

**Hamilton Wheelers Cycling Club Inc BY LAWS – @ 15/7/25**  
**Updates noted by (month year) referencing**

**Membership**

1. (a) Shall be according to the current AusCycling (AC) rulings, classifications and fees  
(b) Club membership fees, additional to AC fees, shall be reviewed annually. They are currently \$25

**Code of Ethics**

- (a) This code is intended to ensure that a favourable image of the Club is projected to the general public by the actions of all its Members.
  - (b) All Members should:
    - (i) Perform all duties they undertake with integrity, zeal and efficiency;
    - (ii) Be fair in their dealings with matters concerning the Club and other Members;
    - (iii) Avoid all real and/or apparent conflicts with other Members and/or apparent conflicts with other Members and/or associated bodies;
    - (iv) Always act in a sober manner while performing or acting as an Official;
    - (v) During Competition, never allow alcohol to be taken onto or consumed within the precincts of the Official Area of a Road Race, or within a Track infield;
    - (vi) Always act in a manner beneficial to Cycling in order to promote the sport and present it favourably to the public.
    - (vii) Perform a duty as a race official (volunteer) at least once annually. A \$10 “race entry voucher” be granted for each duty performed (September 2012) + “Gift” as decided annually (Nov 2019).  
The voucher can be redeemed for cash when it is presented at Registration for the event entered.
2. **Travelling Allowance**
    - (a) Any person using a motor vehicle to assist in the Club racing activities, and the person towing the Club trailer may be reimbursed at common rates, currently \$15.
    - (b) Lead and follow vehicles may be reimbursed at the common rates currently \$15.
3. **Winter Season Aggregate Point Score (Nov 2012)**
    - (a) Throughout the season points are allocated for results in all events and a Perpetual trophy awarded at the end of the season to the rider with the highest points aggregate. As well as getting points for placing in events, points are awarded for starting and finishing, fastest times, first unplaced lady etc. The winner also gets a cheque to the value of double his aggregate points. Add on members do not qualify for this perpetual trophy (July 2023)
    - (b) Points are awarded for actual placegetters on the following basis.  
A Grade - First - 20, Second - 12, Third - 8, Fourth - 6  
B Grade - First - 15, Second - 9, Third - 6, Fourth - 5  
C Grade - First - 12, Second - 8, Third - 5, Fourth - 4  
D/E Grade - First - 10, Second - 6, Third - 4, Fourth - 3
    - (c) Points are also awarded for:  
Start an event - 1 point  
Finish an event - 1 point  
First unplaced lady - 3 points.  
Fastest Time in a Handicap event - 5 points.  
Fulfil rostered duty at an event - 2 points  
There are only Start/Finish points awarded for Club Champ events.  
There must be more than 8 starters in an event for place points to be awarded.  
Start/Finish points at Interclub events (i.e. 1 and 1)  
If a rider contests an event in a grade lower than his nominal grade and places, the rider will be awarded the place points value for the lower grade.  
If a rider is re-graded during the season they take their accumulated points to the new grade.

- (D) In the Soldiers Honour where all grades are in the same event, place points were allocated on "A Grade" basis (i.e. 20, 12, 8, 6, F/t 5, 1st unplaced Lady – 3)
- (e) At events (e.g. Elimbah) where there are two divisions, Div 1 points were as per A grade and Div 2 as per D grade.

#### **UPGRADING/6 MONTH ROLLING POINTS SCORE**

- (a) Results are tallied and riders automatically move up a grade after scoring 10 points over a rolling 6-month period in a number of top 4 finishes as follows:

##### **Road Races (incl. Time Trials):**

1st 5 Pts, 2nd 4 Pts, 3rd 3 Pts, 4th 2 Pts, 1st Unplaced Lady 0.5 Pts (where 3 or more competitors)

##### **Criterium:**

1st 3 Pts; 2nd 2 Pts, 3rd 1 Pt, 4th 1 Pt, Prime 0.5pts, 1st Unplaced Lady 0.5 Pts (where 3 or more competitors)

Riders may be moved up a grade at the discretion of the handicapper if they have demonstrated that they are completely destroying the field in their current grade (e.g. 20-minute solo breakaway for the win). Feb 2023

#### **Club Championship Events.**

- (a) The Club Championship events are conducted in 3 events, Road Race, Time Trial and Criterium and in each of the current club grades i.e. A Grade, B Grade etc. (January 2020) As such, they do not form part of the Winter Aggregate point score, but are scored on the following basis in each of the three events.

