

# Rev and Go

## STANDING ORDERS

### AIMS AND OBJECTIVES

Specifically, but not exclusively, it will enable members to :

- build transferable life skills through self management
- develop inter-personal relationship skills by participation in activities
- raise and manage funds
- identify land for legal and safe riding
- learn how to ride bikes safely
- learn about motor bikes and their engines
- prevent noise and nuisance from off road riding in the community
- pass The Department of Transport's Compulsory Basic Training (CBT)
- develop potential career related skills

### EQUAL OPPORTUNITIES POLICY STATEMENT

Rev and Go is committed to the development of positive policies to promote equal opportunities in all of its activities regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age (within the prescribed range for its service), marital status, or sexual orientation.

This commitment applies to recruitment and selection practices and training of trustees, members and adult volunteers.

Operation of this policy will be monitored and reviewed periodically by the trustees' chair using records of applicants for trusteeship, membership or voluntary work, plus those for selection of specialised posts from existing personnel of Rev and Go, in conjunction with records of attendance on training and other courses.

In the event of any person considering that there is reason for complaint, this should be made directly to the chair of trustees, who will investigate same and report to the next meeting of trustees.

### RACIAL AND OTHER HARASSMENT

Rev and Go is committed to ensuring equality of access to its services. It's trustees recognise that should any form of harassment be suffered by any person due to their colour, race, nationality, ethnic or national origin, creed, disability, sex or sexual orientation, then it must act to resolve this behaviour.

Unacceptable behaviour is classed as :

- that which is unwanted by the recipient and or
- may cause humiliation, offence or distress and or
- may create an unpleasant atmosphere and or
- comprising remarks or actions about a person's colour, race, nationality, ethnic or national origin, creed, sex, disability, or sexual orientation.

Offensive behaviour could include :

- verbal abuse
- threatening behaviour
- physical attacks
- graffiti
- damage to property

Objections should be made to the member's chair, an adult volunteer or the chair of trustees as is considered appropriate by the complainant. An investigation will be made and a report presented to the next meeting of the trustees. If the behaviour persists then the offending person will be asked to resign membership, voluntary work, or trusteeship.

## MEMBERSHIP

- New membership is open any young person from Rushcliffe and neighbouring boroughs aged 12 to 15 years. Preference will always be given to those living in Cotgrave.
- Existing members need not resign when they reach 16 years, but will be expected to progress onwards by the age of 17.
- Membership/Parental Consent Forms will be renewed each twelve months.
- Members who attend less than 50% of the trips in a 3 month period will be assumed to have resigned membership.
- All members must take part in group organisation and management (with the help of The Trustees and Adult Volunteers). Members who fail to participate in organisational activity in a 3 month period will be assumed to have resigned membership.
- Members may undertake motor cycling and similar activity only when lawful, which excludes riding illegally on or off road and prohibits motor related anti-social behaviour of any kind. Members who break this rule will be asked to resign.
- Applications for membership will be made to the member's committee on a approved form (with a parental consent form).
- The Trustees, whose decision will be final, will form the "court of appeal" in cases of dispute on any matter between the members' committee and applicants or members.
- A waiting list will be created after appointment of 18 members.

## TRUSTEE MEETINGS

Meetings of trustees will be called in accordance with the trust deed. A full minute will be kept of all meetings.

If the matter is urgent and cannot await a scheduled meeting, a resolution may be put in writing (a "postal motion") to a quorum of trustees, by means of a letter, e-mail or fax. The resulting vote must comply with Deed clauses L and M. Every trustee must be notified of the result as soon as is practicable. The "postal motion" will be recorded and ratified at the next trustees' meeting.

## FINANCE

### Policy - General

The annual duty under clause O(3) of The Trust Deed will be executed as an independent examination of the accounts. The independent examiner will be appointed from time to time by the trustees in general meeting.

The trustees and the members will each appoint a treasurer; the two treasurers appointed must not be connected persons.

Accounts will be prepared in compliance with The Charity Commissioner's Statement of Recommended Practice (SORP) on a receipts and payments basis.

All documentation relating to the accounts will be retained on file for a minimum of 6 years, being available to any member of the public on 10 days notice.

Applications for cash and other finance must be made to the trustees' treasurer.

No-one may enter on behalf of the trust into a transaction, or series of related transactions, over the value of £100 without the specific prior approval of the trustee's treasurer; who, if the matter is outside of budget plans or prior minuted approval, must obtain consent for the transaction(s) at a general meeting of the trustees. If the matter is urgent and cannot await a scheduled meeting, a resolution may be put in writing (a "postal motion") to a quorum of trustees, by means of a letter, e-mail or fax. The resulting vote must comply with Deed clauses L and M. Every trustee must be notified of the result in writing as soon as is practicable. The "postal motion" will be recorded and ratified at the next trustees' meeting.

