

# **VTTA CONSTITUTION, RULES AND REGULATIONS**

**(As updated 21<sup>st</sup> January 2023)**

The VTTA is the National Authority promoting Time Trialling for cyclists who are 40 years of age and older.

All VTTA events are open to any cyclist of 40 years of age and older and shall be conducted in accordance with Cycling Time Trials (CTT) or the Scottish Cyclists' Union (SC) Regulations.

## **2. RULES**

### **2.1 The Association**

2.1.1 The name of the Association shall be the VETERANS TIME TRIALS ASSOCIATION. Membership shall be open to all cyclists who are 40 years of age and older.

### **2.2 Management of the Association**

2.2.1 The management of the Association shall be vested in an elected National Executive Committee (NEC) consisting of a President, Chairman, Treasurer and such other officials as are necessary to conduct the work of the Association. The NEC will be supported by a National Forum comprising a representative from each of the groups. The National Forum will be consulted on, and may advise on and assist with, significant changes to the Association.

2.2.2 A National Secretary may be appointed at the discretion of the NEC to manage the day-to-day business of the VTTA in accordance with the instructions of the NEC.

### **2.3 National Executive Committee Meetings**

2.3.1 The NEC shall meet quarterly, or as required, to transact the affairs of the VTTA. Five members shall form a quorum. In the absence of the Chairman, an officer of the Committee shall be elected to take his/her place on the day. Any member of the Committee who is absent from three consecutive meetings without prior arrangement shall be deemed to have resigned from the committee who shall have the power to fill the vacancy.

2.3.2 Any VTTA member may attend and speak at NEC meetings, but may not vote. (The Chairman may decide that agenda items are not appropriate for open discussion and these items will be taken in private session with only NEC members in attendance.)

### **2.4 Powers of the National Executive Committee**

2.4.1 The NEC shall have the power to appoint/dismiss a National Secretary and to determine the remuneration required. The National Secretary shall be co-opted as a member of the NEC and have full voting rights but need not be a member of the Association.

2.4.2 The NEC shall have the power to co-opt additional members in order to carry out tasks necessary for the smooth running of the Association. These members will have the same voting rights as other NEC members.

2.4.3 The NEC shall have the power to appoint sub-committees that shall prepare minutes of their proceedings. Minutes of NEC and sub-committee meetings will be copied to all NEC members.

2.4.4 The NEC shall have the power to take such steps as may be deemed necessary to carry out the programme of events for the current or following season.

### **2.5 NEC Expenses**

2.5.1 NEC members may claim reasonable expenses (as agreed by the Committee) for attending meetings, for attending national championships as the NEC representative and for reimbursement of administrative expenses. Expenses claims must be approved by 3 members of the NEC.

### **2.6 Duties of National Officers**

2.6.1 The National Secretary shall take, or cause to be taken, minutes of all National meetings. The National Secretary shall carry out the duties defined in the National Secretary Job Description. The contents of the National Secretary Job Description may be amended as necessary by the NEC.

2.6.2 The National Treasurer shall keep, or cause to be kept, proper Accounts of the monies of the VTTA. Such monies shall be kept in the name of the VTTA in a Joint Stock Bank. No monies shall be withdrawn except with the sanction of the NEC. All cheques must be signed by any two of the current officers as follows: the National Treasurer; the National Secretary; the Chairman; the Editor. For online payments written authorisation must be provided to the National Treasurer by two of these other officers.

### **2.7 Financial Year**

2.7.1 The VTTA's financial year shall commence on 1st November and end on 31st October, after which date the National Treasurer shall prepare a Balance Sheet and Accounts for the year. An Auditor elected at the previous AGM will audit these. The Balance Sheet and Accounts shall be submitted to the NEC for approval and subsequent presentation to the AGM for ratification.