First 10 points plus Gold Medal  
Second 6 points plus Silver Medal  
Third 4 points plus Bronze Medal  
Start 1 point  
Finish 1 point. Perform rostered duty 2 points.  
Commissaire 4 points (2018 AGM)

- (b) A special "Champion's" jersey is awarded to the rider in each category with the highest aggregate points and who has competed in all of the three club championship events. There must be more than one rider, in each championship event, (Feb 2019) in the category for a jersey to be awarded. In the event if a tie, the winner is determined by the greater number of highest places. If a deadlock on highest places exists, then the rider with the fastest time in the ITT wins (Sept 2021) Primary Club members only are eligible for Club Championship points. Add On members may participate and may receive podium recognition only (June 2023)

Junior - Club Champion Jerseys

- (c) U9 (mixed), B/G U11-U17: but must race in all three events. (July 2025)

#### **4. RACING COMMITTEE**

- (a) Organisation
  - (i) The Racing Committee shall consist of:
    - (a) The Racing Secretary
    - (b) The Handicappers
    - (c) One member of the Management Committee.
  - (ii) Racing Committee –  
Members shall be elected at the Annual General Meeting of the Club.
- (b) **Meetings**
  - (i) At the first meeting following its election, the Race Committee shall elect from its own number, a Chairman.
  - (ii) Two members present shall form a quorum of a Race Committee.

- (iii) Should any member of a Racing Committee be absent for three (3) consecutive meetings without satisfactory explanation, his/her seat may be declared vacant by the Committee. An appeal against such action may be made to the next Club Meeting.

(c) **Functions of the Racing Committee**

- (i) Prepare their respective season's programmes and submit them to the Club for approval.
- (ii) Investigate race venues to ensure they are satisfactory.

5. **DUTIES OF THE CLUB'S OFFICERS**

**President**

The President shall preside at all meetings of the Club and shall exercise a general supervision over the affairs of the Club in conjunction with the members and Executive. The President when presiding at a meeting shall have a casting vote. The President shall have unlimited authority on every question of order. The President shall be the Chairman of all meetings of the Executive and the members

6. **Secretary**

The Secretary shall conduct the business of the Club in accordance with the Rules and under instruction from the Club. The Secretary's duties shall include:

- (a) Keeping in his custody the books of the Club.
- (b) Paying all monies received on behalf of the Club to the Treasurer at the earliest possible opportunity.
- (c) Receiving all proper accounts and expenses of the Club and passing them on to the Treasurer.
- (d) Causing to be kept a Register of Club records, including Race records.
- (e) Conducting the Correspondence of the Club.
- (f) Preparing an Annual Report of the Club's activities and presenting it to the Annual General Meeting.
- (g) Causing full and accurate minutes of all proceedings of every meeting and general meeting to be recorded and stored electronically. They may be opened for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of every meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding such meeting verifying their accuracy. Similarly, the minute of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or Annual General Meeting.
- (h) In performance of these duties the Secretary may obtain such clerical assistance as is necessary.

7. **Assistant Secretary**

The Assistant Secretary shall carry out any duties delegated to him/her by the Secretary. In the absence of The Secretary the Assistant Secretary shall act in his/her place.

8. **Treasurer**

The Treasurer shall have charge of all Club funds. The Treasurer's duties shall include:

- (a) Receiving all monies and making all authorised disbursements. The Treasurer shall make no disbursements without the authority of the Club.
- (b) Keeping proper accounts and records submitting such records to the Club and Auditors when called upon to do so.
- (c) Ensuring that all accounts are paid by cheque and that cheques are signed by two out of four nominated officers. Such signing officers shall be President, Secretary, Treasurer and Assistant Secretary.
- (d) Preparing the Annual Financial Statement and Balance Sheet.

9. **Handicappers**

The handicappers shall receive all nominations from the Racing Secretaries and carry out the handicapping and grading of riders. When necessary they may delegate their duties to an assistant or assistants. They shall receive the results of club events from club secretaries and keep records of all race results.

10. **Racing Secretaries**

The Racing Secretary shall receive nominations and entry fees for all meetings held under the auspices of the Club unless otherwise approved by the Executive. When the Club is the promoter of an Open Event/s

they will prepare the programme of such an event and arrange for the printing of same. They shall balance all monies received as entry fees with the nominations before passing the monies to the Treasurer and nominations to the Handicapper.