A full quarterly financial report (summarising by fund all closing balances) will be presented by the trustees' treasurer at the first trustees' meeting after quarter end. It will state all outstanding or contingent liabilities.

Cheques (and other banking instruments) must be signed by at least two separate trustees, one of whom will be the treasurer or his/her appointed alternate. Authority to sign cheques will be limited to a maximum of 4 trustees at any time (none of whom may be connected persons) who will be determined by the trustees from time to time in general meeting.

Every activity or event will be the subject of an accounting statement by its organiser, and then filed by the trustees' treasurer.

All source documentation (e.g. income slips, cash advance floats, parental consent forms, staged payment notices, invoices, supplier receipts etc) will be attached to the accounting statement. The treasurer will make an entry, cross referenced to the account, for

- each bank deposit,
- each cheque drawn and
- each cash transaction.

The whole account and attachments will be filed intact within one month.

## **Income, Floats and Expenses**

All income from all sources will be deposited intact at bank.

Regular riding trip income will be recorded on the attendance register.

A parental consent form may include notification that a payment is due for an activity. The form will be receipted by the organiser and kept with the accounting record.

Where a payment for a trip is made in stages, then:

- a. a payment card will be given to each member recording the receipt of each payment,
- b. an on-going schedule will be kept by the organiser showing each payment made by each member, each payment will be initialled by the member and organiser. The income will be submitted intact as soon as is practicable to the member's treasurer, together with a note of the names of payees and amounts.
- c. An on-going duplicate schedule will be maintained by the members' treasurer for security purposes.

Where an additional payment for a trip is made as "pocket money banking" then:

- a. the payment card given to each member will record the receipt of each banking,
- b. the schedule will be kept showing each banking made by each member, each payment will be initialled by the member and organiser.
- c. the trustees' treasurer will forward the total amount of banked money (usually in cash) to each member in accordance with the schedule, in time for the departure of the trip.

Expenses will be funded from money drawn for that purpose and not from cash received as income; unless an emergency arises (when the treasurer will be advised as soon as is practicable).

Spending on routine or extra-ordinary trips (fuel, oils, cleaning materials, minor repairs, spares and shop based repairs etc.) will be undertaken within the limits of budgets, or plans agreed by the trustees, or as required in these standing orders. A cash advance will be drawn as a float when needed; receipts will be kept for reconciliation. A settlement of any outstanding balance will be made with trustees' treasurer as soon as is practicable but within one month. A single expense form will record the advance and expenditure made, showing the balance due.

## The Accounts

The books will include one account "page" for the "general fund". One "page" will be kept for each ring-fenced fund. This will show each item of income banked, each cheque drawn and each cash transaction.

## Monthly Inspection

The trustees' treasurer will prepare monthly a summary of the fund balances to show the total balance remaining at bank, as a result of an inspection of the books.

This will be reconciled to the bank statement by the trustees' treasurer, who will then sign and date the reconciliation.

## INDUCEMENT

No trustee, official, officer, or volunteer of Rev and Go may gain financial benefit as a result of any transaction on behalf of Rev and Go undertaken with any third party who provides funding, goods or services to the trust.

## FUND RAISING

A full plan will be written for each fund-raising activity. This will be presented to and approved by the member's committee.

The plan will include identification of each funding body (or class of bodies) plus the primary objective of the incoming funds (e.g. purchase of a new bike, general expenses etc.). A summary of the costs of the campaign will be accompanied by a target income statement. All correspondence will be countersigned by the trustees' chair (or appointed deputy) with reply address at the secretary, trustees' chair, trustees' fund raising member, or trustees' treasure as is suitable to the task.

Documents that have been approved by the trustees may be freely used in raising funds, new documents must be approved by the members' committee and trustees' chair.

All legal duties will be observed when raising funds, such as the need to register a raffle or lottery.

## PLANNING OF ACTIVITIES

A members' committee appointment will be made to arrange all riding trips. The responsibilities will include :

1. Booking the mini-bus
2. Advising members of riding dates and travel plans
3. Recording riding dates & travel plans on the web site
4. Ensuring that the capacity of people and bike transport is not exceeded
5. Ensuring that bikes are ready to ride (a report should be made to the chair of members' committee whenever a bike is unsuitable for a riding session.)
6. Ensuring that a sufficient quantity of fuel and oils are available for the trip and any subsequent maintenance.

