

WELCOME TO THE AIVC HANDBOOK!

This Handbook is intended as a practical guide to what aIVC has to offer and how it works. Local club committee members and conference delegates especially should find it a useful form of reference.

Please read It is intended to be helpful rather than onerous. If you have any queries, please contact a member of the aIVC committee.

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1. WHAT IS AIVC?

AIVC – the Association of IVC's (sometimes referred to here as 'the Association') – is the 'umbrella' organisation for the network of IVC clubs in the UK. Whilst each local club remains autonomous, the aIVC facilitates links between clubs and provides a number of services of benefit to local clubs.

2. AIVC STATUTORY DOCUMENTS

A brief reminder first of all about our formal documents

You should be aware of the following documents, which are all available on the aIVC website. These are the documents which formally govern how the Association is run.

Constitution

The Association is governed by a Constitution which is held and maintained by the Association Secretary. Changes to the Constitution can only be made at a General Meeting of the Association.

Standing Orders

The Association Annual General Meeting and other procedures are governed by Standing Orders, which provide more detailed guidance on the implementation of Constitutional requirements. Changes to the Standing Orders can only be made at a General Meeting of the Association.

Reciprocal Agreement

Visits by members to other clubs, and the transfer of membership between clubs of the Association are governed by the Reciprocal Agreement. Changes to the Agreement can only be made at a General Meeting of the Association.

3. THE AIVC COMMITTEE

(a) The Committee

AIVC is run by a committee of officers listed below, elected by members at the AGM.

Chair - provides leadership

Secretary – deals with admin issues, including insurance

Treasurer - looks after the Association's finances and collects the annual levy

News Person - circulates regular updates on news and events to member clubs

National Development Officer (NDO) - supports club development through new start-ups, advice, training and national promotion

Webmaster – maintains the aIVC website and advises clubs on IT issues

Events Officer - organises and encourages shared events and holidays

Committee meetings are held at least once every 3 months, usually via Zoom. Please contact a member of the committee if there are any issues you wish to raise. Contact details are shown at the end of Section 6.

We welcome volunteers from local IVC clubs to stand for election at AGM for these posts. You don't need any special qualifications, though specialist skills are helpful in some roles. More important is enthusiasm, a commitment to making things happen, and some experience within IVC (possibly on your local club committee).

(b) How You Can Contribute

To assist aIVC officers in providing their services to member clubs, certain information is requested from clubs from time to time:

The Secretary needs:

- Up to date contact information for the Chair, Secretary, Treasurer and ALO. It is also helpful to include the Membership Secretary's details. This information will be held on the aIVC website but will be visible only to those logged on with a high security level.
- A copy of the club's Constitution whenever it changes.

The Treasurer needs:

- The membership figures as at the 31st December each year. This is needed for insurance purposes and for calculation of the General Levy following the AGM. A reminder is usually sent via the aIVC monthly e-bulletin.

The News Officer needs:

- Any articles for the monthly e-bulletin, especially on aIVC holidays and social events.

Please try to respond promptly to any time-sensitive requests.

4. SERVICES OFFERED BY AIVC

AIVC offers a number of services to local IVC clubs, in particular:

(a) Insurance

Public Liability Insurance:

All clubs need to have a Public Liability Insurance policy to protect themselves from possible claims which may arise from an incident at an organised event. Without insurance cover members and officers of a club could become personally liable for damages resulting from any incident.

The Association has a Public Liability Insurance policy which covers all clubs who pay the Insurance Levy. This policy is provided as a service to member clubs because in most situations the required levy works out to be significantly less than what it would cost an individual club to make their own insurance arrangements. Please be aware that cover does not apply overseas, and there are exclusions, for example, for high-risk activities such as water-based events. You can view the policy details on the aIVC website, or check with the aIVC Secretary if in doubt.

The Association Insurance Scheme is not suitable for all clubs, particularly those who own or lease premises.