The role/s is an important one and the duties are:

**Prior to race day:**

1. Set schedules /timetables for each week's event
1. Provide the schedule to the newsletter editor for publication
2. Provide the schedule to the webmaster for publication on Entry Boss, our race nomination platform
3. Confirm first aid and commissaire
4. Prepare start lists when necessary

**At the race (where possible and shared with other volunteers):**

1. Help coordinate volunteers for the day
2. Assist in the smooth running of the event (Prizes, presentations etc)

**After race event**

1. Collate race results for publication. (18/5/21)

**11. Advertising on Apparel**

- (a) The only advertising that may appear on the club uniform is that approved by the Club. Uniform includes helmet, Jersey and knicks.

**12. Racing Rules**

- (a) Racing at Club level shall be under the control of commissaires and club officials and be in accordance with AC rules and any special Club Rules
- (b) (Novice Riders) The Club may permit novice competitors to compete with club members so as to encourage membership of the Club and the AC
- (c) Riders should nominate no later than 15 minutes prior to the start of the event or as special events dictate.
- (d) Club members must produce racing licence to Racing Sect. on payment of entry fee.
- (e) Where a Donor stipulates a trophy for one division only, then no other division riders are eligible for that trophy. However, if Donor agrees to one or more divisions competing, then any division rider may take Trophy.
- (f) Events for all divisions will be as follows:
  - (1) Handicaps on Pine Dam, Elimbah and Somerset Dam Courses.
  - (2) Category Events at Nundah and Lakeside criteriums.
  - (3) Championships excepted.
- (g) With respect to juniors racing in senior grades - junior U 15 and U 17 riders racing D & E Grades receive prize money/vouchers or similar for the first unplaced rider in those age groups (March 2013)

**13. Duties of Officials**

- (a)
  - (i) All Officials shall be present at a race meeting one hour before starting time.
  - (ii) All Officials should carry a copy of current rule book and have a working knowledge of the rules.
- (b)
  - (i) **Chief Commissaire** shall have full control of a club race meeting from 1 hour prior to starting time until one hour of last rider to finish.
  - (ii) He/She shall inspect the venue and make any recommendations necessary.
  - (iii) In consultation with other race officials make decisions according to the rules of the Club, in a logical manner and in a "Spirit or Sportsmanship" after considering whether any incident affected the true and proper result of the race.
  - (iv) Determine time and place for gear checks.
  - (v) Ensure police permit is valid and that conditions are complied with, and liaise with Police on duty.
  - (vi) Decide what constitutes a mechanical mishap.
  - (vii) In consultation with other race officials, have the power to remove any person from the racing area, and to apply to any member of the club any of the following penalties in the order shown, taking into consideration the seriousness of the offence.
    - (a) Warn
    - (b) Reprimand
    - (c) Fine to a maximum (as decided by AC)
    - (d) Disqualify
    - (e) Suspend

- (viii) The above will apply to any member of the Club who in the chief Commissaire's opinion is guilty of the following actions:
  - (a) Any infringement of track or road racing rules as laid down elsewhere.
  - (b) Any other conduct that in his opinion may constitute an offence.
- (ix) The chief Commissaire will provide a report to the AC after each event

(c) **Assistant Commissaire**

Shall assist chief Commissaire in carrying out his/her duties.

- (i) Is responsible for ensuring corners on road courses are sufficiently staffed for rider safety and flags and signs are displayed as per road permit.
- (ii) Assistant stewards may be seconded as required for course and rider safety.

(e) **Judges/Timekeepers**

- (i) Shall decide the placed competitors in all club events.
- (ii) Liaise with lap scorer for laps completed.
- (iii) Make the final decisions on all placings after consultation with officials and the chief commissaire. Such decision is final and is not subject to appeal but may be altered if it is found an error has been made.
- (iv) A rider may query a result with the judges within 10 minutes of the announcement of the results.

(f) **Timekeepers**

- (i) Ensure correct forms are used for recording of times.
- (ii) Take the times of all finishers in club events. (where possible)
- (iii) Ensure in Road Handicap Events the competitors start from their correct mark.
- (iv) If three watches are used the mid watch will be the time recorded if all watches are different times.
- (v) Advise Judges and Handicapper of times recorded.

(g) **Corner Stewards**

Watch for any rule infringement and report same to commissaire. Warn competitors of oncoming or overtaking traffic, display signs and flags as necessary, wear high visibility apparel.

14. **Uniforms**

- (i) Competitors uniforms shall be neat and clean at least at the beginning of the event. Helmets, shoes or clothes in a state of disrepair shall not be permitted.
- (ii) Racing jerseys shall cover the shoulders.
- (iii) Socks worn may be of any colour.
- (iv) Helmets should meet safety standards recognised by Australian Standard AS/NZS 2063

15. **Tyres & Machines**

Current AC regulations denote types of machines and tyres which may be used for various events. Club machines must fall into the categories so covered.

