids, whereas districts with very busy courses may wish to maximise competitor safety by adopting these safety aids.

Nb. If the item numbered 15 is passed this motion will be withdrawn.

Votes	
For	Against

17. By the Board of Directors

Duties of Event Secretaries

Regulation 27(e)(i) (page 345)

In the phrase “For and on behalf of Cycling Time Trials held under their Rules & Regulations”, change the word “their” to “its” and make any other necessary consequential amendments elsewhere.

Explanation: A tidying up exercise. Historically, the governing body was the RTTC which being an unincorporated association of affiliated clubs references were in the plural as “their”. CTT is a company limited by guarantee, hence the singular and “its”.

18. By Midland DC

Duties of Event Secretaries

Regulation 27(e) (page 345)

In sub-paragraph 27(e)(viii), after the words, “details of prize awards”, add a new paragraph as follows:

“Equal prizes: Cycling clubs and organisations must award prizes of equal value to riders of both genders; the same applies to team awards, certificates or medals”, so the paragraph reads:

(viii) details of prize awards.

Equal prizes: Cycling clubs and organisations must award prizes of equal value to riders of both genders;

the same applies to team awards, certificates or medals.

Unless otherwise stated:

- the fastest riders of one club (excluding Headquarters’ Club members) shall be the winning team; and
- where more than one team prize is offered any one club may take all of these awards.

Explanation: To achieve parity.

19 By North DC

Duties of Event Secretaries

Regulation 27(h) (page 346)

At the end of the paragraph beneath regulation 27(h)(iv), delete the full stop and add the following words after the words “...to avoid company riding as far as possible.”

“and the need to provide fair competition by starting riders of a similar standard reasonably close together to ensure they experience similar conditions.”

Explanation: This regulation was changed in 2017 to remove the requirement for the fastest riders to be spaced at five minute intervals, with the intention of permitting fairer field layouts where the fastest riders are spaced more closely than five minute intervals. However, the majority of events are still spacing the fastest riders at ten minute intervals, which for some events, particularly those held early in the morning, or in the evening, results in a large difference in conditions for riders who will finish close together in the results. This change makes fairness an explicit requirement in choosing the starting order of riders, while retaining the requirement to avoid company riding.

Votes	
For	Against

20. By the Board of Directors

Event Levies

Regulation 28 (page 347)

In the paragraph beginning “(Type B Events)”, delete the second and third sentences and replace with:

‘Levies for events shall be due on the dates indicated in the following table:

Date of Events	Levy due
I January to 30 June	31 July
I July to 31 December	31 January

Explanation: To generate a more even cashflow throughout the year.

21. By Liverpool DC

Event Levies

Regulation 28 (page 347)

That Regulation 28 be amended as follows:

1. The sentence in the existing text which reads ‘The levy shall be paid in both Type A and Type B events.’ is to be deleted in its entirety, and the sentence in the existing text which commences with the wording ‘Levies are not payable when ...’ is also to be deleted in its entirety.
2. The substantive meanings of both of the sentences that have now been deleted by the virtue of the above, are to be re-incorporated in Regulation 28 along with significant new regulatory provision that is to be made. The new text is given below in bold type and is to appear immediately following the termination of the sentence in the existing sentence of Regulation 28 which ends with the wording ‘... payable to ‘Cycling Time Trials.’
‘The levy (including a zero-rated levy, where such is applicable) shall be paid in respect of all competitors in all events, except as provided for below in i) and ii).
 - i) Where an event (of either type) is abandoned or cancelled before any entrant of the same has had an opportunity to start, levies are not required to be paid.
 - ii) Where a type B event is abandoned after at least one of its competitors has started, the appropriate levy shall be paid only in respect of those competitors who are able to be attributed with an official time before the abandonment is implemented. In addition, those competitors who are not able to be attributed with an official time due to the abandonment, shall be compensated by the organiser of the event in question for the amount that such competitors have paid in respect of the levy.
In the case of a type B event that is abandoned, the conditions attaching to the levy payment made to the relevant DC Treasurer shall generally be as stated elsewhere in this Regulation, except that a copy of the relevant signing on sheet must accompany the payment. In addition, such document must be suitably annotated to indicate those persons

Votes	
For	Against

to whom the said payment does and does not relate. The relevant event organiser shall certify that such annotations represent a true and accurate statement of fact and such person shall state why the event was abandoned.'

3. As a result of the text given above being inserted into Regulation 28, and to maintain the coherence of meaning of the said Regulation as a whole, a consequential change will be required in that the additional wording shown now in bold type thus '... except as provided for above in relation to a type B event that is abandoned.' is to be inserted immediately following the word 'committee' in the existing phrase which reads '... where requested by the District committee.

All other existing text of Regulation 28 shall remain unaltered.

Supplemental note: for information only.

Liverpool DC is cognisant of the following. If our motion were to be successful in the form in which it has been set out above, then the current content of element number 5 of the advisory notes that appear in the CTT handbook under the heading 'The Abandonment or Cancellation of Events,' would be in conflict with the revised content of Regulation 28. However, dealing with such an anomaly is not competent business for an AGM motion (the aforesaid advisory notes state that they have been 'prepared by the National Committee'). Accordingly, no mention of this potential clash – and how to set about remedying it – is made in the main body of our motion.

Explanation:

Our motion has two purposes, the principal one of which is to remedy what we perceive to be an unfair – and therefore unsatisfactory – situation in relation to a type B event that is abandoned after at least one of its entrants has started. Our reasoning in this regard is as follows.

