



# Annual General Meeting

Saturday 3rd November 2018

**Cycling Ulster AGM 3<sup>rd</sup> November 2018 : O'Neill Arms Hotel : Toomebridge, Co Antrim : 12 Noon**

## **Agenda**

1. Chairman's Address
2. To adopt the standing orders for the orderly conduct of the AGM.
3. To consider the Minutes of the AGM of Saturday 4th November 2017.
4. To receive the Financial statement to December 2017 approved by Cycling Ireland and the Income and Expenditure Statement for 9 months ended September 2018
5. To fix the Cycling Ulster levy for 2018
6. **To Receive the following Reports**
  - Secretary's report
  - Vice Chairman's Report
  - Safeguarding Officer's report
  - Road Commission report
  - Off-Road Commission report
  - Youth Academy report
  - BMX Report
  - Track Commission report
  - Women's Commission report
  - Commonwealth Games Update
  - Mary Peter's Awards and Leisure
  - Technical Officer's report
7. Updated Constitution open for discussion and ratification  
(An overview of the major changes will be given by Marian Lamb)
8. Motions
9. Election of Officers.  
To elect the following officers to the Executive –
  - Chairman
  - Treasurer
  - Safeguarding Officer
  - Four Officers to the Executive

**Close of business.**

## **Item 1. Chairman's Address**

## **Item 2. To adopt the standing orders for the orderly conduct of the AGM.**

(Excerpts from the Cycling Ulster Constitution.)

### **ARTICLE 14 - STANDING ORDERS**

#### **Honorary Chairperson**

The Honorary Chairperson shall have the right to preside at all meetings and shall have power to decide points of order, priority of speakers and his decisions upon these matters and the rules of debate shall be final. In the absence of the Honorary Chairperson those present may elect one of their members to preside, such temporary Chairperson must, on the arrival of the Honorary Chairperson, vacate the Chair.

The Honorary Chairperson (or temporary Chairperson) shall be permitted to take part in discussions but shall only have a casting vote in the event of equal voting. He may vacate the chair for purposes of making a motion and for the period of the matter under discussions. The Chairperson shall not have power to adjourn any meeting without the consent of the meeting.

#### **Quorum**

No business shall be transacted at any general meeting unless a quorum be present when the meeting proceeds to business. If within half an hour from the time appointed for the meeting a quorum be not present, the meeting shall stand adjourned to the same day in the next week at the same time and place or such other day in such other place and time as the Chairman may determine. If at such adjourned meeting a quorum as above defined be not present within fifteen minutes from the time appointed for holding a meeting, the members present shall be a quorum.

A Quorum shall consist of for –

- Council Meetings: 5% of Cycling Ulster Clubs
- Executive meeting: one-half of the total members eligible to be present
- Commissions: one-half of the total members eligible to be present.

#### **Voting**

Voting in general shall be by show of hands. For election of Officers, where there is more than one candidate, a secret ballot may be taken. A secret ballot shall also operate at the request of one-third of delegates present. Tellers may only count the votes of those present. When a two-thirds majority is required, it shall be deemed to be two-thirds of those present and entitled to vote when the vote is being taken.

#### **Conduct of Debate and Competent Amendments**

The mover and seconder may speak but any subsequent amendment must be moved, seconded before discussion is allowed. Members shall be permitted to speak only once. The right of reply shall be held by movers of motions and amendments following which the motion shall be put. Such replies shall be confined to answering previous speakers and shall not introduce new matter into the discussion. On points of order, the Honorary Chairperson's decision shall be final, but he shall not refuse to consider such same.

Competent amendments are :-

- To amend the motion.
- To adjourn the debate.
- To put the question.
- To move to the next business.

## **Item 3. To consider the Minutes of the AGM of Saturday 4th November 2017**

### **1. Chairman's welcome.**

Maurice McAllister opened the meeting by welcoming the delegates, and also the Cycling Ireland President Ciaran McKenna, CI Secretary, Jack Watson and CI Management Staff, Geoff Liffey, Garry Nugent and Frank Keenan.

A short silence was observed for members who died during the past year.

### **2. Standing Orders.**

Standing Orders for the meeting were contained in the Annual Report. Acceptance was proposed by Peter Field; seconded by Mickey McKenna; and accepted.

### **3. Ordinary Business.**

Minutes from the 2016 AGM were proposed by Mickey Murray; seconded by Peter Field; and accepted.

### **4. Certified Financial Statements to 31<sup>st</sup> December 2016 and Income and Expenditure Statement for the 9 months ended September 2017.**

The certified financial statements contained in the annual report were proposed for adoption by Dany Blondeel; seconded by Colin Wilson; and adopted by the meeting.

### **5. Cycling Ulster Levy.**

The Executive proposed that the annual Cycling Ulster Levy be set at £10. This was proposed by Aaron Wallace; seconded by Noel McLaughlin. A show of hands was asked for and this showed overwhelming support for this proposal and it was thereby passed.

### **6. Reports.**

Chairman's report.

The Chairman's Report included references to the importance of inclusivity in the governance of our sport. He stressed the importance that the contribution of our volunteers makes to the work of Cycling Ulster. He noted that membership growth had reached a plateau, and could go into decline after many years of increasing numbers. This issue will be a priority for the future.

During the year there was a number of changes in Executive responsibility. Tommy McCague was appointed as Assistant Chair, Marian Lamb as Assistant Treasurer and Patrick Withers as Assistant Secretary. Eileen Burns was co-opted as women's representative. These initiatives were necessary to allow work carry on despite the many distractions which life throws at us.

The importance of the safety of our riders was highlighted. The ongoing partnership and collaboration with the PSNI is an important strategy for all of us. Other issues touched on in the extensive Chairman's report included the importance of safeguarding, good governance, criteria for selection, sponsorship, team support and the elaboration of comprehensive Short Term Plans, 1-2 years and Long Term Plans, 3-5 years.

The report was proposed for adoption by Jim Maguire; seconded by Peter Field; and adopted by the meeting.

### **Secretary's report.**

This report provided an outline of the work of the Executive during the previous year. These included regular monthly meetings of the Executive, meetings with Cycling Ireland personnel, and meetings with various sub-committees.

The Secretary praised the new composition of the Executive with shared responsibilities which contributed to harmonious, effective and supportive relationships on the team.

The report also provided information on current membership numbers and membership over the past five years. This showed a drop in membership of 1% in the current year.

The report was proposed for adoption by Mickie McKenna; seconded by Gary O'Donnell; and adopted by the meeting.

### **Safeguarding Officer's report.**

Marian Lamb reported on her work in the last year, holding 11 Safeguarding Awareness Courses which were very well attended. She had a busy year catching up with the previous years backlog. There are still many clubs which should avail of this course in order to enable them to carry out any youth work. Aaron Wallace commented that it was good to see Cycling Ulster being fully compliant in this regard.

The report was proposed for adoption by Aaron Wallace; seconded by Mickie Murray; and adopted by the meeting.

### **Road Commission report.**

Queries were raised by Peter Ward about some riders being omitted in the report. In particular he referred to his son Adam who had a very successful year as a 1<sup>st</sup> year junior. It was accepted by the Assistant Chairman Tommy McCague that this was an oversight and care would be taken to make sure it did not happen in the future. Patrick Withers concurred with this sentiment.

The report was proposed for adoption by Noel McLaughlin; seconded by Mickie Murray; and adopted by the meeting.

### **Track Commission report.**

On a question from the floor, it was stated that Patrick Withers was the Executive Rep for the Track. As Anthony Mitchell had sent his apologies there were no other questions about the track.

The report was proposed for adoption by Brian McAllister; seconded by Peter Ward; and adopted by the meeting.

### **Off-Road Commission report.**

An extensive report was tendered by Martin Grimley. Lots of enthusiastic volunteers involved.

Gary Rafferty had question about Juniors going too late. This is something for review at AGM of Off Road Commission.

The report was proposed for adoption by Jim Maguire; seconded by Mickie Murray; and adopted by the meeting.

### **BMX Report.**

There were no questions on this report.

As BMX Commission is holding their AGM in early December, please try to attend

The report was proposed for adoption by Brian McAllister; seconded by Aaron Wallace; and adopted by the meeting.

### **Women's Commission report.**

The Women's Report was omitted from AGM pack but was available online. Apology to Lisa Miller and other WC members.

Had good performance in Ras na mBan. Best Irish Team. Assisted by Josh Murray, Conor McIlwaine and Jason Burns. Ventured into Off-Road.

The report was proposed for adoption by Tommy Lamb; seconded by Mickey Murray; and adopted by the meeting.

**Youth Academy report.**

There was a question about the interaction between the four provinces and Cycling Ireland regards funding of the Youth Academy. Ciaran McKenna elaborated that the Talent Team and the National Youth Academy will be combined as one entity. This will lead to the creation of a National Youth Commission. Youth Teams will take part in International Events rather than National Events. Regions will have bigger roles to play. Steven McKenna welcomed this and promised to get involved. He hoped the new body would provide clear expectations based on performances and provide opportunities for our youth. Team selection would need to be clearly set out. The report was proposed for adoption by Jim Maguire; seconded by Sean Kelly; and adopted by the meeting.

**Technical Officer's report.**

Tommy McCague thanked Aaron Wallace for his comprehensive report and for all he has done for Cycling Ulster. Aaron added that he was always available for advice to race promoters and again stressed the dangers of clubs running unapproved and thereby un-insured events. The report was proposed for adoption by Marian Lamb; seconded by Mickie McKenna; and adopted by the meeting.

**7.Elections.**

There was an election to fill the four One-year directorship positions on the Executive. Six candidates took part in a secret ballot by the 47 voting delegates at the meeting. The successful candidates were Tommy McCague, Patrick Withers, Tommy Lamb and Mark Moroney.

