

**NORTH COTSWOLD
CYCLING CLUB
(N.C.C.C.)
CONSTITUTION & HANDBOOK
December 2017**



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FORMATION OF THE NORTH COTSWOLD CYCLING CLUB

- 1.1** The North Cotswold Cycling Club was re-formed in the winter of 2011.
- 1.2** At a special General Meeting held on the 20th November 2011, the following Officers were elected:
 - President: Dr. Hywel Furn Davies
 - Chairman: Andrew Bray
 - Treasurer: Ken Fowler
 - Club Secretary: Sue Bradshaw
 - Membership Secretary: Diana Murphy
 - Communications Secretary: Ian Meikle
 - Social Secretary: Matt Lewis
 - Thursday/Saturday Captain: Mathew Hall
 - Sunday Captain: Andrew Hutchings
 - Deputy Sunday Captain: Jan Hicks-Smalley
 - General Committee member: Peter Murphy
 - General Committee member: Fiona Barnett
 - General Committee member: John Gridley
 - General Committee member: Calum Meikle
- 1.3** The opening run was held on Sunday 1st January 2012 and the Sunday Captain photographed the members at the Cotswold Cycles shop which is to be the starting point of all future club rides.
- 1.4** Through the energetic and enthusiastic efforts of the newly elected committee, who have a wide knowledge of the pastime, the progress of the club was rapid and on 20th November 2011, at the first Annual General Meeting, it was decided to affiliate to British Cycling and Cyclist Touring Club. The club is to be formally known as the North Cotswold Cycling Club.

2 CLUB CONSTITUTION (KEY RULES)

2.1 NAME

2.1.1 The Club shall be called the North Cotswold Cycling Club (NCCC).

2.2 MAIN PURPOSE

2.2.1 The purposes of the club are to promote the amateur sport of cycling in the North Cotswolds' and community participation in the same.

2.3 1.3 AIMS AND OBJECTIVES

2.3.1 To organise recreational cycling activities for members.

2.3.2 To organise competitive cycling events for members.

2.3.3 To organise events within the disciplines of the major national cycle sport Organizations.

2.3.4 To encourage the development of youth cycling and the development of young cyclists in the area of the North Cotswolds.

2.4 MEMBERSHIP

2.4.1 Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

2.4.2 Benefits of Club Membership:

Members may participate in:

- Regular programmes of road / off-road recreational rides led by experienced cyclists
- Club Time Trials
- Programme of training rides and related coaching activities
- Programme of social events
- Affiliation to British Cycling and access to Third Party Insurance liability

2.4.3 Classes of membership:

2.4.3.1 Full Member:

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

There are two ages of full membership:

- Junior Membership aged under 18 on 1st January
- Adult Membership aged over 18 on 1st January

Full Members are entitled to all the benefits of Club Membership.

2.4.3.2 Family Membership

For the purposes of setting membership fees there shall be a category Family Membership. Family Members shall have the same constitutional rights as individual members.

This is a wife, husband, partners who cohabit at the same address, children Under the age of 18 of a Full Member.

2.4.3.3 Second Claim Members

This is any member who is a First Claim Member of another cycling club. Second Claim Members are entitled to all the benefits of Club Membership but shall not have a vote at the AGM/EGM.

2.4.3.4 Associate Members

Members who are interested in maintaining links with the Club but are not actively participating in Club events may become associate members and receive all club communications.

2.4.3.5 Go Ride Membership

All Junior Members of NCCC will be eligible to participate in Go Ride Activities. Go Ride membership shall be available to all who are under 17 on January 1st and all Go Ride Members shall have the same Constitutional rights in the management of Go Ride Activities. Go Ride Members are not required to be full members of NCCC. Once they participate regularly in NCCC rides or Events they will be required to take out appropriate NCCC membership.

2.4.3.6 Refusal of Membership

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute.

Appeal against refusal or removal may be made to the members.

2.4.4 RESPONSIBILITIES OF MEMBERSHIP

2.4.4.1 Members are expected to behave in a manner conducive to safety and the Good name of the Club.

2.4.4.2 Members are required to obey the instructions of Club Officials, or their Deputies, regarding their conduct while participating in Club activities.

