

2017 Agenda

For a meeting of the National Council to be held at

**HELLIDON LAKES HOTEL, HELLIDON, DAVENTRY,
NORTHAMPTONSHIRE, NN11 6GG**

On Sunday 03 December 2017 at 09.30 am

Registration: 09.00 am

Chairman:
MRS SHEILA HARDY

National Secretary (Legal & Corporate):
NICK SHARPE

Wash Farm, Wash
Chapel-en-le-Frith
High Peak
SK23 0QW
07798 552390
nick.sharpe@cyclingtimetrials.org.uk

SPECIAL NOTE:

Three copies of this agenda are being sent to each affiliated club. If the recipient is not now the Hon. Secretary of the club, it is requested that these are forwarded promptly to the new Secretary who should notify the National Secretary (Competitions & Development) of the change of Secretary so as to keep the Company's records up to date.

AGENDA

Item
Number

Votes
For Against

1. To confirm the Minutes of the National Council meeting held on 04 December 2016
2. To adopt the Report of the Board of Directors
3. To receive, and if thought fit, adopt any further report of the Board of Directors that it may not be possible to circulate within the time laid down in Standing Orders
4. To adopt the Balance Sheet and Statement of Accounts for the period 1 April 2016 to 31 March 2017
5. Election of Officers:
 - a) To elect directors (including any retiring by rotation) under Article 12.1(c)
 - b) To appoint auditors under Article 12.1(e)
 - c) To elect an Appeals Panel of six members, and to fill any other vacancies on the panel that may have arisen during the year, under Article 12.1(f).

The six retiring members are:

<i>Edwin Hargraves</i>	<i>South Wales DC</i>
<i>Brian Hopkinson</i>	<i>Lincolnshire DC</i>
<i>Mick Phillips</i>	<i>Yorkshire DC</i>
<i>Mark Philipson</i>	<i>Yorkshire DC</i>
<i>Don Saunders</i>	<i>East DC</i>
<i>Dave Whitehead</i>	<i>Manchester DC</i>

6. By the Board of Directors
Applications for Membership
Articles 5 (page 68), 8 (page 69), 14 (page 71) 27 (page 75) and 32 (page 77)
By special resolution
Delete Article 5 in its entirety and replace with:

APPLICATIONS FOR MEMBERSHIP

5.1 Each District Council must nominate one individual (who must be a member of the District Committee) (its "representative") to apply for membership of the Company on its behalf. Each representative must apply on the form prescribed by the Board together with a copy of the decision of the District Council nominating the representative. The Board shall accept such nomination and election to membership shall be ratified at the next meeting of the Board. The representative and the National Secretary (Legal & Corporate) shall be informed of the decision within 14 days.

5.2 A District Council may at any time by decision of its District Committee revoke the authority of its representative and, if it so wishes, nominate another representative to apply for membership of the Company on its behalf. A replacement representative must apply for membership in accordance with Article 5.1.

5.3 Every nomination or revocation of authority made by a District Council under this Article 5 shall be made by a simple majority of those voting at the District Council or District Committee meeting at which such vote is taken; and:

(a) written notice in hard copy form signed by its District Secretary shall be sent to the Company's registered office or to any other address specified by the Company for this purpose; or

(b) written notice in electronic form authenticated in accordance with the provisions of section 1146 of the Companies Act 2006 by its District Secretary shall be sent by electronic means to an address that the Company has specified for this purpose.

5.4 A representative whose authority has been revoked shall cease to be a member of the Company on the date that the District Committee makes that decision. The District Secretary in accordance with Article 5.3 shall notify the National Secretary (Legal & Corporate) of such decision within 14 days of such decision being made.

5.5 All admissions of persons as members of the Company and all cessations of membership (for whatever reason) shall be recorded in the Register of Members of the Company in accordance with the requirements of the Companies Act 2006.

5.6 The representative of a District Council who is admitted to membership of the Company shall be one of that District Council's delegates at a National Council meeting who are appointed in accordance with Article 27.4(d). Such representative may appoint a proxy in accordance with the provisions of Article 21.

In Article 8.3(c), delete the words "Article 5.3 or 5.4" and replace with "Article 5.2".

In Article 14.2, delete the word "members" and replace with the word "delegates".

