

DUNFERMLINE CYCLING CLUB

Club Constitution

1. Name

- 1.1 The Club will be called Dunfermline Cycling Club ("the Club").
- 1.2 The Club will be affiliated to British Cycling and other bodies at the discretion of the Management Committee.

2. Aims and Objectives

The aims and objectives of the Club will be:

- 2.1 To promote community participation in the sport of cycling.
- 2.2 To protect the interests of Club members.
- 2.3 To offer coaching advice and competitive opportunities in cycling (details of all existing competitive opportunities are set out in the Appendix hereto).
- 2.4 To promote racing, touring, mountain-biking and social events for the benefit of the members and the advancement of the sport.
- 2.5 To support Club promoted events either through active participation or through providing assistance with marshalling/timekeeping/etc.
- 2.6 To co-operate with other Clubs and associations having similar objectives.
- 2.7 To ensure that all present and future members receive fair and equal treatment.
- 2.8 To actively promote links with the Carnegie Cyclones.

3. Membership

- 3.1 Applications for membership from prospective new members must be placed before the Management Committee, which has the power to accept or reject such applications.
- 3.2 All members will be subject to the regulations set out in this Constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.
- 3.3 Members will be enrolled in one of the following categories:
 - a) First Claim Member
 - b) Second Claim Member
 - c) Under 16 Member (Youth)
 - d) Under 18 Member (Junior)
 - e) Honorary Member
- 3.4 Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political or other opinion.
- 3.5 Second Claim Members will enjoy the same benefits as First Claim Members with the following exceptions –
 - 3.5.1 – they are not permitted to compete in Club confined events (so long as this remains a requirement of the Club's governing body);
 - 3.5.2 – they are not eligible to compete in any of the Club's championships or to win any Club trophies;

- 3.5.3 – they are not able to hold any of the key Committee positions, including the roles of Chairperson, Vice Chairperson, Secretary or Treasurer;
- 3.5.4 – where the Club's funding arrangements for particular activities confine participation in these activities to First Claim Members only, they are not able to participate in these activities;
- 3.5.5 – where there are limited places available for activities run by the Club, precedence will be given to First Claim Members first.
- 3.6 All members shall have 3rd party liability insurance such as that provided by British Cycling or Cycling UK. They shall provide evidence of such insurance to the Membership Secretary within one month of their application for or renewal of their membership.
- 3.7 The British Cycling definitions of Junior and Youth shall be adopted.
- 3.8 Honorary Membership will be offered to any individual who has represented their country in cycle sport within the previous 5 years, and who wishes to take part in any of the Club's activities. This will initially be awarded for a period of 5 years provided the recipient accepts in writing. The Honorary Membership period will be extended for a further 5 years provided further written acceptance is received by the Club.
- 3.8 Any member wishing to resign shall give notice in writing to the Club secretary.

4. Membership Fees

- 4.1 Membership fees will be set annually by the Management Committee but any above-inflation increase must be agreed at the Annual General Meeting.
- 4.2 They shall become due on 1 January each year and must be paid by 31 January, except that a new Member joining the Club between 1 October and 31 December will enjoy a membership expiry date of 31 December in the following year. For the avoidance of doubt, this benefit will apply only once to any individual member regardless of whether they leave and subsequently re-join the Club. Where a member is unable to pay their renewal fee by the due date, the committee will consider cases of financial difficulty with sympathy and agree an appropriate solution with the member.
- 4.3 Annual Subscriptions –
- First Claim Member – as defined by 4.1
 - Second Claim Member – as defined by 4.1
 - Under 16 Member – nil
 - Under 18 Member – nil
 - Honorary Member – nil
- 4.4 All Annual Subscription renewal fees will be collected using the Direct Debit Scheme, unless a Member formally opts out from paying their fee by this method.

