



Patron: Sir Chris Hoy MBE

**CONSTITUTION AND RULES
OF THE
EAST OF SCOTLAND CYCLING
ASSOCIATION**

EAST OF SCOTLAND CYCLING ASSOCIATION

CONSTITUTION AND RULES

1. Title:

- 1.1. The title of the organisation shall be "East of Scotland Cycling Association". (Hereafter referred to as "The Association").

2. Objects:

- 2.1. The objects of the Association shall be:-

- (a) to govern and encourage all aspects of the sport of cycling within the rules of the Scottish Cyclist's Union (Hereafter referred to as 'The Union').
- (b) to establish and maintain contact with other Athletic Organisations.

3. Membership:

- 3.1. Membership of the Association shall comprise:-

- (a) Individual members, who shall be full members of an Affiliated Association Club and the SCU/BCF.
- (b) Affiliated Cycling Clubs within the area of jurisdiction.

A Club shall be affiliated provided that:-

- (1) it applied in writing to the Association Executive Committee;
- (2) it is nominated by two members of the Association Executive Committee and that such application is considered and accepted by the Committee;
- (3) it agrees to abide by the Constitution and Rules of the Association and Union, and agrees to pay in full all such financial obligations as membership shall entail.

- 3.2. No membership shall be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation, sex, religious, political or other opinion.

4. General Meeting:

- 4.1. The Annual General Meeting shall:-

- (a) be held on a date in November or December, such date to be different from the Scottish Cyclists Union Annual General Meeting and National Council of the British Cycling Federation;
- (b) receive and consider Accounts and reports from the Association Office Bearers;
- (c) have power to make amendments and/or additions to the constitution and rules of the Association (all such motions shall be in the Secretary's hands 28 Days prior to the date of the AGM and shall require a majority of not less than 2/3rds of those voting to be carried);
- (d) elect all officials of the Association and appoint the auditors for the ensuing year. Only One Auditor need be appointed where they are a member of an recognised accounting body, otherwise the meeting shall appoint two persons to act as joint Auditors;
- (e) determine affiliation fees etc., for the ensuing year;
- (f) consider any other competent business.

- 4.2. All members per 3.1 (a) and all Affiliated Clubs per 3.1 (b) above under "membership" and the Association Office Bearers shall receive not less than 10 days notice of all General Meetings and such notice shall be accompanied by a copy of the agenda for the meeting.

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- 4.3. Those entitled to attend and vote at General Meetings shall be members as per 3.1 (a) above and all paid up members of Affiliated Clubs. Visitors may be allowed, at the discretion of the meeting but shall not vote and shall only speak if and when invited to do so by the meeting. Proxy Voting shall not be permitted. The Chairman shall have a deliberative vote as well as a casting vote except where stated otherwise.
- 4.4. An Extraordinary General Meeting shall be called by the Chairman and the General Secretary within one month on :-
- (a) the instructions of the Executive Committee;
 - (b) receipt of a petition signed on behalf of not less than 25% of the current Affiliated Clubs.
- 4.5. A quorum of an Extraordinary General Meeting shall consist of not less than 2 times the number of Affiliated Clubs plus half of the office bearers of the Association. If a quorum is not present half an hour after the stated time of the meeting the meeting shall be adjourned for two weeks, then if a quorum is not present half an hour after the stated time of the meeting the members present may conduct the business of the meeting.
5. **Patron**
- 5.1. The Association's Patron will be elected at an Annual General Meeting. The Patron will be the Association's figurehead and act as an ambassador in support of our activities and objectives.
6. **Elected Officials:**
- 6.1. The Elected Officials of the Association shall be:-
- Chairman, Vice-Chairman, General Secretary, Treasurer, Time-trial Secretary, Road Race Secretary, Track Secretary, Mountain Bike (Off-road) Secretary, Championship Secretary, Minute Secretary, Records Secretary, and Safety Co-ordinator.
- 6.2. The Race Selection Committee shall consist of three selectors who shall be elected at the Annual General Meeting.
7. **Executive Committee:**
- 7.1. The Executive Committee shall comprise all Office Bearers plus two delegates from each Affiliated Club. The Committee shall:-
- (a) meet once per month;
 - (b) have full governing powers within the rules of the Association and shall have full powers to deal with any matter not provided for in the rules.
 - (c) within its area of jurisdiction, investigate any suspected or alleged infringement of the rules brought to its notice (in writing, within 7 days of the said infringement) and take whatever action be deemed necessary;
 - (d) appoint delegates to such organisations as the Association may affiliate;
 - (e) elect all such Sub-committees as may be deemed necessary for the efficient conduct of the Association's affairs;
 - (f) have the power to co-opt a successor to any official who may resign in the course of his/her term of office.

