

North West Regional Administrator

This Job Description is to be read in conjunction and notwithstanding the British Cycling Federations Rulebook containing, Memorandum of Association, Articles of Association, National Byelaws, Technical Regulations and any subsequent supporting documentation,

- 1) The post of Regional Administrator is to be appointed by election annually at the Regional Council's Annual General Meeting & he/she shall report to and be responsible to any meeting of the Regional Council or to any Committee appointed to deal with its general business, he / she shall also be responsible for the issue of all relevant summons and documentation regarding Disciplinary Meetings.
- 2) The post will in addition to the normal day-to-day running of the Administrator's Duties will also involve the attendance, reporting, taking and producing minutes for the various meetings throughout the year, and also liaising with Headquarters staff.
- 3) To receive and deal with all correspondence relating to the Regions affairs, to consult with the Chairperson and all other Officers of the Committee prior to answering contentious correspondence which does not fall under the remit of any other Officials. He/she shall circulate information received from British Cycling Federation Headquarters to the Committee members for their perusal.
- 4) To discuss with the Chairperson & Committee members prior to meetings in order to collate and produce items to be placed on the Agenda, he/she shall distribute to Committee Members in advance of the meeting a copy of the draft minutes for comments, when they have been amended, agreed, and accepted as signed by the Chairperson they shall be re-issued as confirmed minutes. He /she shall make bookings for the meeting venues as and when required and advise them of any special requirements (equipment, seating arrangements, capacity, catering etc).
- 5) To maintain a list of Names and Addresses, Telephone / Fax, e-mail addresses of all Committee members, National Councillors, Auditors for the Region and all (except the Auditors) shall be advised to Headquarters of any changes.
- 6) To notify the General Secretary of all Affiliated Organisations within the Region of the intended date for the Annual General Meeting of the Regional Council, (the meeting must be held at least 7 (seven) weeks prior to the National Council Meeting date (which is set by the Executive Board) and all Notices of Meetings of the Annual Regional Council shall be sent out requesting Propositions and Nominations for Officers of the Regional/National Committees 6 (six) weeks prior to the meeting and should be returned to the Regional Administrator by the closing date of 21 (twenty-one) days prior to the Regional AGM for inclusion onto the Agenda Paper, (Nominations shall also be accompanied with a C.V. of the Nominee). The clubs shall be sent a Regional AGM Agenda Paper showing matters to be discussed or voted on together with Minutes of the previous years Regional AGM, C.V.s of all Proposed Officials at least 10 (ten) days prior to the meeting
- 7) For the The Regional Annual General Meeting which shall be held at The National Cycling Centre, Manchester he/she shall prepare all necessary documentation for the meeting by producing all spare minutes, spare CVs., suitable Ballot Papers, Councillors Sign-in Sheets (suitably stating a) Names, b) Organisation they are representing, c) BCF Membership Number. An advisory sheet shall be provided for the meeting indicating the maximum allowable voting representation of the Councillors organisations in accordance with the Byelaws.
- 8) Within 10 (ten) days after the Regional AGM, a brief report which has been confirmed by the Chairperson shall be submitted to British Cycling Federation Headquarters showing a) Elected National Councillors, b) Elected Committee Members, c) Propositions for National Council AGM, d) any other relevant documentation. The closing date for the National Council Meeting shall be 45 (forty-five) days prior to National Council AGM after which Headquarters shall distribute directly to all Affiliated Clubs and National Councillors a copies of the National AGM Agenda, Annual Report etc 21 (twenty-one) days prior to the National Council AGM. There shall be a Regional Council Meeting held 14 days prior to National Council meeting to enable National Councillors to be mandated on voting for National Council AGM
- 9) He/she shall liaise with the Regional Treasurer regarding payments for any expenditure incurred

- 10) Competencies / Experience required are a good knowledge of administrative procedures, good organisational skills, a good communicator with confidentiality essential, together with computer literacy, a sound knowledge of the Federation Rulebook, Regional Byelaws and its contents are a must and the duty on the Administrator is to advise Committee/Council members where matters are of concern at the earliest opportunity. It would be a prerequisite for all applicants to indicate that they are willing to undertake to have a CRB check.