5. Code of Conduct

- 5.1 When taking part in a Club related activity, whether this activity involves cycling or not, all members must remember that their conduct reflects directly on the Club, and consequently it must be of the highest order.
- 5.2 When cycling on the road, all members must adhere strictly to the 'rules of the road' and must not put themselves or fellow cyclists, whether Club members or not, in danger. Safety in our sport is of the utmost importance, and each member must not only look out for themselves, but also for fellow cyclists.
- 5.3 Each member is an ambassador for the Club, and should promote the benefits of being part of the Club whenever they can.

- 5.4 Wearing the Club top whenever they are participating in a Club activity is encouraged and is compulsory when competing in an event run under the auspices of Scottish Cycling. Club clothing can be purchased through the Clothing Secretary.
- 5.5 Although it is not yet a legal requirement, wearing an approved safety helmet when cycling is strongly advised. The risk of serious head injury is greatly increased if a helmet is not being worn and this is likely to be taken into account in the event of an insurance claim.
- 5.6 Each member is responsible for maintaining their bicycle in a good and safe condition, and particularly during the winter months or when the weather demands it, fitting mudguards as a courtesy to other Club members.
- 5.7 The Club will adopt the Scottish Cycling Communications Policy in its entirety, and this is reproduced in Appendix 2.
- 5.8 The Club will adopt the Scottish Cycling Anti-Bullying Policy in its entirety, and this can be viewed at https://www.britishcycling.org.uk/zuvvi/media/scottishcycling/childprotection/Scottish_Cycling_Anti_Bullying_Policy_v1.0.pdf.
- 5.9 The Club will adopt the Scottish Cycling Equality Policy in its entirety, and this is reproduced in Appendix 3.
- 5.10 Any member who persistently flouts the above code of conduct may face disciplinary action under para 10.

6. Office Bearers

- 6.1 The office bearers of the Club shall consist of
 - 6.1.1 **Honorary President** – an honorary position awarded to a member or ex-member who the current members feel is a suitable figurehead for the Club;
 - 6.1.2 **Chairperson** – presides over all meetings of the Club;
 - 6.1.3 **Vice Chairperson** – presides over meetings in the absence of the Chairperson;
 - 6.1.4 **Secretary** – attends to all general correspondence of the Club
 - 6.1.5 **Treasurer** – attends to all matters relating to the Club's finances;
 - 6.1.6 **Membership secretary** - attends to all matters relating to membership;
 - 6.1.7 **Racing Secretary** – oversees the Club championships and organizes trophies and medals; represents those members whose primary interest is Road Racing, oversees the organization of the Club run Road Race events, collates all Road Race results and determines the winners of all Club Road Race championships
 - 6.1.8 **Time Trial Secretary** – represents those members whose primary interest is Time Trialling, oversees the organization of the Club run Time Trial events, collates all Time Trial results and determines the winners of all Club Time Trial championships;
 - 6.1.9 **Recreational Road Secretary** – represents those members whose primary interest is recreational road riding including Cyclosporives, Touring and Audax;
 - 6.1.10 **Off Road Secretary** – represents those members whose primary interest is Mountain Biking, Cyclocross, Gravel riding or other off road activity, collates all Mountain Biking and Cyclocross results and determines the winners of all Club Mountain Biking and Cyclocross championships;
 - 6.1.11 **Women's Secretary** – previously described as Diversity Secretary, represents the interests of women members within the Club's membership, seeks to develop women's participation in cycling and acts as their principal point of contact in the Club;
 - 6.1.12 **Media Secretary** – is responsible for submitting reports to various publications of the Club members' exploits, and maintaining the Club's public profile;

- 6.1.13 **Welfare Officer** – is responsible for the welfare of Club members, and first point of contact if any Club member wishes to raise an issue concerning their safety or wellbeing with the Management Committee. The welfare policies of the Club align to those of Scottish Cycling, details of which can be found at <https://www.britishcycling.org.uk/scotland/article/wellbeing-and-protection>;
 - 6.1.14 **Youth Liaison Officer** – acts as point of contact for any Club members who are under the age of 16;
 - 6.1.15 **Independent Examiner** – carries out an independent examination of the annual accounts produced by the Club Treasurer and reports on these;
 - 6.1.16 **Clothing secretary** – is responsible for the purchase and sale of Club clothing.
- 6.2 The office bearers shall be elected annually at the annual general meeting. All voting will be done by a show of hands at the AGM where more than one person has been nominated for a post. Each member will be entitled to one vote.
- 6.3 Only First Claim and Second Claim members of the Club shall be eligible to act as office bearers (Second Claim roles as defined in Clause 3.5.3), the office of Honorary President being excepted.
- 6.4 A member shall not be entitled to occupy more than three offices and a member of the Management Committee who is an authorized cheque signatory shall not be eligible for the office of Independent Examiner.