2.4.4.3 Members are expected to volunteer to support Club organized events by marshalling, manning refreshments, or supporting new club development projects.

2.4.5 RIGHTS OF MEMBERS

2.4.5.1 All full members have the right to participate in all club rides and cycling activities.

2.5 SUBSCRIPTIONS

- 2.5.1** Subscriptions are due on 1st January and run for the calendar year.
- 2.5.2** The annual subscription for each class membership, and the third party insurance fee (see 2.5.6) shall be set at the AGM and shall take effect from the following 1st January.
- 2.5.3** The current rates for membership and for insurance will be posted on the Club web page on the membership page.
- 2.5.4** The subscriptions of new members joining after 31st August shall be valid until 31st December of the following year.
- 2.5.5** Any member that has not paid their subscriptions by 28th February, or requested to become an Associate Member, shall be deemed to have resigned from the club and all benefits of membership shall cease.
- 2.5.6** In addition to the annual subscription, all full NCCC members shall be members of a National Cycling Organisation that provides them with personal third party liability insurance while cycling.

2.6 APPLICATION FOR MEMBERSHIP

- 2.6.1** Applications for membership shall be made on the membership application form and shall be accompanied by the appropriate subscription.
- 2.6.2** The benefits and responsibilities of membership shall commence from the date of receipt of the Membership Application Form and subscription by either the Membership Secretary or the Treasurer.
- 2.6.3** Applications for membership shall be considered at the next meeting of the General Committee. The General Committee reserves the right to refuse an application for membership in which case the subscription monies shall be returned, but only within the guidelines on equality of British Cycling which are deemed to be part of the Constitution of NCCC.

2.7 PROPERTY AND FUNDS

- 2.7.1** The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules.
- 2.7.2** The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, event expenses, post event refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 2.7.3** The club may also in connection with the sports purposes of the club:
 - 1. Sell and supply food, drink and related sports clothing and equipment.

2. Employ members (though not for riding), remunerating them for providing goods and services, on fair terms set by the committee without the person concerned being present.
3. Pay for reasonable hospitality for visiting teams and guests.
4. Indemnify the 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).

2.8 WINDING UP THE CLUB

2.8.1 The members may vote to wind up the club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The committee will then be responsible for the orderly winding up of the club's affairs. After settling all liabilities of the club, the committee shall dispose of the net assets remaining to one or more of the following:

1. To another club with similar sports purposes which is a charity.
2. To another club with similar sports purposes which is a registered CASC (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).
3. To the club's national governing body for use by them for related community sports.

2.9 PRIORITY

2.9.1 Where there is any conflict between any of the rules of the club ("Key Rules") and any other rule or constitution, the Key Rules will take priority. Interpretation of all the Rules must be Consistent with the statutory requirements for CASCs.

3 MANAGEMENT OF THE CLUB (KEY RULES)

3.1 CLUB COLOURS

The Club Colours shall be pink, black and blue.

3.2 THE GENERAL COMMITTEE

3.2.1 The General Committee of the Club shall be responsible for ensuring that the Club pursues an active strategy for implementing the aims and objectives of the Club.

3.2.2 The Club is committed to equality of representation and will attempt to ensure through the nomination and election process that all groups are properly represented on the Committee. The Committee shall use its powers of co-option if necessary in order to achieve proper representation.

3.2.3 The Committee are collectively and individually responsible for the consequences of Club activities. The Club maintains Third Party Insurance with

CTC and BC to cover the risks involved in its normal activities and the Committee ensures that activities comply with the requirement of the third party liability cover.

3.2.4 Committee Members are made aware of these responsibilities on accepting office.

3.2.5 The Club does not employ any staff, trade for profit, or engage in any Contractual activities relating to the ownership or management of land or commercial assets.

3.2.6 The General Committee of the Club shall ensure that appropriate training and development is available, and funded, such as to ensure the proper fulfilment of the duties of Committee members.