In Article 27.4(d), delete the word "representatives" and replace with the word "representative". Also, add a new sub-paragraph 27.4(e) (and re-letter subsequent sub-paragraphs) as follows:

(e) elect the delegates (who must be members of the District Committee) to represent the District Council at a National Council meeting. The number of delegates (one of whom shall be

that District Council's representative appointed in accordance with Article 5) who may represent a District Council at a National Council meeting shall be determined as follows:

- (i) a District Council having up to and including thirty affiliated clubs on 30 September in each calendar year shall be represented by a maximum of two delegates;
 - (ii) a District Council having between thirty-one and forty-five (inclusive) affiliated clubs on 30 September in each calendar year shall be represented by a maximum of three delegates; and
 - (iii) a District Council having more than forty-five affiliated clubs on 30 September in each calendar year shall be represented by a maximum of four delegates;
- and in the event of any District having a delegate appointed as Chairman such District shall be entitled to nominate a replacement delegate, in which case the Chairman will lose the right to vote, except that the Chairman has the right of a casting vote.
Any delegate unable to attend a National Council meeting shall inform his District Chairman who may appoint another member of that District Committee in his place.

In Article 32.2(b), first line, delete the comma after the word "members", delete the word "members" and replace with the word "delegates" and delete the comma after the word "retires".

In Article 32.3(e), first line, delete the comma after the word "members", delete the word "members" and replace with the word "delegates" and delete the comma after the word "rotation".

In Article 32.4(b), second line, delete the words "a member qualified to vote at the meeting" and replace with the words "the relevant District Secretary or District Chairman".

In the last paragraph of Article 32.4, delete the words "he is a member of the Company" and replace with the words "such person is" and delete the words "Article 5.8" and replace with "Article 27.4(e).

Explanation: At the 2015 National Council AGM, new Articles of Association were adopted by a unanimous vote. One of the major changes made to the Articles at that time was the requirement that each District had to nominate individuals to be members of the Company so as to satisfy the requirements of the Companies Act 2006. This is proving difficult to administer in practice. The purpose of the proposed amendment is to simplify that procedure whereby each District would need only to nominate one individual to be a member of the Company. The procedure whereby a District Council nominates its delegates for the National Council meeting, and the number of delegates each District is entitled to have represent such District at a National Council meeting, remains unchanged.

Please note – if this amendment to the Articles is approved, each District would need to revoke its authority of its current representatives to be members of the Company so as to reduce the number of members to one per District.

7. By the Board of Directors
Notice of National Council Meetings

Article 11.5 (page 70)

By special resolution

Add a new paragraph at the end of Article 11.5 as follows:

"In all cases with the agreement of the intended recipient such documents may be sent by email in which case only one copy of such documents shall be sent to the email address registered with the Company."

Explanation: Email now is often the preferred means of receiving communications. This amendment provides for that alternative.

8. By the Board of Directors
Affiliation to the Company

Article 31.1 (page 76)

By special resolution

Delete Article 31.1 in its entirety and replace with:

"An eligible club that wishes to become an affiliated club must:

(a) apply on the prescribed form and pay the annual subscription to the District Secretary of the District Council in which the eligible club's headquarters are located or in which it normally intends to promote events; or

(b) apply via the Cycling Time Trials' website."

Explanation: Affiliation can now be applied for online. This is a tidying up exercise.

9. By South East Midlands DC
Records of Decisions to be Kept

Article 44 (page 80)

By special resolution

Add a new Article 44.2 as follows:

"The minutes of all Board meetings and sub committee meetings should be distributed to all District Chairmen and Secretaries."

Explanation: Currently the Articles of Association of CTT only state that information can be dispersed to Districts or clubs if a decision is made to do so. We believe that much greater transparency is required in the actions of the Board so that member clubs can have confidence that the sport is being progressed and that new ideas and innovations are considered and acted upon.

