

	Cheshire Ghost Riders BMX Club

Cheshire Ghost Riders - Record of Meeting

Meeting: Cheshire Ghost Riders – AGM

Date: 17th January 2012

Venue: Horse Shoe Inn, Crewe

Attendees:	Gavin Worrall (2011 Chairman)	GW
	Alistair Burton (2011 Secretary)	Dex
	Felicity Brown (2011 Treasurer)	FB
	Wendy Billington	WB
	Kev Brown	KB
	Amanda Burton	AB
	Linda Griffiths	LG
	Zoe Hatton	ZH
	Martin Jones	MJ
	Sarah Jones	SJ
	Nick Marsh	NM
	Kirsty Worrall	KW

Apologies: Ash Davey
 Ged Fisher
 James Rogers
 Dan Sobutta

Introduction

The following minutes detail the content of the 2011 Cheshire Ghost Riders AGM.

For brevity, content of detailed conversations has been replaced by a high level précis along with corresponding actions.

All actions, either with owners or without, are summarised in a table at the end of these minutes.

	Cheshire Ghost Riders BMX Club
--	--------------------------------

Chairperson's 2011 Report

Chairperson had been operating in an interim role since late 2011 following the sudden departure of John Hines. Overall appraisal was that there were things to be encouraged by but also some disappointments.

The Bob Field Grands race went well and some new faces at the club were good to see but it was a shame that some old faces had drifted away from the club. A straw poll with some of these departing members cited things such as a lack of structure, poor communications and no club feel as reasons for leaving. This is food for thought for all club members.

The Chairperson has started regular communications again with 4 regular facilities being used in parallel:

- Emails
- CGR Blog site
- Facebook
- Twitter

In terms of external communications, the Crewe Chronicle are very keen to re-open links and include stories in the paper about the club and the sport of BMX.

The Chairperson concluded that gate issues had dogged the club all year but he intended to reveal good news later in the meeting.

Secretary's 2011 Report

Overall, the secretary's appraisal of the year is that it has been below par. There had been some successes but the secretary believed the club had slipped behind where it should be operating in terms of facilities, structure, consistency, members and volunteers.

It was disappointing to lose members to other clubs and the secretary acknowledged that the club could and should do more to be more proactive toward encouraging and securing new members.

The secretary also warned that if the club had aspirations to grow or flourish then it had to expect for the club to become busier and the work to become harder. The role of the volunteer would become more important.

In terms of successes however, it was important to recognise what was achieved through the Bob Field Grands and the kick start that Felicity Brown has provided in this area. This event was again well

	Cheshire Ghost Riders BMX Club

received in the BMX racing community and CGR remains at the forefront in putting on races of this nature.

Finally, the secretary recognised that there had been a small number of new club members and the club was lucky that a high proportion of the new parents had an interest in being active club and committee members.

The secretary then referenced the forthcoming election of the 2012 committee and encouraged anyone who wanted a committee role to put themselves forward. They would receive full support from the outgoing committee should they wish to do this.

Treasurer's 2011 Report

The Treasurer presented the club accounts for 2011. The headline figures were as follows:

Opening bank balance: £3,062.38

Money OUT in 2011: £9,514.58

Money In in 2011: £11,588.64

Closing bank balance: £5,136.44

The healthy nature of the figures was recognised at the meeting and it was expressed that 2012 should seek to bolster these funds through grants and sponsorship and then invest the money to grow the facilities of the club.

Stand down of committee

All 2011 committee members stood down in turn, allowing for the meeting to be managed during the re-election process.

	Cheshire Ghost Riders BMX Club

Election of new committee members

All roles were proposed, seconded and voted in. For each role only one candidate was put forward by the club members in attendance. No alternative nominations were received for any role.

2012 Chairperson	– Gavin Worrall
2012 Vice Chairperson	– Dan Sobutta *
2012 Secretary	– Amanda Burton
2012 Treasurer	– Felicity Brown
2012 Coaching and Development Officer	– Alistair Burton
2012 Fundraising Officer	– Nick Marsh (MB for BFG)
2012 Child Welfare Officer	– Wendy Billington

2012 General Committee Members:

Kev Brown	Linda Griffiths (Winsford Link)	Zoe Hatton
Sarah Jones	Martin Jones	Kirsty Worrall

* Dan Sobutta has confirmed his acceptance of the role following the meeting.

The election of 2012 officials concluded with the award of a lifetime club role for Ged Fisher in recognition of his long service and contribution to Cheshire Ghost Riders.