**8.Motions.**

1. That a quorum at Council Meetings shall consist of not less than 5% of the appointed voting delegates or affiliated clubs present. This motion was proposed by Cycling Ulster; seconded by Peter Fields; and overwhelmingly carried.
2. That the Honorary Treasurer and two Executive Officers nominated by the Executive are authorized to sign cheques on behalf of Cycling Ulster. An additional signatory may be added at the approval of the Executive. Any two signatures are required on all cheques. This motion was proposed by Cycling Ulster; seconded by Martin Grimley; and overwhelmingly carried.
3. That the following clause be removed from rules of Cycling Ulster. "No member shall except for professional services rendered at the request of the Council, on any pretense or in any manner, receive any profit, salary or emoluments from the funds or transactions of Cycling Ulster." This was proposed by Cycling Ulster; seconded by Steven McKenna and approved by the meeting.

**Close of business.**

Signed

Chairman



Secretary



**Item 4: To receive the Financial statement to December 2017 approved by Cycling Ireland and the Income and Expenditure Statement for 9 months ended September 2018**

## 2017 CYCLING ULSTER STERLING and EURO ACCOUNTS CONSOLIDATED

## Income &amp; Expenditure Statement

Exchange Rate

0.8767

INCOME	Sterling	Euro
Awards Night Income	£ 2,300.00	€ 2,623.56
2017 Capitation	£ 14,244.13	€ 16,248.00
Balance of 2016 Capitation	£ 89.42	€ 102.00
2017 Cycling Ulster Levy	£ 48,827.89	€ 55,697.00
Balance of 2016 Levy	£ 3,811.76	€ 4,348.00
CU Kit Sponsorship (Stewart O'Reilly)	£ 5,000.00	€ 5,703.40
CU Car Sponsorship	£ 1,750.00	€ 1,996.19
Radio Hire	£ 100.00	€ 114.07
Off Road Commission - Donation Forestry Service	£ 970.00	€ 1,106.46
Off Road Commission - Participant Levy	£ 1,150.00	€ 1,311.78
National Track Commission Contribution	£ 2,279.34	€ 2,600.00
<b>Total Income</b>	<b>£ 80,522.54</b>	<b>€ 91,850.46</b>

EXPENDITURE	Sterling	Euro
Accountant's Fee	£ 675.00	€ 769.96
Affiliation Fee - NI Sports Forum	£ 220.00	€ 250.95
Asset Expense (Fuel, Repairs, Tax, Insurance)	£ 6,643.44	€ 7,578.04
Depreciation	£ 5,037.86	€ 5,746.39
Awards Night Dinner	£ 3,093.95	€ 3,529.21
Bank Fees - Bank of Ireland	£ 591.75	€ 674.99
Belgian Project Donation	£ 300.00	€ 342.20
Clothing CU Kit and Leisure Wear)	£ 4,158.22	€ 4,743.19
CUYA (Spend from 2016)	£ 1,296.90	€ 1,479.35
CUYA	£ 8,965.45	€ 10,226.71
Commonwealth Games	£ 1,519.20	€ 1,732.92
Equipment Upkeep	£ 409.20	€ 466.77
Event Grants (Road and BMX )	£ 3,908.00	€ 4,457.78
Executive Expenses	£ 9,674.48	€ 11,035.49
Off Road Commission (Less Mgr's Rtns & Bond refund)	£ 8,457.79	€ 9,647.63
Prizes and Awards (Trophies, Medals & Engraving)	£ 863.23	€ 984.67
Road Commission (Spend from 2016)	£ 1,010.00	€ 1,152.09
Road Commission	£ 22,807.75	€ 26,016.35
Safeguarding Budget	£ 1,273.85	€ 1,453.06
Technical Budget (Radios, Commissaire Course etc)	£ 4,115.96	€ 4,694.99
Track Commission (Less Manager's Rtns)	£ 7,516.07	€ 8,573.43
Money Transfer exchange Adjustment @ £0.81	£ 167.70	€ 191.29
Women's Commission	£ 4,648.21	€ 5,302.12
<b>Total Expenditure</b>	<b>£ 97,354.01</b>	<b>€ 111,049.58</b>
<b>Net Surplus/Deficit</b>	<b>-£ 16,831.47</b>	<b>-€ 19,199.12</b>

<b>Cashflow for 2017</b>		
<b>Opening Balance as at 1st January 2017</b>	<b>£ 128,578.81</b>	<b>€ 146,667.28</b>
Asset Purchase ( see analysis above )	-£ 14,251.45	-€ 16255.79
Net Surplus/Deficit	-£ 16,831.47	-€ 19,199.12
Add back Deprecation	£ 5,037.86	£ 5,746.39
<b>Closing Bank Balance as at 31st December 2017</b>	<b>£ 102,533.75</b>	<b>€ 116958.76</b>

**Consolidated Balance Sheet for Cycling Ulster as at 31st December 2017**

<b>Fixed Assets</b>	<b>Equipment</b>	<b>Fitting</b>	<b>Total</b>
Balance as at 31.12.16	£ 2,047.50	£ 315.00	£ 2,542
Additions in 2018	£ 11,200.00	£ 1,718.51	14,251
Cumulative Depreciation	-£ 3,974.25	-£ 610.05	- 5,038
<b>Total Fixed Assets</b>	<b>£ 9,273.25</b>	<b>£ 1,423.46</b>	<b>£ 11,755</b>
Cash at Bank	£ -	£ -	£ 102,534
Debtors	£ -	£ -	£ -
<b>Total Current Assets</b>			<b>£ 102,534</b>
<b>Liabilities</b>	£ -	£ -	
Creditors	£ -	£ -	
<b>Net Assets less Liabilities</b>			<b>£ 114,289</b>

**Reserves**

Surplus/Deficit current year		-£ 16,831
Cumulated Members Funds		£ 131,120
<b>Total Members Funds</b>	<b>£ -</b>	<b>£ 114,289</b>



**CYCLING ULSTER STERLING ACCOUNT No 82776856**  
**Consolidated Euro and Sterling Balance Sheet 01/01/2018 to 30/09/2018**

	<b>Stg Conversion Average</b>		<b>0.8842</b>	
<b>Opening Balance as at 31st December 2017 Stg</b>	£	<b>16,472.070</b>		
<b>Opening Balance as at 31st December 2017 Euro</b>	£	<b>86,800.89</b>	€	<b>98,168.84</b>
<b>INCOME</b>				
2018 Membership Levy	£	65,826.92	€	74,448.00
2018 Capitation	£	12,122.38	€	13,710.00
Asset Hire	£	250.00		
Awards Night Income	£	100.00		
CUYA Sponsorship for Eikon Events/Funday	£	1,934.05		
CWG Refund	£	1,326.30	€	1,500.00
National Track Commission Contribution	£	4,244.16	€	4,800.00
Off Road Commission Sponsorship	£	250.00		
Radio Hire	£	100.00		
CRC Advert Income	£	500.00		
<b>Total Income</b>	<b>£</b>	<b>86,653.81</b>		
<b>PayPal Account</b>				
Awards Night Income 2018 less PayPal Fee	£	2,026.06		
CUYA Festival of Youth 2018 Entry Fee less Fee	£	1,370.53		
Radio Hire 2018 Less PayPal Fee	£	483.10		
Radio Hire 2017 less PayPal Fee	£	965.80		
Awards Night Income 2017 less PayPal Fee	£	278.04		
Radio Hire 2016 less PayPal Fee	£	434.07		
<b>Total in PayPal Account</b>	<b>£</b>	<b>5,557.60</b>		
<b>Money Transfer from Euro Account</b>	<b>£</b>	<b>51,096.03</b>	<b>€</b>	<b>59,033.00</b>
<b>EXPENDITURE</b>				
Asset Expenses (Fuel, Tax, Repairs, MOT, Insurance)	£	3,987.90		
Awards Night Dinner	£	3,201.00		
Bank Fees	£	192.16		
Bank Fees (Euro Account)	£	68.53	€	77.50
BMX Commission	£	4,744.80		
Bursary to Belgian Project	£	300.00		

CU Kit Purchase	£	818.77	€	926.00
CUYA (Less Manager's Returns)	£	12,362.93		
CUYA (From Euro Account)	£	221.05	€	250.00
NI CWG (Affiliation Fee)	£	50.00		
Event Bond for UCI CX	£	2,000.00		
Event Sponsorship	£	1,300.00		
Event Sponsorship (Errigal) (From Euro Account)	£	530.52	€	600.00
Executive Expenses	£	8,545.89		
Executive Expenses (From Euro Account)	£	1,549.12	€	1,752.00
Equipment Upkeep (Radio Repairs)	£	26.40		
Leisure Clothing	£	898.26		
Off Road Commission Less Manager's Rtns	£	11,136.91		
Prizes and Awards 2016 Ulster Championships	£	904.89		
Prizes and Awards 2017 Ulster Championships	£	126.64		
Road Commission	£	12,280.76		
Road Commission (From Euro Account)	£	212.21	€	240.00
Safeguarding	£	325.10		
Technical Budget	£	489.40		
Track Commission	£	2,531.80		
Website Upkeep	£	130.00		
Women's Commission	£	1,037.82		
<b>Total Expenditure</b>	<b>£</b>	<b>69,972.85</b>		

<b>Closing Balance PayPal Account as of 30-09-2018</b>	<b>£</b>	<b>5,557.60</b>	
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<b>Closing Balance Stg Account as of 30-09-2018</b>	<b>£</b>	<b>4,129.49</b>	
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<b>Closing Balance Euro Account as of 30-09-2018</b>	<b>£</b>	<b>114,723.48</b>	<b>€ 129,748.34</b>
<b>Total Cash in Hand as of 30-09-2018</b>	<b>£</b>	<b>124,410.57</b>	
(Euro, Sterling and PayPal)			

**Item 5 : To fix the Cycling Ulster levy for 2018**

Cycling Ulster proposes that there is no increase in the Cycling Ulster Levy which will remain at £10 per Senior Rider.