Other Insurance Cover:

From time to time aIVC may take out specialist insurance with other organisations on a group basis, eg Organisers' Liability Cover through Cycling UK.

(b) Website Support

As an IVC club, you are a part of the wider IVC 'family' – and nowhere is this more evident than on the aIVC website. The website provides support and advice on a number of issues, but more importantly it allows you to contact other IVC clubs around the country so you can participate in their shared events and holidays, and add your own too. This is especially helpful for smaller clubs, allowing them to supplement their programme with regional and national events.

The aIVC website also provides a point of contact for enquirers, who may be signposted to local clubs, supporting recruitment of new members.

Advice is available from the aIVC Webmaster on setting up a local website for your club, with a link to the national website. AIVC recommends that you consider setting up a sub-domain of the national website. See Section 10 on running your local club.

(c) Development Grants

Grants are available for club development on the following basis but are *always* subject to approval by the aIVC committee.

New clubs who are currently non-members of the Association can apply for a grant of £100 + 50% of development costs over and above £100 up to a maximum additional allowance of £150. This type of grant is therefore worth between £100 and £250 to a new club. The additional allowance can only be paid upon production of valid receipts for all development expenditure. This type of grant can only be paid once and will not be available to the same club at any other time in the future.

Member clubs who have fewer than 50 members can apply for 50% reimbursement of development costs up to a maximum value of £150. This type of grant can only be paid upon production of valid receipts and is only available to a club at a maximum frequency of every two years.

Clubs who suffer from a rapid decline in membership can apply to aIVC for assistance.

5. WHAT IT COSTS – THE 'ANNUAL LEVY'

The cost of providing the services above is met by means of an Annual Levy payable by each club. The total amount of the levy is made up of a General Levy and an Insurance Levy (where applicable).

The rate of the Annual Levy is agreed at the AGM. An invoice is sent to all clubs following the AGM, based on each club's membership figures. It is in your interests to pay promptly as financial penalties may be incurred for late payment. Full details on the penalties for late and non-payment are in the aIVC Standing Orders document.

In practice, your club's invoice may include an amount representing reimbursement of travel costs for your conference delegates, which will be deducted from the levy figure, leaving only the net amount payable by your club to aIVC. Your committee will need to reimburse your club's delegate(s) with their travel costs.

6. COMMUNICATIONS

AIVC Website

The aIVC website www.ivc.org.uk is the best portal for up-to-date information on aIVC. It gives contact details (where available) for other member clubs, it provides a list of forthcoming events and holidays (which you can add to), and it provides access to aIVC policy and guidance documents, as well as minutes and other documentation relating to the AGM.

Log-in details for members are published each month in the e-bulletin and the password is changed four times per year – make sure your members are aware!

Committee members of local clubs registered on the website are at present offered a different log-in to enable them to add events on the aIVC website; this can be requested from the Webmaster.

Monthly E-Bulletin

The e-bulletin is sent out by group email over the internet on the third Sunday of each month to local committee members registered on the website. The purpose of the e-bulletin is to communicate news and events to its members, so it is important that clubs keep their contact details up to date by notifying the aIVC Secretary of any changes.

It is the responsibility of IVC club committee members to circulate the e-bulletin to its members.

From time to time additional emails may be sent out via group email, eg for circulating the AGM details.

Contacting the aIVC Committee

Should a club wish to speak to an individual member of the national committee, contact details are included on the aIVC website and phone numbers (where given) in the monthly e-bulletin. Email addresses are as follows:

chairman@ivc.org.uk

secretary@ivc.org.uk

treasurer@ivc.org.uk

newsperson@ivc.org.uk

ndo-aivc@outlook.com

webmaster@ivc.org.uk

events@ivc.org.uk

7. INTER-CLUB EVENTS

One of the great things about IVC is the opportunity to meet members of other clubs around the country through shared events.