Ged Fisher

Lifetime fellow of CGR – Executive Race Starter and BMX Historian

AB will update the BCF of the new committee members.

Following the election of new officials the meeting was adjourned for refreshments.

The meeting re-convened to cover a number of high level items for immediate consideration under the title of AOB.

	Cheshire Ghost Riders BMX Club

Any Other Business

Good News

GW announced that Cheshire East Council had agreed to fund a new starting gate at the club to address the current cost, reliability and safety issues being experienced.

To that end, Clark and Kent Contractors will be fitting a Bensink safety gate at the track in the near future.

The existing Pro Gate ram, control box, speakers and lights belong to CGR and it was agreed to give Winsford first refusal on the purchase of the set up when it becomes available.

It is expected that attendance numbers will increase at the club as a result of the new gate.

Key Holders

It was agreed that every committee member be provided with a key to the kitchen container. 12 keys in total for the 'Sterling' lock.

NM to be given a key so that he may secure cost effective duplicates.

The gate key for the track will not be duplicated however but will instead be held in the container. AB will buy a key box for this use.

Volunteers

Based on the new structure 2012 will offer the club and in view of the extra attendance predicted as a result of the new gate it was agreed that a deeper pool of volunteers to actively run club nights was needed.

A rota will be created for the following club night activities:

- Management of kitchen, shop and payment.
- Management of gate plus gate start.
- 2 x track marshals (to wear Hi Viz).
- 1 x first aider.

It was agreed to start track marshalling from Thursday 19th.

In addition, the need to be consistent, fair and complete in taking payment for club sessions was agreed. Everyone pays, every session.

	Cheshire Ghost Riders BMX Club
--	--------------------------------

Members - £1

Non Members - £2

Dex took an action to record the 'rules' discussed. A proposed Rule Book for the whole club has been attached for review and feedback (Appendix 1).

All club volunteers are to be CRB checked. AB will contact BCF and arrange for a BCF representative to attend the track to help all club officials with the paperwork.

Whilst photographers cannot be barred from taking pictures at the track it was felt that any official CGR photographer should also be CRB checked for best practice.

It was agreed that club officials should also work hard to be more welcoming and helpful.

All committee members need to provide their vehicle registration numbers to GW so that they can be provided to the CCTV team.

Club Rest Area

It was agreed to clear out the council side of the container and install bench seating to make this the rest / social area for riders.

KB agreed to clear out this room in the next 2 weeks.

GW will ask Ty Ashley to attend and convert the inner door to the kitchen to be a barn door for better management of the kitchen.

KB and Ty Ashley are also about to schedule some work to create a permanent brick step into the container.

Club Contact Details

To provide greater opportunity for prospective members to contact the club, it was agreed that James Rogers be asked to paint the following on the container door:

- CGR Email.
- Blog address.
- Facebook address.
- Twitter name.

GW updated the meeting that the council had an outstanding action to replace the Shanaze Reade track sign at the Victoria Avenue

	Cheshire Ghost Riders BMX Club
--	--------------------------------

entrance.

First Aid

All first aiders need to present their certificates to AB for verification at the earliest opportunity. There must be a first aider present at every club session.

ZH accepted the role of 'owning' the first aid box. The box is to be audited and a full range of improved supplies to be purchased using club funds.

Trophy Supplier for 2012 Races

It was agreed to approach 2 companies for Trophy supply in 2012. Ty Ashley's original contact will be approached and NM will approach Concorde with a view to leveraging his contacts to achieve a discount. The best supplier based on cost and quality will be used.

2012 Funding

It was recognised that the club needed to register with Cheshire East Council as a club to be eligible for certain grants. GW agreed to register this via Geoff Beadle.

Club Bikes and Helmets

It was agreed to assume ownership and responsibility for the council bikes and helmets and therefore bring them into club use.

The existing stock needs to be audited for safety and it was agreed to make as many functioning bikes as possible out of existing stock and to scrap the remainder.

MJ agreed to take oversight of the bike maintenance and checking / cleaning, using other club volunteers as and when needed.

It was suggested by KW that an outside rack should be procured to display hire bikes during every club session. Bikes would be racked and locked at the start of every session ready for hire. This was agreed.

Club Shop

	Cheshire Ghost Riders BMX Club

It was agreed to supplement the 'tuck shop' with a limited stock of bike spares such as inner tubes and puncture repair kits. These are to be purchased locally and sold at a small profit.

It was also agreed that the club would purchase some cheap adjustable spanners and allen keys for use by club members.