Votes

For

Against

10. By the Board of Directors
Procedures at Disciplinary Hearings
 Rule 4(c)(3) (page 331)
 In the fifth line, change the word “seven” to “five”.
Explanation: So as to reduce the number to constitute a quorum for the ad hoc committee.
11. By the Board of Directors
Who may compete
 Regulation 7(c) (page 338)
 In the first line, after the word “clubs” insert the words “or trade teams” and after the word “Body” insert the words “or Federation”.
 In the next paragraph, first line, after the word “clubs” insert the words “or trade teams”.
Explanation: There are an increasing number of riders who are members of trade teams who participate in CTT events.
12. By South Wales DC
Who may compete
 Regulation 7 (page 338)
 Add a new section d) as follows:
 “Members of UCI Continental, UCI Pro Continental and UCI World Tour Teams.”
Explanation: to do away with the need for Professional teams to affiliate to CTT. The revenue is negligible and high-profile professional riders riding the occasional time trial will enhance the reputation of the sport.
13. By the Board of Directors
Club Membership
 Regulation 8 (page 338)
 In the first line, after the word “club” insert the words “or a member of a trade team”.
 In the second line, after the words “name of that club” insert the words “or that trade team”.
 In the second line, after the words “changes his club” insert the words “or trade team”.
 In the third line after the words “new club” insert the words “or new trade team”.
 In the fourth line after the word “club” insert the words “or trade team”.
Explanation: so Regulation 8 is consistent with Regulation 11 should item 11 on this Agenda be passed.
 (nb. If item 11 on this agenda is not passed this motion will be withdrawn).
14. By the Board of Directors
Gender Categories
 Regulation 10 (page 339)
 Delete the first paragraph of the Regulation and delete all the paragraphs beneath the chart, so the Regulation will be as set out below:
 Cycling Time Trials adopts the policy framework below as recommended by the Sports Council Equality Group (“SCEG”) for non-contact sports.

Votes

For

Against

Non-contact sport	
Affirmed gender	Domestic competition run under the auspices of Cycling Time Trials and in accordance with its Rules and Regulations.
Any transsexual male (female-to-male transsexual person)	May compete in his affirmed gender in any male or mixed-sex domestic competition.
Transsexual woman – over 16 And post-puberty (male-to-female transsexual person)	May compete in her affirmed gender in female or mixed-sex domestic competition by providing evidence that her hormone therapy has brought her blood-measured testosterone levels within the range of her affirmed gender or that she has had a gonadectomy. OR She may compete in any male or mixed-sex competition if she has not started hormone treatment.
Transsexual girl – under 16 and post-puberty	Either: She may compete in her affirmed gender in any female or mixed-sex domestic competition subject to an individual case-by-case review, if required, undertaken by Cycling Time Trials. OR She may compete in any male or mixed-sex competition if she has not started hormone treatment nor had a gonadectomy.
Transsexual girl – pre-puberty	May compete in her affirmed gender in any female or mixed-sex domestic competition subject to confirmation of her stage of pubertal development.