Dated: 03 June 2010

North West Regional Treasurer

This Job Description is to be read in conjunction and notwithstanding the British Cycling Federations Rulebook containing, Memorandum of Association, Articles of Association, National Byelaws, Technical Regulations and any subsequent supporting documentation,

- 1) The post of Regional Treasurer is to be appointed by election annually at the Regional Council's Annual General Meeting & he/she shall report to and be responsible to any meeting of the Regional Council or to any Committee appointed to deal with its general business on the Financial Control of the Regions Accounts at each such meeting, the Financial Statement, made up to date together with a bank reconciliation statement and the Bank Statements, which shall be made available for viewing.
- 2) The post will in addition to the normal day-to-day running of the Treasurers Duties will also involve the attendance and reporting to various meetings throughout the year.
- 3) To collect & process all National and Regional Income generated from within the jurisdiction of the Region, this will also involve contacting & requesting from Event Organisers / Headquarters all outstanding payments, all monies received shall be held on deposit within the Regions Bank Account(s). In the event of payments not being complied with then the matter shall be referred to the Regional Events Administrator and any non-payments of fees / levies etc in order that he/she can take action to withhold / withdraw all future Permits etc to the organisation concerned pending payment. The post also involves liaison between Headquarters Finance staff and other members of the committees on which they serve, provision will also need to be made for the storage of all documentation received for a period of six (6) years.
- 4) To prepare the Annual Balance Sheets & Final Accounts that shall be in the form prescribed by the Board for the preceding year & to enable them to be audited by the Appointed Auditors (The Auditors shall be elected annually at the Regional Council's Annual General Meeting, they shall not be a committee member and it is not a requirement that they are to be members of the Federation.) The Treasurer shall forward to the Federations Headquarters by the 1st April in each year a detailed financial statement for the preceding financial year in order that the Region's National Councillors can obtain / retain their voting rights and also be available for inspection / issue to the Regional Council Delegates at the Regional Annual General Meeting.
- 5) To prepare and maintain the Asset Register indicating all Regional Equipment that is owned / retained by the Region and shown upon it shall be who it is held by. (These are nominated holders within the Region agreed by the Treasurer)
- 6) To issue all Cheques (with a minimum of 2 signatories which shall be a requirement for cheque issuing purposes also the Treasurer shall ensure all signatories at the Bank are kept up to date) & dealing with all financial correspondence, releasing of other expenditure & disbursements in the course of discharging the duties & obligations of the Region.
- 7) To prepare all Monthly National Levy Returns in the requested format to Headquarters together with all National Income monies.
- 8) To provide the Financial control required during the Race Calendar preparation period in collating all submissions of Events together with Event Insurance Fees / HQ Permit Fees to Headquarters (also this can be an ongoing item if later additions to the calendar occur) and enters such onto a Regional Event Register & Income Analysis database provided by Headquarters to enable computerised accounting.
- 9) The Treasurer shall keep proper accounts of all funds making any budgetary controls set by him/herself or with committee approval and bearing in mind cash flow predictions.
- 10) Competencies / Experience required are a good knowledge of accountancy & banking procedure, good organisational & administrative skills, a good communicator with confidentiality essential, together with computer literacy as presently all accounts are held on computer, a sound knowledge of the Federation Rulebook and its contents is a must and the duty on the Treasurer is to advise Committee/Council members where any financial matters are of concern at the earliest opportunity. In order to protect the Federations finances it would be a prerequisite for all applicants to indicate

that they are willing to undertake to have a CRB check and it should be noted that any person who is/has been an undischarged Bankrupt would not be eligible to stand for / stay in the post of Treasurer.