Club Session Administration

It was agreed to purchase an accident book and begin recording accidents and near misses (during club sessions only) with immediate effect.

It was agreed that the club would only provide first aid cover during club sessions.

AB agreed to find out from the BCF what first aid the club was permitted and authorised to administer.

All riders under 16, whether they be members or not, must present a new parental consent form at the container before they will be allowed to take part in a club session.

A large (5' square) notice board will be bought and painted to hang outside the container on every club session. This board will be painted black and will contain key information and rules for club session.

Membership Fees

FB said the membership fees for 2012 would be:

- £15 family membership
- £10 individual membership

WB stated that CGR were most the expensive club to be members of and proposed a price reduction. This statement was disputed but KW supported the proposal to reduce fees to encourage new members. The proposal was put to the vote but was not passed. Membership fees remain as stated.

Track Maintenance

It was acknowledged that reducing CEC budgets would mean that the club would have to take on more responsibility for track maintenance. This could be grass cutting, litter picking or track

	Cheshire Ghost Riders BMX Club
--	--------------------------------

work.

GW will contact the council to take ownership of any spare equipment such as strimmers etc that may be available.

2012 World Championships

GW agreed to maintain a view of who he believes to be in a qualifying position for the worlds or not. He will issue this as he has assessed the results after the first national.

In addition GW will search out the UCI schedule for the worlds and issue what is available to the club members.

Coaching

Dex outlined his vision for coaching in 2012.

- 8 week plan based on off and on track skills development.
- Measure skills at the start and measure skills at the end.
- Run using the BCF doctrine centred around mastering the basics.
- After the end of the 8 week programme the needs of the riders would be re-assed and the programme for the next 8 weeks would be developed.
- The sessions would run 7-9 every Thursday as long as Dex was working in the North West.
- The plan will not cover fitness.

This plan covers intermediate racers of ages 10 plus only. As a result, there is a gap for younger and less experienced riders. GW agreed to run a session for younger riders every other Thursday (dates to be agreed). In addition the option to run absolute beginners sessions on a Saturday or Sunday morning will also be explored by GW.

NW offered to run a 15 minute warm up session before every coaching session at 6:45pm. All riders would be offered this as part of the overall coaching session.

Dex has the action to document this coaching plan, review with GW and Ash Davey as the other club coaches, review with Jeremy Hayes at BCF and then issue to the committee for agreement. The target for this is the next three weeks.

In the mean time Thursday night training will centre on skills and fitness.

	Cheshire Ghost Riders BMX Club

It was agreed that Dex would support Ash Davey in completing his L2 BMX coaching certificate.

2012 Race Shirts

NM raised the subject of wanting a consistent colour way for the CGR race shirt. This was debated at length with differing opinions around the need for this and what the chosen colour way would be.

The committee agreed to maintain the existing design in view of the recent expenditure from club members on race shirts and agreed that the existing sponsors must remain in line with their two year deal.

It was proposed to use the Black and White colour way as the official colour for 2012 with no other colour ways being printed. This motion was passed.

2012 Proposed Expenditure

It was agreed to purchase the following with immediate effect.

- 3 x large yard brushes (stiff bristles).
- Hosepipe for track watering and maintenance.

Communication of AGM

GW will issue the AGM minutes (once approved by the committee) to the club members. In addition, key messages such as parental consent will be highlighted on Facebook, Twitter and the club container notice board.

Next Meeting

Date of next meeting set as Tuesday 31st January at the track.

	Cheshire Ghost Riders BMX Club
--	--------------------------------

Actions Summary

Action	Who
Ensure that Ged Fisher gets his club updates via Sean Field to compensate for his lack of internet.	GW
Check that the water to the toilet block is on at next club session.	GW
Update BCF of new club committee.	AB
Get new 'Stering' keys cut for all committee members.	NM
Purchase key box for the container to house all other keys	AB
Create draft rota for club night roles. Rota to be agreed.	AB
Create draft 'rule book' for discussion and approval.	Dex
Arrange for committee members to be CRB checked.	AB
Provide vehicle registration numbers to GW.	All
Clear out council side of the container.	KB
Convert inner kitchen door into a barn door.	GW
Build brick steps to the container.	KB
Ask James Rogers to paint contact details onto container door.	GW
Present first aid certificates for verification to AB.	All
Audit and re-stock first aid bag.	ZH
Get a trophy selection and price list for 2012 races from Concorde.	NM
Register club with Cheshire East Council for funding grants.	GW
Audit current stock of bikes and make as many good bikes as possible out of what we have.	MJ + support
Cost up and procure a bike rack to display club bikes.	MJ
Purchase stock of bike spares and limited selection of cheap tools for the club shop.	Dex
Purchase Accident Book for use during club sessions.	NM