		Votes	
		For	Against
<p><i>Explanation: A National Governing Body ("NGB") should ensure that its policies and regulations comply with relevant legislation (in this case the Equality Act 2010 and the Gender Recognition Act 2004) so that it can provide an inclusive environment for all those who to participate in CTT events and to ensure fair competition for all. The Board does not consider that the Regulation as currently drafted is strictly in compliance with the current SCEG guidelines and the Board strongly recommends that the amendment to this Regulation is adopted.</i></p> <p>nb. There will be a separate written policy that is currently being drafted and will be in place for 2018.</p>			
15.	<p>By the Board of Directors Age Categories Regulation 9 (page 339) Change title of Regulation to "Categories". Add a new definition of "Para-cyclist" as follows: Para-cyclist: any athlete who satisfies the minimum disability requirements as currently specified by the Union Cycliste Internationale. Classes of disability shall be such categories as determined by British Cycling from time to time.</p>		
16.	<p>By South Wales DC Entry to Events Regulation 11 (a) (ii) (page 340) After the word 'machine' add the words 'in a Type A event' <i>Explanation: In 2017 there have been significant improvements in the CTT website ensuring that riders' times are accurately and reliably updated. These events are carried out on measured, legal courses with CTT approved timekeepers which means that the information is easily accessible to all event secretaries, allowing those who have handicapped or over-subscribed events to quickly and reliably check information provided by riders.</i></p>		
17.	<p>By Liverpool DC Entry to Events Regulation 11(a)(ii) (page 340) After the word "machine" insert the words "in a Type A event" so it reads: ii) performances relative to that machine in a Type A event. N.B. Where a performance has been declared null and void it must not be included on any entry form. <i>Explanation: In 2017 there have been significant improvements in the CTT website ensuring that riders times are accurately and reliably updated. These events are carried out on measured courses approved for Type A events with CTT approved timekeepers which means that the information is easily accessible to all event secretaries, allowing those who have handicapped or over-subscribed events to quickly and reliably check information provided by riders.</i></p>		
18.	<p>By West DC Competitor's Machine Regulation 14 (page 341) Delete Regulation 14(d) in its entirety <i>Explanation: In a press release on 13/4/17, the Board communicated that considered Regulation 14(d)(ii) "no longer fit for purpose" and that it thereby introduced "for the 2017 season a moratorium on applying any sanction against riders who are currently contravening this technical regulation". Given that the regulation will not be enforced it should be deleted so as to avoid confusing anyone who reads the rules but is not aware of the press release.</i> <i>In the same vein there are numerous breaches of Regulations 14(d)(i) and 14(d)(iii) which would appear to have little consequence in practice and against which no enforcement action is taken. It therefore makes sense to tidy things up by removing these regulations as well.</i></p>		
19.	<p>By West DC Competitor's Machine Regulation 14 (page 341) Delete Regulation 14(d)(ii) <i>Explanation: In a press release on 13/4/17, the Board communicated that it considered Regulation 14(d)(ii) "no longer fit for purpose" and that it thereby introduced "for the 2017 season a moratorium on applying any sanction against riders who are currently contravening this technical regulation". Given that the regulation will not be enforced it should be deleted so as to avoid confusing anyone who reads the rules but is not aware of the press release.</i></p>		
20.	<p>By South East DC Competitor's Machine Regulation 14 (page 341) Add new sub-paragraphs (i) and (j) as follows: (i) all participants in Type A & B events must have a working front light. (j) all participants in Type A & B events must have a working rear light. <i>Explanation: In the light of recent fatal accidents in 2017, the SEDC Committee consider that the CTT Board should demonstrate a duty of care towards all competitors by introducing the necessary precautions. The use of the above mentioned equipment would undoubtedly enhance rider safety, taking into consideration various road conditions and traffic densities of the modern age.</i></p>		

		Votes	
		For	Against
21.	<p>By South East DC Protective Helmets Regulation 15 (page 342) Delete the words 'under the age of 18 years and/or Juniors' in first sentence. Delete the words '(or parent or guardian if the rider is under 18 years of age)' in the last sentence. <i>Explanation: In the light of recent fatal accidents in 2017, the SEDC Committee consider that the CTT National Committee should demonstrate a duty of care towards all competitors by introducing the necessary precautions. The use of the below mentioned equipment would undoubtedly enhance rider safety, taking into consideration various road conditions and traffic densities of the modern age.</i></p>		
22.	<p>By the Board of Directors Signing-on Sheet and Signing-out Sheet Regulation 17(b) (page 343) Insert a new sentence at the end of sub-paragraph (b) as follows: "A rider who fails to so sign the official Signing-out Sheet shall be recorded as DNF." <i>Explanation: To avoid any ambiguity as to what sanction should be applied if a rider is in breach of Regulation 17(b).</i></p>		
23.	<p>By South Wales DC Limitation of Entries Regulation 26 (page 345) Add the words 'in Type A events' to the end of the first sentence. Thus it reads: "Unless otherwise declared in writing to the District Council, when applying for the event*, selection of riders shall be on the fastest performance recorded during the current and past three years at the event distance in Type A events." <i>Explanation: To limit selection to performances in Type A events.</i></p>		
24.	<p>By the Board of Directors Limitation of Entries Regulation 26, second paragraph (page 345) Delete the second paragraph beginning "All excess entries..." and replace with: "In cases of excess entries, a rider must be informed promptly as soon as it is apparent their entry is not to be accepted." <i>Explanation: The majority of entries to events are now internet entry and the requirement to return entries by first class post is obsolete.</i></p>		
25.	<p>By South Wales DC Limitation of Entries Regulation 26 (page 345) At the end of the first paragraph, add a new sentence as follows: "If there is no performance at the relevant distance and the event is oversubscribed, selection shall be at the organiser's absolute discretion after accepting all riders with a qualifying performance first." <i>Explanation: To formalise custom and practice where the fastest qualifying riders are included and then the organiser accepts other riders on a best endeavours basis.</i></p>		
26.	<p>By South Wales DC Limitation of Entries Regulation 26 (page 345) In sub-paragraph (b), change 20% to 25%, so that 25% of places and 25% of reserve places must be reserved for women. <i>Explanation: To increase the reserved percentage for women in BBAR events which in the main will encourage fairer competition by increasing participation in the few BBAR events on the fastest courses.</i></p>		
27.	<p>By London North DC Limitation of Entries Regulation 26 (b) and (d) (page 345) Modify Regulation 26 Limitation of Entries, clauses (b) & (d) from 20% to 50%. <i>Explanation: The current situation where an event with over 20% of women entering means that women outside the fastest 20% are competing directly against men for places, disadvantaging those riders since they require a relatively faster performance for their gender to make selection. The amended rule would mean a minimum of 50% of the field is available to women regardless of how many men enter and in the event that few women do apply the men would get the places.</i></p>		
28.	<p>By London West DC Limitation of Entries Regulation 26(b), (page 345) In the second sentence, delete the words "selection of women shall be on fastest performance as above" and replace with "selection for remaining places shall be on fastest performance for both sexes, based on a normalisation factor of 88% where women's times are multiplied by 0.88 in order to rank those times with men's. and in</p>		