3.3 Sub Committees

3.3.1 The General Committee shall have the power to create sub committees to carry out areas of its responsibility. Where the sub-committee has an ongoing function the AGM shall be asked to approve the structure and membership of the sub-committee at the first appropriate AGM. Sub committees shall report formally to the Management Committee at least twice a year.

3.3.2 Go Ride and Youth Activities

NCCC shall seek to promote youth cycling in the North Cotswolds and shall create a Youth Initiative Sub Committee as part of its Management Structure. The Go Ride Activities will be managed through this sub-committee.

3.4 OFFICERS OF THE CLUB:

3.4.1 The Club shall have a President who will seek to promote the position of the Club in the wider community of the North Cotswolds and to ensure that the wider purposes of the Club are actively pursued. The President shall hold office for two years and not normally be re-elected at the end of that term.

3.4.2 The following officers shall be ex officio members of the Management Committee:

- Chair
- Secretary
- Treasurer
- Club Welfare Officer
- Chair of the Youth Initiative
- Road & Track Secretary
- Club Rides Captain
- Membership Secretary
- Time Trial Secretary
- Publicity and Communications

- Social Secretary
- MTB Run Captain

(These are mandatory posts beyond this the organisation of posts is discretionary)

Three years should normally be the longest anyone occupies any of these Committee positions.

3.4.3 The AGM shall have the power to appoint up to 3 additional ordinary members to ensure that the diversity of membership is reflected on the Committee.

3.4.4 The Committee shall have the power to co-opt additional members if in the period between AGM's it is deemed to be beneficial to the best management of the club.

3.4.5 If an ex officio officer from a sub-committee is already a member of the General Committee the sub-committee shall nominate a substitute to attend General Committee.

3.4.6 Additional management and administrative responsibilities may be identified from time to time and the Committee will seek to ensure that volunteers are recruited to support these initiatives. These may include:

- Secretary of the Youth Initiative
- Web site development
- Run Leader Allocations
- Thursday and Saturday Runs Captain
- Equipment Manager.

3.4.7 All Officers shall be elected annually at the AGM.

3.4.8 The Club shall maintain written Job Descriptions for all Officers. These shall be reviewed by the General Committee, and updated as necessary, prior to each AGM.

3.4.9 In the event of any Officer resigning, the General Committee shall have the power to immediately appoint a replacement.

The club can choose to support a charity. The nominated charity can only be agreed at an AGM or EGM. Once a charity is nominated the charity will be the clubs principal charity until a club member proposes and the membership accepts a new charity at an AGM or EGM.

3.5 OPERATION OF THE GENERAL COMMITTEE

3.5.1 The members of the General Committee shall be the Officers of the Club with the responsibilities listed in Rule 3.5.1 to 3.5.2.

3.5.2 The General Committee shall meet not less often than once every two months. Members shall receive not less than 7 days notice of the meeting.

3.5.3 If any member of the General Committee is absent without reason from three consecutive meetings the remaining members shall have the power to declare

his office void and shall immediately appoint another member of the club in his place.

3.5.4 Officers representing a Sub-Committee may, if unable to attend a meeting of the General Committee, arrange for their place to be taken by another member of the appropriate Sub-Committee who shall have full voting powers.

3.5.5 Whenever a 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), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.