	Cheshire Ghost Riders BMX Club

Print out a stock of consent forms for all club sessions.	Dex
Publicise the need to consent forms on club communications.	GW
Find out what first aid we are able to administer under BCF rules.	AB
Procure a notice board and have it painted for use during club sessions.	Dex
Provide UCI schedule for world championships.	GW
Complete and publish coaching plan to the committee.	Dex
Start an order for new club shirts in Black / White. Note there is a minimum order of 6 shirts.	Dex
Procure track spares (Brushes and Hosepipes).	Dex
Explore the possible or novice coaching / intro sessions on a weekend.	GW

	Cheshire Ghost Riders BMX Club
--	--------------------------------

Appendix

Appendix 1 – Proposed Club Rule Book

Cheshire Ghost Riders Rule Book

Introduction

The following rule book defines the basic operating rules for the Cheshire Ghost Riders club, its members and it's officials.

The rule book is there to maintain the standards, safety and enjoyment of anyone involved in the club.

Any non adherence to the rule book may result in disciplinary action, which could result in ejection from the club.

1.0 Rules for Club Members

1.1 General Behaviour

- 1.1.1 The club reserves to right to limit attendance at club sessions.
- 1.1.2 The club reserves the right to exclude any individual from any club session on the grounds of safety, discipline and the protection of others.
- 1.1.3 All club members must behave in a way that will not offend or risk the safety of other club members.
- 1.1.4 Every club member pays for every session without fail. Non paying equals no track use that session.
- 1.1.5 CGR will not tolerate bullying. Evidence of bullying will result in an automatic disciplinary hearing.

1.2 Use of BMX Facility

- 1.2.1 All users of the facility must follow the instructions of club officials and track marshals at all times.
- 1.2.2 The BMX track must be ridden in a start to finish line direction at all times (unless under a supervised coaching session).
- 1.2.3 Entry to the track must be via the rear of the start hill when the gate is in operation.
- 1.2.4 All bikes used during club sessions must have 1 working break and no stunt pegs.

2.0 Rules for Club Officials

2.1 CRB Checking

- 2.1.1 All club officials must be CRB checked.
- 2.1.2 All club officials actively working with children or vulnerable adults must be

	Cheshire Ghost Riders BMX Club

CRB checked through BCF.

2.2 Rota

- 2.2.1 Every club session will be manned by volunteers working the kitchen, the gate and the track. This will operate on a rota.

2.3 Non availability to perform role

- 2.3.1 Should anyone not be able to fulfil their commitment on the rota, they should try and swap with someone else. If they cannot swap they must give at least 7 days notice to allow for arrangements to be made.

3.0 **Disciplinary Procedures**

- 3.1 If any club member is alleged to have broken the rules they will be dealt with in the following stages.

Stage A – Investigation of the offence

This includes discussion with the accuser, the alleged offender and witnesses.

The aim is to establish the facts of the offence.

Stage B - Sanction for the offence

Based on the facts of the offence, a judgement call will be made by the investigating official as to the next course of action. Where the investigating official needs support in making this decision they must contact the Chairperson for guidance.

Dependent on the seriousness of the offence the following sanctions may be offered:

- Verbal Warning
- Written Warning (including guardian if under 16)
- Disciplinary hearing

Note that 2 verbal warnings for the same offence will result in a written warning.

2 written warnings for the same offence will result in a disciplinary hearing.

The outcome of the disciplinary hearing can recommend exclusion from the club.

- 3.2 If a disciplinary hearing is necessary, either due to 'totting up' or due to offences of a serious nature, the alleged offender will be requested by the Chairperson, in writing, to attend a disciplinary hearing at the club.

The summons will be made not less than 7 days in advance of the hearing and will detail the allegation made upon them.

The hearing will be held within the social container on a non club session time and will have the following club officials present:

	Cheshire Ghost Riders BMX Club
--	---------------------------------------

Chairperson

Secretary

Child Protection Officer (for cases involving under 16s)

The Chairperson reserves the right to call witnesses to hearing if appropriate.

The alleged offender must attend with their guardian if they are under 16.

Non attendance at the disciplinary hearing will result in immediate exclusion from the Club.

The decision made by the disciplinary hearing is final.