### **2.8 Formation of Regional Groups**

2.8.1 The VTTA shall be divided into Groups as may be necessary.

- 2.8.2 The minimum number of members to form a Group shall be ten. The NEC shall have the authority to sanction the formation of a Group with fewer than ten members if they consider the circumstances are justified.
- 2.8.3 A member shall have the right to choose the Group to which he/she wishes to be attached. A member wishing to change from one Group to another shall give notice to the Group Secretaries concerned and the change shall be effected as soon as possible.
- 2.8.4 All Groups shall affiliate to their local District Council of CTT.
- 2.8.5 Each Group shall elect its own officials for the purpose of local administration and the observance of the National Rules and Regulations.
- 2.8.6 All Group officials shall act in accordance with the instructions of the NEC.
- 2.8.7 Where Groups are not self-supporting the NEC may, when it is deemed necessary, afford financial support.
- 2.8.8 Each Group shall be run as a club, hold an AGM and make such extra rules and arrangements for the running of the Group as may be considered necessary, provided they do not conflict with the National Rules and Regulations of the VTTA.
- 2.8.9 In the event of the dissolution of a Group, monies and assets held by that Group should be distributed to such cycling organisations or charities as the Group's membership think fit.
- 2.8.10 Each Group Committee shall have the authority to suspend and/or expel a member for conduct considered detrimental to the VTTA. Such suspension/expulsion to be confirmed or reversed by a subsequent general meeting of the Group Membership.
- 2.8.11 Copies of the Minutes of all meetings (signed by the Group Chairman and Secretary) shall be available for submission to the NEC.
- 2.8.12 Each Group shall consider the Agenda of the National AGM, as issued by the National Secretary, in order to mandate its delegates on proposals on the Agenda.

## **2.9 Subscriptions**

- 2.9.1 The annual subscription shall consist of two parts, payable together.
- (a) A National subscription which shall include the cost of *The Veteran* and will be determined by the NEC and advised to Groups by 31<sup>st</sup> August for the coming year. Subscriptions will be ratified at the National AGM.
- (b) A Group subscription which will be advised to the NEC by Group Committees by 30<sup>th</sup> September for the coming year.
- 2.9.2 The combined subscription for any member is payable on application and on 1st January of each year thereafter. New members applying after 30<sup>th</sup> September in any year will be entitled to membership until 31<sup>st</sup> December of the following year. Similarly, members renewing after 30<sup>th</sup> September will be entitled to membership until 31<sup>st</sup> December of the following year.
- 2.9.3 An applicant for membership must complete the prescribed form and submit it with the appropriate subscription to the Secretary of his/her chosen Group or join using the VTTA website. If the applicant is declined, the subscription will be returned.
- 2.9.4 Where one member of a household is a member, a second member resident at the same address may join at a reduced rate to be determined annually at the National and Group AGMs as appropriate. The second member will have the same rights and privileges as the primary member but will not receive personal copies of VTTA publications. They will be referred to as 'primary' and 'secondary' members in a 'joint membership'.
- 2.9.5 A member who has not paid his/her subscription by 28<sup>th</sup> February in any year shall forfeit all rights and privileges of membership.
- 2.9.6 At the end of each quarter the National Treasurer shall send to Group Treasurers a statement of all national subscriptions due from their group according to the National Online Membership System during the last quarter. Group Treasurers should then make the required payment within four weeks of receiving the statements. For the purposes of this rule, quarters shall consist of the three month periods ending 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December.

## **2.10 Categories of Life Membership**

There are three types of Life membership: Life Membership; Honorary Life Membership; and Distinguished Life Membership.

### **2.10.1 Life Membership**

*Note - This category of membership is discontinued with effect from 27<sup>th</sup> January 2018. Existing Life Members retain their benefits and must continue to pay for the Veteran at a rate to be determined by the NEC that reflects current production and postage costs.*

### **2.10.2 Honorary Life Membership**

Honorary Life membership will be granted to any member of 80 years of age (or over) who, in the opinion of their group committee, has made a significant contribution to the VTTA. HLM Membership will include receiving copies of *The Veteran* and the VTTA Handbook free of charge.