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7.2. Association Office Bearers and Club Secretaries (unless otherwise intimated) shall receive not less than 7 days notice of Executive Committee Meetings.

7.3. Clubs shall be expected to participate fully and wholeheartedly in the activities of The Association including attendance at the Executive meetings. Any club failing to comply with a directive issued by or on behalf of the Executive Committee will be liable to penalties as determined by the Executive Committee. These penalties may include, but need not necessarily be limited to,:

- (a) Suspension for a period and at a time to be determined by the Executive Committee
- (b) Exclusion of the club and/or it's members from The Association events and/or Championships including forfeiture of prizes if deemed appropriate.
- (c) Exclusion and/or withdrawal of the clubs event(s) from the current or appropriate calendar.

The provisions of clause 6.1. (c) need not apply in this respect.

The Executive Committee shall endeavour to give as much notice as possible but 7 days notice to the Club Secretary shall be deemed sufficient to require compliance with a directive.

7.4. Visitors shall be allowed to attend Executive Committee Meetings only at the discretion of the meeting. They shall not vote and may only speak if invited to do so by the meeting.

7.5. Each Member of the Committee attending shall have one vote - proxy voting shall not be permitted. The Chairman shall have a deliberative vote as well as a casting vote, except where stated otherwise.

8. Appeals

8.1. Affiliated clubs and individual members of the Association have the right of appeal against any decision by the Association's Committee or Office Bearers, which affects them. An appeal must be made in writing, within 14 days of the notice of the decision, stating the case and including any relevant evidence, and delivered to the General Secretary who will report the appeal to the Executive Committee. The Appellant will be required to attend the Executive Committee Hearing.

9. Finance

9.1. The Affiliation Fee per Club shall be determined by the Annual General meeting and shall be paid by the same date as Club Affiliation fees are due to the SCU as set out in the SCU Constitution.. Other fees/levies shall be as determined at the Annual General Meeting. All fees /levies determined by the Annual General Meeting shall be VAT inclusive.

9.2. Officials handling Association money shall keep proper books, which shall be the property of the Association. The accounts kept in these books shall be closed on the 30th September and shall be handed to the Treasurer, duly balanced, by the 2nd Sunday in October.

9.3. The Treasurer's books shall be balanced and handed, along with a proper balance sheet, to the Auditor/s elected by the Association. The Auditor/s shall present their Report to the Executive Committee by 31 January in the following year. The Executive Committee shall circulate the Auditor/s Report to affiliated clubs as soon as is practicable after receipt and consideration.

9.4. With the exception of a small working balance, the Associations funds shall be lodged in the Association Account with a Trustee or Joint Stock Bank.

9.5. Association officials other than the Treasurer will deposit all surplus monies immediately on a credit transfer, to the Association Account, and will hold a maximum float of £3.00.

9.6. The Funds shall be withdrawn on the signature of the Treasurer and either the General Secretary or the Chairman

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9.7. Affiliated Clubs shall be entirely responsible for their own financial obligations.

10. Standing Orders

10.1. Order of business:-

- (a) the order of business shall be drawn up by the Secretary;
- (b) the order of any item on the agenda may be altered by a motion.

10.2. Conduct of Debate:-

- (a) all motions shall be moved and seconded before discussion;
- (b) all motions shall be voted on whether there is an amendment or not;
- (c) all amendments shall be moved and seconded before discussion;
- (d) a further amendment shall not be accepted until the former has been disposed of by a vote (when an amendment is open for discussion it shall be competent to discuss only the amendment and the parts of the motion to be amended. Any member who has spoken on the motion may also speak on the amendment)
- (e) When all amendments have been disposed of by vote the final motion shall be put to the vote;
- (f) members shall address the Chair and shall speak only once during the discussion of a motion or an amendment with the following exceptions:-
 - (1) Movers of the motion who may reply in closing the discussion when they must confine themselves to answering previous speakers and shall not introduce a new matter;
 - (2) to raise a point of order;
 - (3) to raise a point of explanation;
- (g) a point of order or explanation shall be put without argument. The Chairman shall not refuse to consider a point of order but his decision thereon shall be final.

10.3. Competent Amendments:-

- (a) to amend the motion
- (b) to adjourn the debate;
- (c) to put the question;
- (d) to proceed to the next business.