16. **Racing Rules (Road & Track)**

Current AC regulations apply.

- (i) All competitors will obey road traffic regulations during both warm-up and racing. Warm-ups shall be conducted in accordance with Commissaire's directions.
- (ii) Competitors who fail to obey traffic regulations will be subject to disciplinary action including withdrawal from their event.
- (iii) No outside assistance will be permitted during an event.
- (iv) Lapped competitors in track or criterium events may be withdrawn at commissaires discretion. This intention should be stated prior to event.
- (v) All competitors shall start their events with one foot on the ground, except for time trial events where a hold-up start may be used.
- (vi) Any rider who removes his/her hands from the handlebars during the finish of an event may be penalised.
- (vii) Junior Riders shall use restricted gearing as per AC regulations.

- (viii) Subject to and in addition, all AC racing rules relevant to club events will be adhered too. All riders should ensure they have a good working knowledge of the AC rules.

17. **Club Championships**

- (a)
  - (i) Financial members only shall be eligible to compete in club championship events
  - (ii) Events conducted as Championships annually are: Road championships over a suitable distance, an individual time trial event over suitable course and distance and a criterium event over suitable course and distance.
  - (iii) Points are as for club events, however to 3<sup>rd</sup> place only.
  - (iv) The overall Club Champion will receive a specially struck jersey signifying the achievement. Overall Champion is decided purely on points earned. In the event of a tie, the winner is determined by the greater number of highest places. If a deadlock on highest places exists, then the rider with the fastest time in the ITT wins (Sept 2021). Add On members may participate and may receive podium recognition only (June 2023)
  - (v) No club champion shall be declared if there is only a single competitor in each championship race
  - (vi) Generic Badges for Club Champ events Crit, RR, ITT to placetakers in each division will be awarded
- (c) **Special Events**
  - (i) The Soldiers Honour Race shall be held as a handicap event on the nearest day possible to Anzac Day each year. This race is a club only event (Oct 2011)
  - (ii) Eric Hawkins Memorial and Frank Papp Memorial – trophies are awarded only to the first placed HWCC rider irrespective of their overall place. (Oct 2017)

18. **Public Relations**

A publicity officer shall be elected at the annual general meeting. He/she shall be responsible for ensuring results of all club events both social and competition plus advise all publicity outlets, as much as practicable.

19. **Annual Century Runs**

- (i) The time allowed for completion of a club century run (160 km) is (8) eight hours, including a compulsory 1 hour stop for lunch.
- (ii) The time allowed for the ½ century run (80 kms) is (4) four hours including a compulsory ½ hour lunch break.
- (iii) Dates for these events are to be listed at Club Annual General meeting.
- (iv) It shall be the duty of the club Captain (Century) and Vice Captain (1/2 Century) to record the names of all successful competitors and forward list to the next general meeting.
- (v) All riders shall comply with any direction given by the Club Captain or Vice Captain at these events, and assist where possible any new riders endeavouring to complete the distance in the allotted time.
- (vi) It is the duty of the Captain or Vice Captain to remain with any member who encounters mechanical trouble, punctures or becomes over fatigued, during the run.
- (vii) Generic Badges for 100/50-mile ride be awarded to all riders who complete the course.

20. **Property Officer**

He shall be responsible for all Club property and shall cause a register of items to be raised. Persons wishing to use Club material outside Club held events shall sign a register on receipt and return of items borrowed.

21. **Records Committee**

The records committee shall consist of 3 members, and should ensure all pertinent information is detailed in a central register for perusal.

22. **Riders Responsibilities**

All riders who compete in three club events are required to act as volunteer official for one event during the current season.

23. **Club Support**

- (a) HWCC pay fees for coaches, commissaires or officials accreditation courses. Those accredited officials would be expected to return service to the club in their particular area of accreditation.

(b) HWCC pay AC membership fees for commissaries who complete at least 6 Chief Commissaire roles per annum. (May 2011)

24. **Sponsored Riders (October 2012)**

**Definition:** A sponsored rider is one who is part of a team **AND** who wishes to have their name listed with AC as a team member **AND** be eligible to wear a non HWCC jersey at Open Events.

**Teams:** A team can be made up of members from a *single club* (HWCC) – i.e. Mainline / Coyote/ Ascot Catering or *multiple club teams* made up of members from a number of clubs – i.e. QSM/Pensar Hawk and the like.