Type B events often attract entrants who are new to the sport of time trialling, some of whom are not in full-time employment, or are young students, or are otherwise of somewhat limited financial means. Accordingly, when a type B event is abandoned with at least one of its competitors having started, such participants (especially those who are complete newcomers to the sport) may well feel that it is unfair that their entry fee cannot be refunded in its entirety. Their logic would probably be: no official time, no fee.

Accordingly, an event organiser may well feel that it is only right and proper that the entire entry fee should be refunded to those entrants (particularly newcomers) who have been denied the opportunity to start the event in question, or be given an official time. That cannot be done currently, because CTT levies have been paid in respect of all persons who have signed on as competitors in a type B event, where that event does commence (i.e. at least one of its competitors starts). Hence, a refund of the entry fee and the amount of such that is represented by the levy, cannot be made a beneficent event organiser. That situation is considered to be unfair and therefore unsatisfactory.

We seek to remedy such unsatisfactory situation, by requiring that CTT levies are paid only in the circumstances that have been stated in our motion. The latter requires that appropriate competitors 'shall be compensated by the organiser'. Now the form of compensation has not been stipulated: it does not necessarily mean

Votes	
For	Against

a monetary refund, although that might well be the chosen means of recompense. The compensation referred to could, for example, consist of giving entry to a future type B event on the basis that the levy element of the entry fee has already been paid.

An important point to note is that should an event organiser not feel disposed to returning entry fees to relevant competitors (and there may well be good reasons for taking such stance – expenses already paid out, etc.) our motion is worded such that an organiser is required to remit only that part of an entry fee which represents the levy, not the entire entry fee. Accordingly, an event organiser neither gains nor loses.

A subsidiary purpose of our motion is to clarify certain elements of the existing meaning of Regulation 28. To wit, the sentence ‘Levies are not payable when an event has been cancelled or abandoned without any riders starting,’ appears in a section of text which quite clearly refers specifically to type A events. In the section of text which clearly deals specifically with type B events, there is no mention of such relaxation of the requirement to pay levies.

Our revised wording makes it abundantly clear that both type A and type B events are covered by the aforesaid derogation.

If today’s meeting sees fit to approving our motion, we feel that it would give rise to a fairer and more equitable situation for all entrants in a type B event.

Votes	
For	Against

22. By the Board of Directors

Course Measurement

Regulation 34 (page 349)]

Add a new paragraph (d) as follows:

“Should an event be held on a standard distance course and it subsequently be found that the actual distance of such course is less than the stated distance for such course, unless a complaint in writing to that effect is received by the National Secretary (Competitions & Development) within 28 days of such event, all competitors’ times recorded in that event shall be valid for all purposes (to include the BBAR) except for any claim for a competition record.

Explanation: To achieve certainty for the purpose of competitions and to avoid the apparent practice of delaying any such complaint for “tactical” purposes.

Nb. A footnote will be added to say that a copy of the complaint should also be sent to the relevant district secretary.

23. By the Board of Directors

Course measurement

Regulation 34 (page 349)

In the second paragraph of Regulation 34(a), delete the words “or satellite navigation readings” and replace with “or such other means as specified by the Board from time to time”.

In Regulation 34(b), at the beginning of the paragraph 34(b)(i), delete the (i) and following that paragraph delete “or” and then delete paragraph 34(b)(ii) in its entirety.

Explanation: Satellite navigation systems are not currently approved by the Board as being suitable for accurate course measurement.

24. By South Wales DC

The Course

Regulation 35 (page 349)

On line four, "100 mile courses", delete "5 miles" and replace with 7½ miles".

Explanation: the Welsh CA 100 had to be changed at short notice due to road damage controlled by traffic lights. In the short time available it was not possible to find a new compliant course, so a concession was sought and granted by the Board to run the event with a straight-line distance exceeding this (6.5 miles). This emergency course was found to be more acceptable to riders with the new start much closer to the headquarters and the course safe, fair and fast. The revised emergency course is superior and we would like to use this in future years.

At the conclusion of the meeting, there will be a presentation given by Aaron Bird (CTT website developer) on the CTT website.

There will also be a short presentation given by Chris Jauncey on behalf of UK Anti Doping.

If time permits, there will a short discussion on the following:

At the request of London West DC

- 1. CTT should allow the content of Guidance Notes to be discussed by delegates at the CTT National Council AGM, with a view to allowing proposals for the amendment or withdrawal of any Guidance Note.**

Reasoning: Currently the membership has no means to influence, challenge or change Guidance Notes. Guidance Notes have a significant effect on how our sport is run and currently dictate actions that DCs or Event Officials MUST undertake. Therefore, it is not democratic that those who have to apply the principles of a Guidance Note should be unable to debate its content. If 'instructions' such as are included in Guidance Notes are mandatory, they should be incorporated in the Rules and Regulations, rather than offered as guidance.

- 2. Guidance Notes should be treated as 'Guidance', that is to say that they are there to offer help and advice, but their use verbatim is not mandated. DCs will have the power to apply the principles of Guidance Notes using common sense and local knowledge.**

Reasoning: Some Guidance Notes are generic and currently allow little flexibility in their use. Guidance which may be correct on one course could be unnecessarily restrictive on another. DCs have specific knowledge of their courses and the events held on them and can ensure that the principles of Guidance Notes are applied appropriately and avoid unnecessary restrictions without compromising safety issues.

Votes	
For	Against