3.6 DUTIES OF THE GENERAL COMMITTEE

3.6.1 To direct the activities of the Club and to organise Club Events.

3.6.2 To manage and control the financial expenditure of the Club.

3.6.3 To formulate the terms of reference, and any financial powers, of Sub-Committees.

3.6.4 To set the number and value of any prizes to be contested at Club Events.

3.6.5 To expel or otherwise discipline any Members of the Club upon due cause being shown.

3.6.6 To suspend any Officer of the Club upon due cause being shown.

3.6.7 To call a Special General Meeting of the Club for any purpose whatsoever.

3.6.8 To carry out all other such acts, as necessary, on behalf of the Club.

3.6.9 In every case, the decision of the General Committee shall be final.

3.6.10 Sell and supply food, drink and related sports clothing and equipment to recover costs.

3.6.11 The Committee will have due regard to the law on disability discrimination and child protection.

4 MEETINGS (KEY RULES)

4.1 GENERAL MEETINGS

- 4.1.1** Members shall receive not less than 21 days notice of a General Meeting.
- 4.1.2** Proposals for Constitutional change shall reach the Secretary not later than 15 days before the General Meeting and must be formally proposed and seconded.
- 4.1.3** Proposals for items for discussion at AGM shall reach the Chair or Secretary not less than 15 days before the meeting.
- 4.1.4** The Chair and the Secretary shall agree the Agenda and copies of the agenda shall be available to members not later than 3 days before the General meeting. The Secretary must ensure that any proposal for Constitutional Amendment is communicated 14 days prior to AGM/EGM.
- 4.1.5** A quorum at a General Meeting shall consist of 20 members, or one quarter of the total Club membership 21 days before the date of the Meeting, whichever is the lesser number.
- 4.1.6** Posting of the notices of the AGM/EGM, Proposals for Constitutional change and of the Agenda on the Club web site shall meet the requirement for notification.

4.2 ANNUAL GENERAL MEETINGS (AGM)

- 4.2.1** The AGM shall be held not later than 30th November each year.
- 4.2.2** The business to be conducted at the AGM shall consist of the following as a minimum:
- President's Review of the Year
 - Presentation of the annual accounts
 - Summary Reports (can include the following)
 - Youth Initiative Chair
 - Road & Track Secretary
 - Club Ride Captain
 - Membership Secretary
 - TT Secretary
 - Social Secretary
 - MTB Run Leader
 - Setting of the annual subscription
 - Constitutional Amendments (if appropriate)
 - Election of the Officers of the Club
 - Agenda items as proposed by members and accepted by the Chair and Secretary
 - Agree revisions to the club Colours and all clothing
 - The making, altering and rescinding of such Club Rules as deemed Necessary
 - Any other Business

4.2.3 Copies of the annual accounts in electronic form shall be available to members not later than 3 days before the AGM.

4.2.4 No member may vote at an AGM unless her / his subscription for the current year has already been paid.

4.2.5 An Extraordinary General Meeting (EGM) may be called by the General Committee at any time for any purpose whatsoever subject to 21 days notice.

4.2.6 An EGM may be called on a requisition signed by not less than ten members, and the requisition is to clearly state the nature of the business.

4.2.7 The Club Secretary shall issue minutes of the meeting to all club members.

4.3 ALTERATIONS TO THE CLUB CONSTITUTION

4.3.1 Alterations to the Club Constitution can only be made at an AGM/EGM

4.3.2 Club Rules may only be made, altered, or rescinded at a General Meeting.

5 FINANCE (KEY RULES)

5.1.1 The financial year shall run from 1st November to 31st October.

5.1.2 A Club Bank Account (or accounts) shall be opened and maintained.

5.1.3 Cheques shall be drawn under the joint signatures of the Treasurer and other committee members nominated by the General Committee. All payments are to be sanctioned by the General Committee.

5.1.4 The Treasurer shall be authorized to use electronic banking for the making of payments to a limit of £200.

5.1.5 The Treasurer shall produce a Financial Report for every Committee Meeting.

5.1.6 The General Committee shall appoint an independent person to scrutinize the bank account records and the accounts on at least a six monthly basis.

5.2 ACCOUNTS FOR CLUB EVENTS

5.2.1 Organisers of Club Events shall pass an account, and any monies due to the Club, to the Treasurer within 28 days of the event unless agreed otherwise by the Treasurer.

6 CLUB TROPHIES

6.1 THE COTSWOLD CYCLES TROPHY - CLUB MEMBER OF THE YEAR TROPHY

Purchased by Cotswold Cycles and awarded annually to the Club Member who, in the opinion of the Committee, has done the most to promote the interests of Club during the previous year. A sub committee shall be formed annually in

accordance with clause 3.4 and will agree who should be awarded the Club Member of the Year Award.