Examples of Shared Events

These may range from a one-day event shared with a neighbouring club to a few days' holiday in the UK or abroad, for which you invite other members to join you. Your club may decide to host a programme of events over a weekend showcasing local places of interest, or featuring a special event such as a music festival or air display. Getting together with a number of local clubs to organise a regionally-based meal, walk or outing is another idea.

How to Promote your Event

Whatever the occasion, the best way to promote your event, short break or holiday is probably via the aIVC website. Your club committee members should be registered on the aIVC website, giving them enhanced access. This allows them to add events to the website, where they can be viewed by all members. The events are also circulated via the monthly e-bulletin sent to all clubs for circulation to their members.

If you are simply inviting a neighbouring club to join you, for example on a walk, then the best way might be to contact them direct. Get to know the committee members in the clubs local to yours so you can let them know about events by phone or email, or you may have a means of sharing with specific clubs via your own website.

Bookings

Bookings may be taken as for any other event. Make sure there is a nominated organiser and a clear point of contact by phone, email or both, plus a cut-off date.

Where accommodation is involved, and perhaps overseas travel, you might want to encourage people to make their own flight and hotel bookings, provided they know where they need to be by when. That means less work for you as organiser. Alternatively you may prefer to take names/money and book the whole group yourself.

Insurance (and exclusions)

Do be aware of your position as organiser in the event of any third party insurance claims. The third party/public liability cover held by aIVC does not usually cover you when abroad – though different terms may apply if it's a cycling holiday (where aIVC may hold separate insurance). Remember, too, that high-risk activities - such as water-based activities and even wine-tasting - may not be covered. Check with the aIVC Secretary if in doubt.

Basic travel insurance is, of course, the responsibility of each person attending.

8. AIVC ANNUAL GENERAL MEETING AND CONFERENCE

An Outline of Conference

The AGM of the national Association is a Constitutional requirement of IVC, and is held each year within the period January to December. The main purposes of the AGM are to formulate Association policy, approve accounts, agree the amount of the annual levy, and elect a national committee for the coming year.

Whilst the AGM itself would not be expected to last beyond one day (or two half-

days), it usually forms part of a wider 'conference' which may include additional business sessions such as discussion groups, as well as the all-important social activities. As such, the whole event usually covers two or more days and may include a key social event such as a dinner-dance, along with informal activities, often exploring the local area. There are usually options to stay for the whole conference, or just part.

Conference Delegates – Appointment and Responsibilities

Each local club is invited to send up to two official delegates to represent their club. (Non-voting 'observers' may also attend but must book.) Delegates are selected by their local committee and would usually – but not necessarily - be members of their committee. Prior to the AGM, information will have been circulated to local committees, and this should be made available to the delegate(s). This would usually include:

- Agenda (including any Constitutional amendments or other motions proposed)
- Minutes of previous AGM
- Officers' reports
- Final accounts for the previous year, and budgets for the current and following year
- Election of officers for the coming year (based on nominations received)

Delegates should come fully briefed, ready to communicate the views of their committee and vote accordingly. Delegates are also expected to feed back to their local committee following the AGM.

AGM Procedures and Voting

Once the meeting has been declared quorate, business follows the agenda circulated. This will include a presentation of the budget for the current year, and also a preliminary budget for the following year, each of which will include the amount of the proposed levy for that year, which will be voted on before being adopted.

Each club represented is entitled to two votes on non-financial motions. Where there are financial implications, the number of votes per club is based on each club's membership numbers. Voting is usually by a show of hands.

Further information on AGM procedures may be found in the aIVC Constitution.

How to Propose a Motion at the AGM

Local club committees may wish to propose that a specific action should be taken by the committee or the IVC as a whole. They may also wish to propose changes to the aIVC Constitution or Standing Orders. Any club committee wishing to propose a motion for discussion at the AGM should put their motion in writing to the aIVC Secretary, noting the cut-off date which will be publicised to committee members through the usual channels of communication (usually two months prior to the

AGM). Once the wording has been approved by the Secretary, the motion will be added to the Final Agenda for consideration at the AGM. You may be asked to give a brief outline in support of your motion at the AGM prior to voting.