Regulation 26(d)

In the second sentence, delete the words "selection of women shall be on fastest performance as above" and replace with "selection for the remaining places shall be on fastest performance for both sexes, based on a normalisation factor of 88% where women's times are multiplied by 0.88 in order to rank those times with men's.

Explanation: The current rules dictate that race organisers must reserve 20% of the race entries to women. While this is sufficient for races in which fewer than 20% of entries are from women, it becomes very unfair to women if women make up more than 20% of entries. The current system takes male and female LTS times on an absolute basis with no consideration to the slower times produced by women compared to men of the same average ability. Therefore, after the 20% entry is reached, women are disproportionately cut from the entry once absolute times for LTS are used to determine a cut-off time.

In-depth calculations have been carried out to work out a 'normalisation factor' to convert women's times into times that can be directly compared to men's. That figure is 88%, or 0.88. For example, a woman who has a personal best time on a 25 mile course of 1:02:00 will have an adjusted PB time of 54.34. Instead of using a female rider's actual time, a race organiser will use this faster, normalised time when determining entry cut-off times. A female rider's adjusted time would be automatically calculated by the CTT website and provided to race organisers so that this new approach would not require any additional work on the race organiser's part.

At many of the events that London Women's Racing included and promoted in their series in 2017, we saw between 20 to 50 women enter (a huge difference from many races we've attended in the past in which there were only a very small handful of women racing). We believe that races with larger fields of women are a benefit to the sport, and by extending the 20% rule to equalise performances between men and women, more women will be encouraged to compete and progress.

nb. There is an error in the 2017 handbook and Regulations 26(b) and (d) currently read (and as is shown on the CTT website) as follows:

(b) In events counting towards the R.T.T.C. Women's Best All Rounder Competition, 20% of the places and 20% of the reserve places must be reserved for women. Where there are more women entrants than allotted spaces, selection shall be on fastest performance as above.

(d) In all mixed events that do not have special conditions relating to entry levels, 20% of all places and 20% of the reserve places must be reserved for women. Where there are more women entrants than allotted spaces, selection shall be on fastest performance as above. Where there are fewer women than this, men may fill the places.

29. By the Board of Directors

Limitation of Entries

Regulation 26, (page 345)

Insert a new sub-paragraph 26(e), as follows:

"In all events (with the exception of RTTC National Championships) that do not have special conditions relating to entry levels 5% of places must be reserved for para-cyclists."

Explanation: Para-cyclists may have difficulty recording a time fast enough to gain them access to certain courses.

30. By South Wales DC

Duties of Promoting Secretaries

Regulation 27 (pages 345-7)

At the end of section (a), insert a new sentence as follows: "Information updated directly to the CTT website shall be considered compliant."

At the end of section (e) (i), insert a new sentence as follows: "Information updated directly to the CTT website shall be considered compliant."