Dated: 03 June 2010

Competition Administrator

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| JOB TITLE | REGIONAL COMPETITION ADMINISTRATOR | REPORTS TO | REGIONAL BOARD |
| FUNCTION | EVENTS & COMPETITION | NO OF STAFF REPORTING | 0 |
| DATE EFFECTIVE | MARCH 2006 TO FEBRUARY 2007 | JOB HOLDER | |

PURPOSE OF JOB

The role is responsible for establishing, monitoring and assisting with a regional and inter-regional competition and events programme within the overall British Cycling Competition structure.

RESOURCES CONTROLLED

Typical number of events p.a.: to be determined.

PRINCIPAL ACCOUNTABILITIES

The following is a list of the principal duties in the role, however, these will be reviewed annually in the light of the planned growth of the organisation.

Competition

- 1.0 To effectively manage the competition and events programme regionally and inter regionally ensuring the provision of a balanced and co-ordinated calendar of Competition across Road, Circuit and Track racing, for all age groups and gender, meeting the demands of that Region's participants. This will include:
 - 1.1 To promote and assist with the organisation of the training for new and existing officials to service competition activity.
 - 1.2 To manage the appointment of key officials for events within the region.
 - 1.3 To produce and monitor generic course Risk Assessments for all courses/circuits within the region. *All course/circuits used must have a generic risk assessment in place prior to a permit been given.*
 - 1.4 Manage permit applications to the Police and liaise where necessary up until the event.
 - 1.5 Issue permits and documentation where necessary in accordance with British Cycling Technical Regulations
 - 1.6 To communicate with adjoining Regions RCA's and beyond to effectively co-ordinate the inter-Regional events calendar. Also encourage inter Regional Team competition and share best practice on a regular basis.
 - 1.7 To link with the other Region workgroups of Development and Coaching particularly in facility requirement and team selection.
 - 1.8 To communicate updates and reports to HQ staff, as required
 - 1.9 To effectively manage the collation and communication of race results within 24hrs of the event to results@britishcycling.org.uk .

Reporting

- 2.0 The Competition Administrator shall report to the Region Board and shall produce a written report for each meeting.

2.1 The Competition Administrator shall provide reports as required by HQ, on request.

Meetings

3.0 Attend relevant meetings, including Region Board Meetings, Region Competition Workgroup meetings, National RCA meeting's (probably 2 pa).

NATURE AND SCOPE OF POSITION

Contacts

Region board, Competition and Events Manager /Competition Administrators, Regional Competition administrators, Regional Managers, Event Organizers, Club Officials, Volunteers
Others - Relevant Goods & Service Providers

Appointment and Termination

The Administrator shall be elected into office by the Region, at the Regions Annual General Meeting.

The Region Board have the right to review the performance of the Competition Administrator for their Region and take into account the view of the Competition and Events Managers.

The Region shall have control over any termination of the role where the Region Board consider that the individual is clearly not suited to office or is the subject of dispute or disciplinary process that prevents the equitable performance of the role.

Status

The post is a paid post within British Cycling's volunteer structure and as such, the Regional Competition Administrator is considered to be a worker under the relevant employment regulations.

Payment for the performance of the post is on a regular monthly basis via the HQ payroll and is subject to tax and national insurance deductions.

Personal Standards

The Regional Competition Administrator is required to uphold the principles set out in British Cycling's vision for cycling as stated in the UK Wide One Stop Plan. As a paid office holder within British Cycling's volunteer structure, the post holder is expected to uphold the principles and standards of personal behaviour set out in the Vision and the rulebook, notably the Code of Conduct, the Equality Policy and not, through action or omission, to bring the reputation of British Cycling into disrepute.

KNOWLEDGE SKILL AND EXPERIENCE REQUIRED

- Must have good interpersonal skills and the ability to work with others at all levels of the sport, including other volunteers, participants and staff;
- Must have a good knowledge of the sport and activity of cycling;
- A good working knowledge of the rules and technical regulations or the willingness and ability to develop this;
- Be proactive and committed
- Have reasonable IT skills and internet access; packages used include email, word, excel. British Cycling provides a laptop to facilitate the performance of the role.

ADDITIONAL INFORMATION

The individual may or may not be the Chairman of the Competition and Events Workgroup these roles can therefore be jointly or singularly catered for.