Conference Expenses

Travel expenses for delegates only (not for observers) are subsidised by aIVC at a rate agreed by the aIVC committee. This will be an agreed mileage rate or public transport fare, and will be notified to members by the Treasurer prior to Conference. The agreed amount is usually deducted from a club's levy due for that year, with the net amount being invoiced to the club. It is the responsibility of local clubs to agree any contribution to delegates' accommodation or conference package costs.

Organising a Conference

Each year the Conference is hosted and organised by a local club, who is asked to nominate a 'Conference Organiser'. It is important that the organiser has the full support of local club members.

Whilst the business of the AGM is planned by the national committee, the local organising club is responsible for planning the wider programme, along with all practical arrangements for the AGM itself, such as room bookings and facilities. The Conference Organiser may choose to co-ordinate accommodation bookings centrally, or encourage members to book their own overnight accommodation, possibly suggesting a number of venues to suit a range of budgets. Conference venues in the past have included hotels, sports centres, university halls of residence and holiday parks. Whatever the venue, it is an excellent opportunity to showcase your local area.

The Conference Organiser will need to liaise closely with the aIVC committee, and is expected to take bookings for the AGM (noting both delegates and observers separately) as well as other events. The Conference Organiser may need to operate a Conference bank account as he/she will be responsible for handling any income (mainly delegate fees where applicable) and paying bills to cover expenses. These responsibilities will be minimised if delegates are asked to book and pay for their own accommodation direct.

The aIVC committee are always keen to hear from any club who would like to welcome delegates to their area for the Conference. Please talk to the aIVC committee if you think your club has got what it takes!

9. HOW TO SET UP AND RUN A LOCAL IVC CLUB

This section offers some guidance on the set-up and administration of a local club, in particular in relation to aIVC requirements. It is impossible to include everything you need to know in such a short space; if you are a new club, help is available from our National Development Officer (ndo@ivc.org.uk) or from other members of the national committee.

Every club is different – and is run autonomously, reflecting local needs and preferences – but there are a few basics you need to be aware of:

Club Constitution

All IVC clubs must have a formal Constitution, setting out the policies and procedures involved in running the club. This should be made available to all members so they are aware of their rights and also what is expected of them. The easiest way to set this up would be to use the Model Constitution on the aIVC website as a basis.

When a new club Constitution is set up, or whenever changes are made, a copy should be sent to the aIVC Secretary (secretary@ivc.org.uk).

Club Committee

You will need a committee, which is likely to be made up of the following:

- *Chair
- *Secretary
- *Treasurer
- *Association Liaison Officer (often referred to as 'ALO')
- *Membership Officer
- Webmaster (or IT Officer)
- Events Officer (or Bulletin Editor)
- Publicity Officer

* Please ensure that aIVC is kept updated with names and email addresses (phone numbers also helpful) of those positions asterisked, so that they may be registered on the aIVC website to receive monthly e-bulletins and other notifications. They will also be eligible for enhanced access allowing them to share events with other clubs. Please send any changes of committee to: secretary@ivc.org.uk.

The 'ALO' is the person responsible for establishing links with other IVC clubs with a view to possible joint events, as well as being a point of contact for the national organisation.

In some clubs, one person may take on more than one role, but this should only be done if no-one else can be found for a particular role. Try to spread the workload where possible.

Committee meetings should be held at regular intervals, with minutes of all meetings taken by the Secretary and safely stored for future reference.

Annual General Meeting (AGM)

An AGM should be held for all members every 12 months. This is often held shortly after the end of your financial year. Depending on your club's Constitution, business covered will normally include:

- Approval of previous year's AGM minutes
- Adoption of annual accounts for the previous year
- Approval of budget for the next year (including setting subscription levels)
- Decisions on any motions brought by members or club committee
- Election of officers to committee for the next year

Minutes should be taken at all meetings and retained for future reference, along with copies of the club's annual accounts.