10.4. Voting:-

- (a) Voting shall in general be by a show of hands and shall be by a simple majority unless otherwise stated in the constitution and rules of the Association;
- (b) any business disposed of by a vote shall not be introduced again within a space of three weeks.

10.5. Suspension of standing orders:-

- (a) The Chairman shall not refuse a motion for the suspension of Standing Orders. The motion for this must receive a majority of not less than 2/3rds of those present.
- (b) The Chairman shall be permitted to take part in the discussion but shall only have a casting vote.

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11. Date Fixing:

11.1. A Date Fixing Meeting shall be held on the last Monday in August to consider events proposed for promotion by the Association and Affiliated Clubs during the ensuing season.

12. Championships:

12.1. The following rules shall apply to all ESCA Championships unless specifically noted otherwise:-

- (a) Championship Trophies and/or Medals shall be awarded only to first or fastest ESCA Member(s) competing in open events on Association courses;
- (b) A Championship will not be awarded if the entry in each category is less than three;
- (c) Championship races promoted by ESCA shall be open events;
- (d) Trophies shall be held for one year and shall not be won outright. Medals shall be awarded to the winner of each Championship;
- (e) ESCA Championships shall be held each year on dates different from Scottish Championship events. i.e. Time Trials, Road Races, Track Races, Mountain Bike Races unless the ESCA event is the Scottish Championship.
- (f) The Organiser shall have the power to cancel the Championship if in his/her opinion there are not sufficient entries.
- (g) A "Team" is defined as being the specified number of first claim members of the same ESCA Club.
- (h) Claimants for Time Trial Championship awards shall be responsible for notifying the Championship Secretary, in writing, the relevant information including the distance, course, date and Organising Club. All claims shall be submitted no later than the last Monday in October

12.2. Points for the Womans "BAR", the "BAR", the Junior "BAR" and the Under 16s "BAR" and Veterans Time Trial League shall be awarded for the first 20 ESCA riders placed in each event, with the first being awarded 20 points, second 19 points, etc. A bonus of 10 points shall be awarded to every ESCA rider competing in the ESCA Championship 10 miles, 25 miles and 50 miles Time Trial, providing the Championship takes place within the ESCA area. In the event of a tie on points, reference will be made to actual placings by the tied riders i.e. most first places, most second places, etc, until a winner is decided.

12.3. The Association shall award the under noted Championships:-

TIME TRIALS

- (1) Womans "10" - The Womens 10 Trophy 1999 and a medal shall be awarded to the woman returning the best performance in the ESCA 10 miles Championship, as designated by the ESCA Executive.
- (2) Womans "25" - The Womens 25 Trophy 1999 and a medal shall be awarded to the woman returning the best performance in the ESCA 25 miles Championship, as designated by the ESCA Executive.
- (3) Womans "50" - Mercury Ladies Cup 1951, shall be awarded annually to the woman returning the best performance in the ESCA 50 miles Championship. In the event that there is no 50 miles Time Trial promoted within the ESCA area, the championship will be awarded to the woman returning the best performance in the SCU 50 Championship.

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- (4) Womans "BAR" - The J. B. Allan Cup 1960 shall be awarded annually to the woman who accumulates the most points in open individual Time Trials, to a maximum distance of 50 miles, promoted by the Association and affiliated clubs. Medals shall be awarded annually to the first individual and to the Team of 2 riders accumulating the highest total number of points in the competition.
- (5) Junior "25" - The W. Moyes Cup 1959 shall be awarded annually to the Junior (per SCU definition) returning the best performance in the ESCA 25 miles Championship, as designated by the ESCA Executive.
- (6) Open "10" - The David Harris Memorial Trophy 1994, shall be awarded to the rider returning the best performance in the ESCA 10 miles Championship, as designated by the ESCA Executive.
- (7) Open "25" - The Edinburgh Evening News Cup 1959, shall be awarded annually to the rider returning the best performance in the ESCA 25 miles Championship, as designated by the ESCA Executive.
- (8) Open "50" - The R.T. Mitchell Cup 1935, shall be awarded to the rider returning the best performance in the ESCA 50 miles Championship. In the event that there is no 50 miles Time Trial promoted within the ESCA area, the championship will be awarded to the rider returning the best performance in the SCU 50 Championship.
- (9) Open "100" - The A.A. Brown Cup, 1935 shall be awarded annually to the rider returning the best performance in the Association open 100 mile Time Trial Championship. In the event that there is no 100 mile Time Trial promoted within ESCA the best performance in the SCU 100 Championship will qualify.
- (10) Open "12" - The Evening Dispatch Trophy (presented by Musselburgh R.C.C 1979), shall be awarded annually to the rider returning the best performance in the Association open "12" hour Time Trial Championship. In the event that ESCA does not promote a 12 hour time trial, the best performance in the SCU 12 hour Championship will qualify.
- (11) "BAR" - The Bathgate Cup (presented by G.S Smith) shall be awarded annually to the rider who accumulates the most points in open individual Time Trials promoted by the Association and affiliated clubs. Medals shall be awarded annually to the first individual and to the Team of 3 riders accumulating the highest total number of points in the competition.
- (12) Junior "BAR" - The Red Lion Coureurs Cup 1978 shall be awarded annually to the rider who accumulates the most points in open individual Time Trials, to a maximum distance of 50 miles, promoted by the Association and affiliated clubs. Medals shall be awarded annually to the first individual and to the Team of 2 riders accumulating the highest total number of points in the competition.
- (13) Middlemarkers B.A.R. - The Middlemarkers B.A.R. shall be decided over 25, 50 and 100 miles by calculating the average M.P.H.of the best performance of each rider at each distance. In the event that there is no 50 Mile Time Trial or 100 miles Time Trial promoted within ESCA, the best performance in any open 50 miles or 100 miles Time Trial in Scotland will qualify.