7. Club Management

- 7.1 The Club will be managed through a Management Committee, which will be chaired by the Club Chairperson (or in his absence, the Vice Chairperson).
- 7.2 The Management Committee will consist of all Office Bearers in para 6.1 with the exception of the Honorary President and the Independent Examiner.
- 7.3 The Management Committee will meet at 7.30pm on the 1st Monday of every second month throughout the year at a venue to be arranged at the previous meeting, although additional meetings may be called where there is urgent Club business to be discussed.
- 7.4 A general Club meeting will take place at 7.30pm on the 1st Monday of every alternate second month throughout the year at a venue to be arranged at the previous meeting, although additional meetings may be called where there is urgent Club business to be discussed.
- 7.5 To be quorate, at least half of the elected members along with the Chairperson or Vice Chairperson must be present. Decisions will require a simple majority of those members of the Management Committee attending and voting.
- 7.6 Minutes of the Management Committee meetings will be published on the Facebook Members' page and also circulated by BC email and be able to be read by all Club members. The minutes will show which Committee members attended, and where a decision has been taken on a majority basis, those voting for and those voting against shall be stated.
- 7.7 Similarly, any Club member wishing to raise any matter with the Management Committee can do so either through their representative, or via the Club website.
- 7.8 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club. It will have powers to appoint subcommittees and advisers to the Club as necessary to fulfil its business, and will be empowered to commit Club funds as it deems appropriate for the furtherance of the Club's objectives.
- 7.9 The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations or constitution.
- 7.10 The Management Committee may expel from membership only for good and/or sufficient cause, such as conduct likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by majority vote.

8. Finance

- 8.1 All Club monies will be banked in an account held in the name of the Club.
- 8.2 The income and assets of the Club shall be applied solely towards furthering the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to members of the Club except where they are acting as a supplier to the Club on normal commercial terms.
- 8.3 The Club Treasurer will be responsible for the finances of the Club.
- 8.4 All cheques drawn or electronic payment made from Club funds of more than £100 should bear the signatures of or be authorised by the Treasurer plus one other authorised signatory. The Chairperson, plus at least two nominated Committee members will be authorised signatories. Amounts under £100 can be paid under the authority of a single authorised signatory, so long as supporting documentation is retained to support the payment. Where payments are made using the Club's Debit Card, similar limits will apply with a record kept of who authorised the payment and supporting documentation retained to support the payment.
- 8.5 The financial year of the Club will end on 30 September.
- 8.6 An independently examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