Where a joint member becomes an Honorary Life Member, Group committees will have the discretion to allow the other partner to remain a member in his/her own right without paying an annual individual subscription. They will not receive an additional copy of *The Veteran*. In the event of the death of the Honorary Life Member, Group committees will have the discretion to continue the partner's

membership (if they so wish) and to send them VTTA publications as appropriate, with no subscription payable (in effect continuing the Honorary Life Membership).

### 2.10.3 Distinguished Life Membership

Distinguished Life Membership may be awarded to members who, in the opinion of the NEC, have rendered singular and meritorious services to the VTTA. Distinguished Life Members will receive copies of *The Veteran* and the VTTA handbook free of charge.

Where a joint member becomes a Distinguished Life Member, Group committees will have the discretion to allow the other partner to remain a member in his/her own right without paying an annual individual subscription. They will not receive an additional copy of *The Veteran*. In the event of the death of the Distinguished Life Member, Group committees will have the discretion to continue the partner's membership and to send them VTTA publications as appropriate, with no subscription payable (in effect continuing the Distinguished Membership).

## 2.11 National Annual General Meeting

2.11.1 All VTTA members are entitled to attend the National AGM where they may speak, but they are not entitled to vote unless they are delegates for their Groups.

2.11.2 Those entitled to vote at the National AGM shall be:

Two delegates representing each Group plus a further delegate for every 100, or part of 100, members in excess of 200; and two delegates representing the NEC. Membership numbers will be taken as at the previous 30<sup>th</sup> September on the membership system.

2.11.3 Voting at an AGM shall be by a show of hands unless the meeting demands that a ballot is taken. The Chairman shall have only a casting vote.

2.11.4 When a Group is not represented, any proposal tabled by that Group on the Agenda can be taken up by any Group who would have supported the motion if they so wish.

2.11.5 The National AGM shall elect annually a President, who may hold office for not more than five years. Nominations for President must be submitted to the National Secretary not later than 21<sup>st</sup> November for inclusion in the Agenda and publication in *The Veteran*. The AGM shall also elect the NEC for the ensuing year.

2.11.6 Not less than 14 days' notice of the AGM shall be given in *The Veteran*, on the website and sent to Group Secretaries who shall furnish the names of their delegates to the National Secretary as soon as they have been appointed. A copy of the agenda of the meeting shall be published in the current issue of *The Veteran* and also sent to Group Secretaries and delegates. Fifteen delegates and/or ex-officio members shall form a quorum.

2.11.7 Motions for the National Annual General Meeting can be submitted only by:

(a) the NEC

(b) Groups – providing the motion has been agreed by a majority at the Group AGM or if the Group AGM falls after 21<sup>st</sup> November by the Group Committee if they so agree.

(c) the National Forum

Such motions must reach the National Secretary not later than 21<sup>st</sup> November of the respective year.

2.11.8 Any matter not on the National AGM Agenda may be brought forward without notice provided that it does not involve the alteration of any rule or regulation and subject to the consent of two-thirds of those present and voting.

2.11.9 A special meeting may be called by the NEC or, alternatively, by the National Secretary on receiving a request signed by 25 members. All members entitled to attend shall receive 14 days' notice of the special meeting with a copy of the agenda stating the special business to be transacted.

## 2.12 Alterations to Rules and Regulations

2.12.1 No alteration or addition to these Rules shall be made except with the consent of not less than two-thirds of the members present and voting at the AGM or at any special meeting for this purpose. Alterations or additions to Regulations at such meetings will be decided by a simple majority.

## 3. REGULATIONS

### 3.1 Time Trials Regulations

3.1.1 All VTTA time trials shall be run in accordance with the rules and regulations of CTT or SC. VTTA time trials will be Type A events: either 'Open', 'Semi-open' or 'Association', as defined in the CTT regulations.

3.1.2 Any member wishing to enter a time trial shall submit to the Event Secretary a standard CTT entry form, properly completed, or enter via the Cycling Time Trials Entry System. Any member wishing to enter a time trial held in Scotland shall enter via the Cycling Time Trials or Scottish Cycling entry system as appropriate.