A Middlemarker is one who, in the previous five (5) seasons, has not attained an average speed of 23.5 mph over 25, 50 and 100 miles in open competition. The Lothians C.C. Cup 1967, shall be awarded annually to the individual recording the fastest average M.P.H over the specified distances.

Individuals making claims shall include a declaration regarding their best times achieved at the B.A.R. distances in the previous five (5) seasons.

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- (14) Under 16 "BAR" - The Juvenile Shield 1968 shall be awarded annually to the rider who accumulates the most points in open individual Time Trials, to a maximum distance of 25 miles, promoted by the Association and affiliated clubs. Medals shall be awarded annually to the first individual and to the Team of 2 riders accumulating the highest total number of points in the competition.
- (15) Hillclimb - The Edina Coureurs Cup 1962, shall be awarded annually to the rider returning the best performance in the Association Open Hillclimb.
- (16) Veterans Time Trial League - The Morrison Memorial Trophy 1949 (presented by the Lothians CC) shall be awarded annually to the winner of the Time Trial League. The League shall be won by the rider accumulating the most points in open individual time trials promoted by The Association and affiliated clubs. A medal shall be awarded to the winner.

ROAD RACES

- (17) Youth A Road Race - The Mr & Mrs Roger Macrae Cup 1971, shall be awarded annually to the best placed ESCA rider in the Youth A Road Race.

Medals shall be awarded to the Youth A Boys and Girls Champions
- (18) Youth B and C Road Races. A medal shall be awarded to the Youth B Champion. A medal shall be awarded to the Youth C Champion.
- (19) Junior Road Race - The White Heather C.C. Cup 1974 shall be awarded annually to the best placed ESCA rider in the Junior Road Race.
- (20) Senior Road Race - The J.B. Allan Cup 1950, shall be awarded annually to the best placed ESCA rider in the Senior Road Race.

MOUNTAIN BIKES

- (21) The Richard Peplow Trophy 1992, shall be awarded annually to the best placed ESCA rider in the Mountain Bike Championship 'Open' category.
- (22) The Bicycle Works Trophy 1999, shall be awarded annually to the best placed ESCA rider in the Junior category in the Championship.
- (23) A Medal shall be awarded to the best placed ESCA rider in the Youth and Women's Categories in the Championship.

TRACK

The Association shall promote and recognise Champions in the following ESCA events.

- (24) Open Sprint (1000 metres)
- (25) Open Individual Pursuit (4000 metres)
- (26) Open Kilometre Time Trial
- (27) Junior Omnium
(To be held over 3 events – Sprint, 1000m TT, 3000m pursuit. Points to be awarded as the Senior Track BAR)
- (28) Youth A Boys Omnium (over 3 events as designated by ESCA Executive)

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- (29) Youth A Girls Omnium (over 3 events as designated by ESCA Executive)
- (30) Youth B Omnium (over 3 events as designated by ESCA Executive)
- (31) Youth C Omnium (over 3 events as designated by ESCA Executive)

(32) Open 10 Kilometre Scratch Race

(33) Track B.A.R. (Senior)

Points to be awarded to the first six riders in each of the Sprint, Individual Pursuit, Kilometre Time Trial, and 10 Kilometre Scratch Race with the first placed rider being awarded 6 points, the second placed rider 5 points etc and the sixth placed rider 1 point. The winner of the track BAR will be the rider with the highest number of points. In the event of a tie on points reference will be made to actual placings by the tied riders, i.e. most first places, most second places, etc. The Track BAR Trophy 1992 to be awarded annually to the winner.