9. Annual General Meetings

- 9.1 The Annual General Meeting (AGM) will be held in November in each year.
- 9.2 The Club Secretary will give not less than 14 clear days' notice of the AGM to all members. Where a member has provided an e-mail address to the Secretary, notice will be deemed to have been given by sending an e-mail to that member. It is each member's responsibility to keep the Secretary informed of any change in a member's e-mail address. Where no such email address has been provided, an AGM Notice will be sent by post.
- 9.3 The AGM will approve the Minutes of the previous year's AGM and will receive a report from the officers of the Club and a statement of the audited accounts.
- 9.4 The election of officers for the ensuing year will take place at the AGM. Any nominations for officers of the Club must be sent to the Secretary at least 7 days prior to the AGM.
- 9.5 The events eligible for inclusion in the Club's championships and for awarding the Club's trophies will be approved at the AGM.
- 9.6 All notices of motion for insertion in the agenda of the AGM must be made in writing to the Secretary at least 7 days prior to the date of the AGM.
- 9.7 All members have the right to vote at the AGM. The quorum for an AGM will be 10 members or 15% of the membership, whichever is the greater. The voting at the AGM shall in general be by a show of hands, but a ballot vote shall be taken on request of one-third of the members present and voting or 10 members, whichever is the lesser.
- 9.8 An Extraordinary General Meeting (EGM) may be called by the Management Committee whenever necessary by following the same Notice procedure specified in para 9.2. An EGM can also be called by the Secretary upon receipt by him of a requisition signed by at least 6 members, provided 10 days' notice is given to the Secretary. A requisition for an EGM shall specify the business of the meeting, and it shall not be competent to transact any other business at that meeting. 9.9 Decisions taken at monthly Management Committee meetings shall not overrule those taken at AGMs or EGMs.
- 9.9 Where an AGM does not achieve its quorum or where a stalemate is reached in any decision put to the Members present, the Management Committee will employ a suitable online voting system to settle any outstanding matters required to move the Club forward. This will be issued within 7 days of the AGM, be put to all Members and require a minimum of 15% of the Members to respond by the closing date.

10. Discipline and Appeals

- 10.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 10.2 The complaint will be heard at the next Management Committee meeting. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.
- 10.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- 10.4 There will be the right of appeal to the Club membership at an AGM or EGM following disciplinary action being announced. The appellant must notify the Secretary in writing within 21 days of notification of the outcome of the disciplinary hearing.
- 10.5 The appeal will be heard at an AGM or an EGM convened specifically for that purpose, following receipt of notice of appeal.

11. Dissolution

- 11.1 A resolution to dissolve the Club can only be passed at an AGM or EGM by at least 80% of those attending and entitled to vote agreeing to such action.
- 11.2 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to another body with similar objectives to the Club, or to Scottish Cycling.

12. Amendments to the constitution

The constitution can only be changed through agreement by majority vote at an AGM or EGM.

13. Declaration

Dunfermline Cycling Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

DUNFERMLINE CYCLING CLUB

Appendix 1

Club Competitions

1. General

- 1.1 All competitive events shall be run in accordance with the rules and regulations of Scottish Cycling (SC).
- 1.2 The Club colours shall be yellow, blue and white.
- 1.3 Only first claim members shall be eligible to compete for Club championships and Club records (a first claim member shall be one who has not entered for a race under the name of any other Club in the current season).
- 1.4 Only members' performances recorded in Scotland will be eligible for Club championships and records purposes.
- 1.5 All protests relating to time trials and championship events must be lodged in writing with the racing secretary or mountain bike secretary within seven days of the event.
- 1.6 Cups and trophies shall be for annual competition unless otherwise stated by the individual donors.

2. Time trialling competitions

- 2.1 Opening date for events eligible for the Club's time trialling competitions shall be the first Sunday in March and the closing date the third Sunday in October.
- 2.2 The Senior Championship of the Club shall be based on events over the distances of 10 miles, 25 miles and 50 miles and shall be decided by the best all round average speed of each member. The prize for this championship is a cup which is open to all members for annual competition.
- 2.3 The Youth Championship of the Club shall be based on two events at each of the distances of 5 miles and 10 miles and shall be decided by the best all round average speed of each youth member. The prize for this championship is a cup which is open for annual competition. For the purpose of the youth championship, a youth shall be deemed to be one who has not attained the age of 16 years when the performance has been done.
- 2.4 The Junior Championship of the Club shall be based on events over the distances of 10 miles and 25 miles and shall be decided by the best all round average speed of each junior member. The prize for this championship is a cup which is open for annual competition. For the purpose of the junior championship, a junior shall be deemed to be one who has not attained the age of 19 years by the end of the current season.
- 2.5 The Veteran Championship of the Club shall be based on the events approved at the annual general meeting over the distances of 10 miles and 25 miles and shall be decided by the best all round average speed of each veteran member. The prize for this championship is the Alex Temple trophy which is open for annual competition. For the purpose of the veteran championship, only performances achieved after the member has attained the age of 40 will count.
- 2.6 In addition to the Veteran Championship, veteran members will also be eligible to compete for the Stephen Vaughan trophy which is awarded annually to the veteran member who has the greatest margin over his standard time for time trials held over 10 miles, 25 miles and 50 miles. The trophy for this competition is open for annual competition.
- 2.7 The Club shall organise a Middle Distance Championship over the distances of 25 miles, 50 miles and 100 miles. It shall be decided by the best all round average speed of each member. The prize for this championship is a cup which is open for annual competition.
- 2.8 The Club shall organise a Long Distance Championship over the distances of 50 miles, 100 miles and 12 hours. It shall be decided by the best all round average speed of each member. The prize for this championship is a cup which is open for annual competition.