3.1.3 In all VTTA events, only VTTA members will be eligible for any of the awards made on Age Adjustment (or on Standard).

- 3.1.4 Only first-claim members of a club are eligible for team awards in events promoted by the VTTA.
- 3.1.5 Overall prizes in all VTTA events shall be decided on the basis of the official VTTA Age Adjusted Tables (or Standard Tables). Other prizes may be awarded at the discretion of the organiser.
- 3.1.6 12 hours and 24 hours distances should be calculated in miles to two decimal places.

### **3.2 Regulations for Standard Awards**

- 3.2.1 Standard Medals will be awarded for rides at 10, 15, 25, 30, 50 and 100 miles, 12 hours and 24 hours based on the VTTA Age Adjusted Tables. Riders' improvements on the website will be shown on both age adjusted time (or distance) and also on plus (or minus) using the Standard Tables. Groups may allow standard medals to be engraved with actual times, age adjusted times, or plus.
- 3.2.2 Any VTTA member may attempt to gain VTTA standard medals in any Open, Semi-Open or Association event authorised by CTT or the SC. Events that are eligible for Standards shall also be eligible for Records, Best All Rounder Competition (BAR), Three Distance Competition, Short Distance Competition and Trophies.

Scotland Group may allow its members to claim standard awards in Scottish Cycling club events and CTT 'B' type events. Such events must be run on type 'A' classified courses and with due timekeeping and recording requirements. Results from such events will not be recognised for VTTA Season Long Competitions or Records.

*Note to above: Scotland members would need to submit a documented result to the Group Recorder, eg an image of club facebook/website page or an image/copy of the paper result. The Group Recorder would verify the result as adequately documented and manually upload claimed results onto the national website for the purpose of standards claims only.*

- 3.2.3 Applications for standards may be made as follows:
  - Any number of attempts per season at all distances or times on one type of machine.
- 3.2.4 Members competing for Standards must have linked their CTT and VTTA accounts, so their improvements can be notified on the website. (Members without IT access may approach their Group Secretary or Recorder for assistance.) The Standards automation system will show baselines and improvements for all members with linked accounts.
- 3.2.5 Members' applications and payments for Standards must be made online or by post prior to any event for which they subsequently claim a standard.
- 3.2.6 Each Group shall be allowed to determine its own standard ride entry fees. Payment of one fee does not cover two types of machine.
- 3.2.7 Only one award for a ride at each distance will be made during any one year, but there is no limit to the number of attempts that may be made.
- 3.2.8 Claims for Standards must be submitted via the website at the end of the racing season or not later than 31st October. (Members without IT access may approach their Group Secretary or Recorder for assistance to process their claim.) Successful claims will be rewarded with medals or plaques as determined by each Group.
- 3.2.9 Each VTTA Group may elect to have either Standard or Actual times engraved on Standard Medals/Plaques.
- 3.2.10 Once a rider has won a Standard Award, the rider must improve their previous best plus or minus against Age Standard in order to obtain another award in a later age group. However, a rider may elect not to count any rides done more than three years before if they have not received a Standard Award on that machine at that distance during that period.

### **3.3 Regulations for Age Records**

- 3.3.1 Road record rides will be recognised only when achieved in events authorised by CTT or the SC, timed on watches complying with the requirements of those bodies and run in conformity with their regulations.
- 3.3.2 Record Certificates are awarded for rides at 10, 15, 25, 30, 50 and 100 miles, 12 hours and 24 hours to riders of solo bicycle, solo tricycle, tandem bicycle or tandem tricycle (Men, Women and Mixed) in any Open, Semi-Open or Association event authorised by CTT.
- 3.3.3 The VTTA also recognises Indoor and Outdoor Track records on solo bicycle and tandem bicycle at the following distances: 5, 10 and 25 miles; 1 hour; 5, 10, 20, 50 and 100 km. Records in the VTTA Handbook are as at 31st October of the previous year. Indoor track records must be set on a track (fixed wheel) bike. Outdoor track records may be set on a track (fixed wheel) bike or on a road/time trial bike.
- 3.3.4 A claimant for any records must be a paid-up member of the VTTA at the time of the ride.
- 3.3.5 No record will be considered if a better time or distance has already been achieved by a record holder of a greater age.
- 3.3.6 Provisional road time trial record claims from 2023 are automatically identified from CTT results once they have been loaded to the CTT website and transferred to the VTTA system. Provisional claims are notified to both the provisional record holder and to the relevant Group Recorder for a group age record and to the National Road Records Secretary for a national record. Once ratified by the Group and/or National Recorder, the holder is notified automatically and the record is marked as ratified.