**Item 6 : To Receive Reports****Secretary's Report 2018.**

The Executive of Cycling Ulster had eleven full meetings since the last Annual General meeting. Executive representatives also met with Cycling Ireland a number of times during the year.

In accordance with our responsibilities as a Provincial Executive, copies of our meeting minutes were forwarded to Cycling Ireland after each meeting. Cycling Ireland Board Rep Jack Watson attended our Executive Meetings and provided us with expert guidance on cycling matters. There was also a considerable amount of email correspondence with the relevant staff member in the Cycling Ireland office. We are grateful for the assistance given by all of these people.

Our meetings were held in a friendly and collaborative manner. This can be validated by the fact that all of the Executive members have chosen to go forward for election for another term of office. All posts were advertised as being vacant except that of the secretary, which has one more year to go of a three year term.

The Finance Committee comprising the Treasurer, Assistant Treasurer, Secretary and Vice Chairman had sub-committee status and met before each monthly Executive Meeting. This development once again helped to spread the workload for the treasurer. The Finance Committee also met at other times to manage the budget, deal with the commissions and liaise with Frank Keenan in Cycling Ireland regarding end of year accounts.

The Executive had a variety of issues to deal with during the year. Some could be described as ordinary business whilst others were more complicated and hence more challenging. Quite often the required solutions involved meetings with other external bodies or with our parent body Cycling Ireland. We insured at all times, that the interests of our membership were well represented at such meetings.

**The Executive of Cycling Ulster in 2018 were;**

Chairman	Maurice McAllister
Secretary	Carl Fullerton
Treasurer	Oliver Hunter
Lead Safeguarding Officer/ Assistant Treasurer	Marian Lamb
Vice Chairman	Tommy McCague
Assistant Secretary	Tommy Lamb
Leisure Representative/ Mary Peter's Trust	Mark Moroney
Commonwealth Games Contact/ AccessNI Counter Signatory	Julie Rea

## Non Executive Roles;

Technical Officer	Aaron Wallace
Results Co-ordinator	Gordon Parker
Commissaire Appointments	Andrew Wills

## Employees

Club Development Officer	Gary Lavery
Compliance and Admin Officer	Patrick Withers

The membership of Cycling Ulster has fallen in 2018. The chart below shows the state of play as at 22<sup>nd</sup> October 2018. A drop of 1,200 members is predicted for year end 2018. There had been dramatic growth in all categories of membership since 2013 but this halted in 2017. The out-turn for year end 2018 is expected to be 13% down on 2017. This compares badly with the Leinster and Connacht provinces which are both minus 7% but is roughly comparable with Munster which will also be minus 13% for 2018.

Membership	2018	2017
Junior	70	90
Youth	730	920
Full Competition	1026	1151
Limited Competition	1271	1567
Leisure	4619	5289
<b>Total</b>	<b>7716</b>	<b>9017</b>

Contained in these figures are trends which are worrying. Youth and Junior membership in Ulster is down 20% and members taking out Limited Competition and Open Licences is down 15%. Leisure licences are also on the decrease but by a smaller percentage. The percentage of women now stands at 18%.

As you will read in other parts of this report Cycling Ulster, has expended considerable resources in assisting the various cycling commissions to achieve their objectives. We will continue this policy for next year in an environment which makes it difficult to do so from current income. There will be challenges ahead in this regard. We have asked the membership of Cycling Ireland to increase the Capitation paid to each of the Provincial Executives from 6 euro to 8 euro for every competitive license holder to assist us in funding our commissions. It is hoped that this will be ratified at the forthcoming AGM of Cycling Ireland.

There are currently 152 Cycling Ireland affiliated clubs in Ulster. Our Development officer Gary Lavery is working with these clubs to help them achieve their objectives and to ascertain their needs. Gary's post is a valuable resource which has been funded by Sport NI and we ask all our clubs to avail of Gary's services.

In February of 2018 Patrick Withers was successful in obtaining the post of Compliance Officer through funding made available by SportNI. Following discussion with Cycling Ireland, Cycling Ulster agreed to upgrade this part-time post to a full-time post and share the additional costs incurred. The second part of the role was designated Admin Officer for Cycling Ulster. As a result Patrick stepped down from the Executive. In order to address the gender balance on the Executive the vacant role

was advertised first at the Women's AGM. At that time Julie Rea submitted an expression of interest and was duly co-opted by the Executive.

I would also like to thank Patrick who acted as Assistant Secretary and was of great help to me in the early months of the year. The role of Assistant Secretary was then given to Tommy Lamb who has proved invaluable especially when any conflict of interests arise. My thanks to both.

During the year we spent some time fine tuning a new constitution for submission to Cycling Ireland. This constitution has been sent to Cycling Ireland and we are awaiting feedback. It has been made available to members and it will be discussed at this meeting for ratification by council

The quality of cycling events in Ulster is improving each year. However we were saddened to lose Rás Dun na nGall, a 3-day Race which took place for many years in South Donegal. Hopefully a replacement event will be found soon. In June 2019 Foyle CC will host the National Senior Road Race Championships in Derry. We wish them well in this huge venture.

**Carl Fullerton—Secretary Cycling Ulster.**

## **Vice Chairman's Report**

The Cycling Ulster Executive began 2018 with a workshop weekend which enabled us to assign roles, reflect on 2017 and plan for the year ahead.

We developed a vision and mission statement at the beginning of the year which helped to define what Cycling Ulster aim to do for the sport and our members.

Our vision; Cycling Ulster is developing, promoting and governing the sport for all.

Our mission statement: Cycling Ulster has a mission to support and develop cyclists of all ages, disciplines and abilities, to grow membership and clubs and to advocate for safer cycling, better facilities and improved infrastructure.

One of my main roles within the Executive is working on the Finance Committee. I have been involved in planning the budget for 2018, identifying our projected income and spend to ensure we are working within our means.

At the Executive workshop in January, the finance committee looked at the projected income through our membership levy, capitation and sponsorship. Nearly all of our income is through the membership levy and our capitation therefore when we looked at the fact our membership numbers were likely to drop, we were careful in considering the budget for our commissions.

In February we held a workshop with our commissions in which we went through what was expected in terms of budget advances and returns, selection policies and some other discussions on plans for the year. Some advances were made in providing the commission representatives with knowledge in these areas and there was good feedback for the Executive as well.

The finance committee have worked together to support the Treasurer during 2018. We have modernised our banking with over 80% of our payments done online. This has enabled us to track our finances better and enable us to maintain an up to date record on our finances. The finance

committee liaises regularly with Cycling Ireland over financial matters and works with the commissions on budgetary matters almost on a monthly basis.

I have also represented Cycling Ulster in meetings with the PSNI and going forward it is clear that our events face challenges to meet requirements from the PSNI in relation to safety. We are aiming to hold workshops for our event promoters during the winter to provide further guidance. More will be expected from our race organisers in the time ahead and we understand clubs are under pressure. It is important that the clubs and Cycling Ulster representatives work together in the time ahead on this front.

My role also sees me support the Chairman on some day to day issues that can be brought to the attention of the Executive. I have tried to be as contactable as possible to members throughout the last two years on the Executive and take the views of membership into account when making decisions to try and develop Cycling Ulster.

## **Tommy McCague : Vice Chairman Cycling Ulster**

### **Safeguarding Report 2018**

As Safeguarding Officer, I have dealt with a number of complaints this year most of which were either poor practice or incorrectly name as a safeguarding issue. All those working with young people under the age of 18 should be vetted and have attended a Safeguarding Course. The course will provide attendees with a greater awareness of the types of abuse and how to spot it. It will also provide information on how to respond to young people who wish to talk about a problem.

### **Safeguarding Awareness Courses**

Since the last AGM I have delivered five Safeguarding Courses which were requested by Harps CC, Apollo CT, Trail Demons, Bann Valley and Ballymena Road Clubs. All courses were well attended and open to neighbouring clubs. A number of other courses were cancelled due to poor weather conditions. Cycling Ulster covers the cost of these courses and would advise that other clubs avail of this opportunity. Courses will be delivered in the coming months at the request of clubs. Currently Lisburn BMX have booked a course for November. All participants will receive a Certificate of Participation.

### **AccessNI Vetting Checks**

If you are working with young people under the age of 18 either north or south you must be vetted either through AccessNI or Garda Vetting and we expect all those who work on a National Basis or who travel between jurisdictions to have been cleared by both organisations.

With AccessNI Cycling Ulster only accepts Enhanced Checks and we cannot accept Certificates which have been processed through a different organisation. Under Cycling Ireland policies all certificates should be renewed every three years. I am currently the Lead Signatory for AccessNI and recently Julie Rea has been added as a counter signatory. We are the only people who can process your applications.

The system for applying has now changed and you need to log in to [www.nidirect.gov.uk](http://www.nidirect.gov.uk) and create a new account. You will need either my pin number or that of Julie Rea in order to proceed to apply for an Enhanced Check through a Registered Body. There is no charge for the check so long as you are in a volunteer role.

When an application is made through Cycling Ulster it cannot be moved forward on the system the ID of the applicant is verified by Julie or me or by a member of the club committee. The ID Validation should be forwarded to me. AccessNI now insist that anyone who is verifying the ID must keep copies of it for 90 days. For those who are unsure of the process see [www.cyclingulster.com/Safeguarding](http://www.cyclingulster.com/Safeguarding) or contact me.

Currently there are approximately 50 people on the system who have not forwarded the documentation despite numerous emails. Any application which is dated more than three month when submitted will not be processed by AccessNI.

I have processed 152 applications this year alone and a total of 168 since the last AGM. This is very heartening to see that so many clubs are ensuring that their volunteers are vetted.

### **Working with other Safeguarding Representatives**

Brigid O’Dea is Cycling Ireland’s National Safeguarding Officer and we have met or been in communications throughout the year. She is currently working on producing the new Code of Practice which will take into account recent legislation in the south. I also met with Paul Stephenson of the Children in Sport Unit (CPSU) of the NSPCC.

