

## OFF ROAD COMMISSION TERMS OF REFERENCE

Cycling Ulster is the provincial governing body for cycling in the nine counties of Ulster. It is led by an elected [Executive](#). The Executive may set up commissions, from time to time, to develop different aspects of cycling and help deliver their mission. Commissions are expected to conduct their business as outlined in the [byelaws](#).

All commissions will support Cycling Ulster's mission statement, outlined below, in all their activities and decision making.

**Cycling Ulster will 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**

### The commission will aim to:

- Encourage the development of off road cycling skills for all.
- Evaluate competitive cycling events which may be of benefit to Ulster riders.
- Identify training needs to develop riders in preparation for competitive events.
- Ensure that there is a development pathway for U16 riders moving to junior ranks.
- Liaise with clubs to provide quality off road events in Ulster.
- Liaise with the national off road commission to minimise event clashes.

### The objectives of the commission are to:

- Send teams to competitive events, which in their view, will assist in the growth and development of young road cyclists.
- Work with U16 riders in training and competitive events to ensure a smooth transition to junior ranks.
- Ensure that women and girls have opportunities to compete.
- Provide one day or weekend training camps to develop riders' skills or in preparation for competitive events.
- Provide fun events for young riders.
- Work with the national off road commission to develop a national off road series.
- Work with clubs to develop an Ulster series in various disciplines.
- Support the Ulster Championship events.
- Be a central point of contact for off road activities.
- Ensure the annual activity plan provides competitive and training opportunities for all.

### The Commission agrees to:

- Develop an annual plan of activity which will include appropriate training, and competition where applicable, and submit it to the Executive by 30 November each year.
- Develop an annual budget for the above development plan and submit to the Executive by 30 November each year.
- Ensure the budget demonstrates value for money targeting the greatest number of people.
- Review expenditure against budget each quarter and alert the executive of any changes to actual or forecasted spend.
- Submit financial claims to the [treasurer.ulster@cyclingleireland.ie](mailto:treasurer.ulster@cyclingleireland.ie) by 25<sup>th</sup> of each month.

- Submit a monthly update on commission activities to the CU admin support officer (Gemma McNamara [gemma.mcnamara@cyclingireland.ie](mailto:gemma.mcnamara@cyclingireland.ie)) by 25<sup>th</sup> of each month for inclusion in Cycling Ulster's member newsletter.
- Submit a written report to the [secretary.ulster@cyclingireland.ie](mailto:secretary.ulster@cyclingireland.ie) for inclusion in Cycling Ulster's Annual General Meeting report by the end of September each year.
- Organise one online annual review meeting (either online or in-person) and invite all Cycling Ulster members to attend, to hear about the commission's activities for that year and plans for the year ahead. This should be held before Cycling Ulster's AGM.
- Elect officer positions for the next agreed term, if required, at the annual review meeting.

## Meetings

- The commission must have a minimum of six meetings per annum either in person or online.
- The commission's executive rep must be informed of all meetings and should be in attendance where possible.
- The role of the executive rep is to report back to the Executive on commission activities.
- The rep can provide advice to the commission or take queries back to the Executive when necessary.
- The minutes of all meetings must be sent to the [secretary.ulster@cyclingireland.ie](mailto:secretary.ulster@cyclingireland.ie) and the executive rep.

## Membership

- The commission will consist of a maximum of eight officers, and one voting officer from the Executive.
- Membership of the commission is open to all Cycling Ireland members who reside in the Ulster region including unattached members. The commission will try to ensure a gender balance.
- All commission members must renew their Cycling Ireland membership by 1<sup>st</sup> January each year and provide these details to the commission secretary.
- If a commission member's licence is revoked or cancelled, the commission member will forfeit their position on the commission with immediate effect.
- All commission members must complete an [Access NI safeguarding check](#) upon joining the commission and ensure it is renewed as and when required. Failure to comply will result in the member being temporarily removed from the commission until this is completed.
- Officer positions must include a chair, secretary and treasurer.
- Other positions can include vice-chair, safeguarding officer, marketing/public relations officer etc.
- Members can be co-opted at any stage throughout the year to fill any vacancies.

## Commission Contact Details

Details of commission officers and contact details can be found [here](#) at the bottom of the page.