- 2.9 The Dunfermline Bluebell Cycling Club trophy will be awarded to the Club member who has achieved the fastest time in a time trial over 100 miles in the year.
- 2.10 In order to arrive at the best all round average speed of a member, the average speed of his best performance at each relevant distance will be calculated, these will be added together and then divided by the number of distances required for that competition.

3. Road Racing competitions

- 3.1 The Club shall recognise a Road Racing championship each year.
- 3.2 The winner will be the Club member who has secured the greatest number of British Cycling ranking points in the racing season.
- 3.3 Only events held under the auspices of SC in the current season will be eligible and they must be events promoted in Scotland.
- 3.4 The prize for this championship is the Condie Cup trophy which is open for annual competition.

4. Mountain Biking competitions

- 4.1 The Club shall recognise mountain bike championships for the following categories; youth, junior, senior and veteran.
- 4.2 The championship will be judged on positional placings of riders during the season long SC MTB competition. The winners will be the riders with the best finishing placings for that competition.
- 4.3 The competition for most improved MTB rider will be at the discretion of the MTB secretary, based on current season results, compared to previous achievements.

5. Points competition

- 5.1 The Club shall organise a points competition each year.
- 5.2 The points competition will be based on the Fife CA midweek time trial series, and the winner of the Club points competition will be the Club member who has amassed the greatest number of FifeCA points over the whole season.
- 5.3 The organisation of midweek time trials promoted by the Club shall be done on a strict rota basis, to reduce to a minimum the number of occasions each member may have to relinquish his opportunity to compete in order to undertake the duties of timekeeper, turn marshal etc.
- 5.4 The prize for the points competition is a cup which is open for annual competition.

6. Cyclocross competition

- 6.1 The Club shall organise a cyclocross championship each year.
- 6.2 The winner will be the Club member who is the highest placed in the Scottish Cyclocross series of events in the racing season.
- 6.3 The prize for this championship is a cup which is open for annual competition.

7. Track competition

- 7.1 The Club shall organise a track championship if there are sufficient entries.
- 7.2 The track championship of the Club shall be based on 3 events at 3 different distances to be determined by the Management Committee and shall be decided by the aggregate number of points gained in all 9 events.

- 7.3 In order to arrive at the aggregate number of points, the rider gaining first place in an event shall be awarded 10 points, second place 9 points, third place 8 points and so on to tenth place 1 point. The best aggregate shall be the rider who gains the most points in the approved 9 events.
- 7.4 The Management Committee may declare a Club track event void if there are less than three competitors.

8. Club records

- 8.1 Any member creating a Club competition record at the recognised distances of 10 miles, 25 miles, 50 miles, 100 miles and 12 hours shall receive a medal. The onus is on the rider to provide written proof of any of his performances which may count for record or championship purposes.
- 8.2 The following place to place distances shall be recognised as Club place to place records:
- Dunfermline to Perth and back
 - Dunfermline to Boness and back
 - Dunfermline to Stirling and back
- Any member creating a place to place record shall receive a medal.
- 8.3 A member may compete for a place to place record at any time, provided they give five days notice to the racing secretary.
- 8.4 A fee of £1 for a single bicycle event and £2 for a tandem event must be paid before notice on any Club place to place record can be accepted.