For those who have previously attended and face to face Safeguarding Course and wish to renew can now do so online. This refresher course is available at <https://able.ineqe.com/apps/sportireland/coaches/introduction.php>

### **Marian Lamb : Safeguarding Officer Cycling Ulster Lead Safeguarding Officer**

Marian Lamb

Email : [marianlamb@ulstercyclingnews.com](mailto:marianlamb@ulstercyclingnews.com)

Mob: 07920 132 135

**Access NI Pin Number 864278**

### **Cycling Ulster AccessNI Counter Signatory**

**Julie Rea**

Email : [julierea@ntlworld.com](mailto:julierea@ntlworld.com)

**Access NI Pin Number 155028**

### **National Safeguarding Officer**

Brigid O’Dea

Email : [safeguarding@cyclingireland.ie](mailto:safeguarding@cyclingireland.ie)

### **Road Commission Report**

The Road Commission focused on competitive events in 2018 with the aim to expose the province’s best riders at junior and senior level to international competition.

We developed a selection policy in line with the other commissions with added pieces of specificity for the Road Commission. All of the decisions in relation to selectors for events and plans were made via e-mail with a working group of around six people.

We had originally received a budget to compete in a total of six events from the Executive however due to unforeseen circumstances we only competed in four events.

Our junior races were the Junior Tour of Ireland and Junior Tour of Wales. Both of these races had an international class field and while we had many riders on Irish duty during the week of the Junior Tour of Ireland which also clashed with the European Championships, the team performed well with a top ten performance on general classification by Michael McGlynn. At the Junior Tour of Wales, Adam Ward took a stage victory.

Our senior riders represented Ulster in the Lincoln GP and Tour of the Reservoir. Both races were a step up to what many of our domestic riders are used to taking part in and this was the aim of the programme from the outset of the year. At the Lincoln GP, all of the team finished with the main bunch although there were some time gaps as it split on the final climb to the finish. The Tour of the Reservoir was a 2-day event over mountainous terrain, there were only 50 finishers and Darnell Moore was the sole Ulster team finisher.

The Road Commission would like to thank the Executive for their support over the past year and all the volunteers who helped in any way with our teams. Final thanks to the riders who showed that they are capable of competing at a high level.

### 2018 Ulster road teams:

Lincoln GP: Darnell Moore, Marc Potts, Marc Heaney, Conor McCann & Lindsay Watson

Tour of Reservoir: Darnell Moore, Conor McCann, Lindsay Watson & Ronan McLaughlin

Junior Tour of Ireland: Michael McGlynn, Oisin Doherty, Conor Halvey, Kevin McCambridge

Junior Tour of Wales: Adam Ward, Michael McGlynn, Breandan Flanagan & PJ Doogan

### Patrick Withers : Chairman Road Commission

### Off-road Report

The following report gives a breakdown of off-road events held in Ulster in cross-country, cyclo-cross and enduro.

Cyclo-cross (CX)
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### 2017/2018 season

The 2017-2018 cyclo-cross season saw 9 rounds of the Ulster series plus 2 other CX events (GP Brian Kinning and the McConvey Cross Cup). A breakdown of the attendance figures for the Ulster series is shown below. Race reports and results can be found on [www.ulstercyclocross.com](http://www.ulstercyclocross.com).

Round	Location	Sen	Jnr(m)	U16	U14	U6-U12	TOTAL	Female
1	Lurgan Park	198	5	18	17	118	356	17%
2	Musgrave Park	189	2	18	15	109	333	19%
3	Armagh	180	5	14	14	114	327	20%
4	Delamont	166	8	18	10	103	305	20%
5	Derry	113	6	12	11	100	242	22%
6	Windmill Park	161	3	12	14	106	296	21%
7	Larne	113	5	12	8	68	206	18%
8	Ormeau	140	3	15	12	131	301	20%
9	Donard	130	3	13	7	75	228	18%



The 2017 Cycling Ulster Cyclo-cross Championships was held at Mallusk Playing Fields by Kinning Cycles on 3 December 2017. 139 riders took part.

### 2018/2019 season

The 2018/19 season kicked off with the GP Brian Kinning Cyclocross race which was held on 2 September 2018 at Orangefield. The 2018 Ulster Cyclo-cross series has 8 confirmed rounds of which 3 have taken place already. Attendee figures below.

Round	Location	Sen	Jnr(m)	U16	U14	U6-U12	TOTAL	Female
1	Lurgan Park	151	20	5	8	20	124	345
2	Necarne	97	18	5	8	14	100	258
3	Delamont	110	14	4	8	15	106	268

### UCI International Cyclo-cross Race – Mallusk

On Sunday 7 October 2018 we had our first event UCI C2 cyclo-cross race. This took place at Mallusk Playing Fields and was hosted by Kinning Cycles. A well attended event which helped local riders gain valuable UCI points.

### Ulster CX Championships

The Ulster Cyclo-cross championships are due to be held at Windmill Park on Sunday 9 December 2018 by Island Wheelers.

## Cross-country (XC)

### **Xmtb series**

As in previous years, Xmtb started off the season with a series of races held at Ormeau Park in Belfast. Unfortunately, one of the rounds had to be cancelled due to a storm.

Round	Date	TOTAL	Youth	Female
1	February	168	104	21%
2	March	-	-	-
3	March	110	79	29%

### **Ulster series**

The 2018 Ulster Cross-country Mountain Bike series had 5 rounds starting on 15 April and finishing on 8 July. Hosted by Apollo CT, Dromara Cycling Club, Island Wheelers, Xmtb and Carn Wheelers. Three of the races doubled up as Irish National Point Series (NPS) events (shown with \* below). Attendance figures are in the table below along with a breakdown of youth (U6 to U16) and the percentage of female riders. For race report and results go to [www.ulsterxc.com](http://www.ulsterxc.com).

Round	Location	TOTAL	Youth	Female
1	Craigavon	206	109	23%
2	Tollymore*	273	135	19%
3	Drumcairne	159	90	24%
4	Lady Dixon*	213	116	21%
5	Davagh*	146	62	24%

### Ulster XC Championships

Shimna Wheelers hosted the Ulster Cross-country Mountain Bike Championships at Castlewellan Forest Park on Sunday 5 August 2018 (102 riders attended – 2017 seen 150 at the championships).

### British XC Series

The Off-road Commission supported second year Under 16s, Junior and Under 23 riders to attend the British XC Series. Thanks to the support staff for looking after the team.

Round	Date	Location	Riders	Best result
1	24-25 March	Sherwood Pines, East Midlands	6	3/20 TC
2	21-22 April	Dalby Forest, Yorkshire	6	4/22 TC
3	12-13 May	Glentress Forest, Peebles	5	5/13 LH
4	9-10 June	Phoenix Bike Park, Suffolk	4	2/10 LH
5	4-5 August	Royal Welsh Showgrounds, Builth Wells	5	5/14 TC

For the overall series, the team achieved the following results

Rider	Category	Series result
Thomas Creighton (TC)	Junior men	2/31
Lee Harvey (LH)	Junior men	4/31
Niamh McKiverigan	Junior women	5/16
Darcey Harkness	Youth female	11/25
Ben Wilson	Youth male	26/74
Cameron McIntyre	Expert men	30/52

### Enduro

#### First Track / Vitus Series

Now in their third year, the First Track / Vitus Enduro series continues strongly. Held over 4 rounds riders could complete all stages or just try out some of them in the “Challenger” category. Average attendance 223.

Round	Location	Enduro	Sports	TOTAL	Female
1	Castlewellan	203	16	219	3%
2	Big Wood	218	18	236	4%
3	Rostrevor	196	11	207	1%
4	Tollymore	214	15	229	2%

#### Ulster Enduro Championships – 24 June 2018

The Ulster Enduro Championships were held at Rostrevor by First Track/Vitus. This event doubled up as Round 3 of the First Track / Vitus Series.

**Davagh Enduro**

The annual Davagh Enduro took place over the weekend of 30 June – 1 July 2018. The event seen 136 senior and 43 youth riders taking part.

## Downhill

**National Championships Rostrevor**

The only Downhill event to take place in Ulster was the 5<sup>th</sup> round of the IDMS which took place on 18-19 August 2018 at Kilbroney Park in Rostrevor hosted by Rostrevor MTB club. Results can be found on [www.irishdownhillseries.com](http://www.irishdownhillseries.com)

TOTAL	Youth	Female
134	24	1%

## Rider Development

**Youth Camp**

The Cycling Ulster Off-road Commission held 6 Youth Camps on Monday evenings over the summer months. These sessions are aimed at youth riders aged Under 12 and work on improving off-road cycling skills. They were held in various locations and attracted, on average, 16 young riders. Thanks to the coaches that helped run these events.

**Under 14, Under 16 training sessions**

Using the venue for the Ulster XC series (Tollymore, Drumcaine, Lady Dixon and Davagh) the commission organised coaches for the Under 14 and 16 riders. The morning session focused on bike skills while the afternoon session was a guided practice lap of the race course. Average 12 riders per session.

**Inter-regionals MTB Championships**

The Inter-regionals took place over the weekend of the 14-16 September at Hadleigh Farm in Essex. The team consisted of...

Boys	Girls
Dean Harvey	Katie Neill
Darren Rafferty	Darcey Harkness
Travis Harkness	Erin Creighton
Ryan Skelly	Keela Smyth

Team Manager: Lisa Millar, Coach: Graham Boyd, Assistant: Gareth Skelly. Ulster finished 8<sup>th</sup> out of 14 teams.

## OTHER

**Red Bull Fox Hunt**

The 7<sup>th</sup> edition of the Red Bull Fox Hunt took place at Rostrevor over the weekend of 6-7 October. A very popular event with the 550 entries being sold out in less than 2 hour. Riders play the part of 'the hounds' as they try to outride three 'foxes' down the 5.6 km course. Colin Ross won the event for his fourth time.