Claims for national track records must be made manually using the form available on the website. Track record attempts should be notified in advance to the National Track Records Secretary. The National Track Records Secretary will ratify a record claim, and if

approved, will enter it onto the Age Records system. Track records claims must be made not later than 31<sup>st</sup> October of the current year giving full details of the record together with a detailed hard copy or electronic version of the lap timings.

Note on records claimed in Scottish Cycling events – a group or national record claimed in a Scottish Cycling event must continue to be submitted manually on a claim form to the Group Recorder and National Road Records Secretary if applicable.

### **3.4 Regulations for National Championships**

- 3.4.1 National Championships will be promoted on behalf of the NEC at 10, 15, 25, 30, 50 and 100 miles, 12 hours and 24 hours. The dates of all National Championships will be published in the VTTA Handbook.
- 3.4.2 To be eligible for Championship awards, riders must be paid-up VTTA members at the closing date for entries and have linked online VTTA and CTT accounts (so their membership can be automatically verified). Riders who are aged 39, but who will be aged 40 by the day of the Championship, may apply to the Championship organiser to be included on condition that they will have completed an online membership application prior to the day of the championship which the organiser can check.
- 3.4.3 Each of the Championships will incorporate men, women, bicycles and tricycles. Where the event is run by a VTTA Group and it is oversubscribed, acceptance of entries shall be in order of fastest Age Adjusted performance at the time or distance, or on best on Standard with preference given to VTTA members.
- 3.4.4 The male and female riders with the fastest Age Adjusted Time (or Age Adjusted Distance for 12/24 hours) will be declared National Champions and will each receive a championship jersey.
- 3.4.5 Medals will be awarded to the first three male riders and to the first three female riders overall on fastest Age Adjusted Time (or distance). The first will receive a gold medal. The second will receive a silver medal. The third will receive a bronze medal.
- 3.4.6 Club teams shall consist of three first-claim members of the same club. Group teams shall consist of three members of the same Group. In each case, the Team with the biggest aggregate Age Adjusted Time (or distance) shall be the Championship Team and a medal will be awarded to each member of the team.
- 3.4.7 Tandem Championships will be run in conjunction with the solo Championships and the pair with the fastest Age Adjusted Time (or distance) will be the Tandem Champions and will receive VTTA gold medals.
- 3.4.8 All VTTA awards will be made regardless of the number of entries and irrespective of any prizes given by the promoting Group.

### **3.5 Regulations for the BAR Competition**

***Qualifying events must be Type A events approved by CTT or approved SC events.***

- 3.5.1 A Best All Rounder competition is promoted annually by the VTTA and is open to all its members. Riders must be paid up members at the date of all their eligible rides. They must also, prior to any eligible ride, have linked online VTTA and CTT accounts and registered in their website Member Profile the competitions they wish to enter. Eligible rides must be done in events authorised by CTT or SC and shall be over 25, 50 and 100 miles and 12 hours.
- 3.5.2 The closing date for eligible events to count will be 31<sup>st</sup> October.
- 3.5.3 The BAR competition will be based on the rider's average 'Age Adjusted' speed across 25, 50, 100 miles and 12 hours.

The rider's average speed will be calculated by adding together the 'age adjusted' speed for their best performance at each of the four events and dividing by 4.

For 25, 50 and 100 miles the average speed is the distance divided by the 'age adjusted' time.

For the 12 hour the average speed is the 'age adjusted' distance divided by 12.