9. Tourist Time Trials

- 9.1 Each year, the Club will run Tourist Time Trials for members to participate in over the standard distances of 50 miles, 100 km and 100 miles.
- 9.2 These events are not competitive, but must be completed within a maximum time limit. For 50 miles, the time limit is 3½ hours, for 100km it is 4½ hours and for 100 miles it is 8 hours, in each case including all stops.
- 9.3 Any member successfully completing a Tourist Time Trial within the prescribed time limit shall receive a medal. For completing a single distance, this will be bronze, for completing two distances it will be silver and for completing all three distances it will be gold.
- 9.4 A fee of £1 for a single bicycle and £2 for a tandem must be paid before setting off on any Tourist Time Trial for a member to be eligible to receive a medal.

DUNFERMLINE CYCLING CLUB COMMUNICATIONS POLICY

Appendix 2

Purpose

Communication is key to success in a sports Club and Dunfermline Cycling Club does not underestimate this. We use a range of platforms to communicate with Coaches, Parents, Guardians and Riders. This policy is to ensure that all oral and written communications between participants within the Club and between the Club and external parties are transmitted efficiently; are clear, courteous and constructive; and are dealt with in a prompt and professional manner.

Scope

This policy applies to all Coaches, MTB/Ride Leaders, Committee Members, Volunteers, Parents/Guardians and Riders.

Verbal Communications

- Coaches, MTB Leaders, Volunteers, Parents/Guardians and Riders are each responsible for creating an environment where matters can be raised openly and resolved between them in an amicable fashion.
- If a Coach, MTB Leader or volunteer has an issue with a rider and/or Parent/Guardian, they must approach that rider and/or Parent and attempt to discuss the matter in a sensitive, objective and professional manner.
- If a rider or Parent/Guardian has an issue with a Coach or MTB Leader, they must approach the Head Club Coach directly and attempt to discuss the matter in a sensitive, objective and professional manner.

The Club has a Wellbeing and Protection Officer (WPO) who acts as the main point of contact to deal with any concerns around safeguarding within the Club. There may be instances where it is more appropriate to approach a WPO for advice and assistance and they will follow the following flowchart [here](#).

Electronic Communication

The Club uses a range of platforms to communicate with its members. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

Our committee roles have accountability for and control over material published on our Club's website and any related discussion groups or social media websites, such as Facebook, Instagram and Twitter.

Website

- Our website will include current information on competitions, social events, committees, policies, constitution etc.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will only do this for children who have indicated they are happy with this via our Membership Form.
- We will seek feedback from members to improve the information available on the site.

SMS and Email

Committee Members, Coaches and MTB Leaders may use Text and Email to provide information about competition, training, Club-sanctioned social events and other Club business, however:

- Text messages should be short and about Club matters
- Email communication will be used when more information is required
- Communication involving children will be directed through their Parents/Guardians.

Social Media

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.

- Postings (written, photos or videos) will be family-friendly and feature positive Club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our Club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the Club.

Electronic communication:

- should be restricted to Club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the Club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

For more information on how we use personal data, please refer to our Data Use Policy.

DUNFERMLINE CYCLING CLUB EQUALITY POLICY

Appendix 3

1 STATEMENT OF INTENT

- 1.1 Dunfermline Cycling Club (hereafter referred to as 'The Club') is fully committed to the principles and active promotion of equality of opportunity. The Club is responsible for ensuring that no member or volunteer receives less favourable treatment on the grounds of a protected characteristic. Protective characteristics are disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender) and age.
- 1.2 The Club will ensure that there will be open access to all those who wish to participate in the sport or associated recreational activity and that they are treated fairly.
- 1.3 The "active promotion of equality of opportunity" implies that the Club is seeking to move from simply complying with legislation and good practice towards embracing diversity.

2 PURPOSE OF THE EQUALITY POLICY

- 2.1 The Club will ensure that no sections of the community are denied the opportunity to participate and make progress in the sport or recreational activity.
- 2.2 The Club will take steps to prevent discrimination or other unfair treatment for its members or volunteers, whether intentional or unintentional, direct or indirect.