Where there are changes of committee, ensure there is an effective handover from the existing incumbent to the person taking over the role.

Website

Each local club will have its own website. Advice on setting up a website is available from the aIVC Webmaster. The easiest way is to set up of a sub-domain of the national website in consultation with aIVC, but some clubs choose to pay for their own website design, or even build their own. When thinking about this, it is important to consider whether you will have the necessary expertise within your membership to maintain a website on an ongoing basis.

Your website is usually the primary vehicle for posting and publicising forthcoming events within your club, so an events management system will be an important feature. You might also want to include admin systems such as membership management, and a section for important documents (Constitution, AGM documents, minutes of meetings, GDPR Privacy Notice, etc).

If you are considering setting up a new website for your club, it is worth contacting the national Webmaster first, who will be able to discuss with you setting up and hosting a sub-domain of the national website for you, which would be linked to the national website (eg for membership enquiries and sharing events). Modest hosting charges would apply. The Webmaster will be able to discuss any 'add-on' features you require in addition to the basic website layout, eg membership administration, events management. Contact: webmaster@ivc.org.uk.

Compliance with Current Legislation

Do ensure that your club (and your Constitution) complies with all current legislation such as the Equality Act (2010) and GDPR (2018). The following section on GDPR includes some of the main points to be aware of with regard to the storage and processing of personal information, which all clubs should be aware of.

10. GENERAL DATA PROTECTION REGULATION ('GDPR')

This section is intended as a brief outline is not a comprehensive summary. The information provided is not written by a legal expert and does not constitute legal advice.

The UK GDPR legislation works with the Data Protection Act (2018) to regulate the processing of personal data. Personal data is data which can be used to identify a person individually, eg name, telephone number, email address, photograph.

The 'Six Principles' (and examples of how they may apply)

There are six principles which apply to any such data held by an IVC club:

- Members should be made aware of what information is held about them, and why (usually via a 'Privacy Notice' – see below). Members also have a right to view the information your club holds about them, and request amendment/deletion.
- Ensure data is used only for the purposes identified, and nothing else.
- Collect and use only the data you need for your purposes ('data minimisation'), eg do you need to know a member's date of birth, gender, etc? You may be able to justify this, but the reason must be compatible with your identified purposes as set out in your privacy notice.
- Ensure all information held is accurate and up-to-date. Renewal time is a good opportunity to check for any changes.
- Consider the 'shelf life' of your data and how long you need to keep it, eg do you need to keep data on lapsed members?
- Keep all personal data secure and confidential, eg set up computer passwords and appropriate security levels, do not pass on personal details of one member to another member without that member's consent – and definitely not to anyone outside your club. If a member chooses to withhold their email address from other members, use blind copies ('bcc') on any bulk emails.

Make sure you can demonstrate how you comply with these principles. If you seek a member's consent for storage of information on a member application form or renewal form, for example, keep the completed form as evidence.

Data Breaches

Data breaches – or misuse of personal information – can have serious and costly consequences. As an organisation, aIVC have Data Breach cover built in to their Public Liability Insurance – but this would be dependent on certain criteria being met, and would be a cumbersome and time-consuming solution to a situation which

could easily have been avoided. So do be vigilant – and remember that strict time constraints apply when responding to any requests for data made by members, or when reporting any serious breaches.

Privacy Notice

Each local IVC should have a Privacy Notice which is made available to members (see above). You might like to look at the Privacy Notice on the home page of the aIVC website as an example of how this might be worded – but the type of data held by your club, and the purposes for holding it, might be different, so please don't assume this is a model privacy notice for all IVC clubs.

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Thank you for taking the time to refer to this Handbook. If you have any suggestions for improvement, or queries about any of the content, please contact the aIVC Secretary or any other member of the aIVC committee.

Changes to the Handbook may be made from time to time in order to keep it updated in line with current practice.