**Change to Policy:**

- All sponsored riders who wish to be registered with AC as part of a team are required to have their registration endorsed by HWCC. (Sponsored rider forms are available on the AC website).
- As of October 2012, all registration forms coming to HWCC must be accompanied by \$25.
- This \$25 fee replaces the \$500 fee previously paid only by single club teams.
- The funds generated by the \$25 fee are directed specifically and solely to junior development at HWCC, as were the previous funds from sponsored single teams.
- This change in policy aims to provide greater equity across the sponsored riders who are HWCC members.

**Actions:**

- Riders singularly, or as a group, need to complete the AC Sponsored Rider Form and forward to Secretary HWCC with accompanying fee/s.
- The Secretary will then forward the endorsed form to AC on your behalf.

**Please note:**

Riders competing in Open events are required to wear a club jersey or a plain jersey, unless they have approval to wear a sponsored jersey (kit) (AC rules).

HWCC members who are not in teams and who race in Open events are not affected by this policy change.

25. **Life Members**

Active club competitive and non-competitive Life Members have their AC fees paid by HWCC.  
Carried (March 2007)

26. **Hamilton Wheelers codes of conduct**

**As a rider and club member**

- Take responsibility for your own behaviour and performance.
- Compete by the competition conditions and rules.
- Never argue with the Judge's, Commissaire or another official's decision. (Written appeals post- race notwithstanding)
- Control your temper – no criticism by word or gesture.
- Be a good sport. Encourage and support other riders
- Show respect for yourself, officials, your opponents and their skills.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, Facebook, email and texts.
- Smoking, drinking of alcoholic beverages or the use of any illegal substances at club events is strictly forbidden.

**Parents' Code of Conduct**

- Cooperate with the club to achieve the best outcomes for your child.
- Support riders and event officials in maintaining a safe and respectful environment for all participants
- Maintain positive relationships with team officials regarding your child's learning, wellbeing and behaviour

- Encourage participation by your children.
- Provide a model of good sportsmanship for your child to copy.
- Be courteous and constructive in your communication with riders, officials, and sport administrators.
- Encourage honest effort, skilled performance and club loyalty.
- Make any new parents feel welcome on all occasions
- Do not interfere with the conduct of any events
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as Twitter, Facebook, email and texts

### **Spectators' Code of Conduct**

- Demonstrate appropriate social behaviour.
- Remember children play for enjoyment. Don't let your behaviour detract from their enjoyment.
- Let officials conduct events without interference.
- Support skilled performances and team play with generous applause.
- Demonstrate respect for all riders and their supporters.
- Behave in a manner that respects the rights of others regardless of mediums of communication used e.g. digital mediums such as twitter, Facebook, email and texts

### **Breach of the Code**

*Event officials may deal immediately with any breaches of this code by imposing appropriate consequence. Hamilton Wheelers Executive is responsible for imposing any longer- term consequences Riders, Parents, Spectators will be afforded natural justice in respect of breaches of this code.*

**Rider Signature:** ..... **Date:** .....

**Parent signature:** ..... **Date** .....

**Spectator signature:** ..... **Date:** .....

Adopted 22/1/15

In order to keep these By Laws current, all new inclusions should be entered in the relevant section and include the date of adoption

## **26. HWCC Junior/Young Rider Sponsorship Policy**

### **March 2024**

Hamilton Wheelers Cycling Club strongly encourages junior and younger riders to reach the highest levels of our sport.

HWCC provides support for all juniors via our junior coaching program and initiatives like free race entry trials.

Occasionally HWCC juniors and younger riders are selected to compete in higher level State and National events.

This policy sets guidelines for HWCC members requesting financial sponsorship, to partly cover riders' expenses while representing the club.

The following criteria shall be used by the club executive in assessing requests for whether HWCC club funds should be allocated to subsidise expenses in these circumstances. At any time, the club executive has the option to expend club funds on a discretionary basis.



1. Riders should be solely representing the club at championship level events. Riders should compete in HWCC kit whenever possible and provide a report on their results/activities to the club.
2. Riders representing their State (Queensland) or country (Australia) should also be seeking financial assistance from those levels of Government.
3. Riders representing AusCycling should also be seeking financial assistance from that body.
4. Riders competing as a member or participant of a commercial club or professional race team will not be eligible for HWCC financial assistance.
5. Applications for financial sponsorship shall be made in writing to the club no less than 2 months before a decision is required.
6. Applications must include full details of the events/training programs of what is proposed, details of guardianship during the event (if the rider is under 18 years of age), details of travel, details of accommodation and approximate full cost of expenses of the activity.

NB: Please note that if HWCC provides any financial assistance to a rider for an event, there is an understanding that HWCC shall in no way be responsible for any misadventure, accidents or personal loss that may be suffered by the rider.