The Chairman shall be elected into office at the first meeting of the Competition/Events Workgroup by those present who are entitled to vote.

The Administrator and Chairman shall each be a member of the British Cycling.

The status of 'worker' does not equate to that of an employee of British Cycling and there is therefore no restriction on the ability of the post holder to participate in the voluntary structure, including voting rights.

Regional Team Manager

Aims

The Region has an annual budget to assist teams to represent the North West Region. Riders will be from the North West, it is the Regional Team Managers responsibility to co-ordinate this activity.

Actively encourage riders and officials to progress and achieve realistic goals.

Duties

- Select events, riders and approve to Regional Board.
- Attend and report on activities to the Regional Board Meeting.
- Maintain an adequate supply of Race Clothing/Equipment.
- Report on Race, Riders and Officials.
- Prepare pre-race budgets and compile balance sheet.
- Maintain and set standards when representing the Region.

17/02/09

Youth Development Representative

Key Areas

1. Young People and Clubs

Establish and implement a quality assured club development programme that will support the delivery of appropriate school and community based opportunities for young people to participate in cycling as a sport and physical activity and to fulfil their aspirations, ambitions and potential.

2. Coach and Coaching Development

Assist Coaching and Education to deliver a programme of coach education courses, which will enhance the skills of existing coaches, attract new coaches and improve the quality of coaches and performance in line with the UK Coaching Certificate in Cycling.

3. Volunteers

Assist the Volunteer Support Officer to develop and implement the volunteer support strategy that will develop an effective, well-trained, motivated and appropriately resourced workforce, to support the development and growth of all aspects of cycling.

4. Facilities

Assist the National Facilities Officer to develop and implement the facilities strategy that will increase the number of cycling facilities in the region in order to create a balanced programme of cycling development.

Management of Regional Activities

- Manage the delivery of the UK Wide One Stop Plan to support the delivery of British Cycling's key performance indicators.
- Establish and maintain relationships with the Regional Board, Regional Competition Administrator, club officials, coaches and other volunteers.
- Liaise with Regional Sports Boards, County Sports Partnerships, School Sports Partnerships, Local Authorities and other agencies.
- Provide regular reports detailing qualitative and quantitative data.
- Provide support for Coaching and Education.
- Provide support for the Volunteer Support Officer.
- Provide support for the National Facilities Officer.
- Provide support for Membership Services.
- Promote British Cycling's Values and Objectives, and implement them in a positive and practical way.

Regional Community Coaches

- Manage the delivery of the Go-Ride programme for young people through the Go-Ride Coach(es).
- Establish, support and monitor the work programmes of Go-Ride Coach(es).

Coaching and Club Development Activities

- Distribute Go-Ride club development resource packs to all clubs/interested parties.

- Establish and maintain a working relationship with Go-Ride clubs, including regular communication and visits.
- Establish, develop, support and accredit new Go-Ride community and school clubs.
- Support the implementation of a training and education programme for Go-Ride clubs.
- Distribute funding resource packs to all Go-Ride clubs and interested parties.
- Provide funding advice and support external funding opportunities for Go-Ride clubs.
- Facilitate and deliver coach education and other training courses.
- Support the implementation of a continuing professional development programme for coaches, club officials and volunteers.
- Contribute to the ongoing development of coaching and club development.

Administration

- Provide administration for Go-Ride programmes and other activities.

Regional Chairperson

- Shall be a full member of British Cycling
- Elected annually at Regional Meetings
- To Chair all Regional Meetings
- Decide on every point of order
- Have the right to vote on every motion as a Regional Councillor and in the cases of equality of votes, shall have a second or casting vote
- At all meetings encourage discussion and meaningful progress of the meeting. Accept nominations and proposals with the secretary and discuss the agenda for all meetings.
- Chair any disciplinary meetings ensuring fair play and be part of the decision.
- Attend National Chairperson Commission or nominate representative of the region.
- Report any North West matters appertaining to the region to the regional council.

March 24th 2010.