At the end of section j), insert a new sentence insert a new sentence as follows: "Information updated directly to the CTT website shall be considered compliant."

Explanation: To move towards a situation where if all the information has been added to the CTT website ("Cover sheet", Start sheet upload (the rider list) then an organiser is deemed to have issued a formal compliant start sheet or result sheet. To reduce the need for two versions of documentation.

31. By South Wales DC

Duties of Promoting Secretaries

Regulation 27 (pages 345-7)

in section e) subsection xiii) insert new bullet point as follows:

"● By upload to CTT website via the approved upload template."

Explanation: To move towards a situation where if all the information has been added to the CTT website ("Cover sheet", Start sheet upload (the rider list) then an organiser is deemed to have issued a formal compliant start sheet or result sheet. To reduce the need for two versions of documentation.

		Votes	
		For	Against
32.	<p>By South Wales DC</p> <p>Duties of Promoting Secretaries</p> <p>Regulation 27 (pages 345-7)</p> <p>In section j) subsection viii) insert after the word “names” the words “CTT ID”.</p> <p><i>Explanation: To move towards a situation where if all the information has been added to the CTT website (“Cover sheet”, Start sheet upload (the rider list) then an organiser is deemed to have issued a formal compliant start sheet or result sheet. To reduce the need for two versions of documentation.</i></p>		
33.	<p>By South Wales DC</p> <p>Duties of Promoting Secretaries</p> <p>Regulation 27 (pages 345-7)</p> <p>In section j) subsection ix) insert after the word “numbers” the words “CTT ID”.</p> <p><i>Explanation: To enable easier upload of the start order (“called start sheet”) to the CTT website if the upload template is not used. To prepare for the rankings system.</i></p>		
34.	<p>By West DC</p> <p>Duties of Promoting Secretaries</p> <p>Regulation 27(h) (pages 347)</p> <p>Delete: The starting order shall be arranged with the faster competitors spaced at not less than five minute intervals. Other competitors shall be arranged in such a way that company riding is as far as possible avoided.</p> <p>Insert: Save as otherwise provided, the Event Secretary shall have discretion to arrange the starting order as they wish bearing in mind the characteristics of their event and the need to avoid company riding as far as possible.</p> <p>Explanation: <i>As currently drafted, the regulation requires event secretaries to organise the start list with the faster competitors interspersed throughout the field. This has the following problems:</i></p> <ul style="list-style-type: none"> • <i>Setting of riders of similar abilities at different ends of the field inhibits fair competition since weather and traffic conditions can vary substantially throughout an event meaning that riders of similar abilities do not compete on a level playing field.</i> • <i>It causes unnecessary holdups when traffic backs up behind a slower rider on a single carriageway course preventing other riders from overtaking.</i> <p><i>The startsheets for most of the RTTC national championships and the RTTC Classic Series are arranged slowest to fastest. This practice is sensible, it works but it is in breach of the current regulation. These problems could be mitigated if event secretaries had the power to tailor their startsheets to their events - for example setting the field slowest to fastest in short time trials where there is little risk of riders making the catch.</i></p> <p><i>Of course, if event secretaries wish to continue seeding their events as previously then the amended regulation allows for this. The amendment simply gives event secretaries flexibility to use their initiative when setting their fields.</i></p>		
35.	<p>By the Board of Directors</p> <p>Duties of Promoting Secretaries</p> <p>Regulation 27(j) (pages 347)</p> <p>Delete the penultimate bullet point, and delete the words beneath the bullet points, “*Events in the Handbook marked with a “B” “.</p> <p><i>Explanation: The post of National Competitions and Records Secretary no longer exists and a timekeepers certificate is no longer sent for BBAR events.</i></p>		
36.	<p>By the Board of Directors</p> <p>Duties of Promoting Secretaries</p> <p>Regulation 27(j) (pages 347)</p> <p>At the end of the sentence beside the last bullet point, add the words “or via the CTT ‘organiser’s dashboard’ “.</p> <p><i>Explanation: The BBAR table is automatically updated when a BBAR result sheet is uploaded to the website.</i></p>		

If time permits, there will a short discussion on the following:

1. The ranking points system.
2. Course measurement.