The four average speeds are added together and divided by 4, calculated to 3 decimal places rounded down. The rider with the highest 'age adjusted' average speed will be the winner of the BAR Competition.

Age adjusted times and distances will be calculated using the Age Adjustment Tables for gender and type of machine.
- 3.5.4 The status of the competition is reported on the website throughout the season. At the end of the season members should check their reported performances. In the event of any query or omitted result they should report the amended or additional performance, appropriately evidenced, to their Group Recorder. If the Group Recorder accepts an amended or additional result, they should update the website results, and also notify the IT Manager of the change. Any amendments must be notified by 31<sup>st</sup> October of the current year.
- 3.5.5 BAR Certificates shall be presented to all riders completing the four distances. Tandem riders who complete all distances with the same partner are eligible for certificates, but not for any other awards. Medals will be awarded to the first three male riders and to the first three female riders on age adjusted average speed. The first will receive a gold medal. The second will receive a silver medal. The third will receive a bronze medal.
- 3.5.6 Club teams shall consist of three first-claim members of the same club. Group teams shall consist of six members of the same Group. Medals will be awarded to each member of the winning teams.

### **3.6 Regulations for the Three Distance Competition**

- 3.6.1 A Three Distance Competition will be promoted annually over 25, 50 and 100 miles.
- 3.6.2 The Three Distance competition will be based on the rider's average 'Age Adjusted' speed across the three events comprising 25, 50 and 100 miles. The rider's average speed will be calculated by adding together the 'age adjusted' speed for their best performance at each of the three events and dividing by 3.
- For 25, 50 and 100 miles the average speed is the distance divided by the 'age adjusted' time
- The three average speeds are added together and divided by 3, calculated to 3 decimal places rounded down. The rider with the highest 'age adjusted' average speed will be the winner of the Three Distance Competition.
- 3.6.3 All other conditions of qualification to this competition shall be those of the BAR Competition. Awards shall be the same as for the BAR Competition.

### **3.7 Regulations for the Short Distance Competition**

- 3.7.1 The Short Distance competition will be based on the rider's average 'Age Adjusted' speed across the four events comprising two 10 mile and two 25 mile events. The rider's average speed will be calculated by adding together the 'age adjusted' miles per hour for their best and second best performances at 10 miles and at 25 miles and dividing by 4.
- For 10 and 25 miles the average speed is the distance divided by the 'age adjusted' time.
- The four average speeds are added together and divided by 4, calculated to 3 decimal places rounded down. The rider with the highest 'age adjusted' average speed will be the winner of the Short Distance Competition
- 3.7.2 All other conditions of qualification to this competition shall be those of the BAR Competition. Awards shall be the same as for the BAR Competition.

### **3.8 Entry to, and Claims for, the BAR, Three Distance and Short Distance Competitions**

- 3.8.1 There are no entry fees for the BAR, the Three Distance and the Short Distance Competitions. Members will be automatically included in the Competitions if they have linked VTTA and CTT accounts and are registered for one or more of the Competitions.
- 3.8.2 In the three season long competitions riders can only make one solo claim and/or one tandem claim.

### **3.9 Meritorious Award**

- 3.9.1 The C. W. Cooke trophy is awarded annually to the rider whose performances are considered by the NEC to be the most meritorious during the season. Nominations from Groups should be received by the National Secretary no later than 21<sup>st</sup> November.

### **3.10 Bricknell Memorial Award**

- 3.10.1 This award was created to perpetuate the memory of former President Ted Bricknell and provides for the presentation of an annual prize, new each year, in recognition of outstanding services to the VTTA. Nominations from Groups should be received by the National Secretary no later than 21<sup>st</sup> November each, following which the NEC shall decide the name of the recipient.

### **3.11 Return of Trophies**

- 3.11.1 Should there be a time when a trophy or trophies is/are no longer required for presentation (e.g. the demise of the VTTA or abandonment of events at specific distances) then all reasonable measures will be taken to return them to the original donors or their heirs. In the event that they cannot be traced they shall be offered to such cycling organisations as the NEC think fit.