6.2 CLUB TIME TRIAL SERIES CHAMPION

6.2.1 Only the results of a rider's best 66% rides of the whole annual series times are taken into account. Riders shall be awarded ten points for first place descending to one point for tenth place.

6.2.2 Club members must marshal the club time trial series at least once to qualify for the championship. Club members will be awarded 10 points towards the championship each time they marshal with a maximum of 20 points being awarded to each rider for marshalling in one season.

6.3 JUNIOR CLUB TIME TRIAL SERIES CHAMPION

Only the results of a junior rider's best 66% rides of the whole annual series times are taken into account. Riders shall be awarded ten points for first place descending to one point for tenth place.

6.4 JUVENILE CLUB TIME TRIAL SERIES CHAMPION

Only the results of a Juvenile rider's best 66% rides of the whole annual series times are taken into account. Riders shall be awarded ten points for first place descending to one point for tenth place.

6.5 MENS MOST IMPROVED CLUB TIME TRIAL SERIES

The most improved male rider in the club time trial series will be awarded to the rider who sets a time during the series that they subsequently beat with a faster time. When these two times are compared they shall have a larger percentage difference than any other rider who rode the series.

6.6 WOMENS MOST IMPROVED CLUB TIME TRIAL SERIES

The most improved female rider in the club time trial series will be awarded to the rider who sets a time during the series that they subsequently beat with a faster time. When these two times are compared they shall have a larger percentage difference than any other rider who rode the series.

6.7 ELIGIBILITY FOR HOLDING CLUB TROPHIES

6.7.1 Only First Claim Members, riding in the name of the Club, shall be eligible to hold Club Trophies and Club Records.

6.7.2 The General Committee shall have the power to waive 6.7.1 and allow Second Claim Members to hold Club Trophies and Club Records if, in their opinion, there are special circumstances which make this desirable.

6.8 CLAIMING PRIZES

Any prize not claimed before the end of the Club Financial Year (See 5.1.1) in which it is issued shall be considered to be forfeited.

7 CHILD PROTECTION POLICY

By affiliation to British Cycling, the Club have agreed to adopt policies towards young (under 18) people that conform to the best practice with regard to Child Protection.

8 GENERAL STANDARDS OF BEHAVIOUR

- 8.1** The North Cotswold Cycling Club adheres to the British Cycling Codes of Conduct on Equality and Safeguarding. Anyone breaching these standards may be suspended from membership and barred from all Club events.
- 8.2** Issues involving charges under Safeguarding shall be dealt with by the Club Welfare Officer and ratified by the General Committee.
- 8.3** Members are expected to obey instructions from Club Officials and Ride Leaders as they impinge on the safety of any Club activity and failure to do so may result in immediate suspension from the activity.
- 8.4** The Club is committed to open communication through general e mail or web postings. It is a disciplinary offence to communicate directly with a juvenile member of the club except by general communication or communication to which their parents are party.
- 8.5** The Club will not communicate personal information to anyone outside the Club and will not post images of members without their explicit permission. Tacit permission is assumed for group photos taken with the knowledge of all members at club events.
- 8.6** Members must carry Third Party Liability Insurance.
- 8.7** Visitors must join the Club and pay their subscription and demonstrate their Third Party Liability Coverage, after they have participated in no more than 5 events.
- 8.8** Normally membership of the CTC or British Cycling Third Party Liability Insurance will be required.
- 8.9** Members should carry ICE (In Case of Emergency telephone number) details on their mobile telephone.

9 DISCIPLINARY PROCEDURES

- 9.1** Any case to be answered under Safeguarding legislation shall be heard initially by the Club Welfare Office who will determine the appropriate line of action, referral to the Police and Social Services in cases where there is substantial reason to believe best practice has been wilfully disregarded, referral to the Club Disciplinary Sub Committee where there has been breach of Club guidelines but no evidence of immediate threat to a potential victim.
- 9.2** Any one accused of consistent behaviour which jeopardises the safety of others or brings the club into disrepute shall be subject to a disciplinary procedure.
- 9.3** Repetitive breaking of the Highway Code or recommended best practice for riding in groups may be subjected to a disciplinary sanction.
- 9.4** The Committee shall appoint a Disciplinary Sub Committee to hear cases of alleged disciplinary breach. The Committee shall normally be five people.