**Report : Ulster Off-road Commission : Martin Grimley (Secretary)****Cycling Ulster Youth Academy Report**

Overall 2018 has been a good year for the Youth Academy. We had initially asked Cycling Ulster for a budget of approx. £12,500, however this was cut to £10,000. We had a variety of ideas of what we wanted to achieve this year and we set out at the beginning of the year with a clear strategy, regardless of the cut in budget. We decided that we would need to raise some sponsorship to help with our plans for the year. This was another first for the Youth Academy in looking to raise their own funds. We had agreed to only have teams entered for events that our riders wouldn't ordinarily go to, so as to give them the experience of competing in bigger competitions. Similarly, we decided that teams would focus on U16s for boys and U16s/U14 girls depending upon numbers. This would hopefully give the younger riders something to aspire to as they come up through the ranks, whilst at the same time helping our older riders prepare as they move onto junior racing and beyond.

In previous years, and this year at more senior levels, selection has always caused issues. We understand that riders can be disappointed if not picked, but in every sport there will always be somebody who missed out.

Learning from previous years, we started the year, determined to set out a clear selection criteria and well in advance of the event. As per previous years, we reiterated that ANY committee member, whose son/daughter could potentially be selected, would be excluded from the selection panel for that event. We have been the only provincial academy to publish our selection criteria for youth. In fact the National Youth Commission have announced a variety of squads and teams this year, with absolutely no indication of what events they were monitoring or what they were looking for. In fact the National Commission announced riders for teams before anyone even knew they were entering a team for the event. Bizarrely, given the smoke and mirrors around the National Youth selection, I am not aware of anyone raising any issues if their child didn't get selected. Perhaps they reserve this hassle for the provincial commission only.

This led to us taking teams to Youth Tour of Scotland, Youth Tour of London and the School Games at Loughborough. The School Games team was a combined Road and Track team as the event covered both disciplines.

YToS and YToL are both fantastic events over multiple days with huge numbers entered. It made for some great racing. It is important to note that these are team events with team results. Therefore are approach to the event and any instructions to riders was always for the benefit of the whole team. On the odd occasion we had to remind people of this as there was sometimes too much focus on individual performance. We do want to see our riders all excel, however, as they move to Junior

ranks and possibly junior teams, they need to understand and appreciate how they fit into that type of structure.

We started the year with a training day at Omagh for all ages, this was then followed up with a reduced field training day (Island Wheelers) for U16s who were being considered for YToS. At the Island Wheelers event, Tommy McCague and Nicola McKiverigan, who were there that day to observe and feedback to our selectors, were also able to provide feedback to riders on a one to one basis afterwards in the hall.

We had hoped to run a number of other training days; however, we approached a number of clubs to help with certain dates and unfortunately our dates didn't suit. I have asked Cycling Ireland on a number of occasions now, why we need a 'sponsoring club' when running a training event, when both Off-Road and Track can run events without one. As yet CI have yet to come back to me, despite several reminders.

One important issue we wanted to tackle this year, was trying to encourage more girls into the sport of cycling. In line with Cycling Ireland, we believe that one barrier is that in the past the girls were just thrown in with the boys' race and it became a case of who could cling on the longest. We encouraged separate girls racing and Shaun McBride from our committee set up a number of girls only training nights, with the co-operation of a number of clubs and our senior women riders.

Our focus then turned to what would become a unique event in Ulster this year. For a number of years we have tried to get access to the old Maze Prison site. This year, we approached the owners of the Eikon Arena. And with several months of planning, we held our Youth Festival on 23<sup>rd</sup> June. This provided a fantastic closed road event for kids across all of Ireland from U8 – U16. We had in excess of 130 riders for the event and they all competed in a 250 Street Sprint, Time Trial, Crit Race and Elimination Race. The weather made it a brilliant day. At the end of the day, we had medals for the top three in each event and top three overall. Each overall winner was then presented with a bespoke winner's jersey, courtesy of Powerhouse Sport and the race sponsor. Feedback from the day has been extremely positive and I hope this is an event that the incoming committee run again.

Our league this year used both some National events and local races. We chose to give riders additional attendance points to try and encourage greater support for the local clubs. The league awards will be handed out at the Cycling Ulster Awards Dinner.

To end the season, we were able to get a private screening of 'Wonderful Losers'. This is a film focusing on the Gregarios or as we call them, Domestiques. It was a great insight into the sometimes unseen side of cycling. The riders that do a lot of the work but do not get the glory. It also helped reinforce our desire for our youth to see the teamwork involved in cycling. After the film, the kids went to 'Let's Go Hydro' and had a ball.

## **Report : Paul Dixon Chairman CUYA**

### **BMX in Ulster 2018**

The year started with a revamp of the Committee members, and new roles being created and the others filled. We were delighted to receive the news that we were going to receive funding from Cycling Ulster. This much needed funding enabled us to invest and promote the great sport of Bmx Racing..

### **Banners**

We commissioned 4No Large Weather Proof Banners, which are erected at every Bmx Race that we

attend.

## **Scotland Trip**

We organised an open invitation trip to Cumbernauld Bmx Track in Glasgow.

The funding was used for part subsidising the trip, with each person paying a nominal fee to attend.

This was a great success with the riders receiving coaching and new intuition from 3 fantastic coaches.

The Facility was world class and all whom attended have come away much better riders.

It was great for all the young riders from different Clubs to socialise together.

Definitely a good bonding trip and something we hope to repeat next year with the Invitation being reciprocated.

## **BMX FUNdamentals**

This without doubt was our greatest success.

Each Club - Belfast City Bmx Club, East Coast Raiders (Larne) and Lisburn Bmx Club ran this Programme over 4 weeks, culminating in the Final Fun Night at Northern Ireland's only National Standard Bmx Track.

FUNdamentals captures the very grass roots of cycling, with children as young as two becoming members of Bmx Clubs.

They start off at this early age on Strider Bikes, then 18" Micros before getting onto the 20" Wheel Minis.

If they don't stay within Bmx Racing, they are now well versed in 2 wheels and can go on to the various other cycling disciplines.

We feel we are capturing 'Cyclists For Life' with this Programme. Hopefully, next year we aim to run the programme twice, once before the Race Season, and once near the end.

## **Ulster Bmx Championships**

September saw Bmx Ulster help run and fund the Bmx Ulster Championships in Lisburn.

First Aid, Trophies, Medals and the fantastic Ulster Champion Winner Jerseys all made this a very memorable event.

The winners in each category won the coveted 'White Jersey' and each and every one of them wear them with pride.

Other competitors seeing the winners in their new Jerseys gives them something to work hard and strive for with some hard training over the winter months.

## **Halloween Fun Night**

This is another opportunity to help all the young (and old) differing Club members bond with some Spooky Halloween Fun. Treasure Hunts, Prizes and Races are to make a Fun end to the Race Season - That's before the Winter Series Kicks in.

All in All 2018 has been a massive success story with BMX. Just recently a Club Mini Series held at Lisburn attracted over 106 Riders. Quite remarkable for a Club Race.

With the correct persons involved, and further funding from Cycling Ulster we hope to make 2019 an even bigger and better success story.

**Many Thanks for 2018 Cycling Ulster.**

**From all the Committee Members**

**Bill Mackness Chairperson**

**Eddie Allan Treasurer**  
**Paul Manton Secretary**  
**Geoff Lynch**  
**Ian Hamilton**  
**Gareth Doherty Development Officer**  
**Owen Spence**

## **Ulster Track Report 2018.**

2018 saw another successful for Track Cycling in Ulster, with attendances at Orangefield slightly up on the previous year.

The early part of the season was taken up with Accreditation, followed by a selection period for the School Games at Loughborough, where we fielded a team of 4 Boys and 4 Girls in a weekends racing which combined Track and Road disciplines.

The Ulster Track League was unfortunately curtailed at the end of the summer due to poor weather, which also saw the Ulster Track Championships and National Youth Inter-Provincial event as casualties.

In competition we saw Ulster riders pick up national medals and championships at all levels from Youth, including Aine Doherty and Chris Donald; Junior with Adam Ward; Senior with Marc Potts, Robyn Stewart, Lydia Boylan and Tony Mairs, and masters with John Madden.

It is also encouraging to see Orangefield riders continue to progress to national level and on to High Performance squads and selection for major events including European Championships, Commonwealth Games and World Championships.

The volunteer coaches continue to face difficulties with the City Council regarding general upkeep and long term usage of the facility, with almost a year passing since some overdue remedial works were agreed.

We have recently teamed up with a City-based BMX club to lobby elected representatives in an attempt to have them look in to the feasibility and possibility of accommodating both disciplines at another City Park, and we will continue to investigate all possibilities for an upgrade in facilities. Nationally, we have two members of the Ulster Track Commission sitting on the National Track Commission, attending regular meetings in Dublin to discuss domestic Track matters at a National level.

Looking ahead to 2019, we would hope to continue to offer a full programme of activities at Orangefield, with a new-look Youth Inter-Provincial event, an Ulster League and Ulster Championship.

We will continue to develop our young riders to international level through continued partnership with Sun Drive in Dublin and at Glasgow, where through careful identification and selection we are able to give riders experience of riding on an indoor velodrome.

**Report : Anthony Mitchell, Paul Dixon, Nicola McKiverigan**

## **Women's Commission – Annual Report 2018**

Women's Cycling Ulster was formed in January 2014 and our mission is to encourage and promote women's cycling. We are delighted to have had another successful year.

The Commission members are: Maria O'Loan (Chair), Lisa Millar (Secretary), Eileen Burns, Toni Armstrong (Treasurer), Claire McIlwaine and Josh Murray.

### **WCU Leagues**

The Commission coordinated two leagues this year:

- **WCU Road Race League**
- **WCU Time Trial**

We are pleased to report that we continue to see new faces at the league events since they were re-introduced in 2014, emphasising the importance of continuing to run the leagues to encourage women either into the sport or to try the competitive side of the sport.