3 LEGAL REQUIREMENTS

- 3.1 Discrimination has been legally defined through the Equality Act 2010. Discrimination refers to unfavourable treatment on the basis of particular characteristics, which are known as the 'protected characteristics'. Under the Equality Act 2010, the protected characteristics are defined as age (employment only until 2012), disability, gender reassignment, marital or civil partnership status (employment only), pregnancy and maternity, race (which includes ethnic or national origin, colour or nationality), religion or belief, sex (gender) and sexual orientation.
- 3.2 Under the Equality Act 2010, individuals are protected from discrimination 'on grounds of a protected characteristic. This means that individuals will be protected if they have a characteristic, are assumed to have it, associate with someone who has it or with someone who is assumed to have it.

4 DISCRIMINATION / HARASSMENT / BULLYING / VICTIMISATION

- 4.1 The Club is committed to ensuring that its members and competitors are able to conduct their activities in an environment that is free from harassment, intimidation or bullying.
- 4.2 The Club regards discrimination, harassment or bullying, as described below, as gross misconduct. Any member of the Club, who discriminates against any other person, may be liable to appropriate disciplinary action.
 - 4.2.1 **Direct Discrimination:** This occurs by treating a person worse than someone else because of a protected characteristic. In the case of pregnancy and maternity this can occur if they have the protected characteristic without needing to compare treatment to someone else. Additionally direct discrimination can occur because someone is thought to have a protected characteristic or because they associate with someone who has a protected characteristic.
 - 4.2.2 **Indirect Discrimination:** This occurs by putting a rule or way of doing things that has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified.
 - 4.2.3 **Discrimination Arising from Disability:** This occurs by treating a disabled person

unfavourably because of something connected with their disability when this cannot be justified.

4.2.4 Failing to make Reasonable Adjustment: This occurs by failing to make reasonable adjustment for disabled people which cannot be justified.

4.2.5 Harassment: Is unwanted conduct which has the purpose or effect of violating someone's dignity or which is hostile, degrading, humiliating or offensive to someone with a protected characteristic or in a way that is sexual in nature.

4.2.6 Bullying: Bullying is one form of personal harassment. It is the misuse of power or position to persistently criticise or to humiliate and undermine an individual's confidence.

4.2.7 Victimisation: Treating someone less favourably because they have taken (or might be taking) action under the Equality Act or supporting someone who is doing so.

5 IMPLEMENTATION

5.1 A copy of this document will be available to all members and volunteers of the Club.

5.2 All members and volunteers have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

5.3 The Club will take measures to ensure that its recruitment and employment practices are non-discriminatory.

5.4 A planned approach will be adopted to eliminate barriers which discriminate against particular groups.

5.5 The Club will ensure that consultants, advisers and suppliers used by the Club can demonstrate their commitment to the principles and practice of equality.

6 POSITIVE ACTION

6.1 The Club may take positive action for any group which is under-represented in membership, workforce or participation events that share a protected characteristic and suffer a disadvantage connected to the characteristic. Additionally, the Club may take positive action in the provision of services for people who share a protected characteristic.

7 MONITORING AND EVALUATION

7.1 The Club will regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and will inform members of their impact.

7.2 The Wellbeing and Protection Officer has overall responsibility for the implementation of the Equality Policy.

7.3 The Club Committee is responsible for ensuring that this Equality Policy is followed and to provide appropriate procedures to deal with the investigation and disciplinary hearing in connection with any alleged breach of the Equality Policy and/or any related Codes of Conduct .

8 DISCIPLINARY AND GRIEVANCE PROCEDURES

8.1 To safeguard individual rights under the policy a member or volunteer who believes that he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

8.2 Appropriate disciplinary action may be taken against any member or volunteer who contravenes the Equality Policy.

8.3 The Club is committed to ensuring that individuals feel able to raise any grievance and no member or volunteer will be penalised for doing so unless it is untrue and not made in good faith.