- 9.5 The disciplinary sub-committee shall normally be chaired by the Club Chair.
- 9.6 The findings of the Disciplinary Committee shall be final.
- 9.7 Any member subjected to disciplinary sanction shall have the right to appeal to the Disciplinary Sub Committee for the sanction to be disregarded.

10 RECOMMENDATIONS FOR CLUB RIDING

10.1 RIDING ON THE ROAD

To ensure the safety of yourself and fellow Club Members and to avoid undue annoyance to other road users, the following rules should be observed when riding in groups:

- Always ride in accordance with the Highway Code
- Always wear an approved helmet
- Dress to be seen by other road users
- Do not ride more than two abreast
- Do not pass the leader without her / his permission as this leads to confusion and delay at turnings
- Do not break formation when halting at junctions, traffic lights, etc
- Ride in single file when necessary to avoid undue obstruction to other road users
- It is strongly recommended that you carry waterproof clothing and a spare inner tube and puncture repair kit
- When approaching obstructions such as stationary cars, especially at night, the leader should give due warning by saying **“on the left”** or **“on the right”** as the case may be. Warning of approaching traffic should be given, e.g. if a car is coming towards the group **“car down”** or if it is coming from behind **“car up”**
- Cycles should be road-worthy and comply with the law regarding brakes, lights, reflectors, etc.

Riders shall use a rear mudguard while riding on club rides during the winter, late autumn and early spring. The club Sunday Captain shall inform club members in advance of the first rider of when this rule will commence each year. In order to properly protect the Rider behind the rear mudguard should extend at least to a point taken in a line through the center of the bottom bracket and rear hub and ideally slightly below this datum.

10.2 OFF-ROAD RIDING

- Use only legal rights of way for cycling
- Use a suitable map to navigate.
- Give way to other path users, i.e. horse riders and walkers. Be courteous and give audible warning of your approach.
- Avoid eroding the path.
- Leave gates secured as found.
- Always wear an approved helmet.

- Ride a cycle in a well-maintained condition, and carry adequate spares and tools.
- Dress in clothing suitable for the prevailing weather conditions; remember that weather conditions change during a long ride.
- Take adequate supplies of food and drink
- Take a first aid kit and know how to use it.
- If you get muddy take care when visiting cafes etc.

10.3 The Ride Leader

All rides are led by a designated ride leader who is responsible for coordinating the ride and ensuring that good order is maintained. Riders in the group should follow the instructions of the Group Leader.

The group leader will:

- Ensure that the group rides in an orderly manner following best practice and at a pace consistent with its stated objectives and prevailing conditions.
- That warnings are communicated through the group as appropriate to prevailing conditions.
- Ensure that the Ride Route is followed.
- Assess any unexpected conditions and take the decision to alter the ride appropriately. In autumn and winter the ride leader will have taken steps to assess the risk of ice and other road hazards such as mud on the road.
- Know who is riding in a group and ensure the safe return of all riders. Wherever possible the Group Leader will be assisted by a sweeper who will ride towards the back of the group and ensure that people are not unwittingly left behind.

Normally the Ride leader will ride towards the front of the group and control the pace. Members of a ride are expected to follow the advice and instruction of the group leader. Consistent failure to follow the advice and instruction of the Ride Leader and Sweeper will lead to withdrawal of the right to join Club Runs

11 CLUB RECORDS AS AT November 2014

- Juvenile 10 Mile Time Trial
- Junior 10 Mile Time Trial
- Senior Male 10 Mile Time Trial
- Senior Female 10 Mile Time Trial
- Senior Male 25 Mile Club Event
- Senior Female 25 Mile Club Event

- Veteran Male (65+) 25 Mile Club Event
- Veteran Female (65+) 25 Mile Club Event
- 1st Class Standard (12 hour) Event
- 2nd Class Standard (12 hour) Event
- 1st Class Standard (24 hour) Event
- 2nd Class Standard (24 hour) Event