We encourage women to pre-register for events, as this assists organisers greatly however we acknowledge there are still issues here. We would like to extend our thanks and gratitude to all clubs for their support in running league events and promoting equality in sport.

### **Omagh 3 Day**

Rather than send a team to Ras na mBan, we decided to focus on younger riders, supporting a team in the Omagh 3 Day. This also included a development day in the run up to the race. The Young Rider's jersey was sponsored by Women's Cycling Ulster at the 2018 race.

### **Off-Road**

We continue to work with the Off-Road Commission to encourage and build on the successes of previous years to develop both Cross Country and Cyclocross. We have seen numbers of women racing XC grow steadily.

We are proud to have helped some of our younger riders attend the British NPS series.

Once again, we had girls at the Inter Regional Mountain Bike Championships in Hadleigh Farm, Essex. The girls ranged from just 12 years old to 16 and a full team was in attendance, with great performances all round.

Cyclocross season has just begun and continues to prove very popular among women. To promote equality and to retain some of our older riders, it was agreed at the Cycling Ulster Off Road AGM that the 2019/2020 Ulster Cyclocross League would include a prize for first unplaced female M40 rider.

### **Finance**

The majority of our expenditure this year has been in respect of the Omagh 3 Day, which was funded in full by the Commission. A contribution of £750 was made to the Off Road Commission to assist in sending girls to the British XC Series. We also purchase trophies for the top 5 for each league.

### **Women's Commission Cycling Ulster**



## **Commonwealth Games and Access Updates**

I was co-opted onto the CU executive in March and I attended my first meeting in April. I'm still very much finding my feet and I think it would be reasonable to say that this has been quite a year for the CU executive with a lot of new issues to deal with.

I have taken on the role of Northern Ireland Commonwealth Games Liaison Officer after Anthony Mitchell stepped down from this role. My first job involved nominating Anthony Mitchell for Honorary Secretary for Northern Ireland Commonwealth Games Council and then attending the AGM. Anthony was successfully elected as a director onto the Northern Ireland Commonwealth Games Council and no doubt it will be of great benefit to the cycling community to have him directly involved going forward to the games in Birmingham.

I recently met with Conal Heatley, the business and operations manager for Northern Ireland Commonwealth Games Council and I gained some useful insight into the process of team selection and allocation of funding.

I am also a Counter Signatory for Access NI.

## **Report : Julie Rea CWG Representative**

### **Mary Peter's Awards and Leisure Report**

Cycling Ulster sent a team of 5, some young, some not so young, to the Mary Peters Trust Spin to Million fund raising spin session at the Olympia leisure centre on January 26. Through the efforts of the group more than £600 was raised for the Trust.

Cycling Ulster submitted 11 applications for funding by Mary Peters Trust in April 2018. We were fortunate to receive funding for 6 of those athletes and the total sum awarded was £2900. This was divided among the cyclists in a manner determined by the Trust. Those cyclists receiving Mary Peters awards in 2018 were:

Drew Armstrong, Chris Burns, Thomas Creighton, James Curry, Conor McCann and Clodagh Gallagher.

As ever Cycling Ulster appreciates the support of the Mary Peters Trust and the help it gives in encouraging the development of our sport."

"The Cycling Ulster representative on the newly formed Cycling Ireland leisure attended the inaugural meeting of the commission in Mullingar at which rules of engagement were determined. Unfortunately the summer meeting was missed. No developments of consequence arose at this meeting.

The next meeting of the Leisure Commission is in December in Cork.

## **Report : Mark Moroney Mary Peter's Rep and Leisure Rep**

## Technical Officer's Report

### **2018 changes to the Technical Officer Role**

Following the 2017 AGM it was agreed that the CU Technical Officer role would be split to separate the tasks of Road Commissaire Appointments and Race Radio management. This has been partially successful with Andrew Wills taking on the Commissaire Appointments for the 2018 season.

It was initially agreed that the management of the race radios could be handled under the new role of Compliance Officer with stock of equipment split between myself and the base of the role in the West. This has not happened, but it should be noted this is due to lack of impetus from my own side in this task.

### **2018 Road Calendar**

There was a significant shift in the pattern of the Ulster road season in 2018, with a slightly later start nationally due both to a regulation change and severe weather. Once the season was under way however a full calendar was available through to late September when the road racing finally concluded for the year.

It was disappointing to see a number of events cancelled during the year, especially the Ras Dhun na nGall which has served Irish cyclists so well as a development race. Hopefully we will see them back on the Ulster calendar.

The application window for 2019 events is now and event promoters are encouraged to submit their events for review ahead of the 9<sup>th</sup> November deadline.

### **2019 Road Events**

As part of a review of the 2018 road season and events with the PSNI a number of recommendations with regards to added event safety were agreed to by all, with a view to implementation for the 2019 season. CU Regional Meetings are currently being scheduled to best advise the race promoters on the changes as agreed with the PSNI. It is hoped the PSNI will be in attendance at these meetings.

### **Ulster Road Commissaires**

It was a very positive start to the 2018 season with both Aidan Higgins and myself, Aaron Wallace, having had successful applications to attend the UCI Road Elite National Commissaires course in British Cycling HQ in Manchester. Both were also successful in passing the written and oral examinations to become recognised UCI Road Elite National Commissaires.

It has also been encouraging to see a number of our 'B' grade Commissaires stepping forward and pushing to get roles within the Stage Race Commissaire panels with a view to best placing themselves for upgrade to 'A' grade Comm's when the next upgrade course becomes available.

### **Support to Ulster Road Event Promoters**

Throughout 2018 I have liaised directly with clubs, promoters and members to consult with, advise and assist with event promotions and Cycling Ireland Technical Regulations. I remain open to this and where Cycling Ulster members feel I may be of benefit, whether it be for assistance and advice on race promotions, technical regulations or any other related items please do feel free to contact me directly via [aarwallace@gmail.com](mailto:aarwallace@gmail.com). I may not always have the answer directly at hand, but I will make an effort to source it and assist in resolving any queries or issues who may have.

### **Aaron Wallace : Technical Officer**

**Item 7 : Proposed new Constitution Discussion and Ratification**

The text of the proposed constitution can be found at the back of the booklet. It has been on the website since Monday.

1. Marian Lamb will give a brief overview of the main changes to the constitution.
2. Discussion on points raised
3. Any amendments proposed from floor
4. Amendments put to vote
5. Vote to ratify the constitution
6. Vote to empower Cycling Ulster Executive to make minor changes in consultation with Cycling Ireland
7. Vote to make new constitution effective immediately

**Item 8 : Motions****1. To fix the Cycling Ulster rider levy on competitive road events to £1.**

**Proposed by Omagh CC**

Cycling Ulster used this levy up to 2013 as a source of income to support commission budgets. At the AGM in 2013 it was dropped due to a lack of member support as it was deemed that CU did not require this financial support.

We have seen how CU are now actively using their budget to support all commissions fairly and evenly and the current rate of income versus spend is unsustainable. However, we need to build sustainable sources of income to support the development of our competitive road riders. This small contribution per event does make a big contribution over the year. We propose the levy is focused on road competitive events and ring-fenced to support the road commission budget. We would suggest other commissions consider a similar approach for relevant disciplines.

**2. Proposal for members to vote in Non- Executive Roles**

Proposed by Banbridge CC

It is proposed that the named non-executive voluntary office bearers' appointments be voted in by within Cycling Ulster be voted in by the membership in line with other voluntary office bearers.

It is hoped that this will allow any potential candidates for the positions to have a formal, democratic process to follow without having to prematurely out any existing office bearers or wait for the Role to become vacant.

**3. We propose that there is a fixed term for these office bearers**

**Proposed by Banbridge CC**

Results co-ordinator – 2 years

Technical Officer – 3 years

Road Commissaire Co-ordinator – 1 Year

**Item 9: Election of Officers**

Chairperson – one nominee – Tommy McCague proposed by Emyvale CC

Treasurer – one nominee – Oliver Hunter proposed by Bann Valley RC

Safeguarding Officer – one nominee – Marian Lamb Proposed by Phoenix CC

Executive Officers – there are four positions available and four nominations were received.

Tommy Lamb proposed by Phoenix CC

Mark Moroney proposed by Foyle C

Maurice McAllister proposed by Ballymoney CC

Julie Rea proposed by Phoenix CC

**Close of Business**



## **Item 7 : Proposed new Constitution Discussion and Ratification**

### **CYCLING ULSTER CONSTITUTION**

#### **Preamble**

The name of the controlling authority for cycling in the province of Ulster shall be called Cycling Ulster.

Cycling Ulster represents Cycling Ireland members in the nine counties of the Province of Ulster. (Antrim, Armagh, Down, Derry, Fermanagh, Tyrone, Donegal, Monaghan and Cavan)

Cycling Ulster is one of four Provincial Bodies within Cycling Ireland which is registered as a 'company limited by guarantee', with the Irish Companies Office under the name Irish Cycling Federation. Company Registration Number – 134567

Cycling Ulster recognises the position of Cycling Ireland as the body which will hold the affiliation to the Union Cycliste Internationale (UCI) for the island of Ireland, and as the body which will have primacy in the conduct of external and international affairs.

The Cycling Ulster Executive will be elected, at an Annual General Meeting, by delegates from clubs based in the Province. This Executive will be recognised as a sub-committee of Cycling Ireland as stated in the Articles and Memorandum of the company.

*(From CI Art 63)*

The Cycling Ulster Executive will conduct its affairs either in accordance with the standard operating and business procedures for Cycling Ireland Provincial Executives or by its own operating procedures and business procedures, which may complement but not conflict with, the Memorandum and Articles of Association of the Irish Cycling Federation and the business procedures of the Company. Any non-standard procedures or any amendments to the standard procedures are subject to approval by the Board of Cycling Ireland and by the Auditors of Cycling Ireland.