(34) Womens Omnium

To include sprint, 500m time trial and 3000m pursuit. Points in each of these events to be awarded as per the Track BAR (Senior). The Championship Rose Bowl 1962 to be presented annually to the winner.

13. Marshalls:

13.1. Time Trials - Promoters shall ensure that courses used for Open events are marshalled effectively. In particular, in order to comply with Police requests, all dead turns shall have at least two Marshalls. Marshalls shall indicate direction, but the onus of keeping to the course rests with the rider.

Checkers shall be appointed to enable the promoting club to certify that each finisher has covered the complete course

13.2. Road races - Promoters shall ensure that courses used for Road Races shall be marshalled as laid down by the Association in consultation with the police.

13.3. 12 Hours - 12 hour riders shall be issued with numbers, marshalls shall be given a start sheet to check riders numbers, these sheets to be handed in at the end of the event. 12 Hours timekeepers will calculate the times on the 12 hour circuit.

14. Records:

14.1. The Records Secretary will maintain a Records Book which will contain (but not be restricted to) records for each class of rider at Association Championship distances.

14.2. Time Trial records for individuals and teams for:-

(a) Association riders on Association courses or;

(1) on courses as provided for under 11.2. (8) and/or 11.2. (9).

(2) in emergency, as agreed at an ESCA Executive meeting and subsequently ratified at the following AGM.

(b) All-comers on Association courses.

14.3. Track (and Rollers at ESCA venues) records for individuals and Teams for:-

(a) Association riders on Meadowbank track;

(b) All-comers on Meadowbank track.

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NB Includes Competition Records for all categories of Competitor, at all distances appropriate to those categories, as recognised by the British Cycling Federation and or the Scottish Cyclists' Union, plus One Lap flying start at Meadowbank Velodrome for all categories.

14.4. All claims for records shall be made in writing to the Executive Committee. All records claimed shall stand on the table for the period between two Executive Meetings for ratification before being entered in the Records Book.

14.5. A full list of Association records shall be circulated to each affiliated Club at the end of each season.

14.6. Certificates shall be awarded to Association riders who have records accepted.

15. Finishing Sheet:

15.1. One copy of event finishing sheets shall be sent to the Association Championship Secretary and Records Secretary within 7 days of any event promoted by the Association or affiliated Clubs. A further copy shall be sent along with the event levies, the levy receipt form and a start sheet, to the Association Treasurer within 7 days of the event.

16. Certificate of Honour

16.1. The highest award of the Association shall be a Certificate of Honour. It will be awarded to members of the Association in recognition of outstanding achievement in, or service to the sport of cycling.

16.2. Recommendations for such recognition shall be made to the Annual General Meeting and require approval by that meeting. The certificates will be presented at an appropriate occasion agreed between the Executive Committee and the recipient.

17. Roll of Merit

17.1. The Association Records Secretary, shall maintain a Roll of Merit of the names of members who have achieved noteworthy success in cycling outwith the Associations awards for it's Championships and Records.

17.2. Recommendations for such recognition shall be made to the Annual General Meeting and require approval by the meeting.

17.3. Any approved additions to the Roll of Merit shall be reported at the Annual Prize Presentation.

18. Machine Examiners:

18.1. Must abide by the rules set down by the SCU in their Handbook but are allowed to use their discretion in a matter not covered by the SCU Rules.

19. East Team Selection:

19.1. Any East rider who accepts nomination for a Centre Team, cannot ride within this period of the race for any other organisation.

20. Track Secretary:

20.1. The Track Secretary shall have the power to co-opt a sufficient number of people to help him in the organisation of Track affairs. The Committee shall be known as the "Track Technical Committee".

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21. Events:

- 21.1. Races other than Championships may only be organised by the Association provided an application by the race promoter to run said event is made on behalf of the Association at the Annual General Date Fixing Meeting.
- 21.2. Organisers for Association races must forward information, in writing, regarding events to the appropriate Secretaries.
- 21.3. East of Scotland Cycling Association Race Promoter is any member of an affiliated ESCA Club who has a current SCU/BCF Affiliation card, and who is duly authorised by the Executive Committee as competent.
- 21.4. The Time Trial, Road and Track Secretaries shall have the power to enlist member Clubs to provide marshal and other helpers as required for Association events. The onus shall be on the Clubs to ensure that Marshals etc.; carry out the required duties.