The Board of Cycling Ireland has a support, regulatory and a supervisory role in relation to the affairs of Cycling Ulster including the power to intervene and arbitrate when disputes arise within a Provincial Executive.

When an internal dispute cannot be resolved within the Cycling Ulster Executive, The Board of Cycling Ireland has the power to dissolve and/or suspend the Executive. It may only exercise this authority by calling an Extraordinary General Meeting of members of Cycling Ulster to elect a new Provincial Executive when efforts at resolution of the dispute and arbitration by the Board of Cycling Ireland or another acceptable body have fail

## **CYCLING ULSTER MISSION STATEMENT**

Cycling Ulster has a mission to support and develop cyclists of all ages, disciplines and abilities, to grow membership and clubs and to advocate for safer cycling, better facilities and improved infrastructure.

### **ARTICLE 1- OBJECTIVES.**

The objectives of Cycling Ulster shall be:

1. To develop, regulate and control the sport of cycling within its jurisdiction as laid down in the Technical, General, Sporting and other regulations of Cycling Ireland. and to do so in co-operation with Cycling Ireland
2. To undertake appropriate action to maintain and strengthen sporting links with other bodies both within Ulster and in the wider community.
3. To ensure equality of opportunity for all members, both abled bodied or disabled without political, religious, racial or sexual discrimination and to uphold the traditional sporting attitude of fair play.
4. To foster, in particular, the inclusion and empowerment of disadvantaged groups.
5. To seek out and administer funding which will be applied solely to achieving the objectives of Cycling Ulster.
6. To regularly review relevant policies and documents in line with current legislation and/or sports development.
7. To promote a drug free sport and adhere to the anti-doping rules of Cycling Ireland. The anti-doping rules of Cycling Ireland are the Irish Anti-Doping Rules as amended from time to time.

### **Anti-Doping Rules:**

Cycling Ulster is committed to the promotion of a drug free sport and adhere to the anti-doping rules of Cycling Ireland. The anti-doping rules of Cycling Ireland are the Irish Anti-Doping Rules as amended from time to time.

1. In the area of anti-doping, Cycling Ulster defers to the jurisdiction of Cycling Ireland
2. Further to clause 1
  - a the anti-doping rules of Cycling Ireland (the 'Anti-Doping Rules') apply to the sport of cycling in Ulster ; and
  - b persons participating in the sport of cycling under the jurisdiction of the Cycling Ulster who qualify as 'Participants' (as that term is defined in the Anti-Doping Rules) are bound by and must comply in all respects with the Anti-Doping Rules.

Cycling Ulster shall recognise and take all necessary steps to give full force and effect within its jurisdiction (a) to the Anti-Doping Rules; and (b) to any sanction(s) imposed under the Anti-Doping Rules.”

## **ARTICLE 2 – MEMBERSHIP**

1. Membership of Cycling Ulster shall be those who hold a valid membership of Cycling Ireland and whose club is deemed to be within the geographical area covered by the province. (In the case of members not attached to any club, eligibility shall be by their address held on the Cycling Ireland database.).
2. Membership fees shall be determined annually at the Cycling Ireland AGM and shall fall due on **1<sup>st</sup> January\*** of each year except for categories of membership deemed by the Board to have a different date on which annual subscriptions shall become due and payable.
3. In addition, all senior members of Cycling Ulster will pay a Provincial Levy which will be determined annually at the Cycling Ulster AGM. This levy must be paid at the time of licence registration.

## **ARTICLE 3 – COUNCIL**

Cycling Ulster will hold an Annual General Meeting (AGM) before the 31st December each year. The AGM will be open to all members of Cycling Ulster but only delegates from affiliated Ulster clubs will be entitled to vote.

Clubs must have been affiliated for minimum of three months. The representative delegates will form the Council.

### **Voting Rights of the Council**

Clubs meeting the above criteria will be entitled to voting rights as follows:

- Affiliated Clubs having:
  - A. 6 - 19 members, shall be entitled to have two Delegates attend at any General Meeting.
  - B. between 20 and 49 members, shall be entitled to have 3 Delegates attend at any General Meeting.
  - C. between 50 and 99 members, shall be entitled to have 4 Delegates attend at any General Meeting.
  - D. having 100 members or more, shall be entitled to have 4 Delegates and 1 extra Delegate for every 100 members after that attend at any General Meeting.
- All Delegates must be current members of Cycling Ireland and able to produce proof of membership if asked to do so
- Each Delegate may only cast one vote for his Affiliated Club.
- In addition, every member of the Executive shall have a single vote only at Annual General Meetings.
- Delegates must have reached their 16th birthday by the date of the AGM.

### **Meetings of Council**

The Annual General Meeting of Council will be held before the 31<sup>st</sup> December each year. at such a place as the Provincial Executive shall determine. At least 21 days' notice of the date and place of such a meeting and the business to be transacted thereat must be given to affiliated clubs of such meetings.

- This notice shall invite, from Affiliated Clubs, motions for the AGM and nominations for individuals seeking to stand for election to the Executive. The Executive shall also be entitled to submit motions and nominations. All such motions and nominations must be sent in writing (email acceptable) by the club secretary and must be received by the Honorary Secretary of Cycling Ulster, on the prescribed form, not less than fourteen days prior to the AGM.
- Meetings of the Council may be called at any time by the Chairperson or Secretary, or on a written request signed on behalf of at least 10% of affiliated clubs, stating the object of the meeting and accompanied by a fee of £100. The Secretary of Cycling Ulster will inform all affiliated clubs of such a meeting not less than 21 days prior to the date of the meeting.
- A quorum at Council Meetings shall consist of not less than 5% of the affiliated clubs. Only affiliated club delegates are entitled to vote and no delegate or official shall exercise more than one vote.
- The Council shall have power to propose alterations, addenda, or deletions to/from the Constitution of Cycling Ulster. Such proposals for alterations, addenda or deletions shall be made only at the Annual General Meeting or Extra-ordinary General Meeting called for that purpose and shall require to be carried by a majority of those delegates present and entitled to vote. Any such changes must be forwarded to Cycling Ireland for approval. Should such approval be forthcoming then the Executive will be empowered to amend the Constitution accordingly.
- The Council will appoint an Executive Committee to run the general operational affairs of the Cycling Ulster.

## **1. Election of an Executive**

- Members eligible for nomination to the Executive must
  - Be members of Cycling Ulster who hold a valid Cycling Ireland Licence
  - Be nominated in writing (email acceptable) by an affiliated club or by Cycling Ulster at least fourteen days in advance of the Annual General Meeting
  - Agree to any such nomination
  - Not be members of Cycling Ireland Board
  - Not be employees of Cycling Ireland/Cycling Ulster

Care will be taken to ensure to the greatest possible extent that at all times one of the Executive Members is a woman.

### **In the event that sufficient nominations are not received to form a full Executive the following procedures will be followed.**

- Any nominee for a named position who had been defeated in the election will be given the opportunity to accept an Officer position
- Nominations will be accepted from the floor for the un-named officer positions provided the nominee is present and agrees to the nomination.
- Any unfilled named Officer positions and all other unfilled positions must be advertised again with role descriptors.
- The Executive will review any such nominations received and elect officers following a vote.



- In the unlikely event that an Executive is still not formed, those who have been duly elected may co-opt members to fulfil the quota. Such persons will hold position until the succeeding AGM when they may run for election.

The Executive Committee will consist of eight officers from within its members. These will include

<b>Officer Position</b>	<b>Term of Office</b>
Chairperson	Three Years
Honorary Secretary	Three Years
Honorary Treasurer	Three Years
Lead Safeguarding Officer	Three Years
4 Additional Officers	Two Years

No one will hold more than one of the 4 positions named above at the same time.

Persons whom it is intended putting forward for election to above named posts shall be nominated as standing for election for each such respective post.

**NB: In the first year of this constitution two of these officers will be elected to stand for one year only to allow for staggered election. This clause will be removed after the first year.**

There shall be no limitation to the number of terms of office that may be held by persons appointed to the Executive.

The constitutionally formed Executive will meet as often as the business requires, subject to at least 7 days notice to members, but no less than seven times in a calendar year. Where possible an annual schedule of meetings will be agreed in advance. Meetings may be conducted electronically from time to time.

**ARTICLE 4 – POWERS AND DUTIES OF THE EXECUTIVE**

The prime function of the Cycling Ulster Executive is managing the activity of cycling in Ulster as laid down in the Technical, General, Sporting and other bye-laws and regulations of Cycling Ireland. The role and tasks of the Cycling Ulster Executive will include, but is not restricted to, the following:

**The Executive will**

1. Appoint or dissolve committees when it is deemed necessary for the effective administration of Cycling Ulster and these committees will operate within the rules and policies of Cycling Ulster.
  - a) A Finance Committee, formed from the members of the Executive
  - b) Commissions to oversee the various branches of the sport
  - c) Other committees which, in the opinion of the Executive, will contribute to the smooth running of the organisation.
2. Define the duties of Officials, the Executive and the jurisdiction and role of any Committees.
3. Appoint a member of the Executive to each committee to improve communication between the committee and the Executive.
4. Administer the general operating affairs of Cycling Ulster and have ultimate responsibility for its activities.
5. Have control of the funds, levies and property and the administration of the same and to devise and operate schemes to raise funds for Cycling Ulster.

6. Maintain bank accounts and supervise the keeping of proper accounts in accordance with currently accepted accounting rules and practices and to produce same when required;
7. Approve the Year End Accounts prior to presentation to Council at the AGM.
8. Report in writing on its proceedings to the Council at the Annual General Meeting
9. Investigate and adjudicate upon any matters in dispute which are referred to it by individuals, clubs or committees in the interest of Cycling Ulster.
10. Co-opt any individual or individuals onto the Executive, who, in the opinion of the Executive, will be of assistance to or will in some manner benefit Cycling Ulster and its members. Such co-opted members will hold position until the next Annual General meeting when they may stand for election.
11. Fill any vacancies in elected members of the Executive until a new member may be elected by Council at the next AGM. The new appointee shall only hold position until the succeeding AGM, irrespective of the term remaining of the leaving officer. This person may stand for re-election if so nominated.
12. Receive, accept or reject invitations to be represented at any competitive event or official function on behalf of Cycling Ulster.
13. Forward the Minutes of each Executive meeting to the CEO of Cycling Ireland in a timely manner.
14. Approve the annual budget and forward to the CEO of Cycling Ireland by the end of February of the year to which it applies.
15. Liaise with clubs to promote Ulster championships and communicate to members the eligibility for Ulster Championship events and the medals etc. which will be awarded.
16. Field representative teams as they see fit.
17. Collate the Provincial competition and non-competition calendar by establishing a provincial calendar coordinator.
18. Assist clubs with their development.
19. Approve applications for new clubs to form within Ulster
20. Communicate regularly with members and clubs.
21. Carry out other tasks as assigned and mutually agreed with Cycling Ireland.
22. Provide a report outlining the principal activities of the Executive for inclusion in the Cycling Ireland Annual Report by a date set by the Board.
23. May appoint an Honorary President. The appointment will be for a period of two years after which a new President may or may not be appointed.

## **Honorary President**

The President is primarily an honorary position within Cycling Ulster and may be awarded, by the Executive, to a person who has contributed to the development of the sport or who has shown commitment and dedication to Cycling Ulster. The appointee will normally have previously held an Executive role or have been an active member of a Cycling Ulster Commission.

## **Responsibilities**

The president

- Will be an ambassador for Cycling Ulster
- Will follow all relevant policies and Codes of Conduct as laid down by Cycling Ulster
- May represent Cycling Ulster at internal and external functions at the request of the Executive
- May represent Cycling Ulster at competitive, leisure and training events
- May be chosen to present prizes at award ceremonies
- Will not be a current member of the Executive or any Commission

## **ARTICLE 5 – FINANCE**

Bank accounts of Cycling Ulster are subsidiary bank accounts of Cycling Ireland and Cycling Ulster will work with a nominee of the CEO of Cycling Ireland, if necessary, for the purpose of managing its finances for effective operation.

- a) Cycling Ulster's financial year shall be from 1<sup>st</sup> day of January to the 31<sup>st</sup> day of December in every year. The accounts of Cycling Ulster shall be balanced to the 31<sup>st</sup> December each year.
- b) The Honorary Treasurer and up to three other Executive members are authorised to sign cheques on behalf of Cycling Ulster. An additional signatory may be added at the approval of the Executive. Two signatories are required on all cheques.
- c) The Executive will appoint Executive Officers to form a Finance Committee to carry out the day to day financial business of Cycling Ulster.

## **1. Finance Committee**

The Finance Committee will consist of four members of the Executive and will include the Honorary Treasurer. The other three members will be selected by the Executive based on their financial understanding, ability to work with figures, knowledge of online banking procedures and basic electronic reporting and accounting methods.

The Finance Committee shall meet as often as is necessary and their duties will include but not be limited to the following

- Supporting the work of the Treasurer
- Liaising with committees and commissions regarding budget requirements for the incoming year.
- Drawing up an annual budget and submitting it to the Executive for approval
- Liaising with stakeholders and public funding bodies.
- Selecting representatives to meet with Cycling Ireland other stakeholders when financial issues are to be discussed.
- Preparing and presenting financial reports for Council and Cycling Ireland.
- Maintaining adequate financial records including bank statements, bank reconciliations and a record of income and expenditure
- Approving expense claims and arranging payment in a timely fashion. All payments must be approved by at least two members of the Finance Committee.
- Provide Financial up dates for Executive meetings.
- Reviewing and updating Financial Policies and disseminating the information to appropriate individuals and groups
- Carrying out bank reconciliations
- Ensuring that an adequate monetary reserve is maintained.
- Collate Year End Accounts for the AGM

Other Duties of the Finance Committee will be outlined in the Financial Policies and Procedures and Cycling Ulster's Governance document.

## **Powers and Duties of The Commissions**

Commissions may be formed from time to time by the Executive may include members who are on the National Commission. Commissions will

- Advise the Executive of its recommendations relating to particular areas of the development of the sport of cycling.
- Make recommendations and/or organise events or courses as may be deemed necessary

- Seek funding from the Executive to carry out their tasks
- Co-opt any individual or individuals onto the Commission who may be of assistance to, or benefit Cycling Ulster in the opinion of the Commission.
- Provide a report to the Executive for inclusion in the Annual General Meeting Reports.
- Keep accurate records of spending and submit receipts, invoices and expense claims to the Finance Committee in a timely fashion.
- If operating its own bank account all financial records of spend must be submitted to the Finance Committee on a quarterly basis for approval or when the next batch of funding is required.

Other Duties of Commissions will be outlined in the Cycling Ulster Financial Policies and Procedures and Cycling Ulster's Governance document.

## **ARTICLE 6 – NOTICE OF AND BUSINESS OF COUNCIL MEETINGS –**

### ➤ **Business of Annual General Meeting**

A General Meeting of Cycling Ulster shall be held every year towards the end of the calendar year to transact the following business:

- a. To consider the minutes of the previous Annual General Meeting or any EGM held in the interim period
- b. To consider a statement of Cycling Ulster's accounts for the previous year.
- c. To fix the rate of any membership levies for members for the following calendar year.
- d. To consider reports of the past year's activities.
- e. To consider and propose alterations to the rules and to submit motions for discussion.
- f. To elect members of the Executive as required.

### ➤ **Notice of Annual General Meeting**

Notice convening the Annual General Meeting shall be sent to all affiliated clubs a minimum of 21 days before the proposed date. Motions and nominations for the Executive positions must be sent by post or via electronic mail and received by the Honorary Secretary at least fourteen days before the meeting. Such items must be proposed by clubs. The Executive is also entitled to submit motions and nominations for the AGM.

The Honorary Secretary will acknowledge all motions and nominations and make members aware of such through websites and social media, if appropriate, not less than seven days before the Annual General Meeting.

The Honorary Secretary shall arrange for the final AGM agenda to be prepared and published not later than seven days before the date fixed for holding the AGM

### ➤ **An Extra-ordinary General meeting**

- a) An Extra-ordinary General Meeting may be convened at any time which may be for any
- b) purpose except for the transaction of business reserved to the Annual General Meeting.
- c) The Provincial Executive may convene an Extraordinary General Meeting at such time and place and for such purpose as it thinks fit.
- d) The Executive shall convene an Extraordinary General meeting by giving 14 days notice of such meeting
- e) An Extraordinary General Meeting may also be convened by the members and shall be convened within 21 days from the receipt by the Provincial Secretary of a requisition on

behalf of at least 10% of the member clubs and accompanied by a fee of £100 and specifying the purpose for which the meeting is being convened:

Notice convening an Extra-ordinary General Meeting shall be sent to the members not less than 14 days before the meeting and shall specify the matters to be dealt with.

**ARTICLE 7 - CHAIRPERSON'S CASTING VOTE**

The Chairman will only vote in the event of a tie when he shall cast a deciding vote. Where there is an equality of votes, whether on a show of hands or on a poll the Chairman of the meeting in which the show of hands takes place or at which the poll is demanded shall be entitled to a casting vote.

**ARTICLE 8 - STANDING ORDERS**

No business shall be transacted at any general meeting unless a quorum be present when the meeting proceeds to business.

If within fifteen minutes from the time appointed for the meeting a quorum be not present, the meeting shall stand adjourned for 15 minutes. If a quorum has still not been reached after fifteen minutes the meeting shall continue irrespective if so determined by the Chairman.

A Quorum shall consist of for –

- Council Meetings : 5% of Cycling Ulster Clubs
- Executive meetings : one-half of the total members eligible to be present
- Commissions : one-half of the total members eligible to be present.

If a quorum is not present for Executive or Commission meetings any decisions taken at such a meeting are not binding and cannot be acted upon. Any such decisions taken must be ratified by a majority of the Executive / Commission. This can be done via email.

- **Business of Meeting**

The Honorary Secretary shall draw up the order of business, which may be varied by decision of the meeting. Any motion in the absence of sponsor may be moved by any delegate present at the request of two thirds of those delegates present.

- **Voting**

- Voting in general shall be by show of hands. For election of Officers, where there is more than one candidate, a secret ballot will be taken. A secret ballot shall also operate at the request of one-third of delegates present. Tellers may only count the votes of those present and entitled to vote.

- **Conduct of Debate and Competent Amendments**

- The mover and seconder may speak but any subsequent amendment must be moved, seconded before discussion is allowed. Members shall be permitted to speak only once. The right of reply shall be held by movers of motions and amendments following which the motion shall be put. Such replies shall be confined to answering previous speakers and shall not introduce new matter into the discussion. On points of order, the Honorary Chairperson's decision shall be final, but he shall not refuse to consider such same.

Competent amendments	are	
	To	amend the motion;
	To	adjourn debate;
	To	put the question;
	To	move to next business.

- **Notice of Meeting**

- At least 7 days notice of Executive, Finance Committee and Commission Meetings shall be given except in exceptional circumstances and notification shall state details for the exception. Delegates shall receive at least fourteen days notice of Council Meetings and twenty-one days notice in the case of General Meetings of the Council.

- Items for Agenda of the Annual General Meeting must be received by the Secretary at least fourteen days prior to the date of such meeting.

- **Suspension of Standing Orders**

- Motion for suspension of Standing Orders shall not be referred by the Honorary Chairperson. Such a motion must be carried by two-thirds of those present and entitled to vote.

### **Dissolution of Cycling Ulster**

If, upon the dissolution of Cycling Ulster, there remains after satisfaction of all its debts and liabilities, any property whatsoever, this shall be given in trust to Cycling Ireland until such time as a satisfactory decision is made by the principal stakeholders and funding bodies.