Planning of "non-motor-bike-trips" will be undertaken with the approval of the trustees, who may give consent for "classes of activities". Trustee minutes will list approved activities, which will initially include non-participation spectator events (such as motor bike races), mountain biking (within the legal permits of adult leaders) and camping trips (but not light-weight camping). Planning of each specific trip will be undertaken by a members' sub-committee (with adult help as needed). Details of numbers (members and adults), locations, transport methods, activities, costs and charges will be submitted to the Chair of trustees for approval prior to final commitment.

Prior to each visit the "duty adult" must ensure that he/she has the relevant parental consent forms, plus details of all "older members" and other adults, a "responsible

person" with whom contact can be made in an emergency and contact details for the chair of trustees, or a deputy.

In the event of significantly late return from any visit, then the duty adult will contact the parents (or the "responsible person") to advise of the cause of delay and expected arrival time.

## **SUPERVISION OF ACTIVITIES**

1. All adults (Trustees and Volunteers) will be CRB Checked as soon as this can be arranged after appointment.
2. Minimum supervision on any event will be 2 adults (at least one adult will be of the same sex as any attending member)
3. All trips - at least one adult will hold basic first aid qualification as soon as courses can be arranged
4. Use of the "4 wheel drive track" at Grantham will be restricted to those members with an intermediate test pass.
5. Riding "out of sight of supervisors" will be restricted to a minimum of 3 members at one time.
6. One way traffic will; be enforced at all times
7. A paddock area will be coned off and available only for pedestrians or for bike repairs and rider change-over.
8. Learners (those who have not passed basic test) will ride on a separate area to the main group, and wear a Hi-Vis jacket.
9. Members will elect some of their number to walk and inspect the track for obstacles (and remove same) at each ride session.
10. Nottinghamshire County Council risk assessment rules will be observed when using their mini buses.

## **BIKE STORAGE**

The trustees will contract for secure storage of the bikes. Rev and Go will maintain an insurance policy (or self insurance at the trustees discretion) to cover theft and fire risks for each bike.

Members will, with parental permission if needed:

1. clean the bikes and keep them ready to ride
2. service the bike with oils and plugs etc.
3. obtain any materials needed to service the bike
4. report any malfunction to the members' maintenance manager, or member's chair, who will obtain repairs in accordance with the financial elements of these standing orders.

## **HEALTH AND SAFETY**

### **Fire Extinguisher**

A fire extinguisher compliant with ACU guidelines will be held in the van at any ride session and be accessible for use at all times.

### **Riding approval**

Rev and Go bikes may only be used when supervised by appropriate approved adults and when equal access by all Rev and Go members had been arranged.

### **Insurance**

A comprehensive package of insurance will be taken to cover each style of activity (e.g. group meetings, travel and motor bike riding). This will include cover against third party risks, accidental injury and public liability.

Whenever an additional, or a new, activity is undertaken or arranged then cover consistent and appropriate to that activity or trip will be arranged by the trip planning group.

## **First Aid**

Trustees, Adult Volunteers and Members will be invited to attend first aid training on a regular basis, according to the activity undertaken.

At least one adult will attend, so trained, at any activity or event. First aid given will be limited to that supported by the training course undertaken. For help in excess of that level medical services will be called.

A first aid kit will be maintained in the van for use at all activities and events.

## **Drink, Drugs and Riding**

No member will ever ride whilst under the influence of any alcohol, or any legally proscribed substance. Contravention of this rule will result in immediate suspension from riding, which will only be restored (if at all) after appearance before the next trustee meeting.

Smoking by anyone under the age of 18 is prohibited at any activity. Those over 18 may only smoke in a designated area, away from any fuel or other ignitable substance.

## **Riding Equipment**

1. The following equipment will be worn whenever riding :

- a. Helmet
- b. Goggles or other eye protection
- a. Gloves
- b. Kidney belt
- c. Body Armour
- d. Arm covering (suitable to protect in a fall)
- e. Leg covering (suitable to protect in a fall)
- f. Footwear with ankle cover

2. When riding a Motocross bike at any time :

The above will be worn plus motocross bike boots; these should be member provided due size and fit variations.

Failure to observe safety standards described in these equipment rules will result in a "short time out" from riding, or a report to the members' committee (with possible expulsion from the group for repeated offences).

Equivalent consideration will be given to suitable equipment that meets "good practice" by the organisers of any other trip or activity undertaken by the group.

## **Care of Helmets**

Helmets will be stored in dry cool areas, free from risk of dropping.

Care to avoid dropping will be taken when handling by all involved in their use. Any helmet that is dropped or subject to an accident in which it makes significant contact with the ground will be destroyed and replaced.

## **Accidents**

Part of any trip planning should be to locate the nearest accident and emergency hospital. Whenever possible a mobile phone should be available to the group.

In case of accident the parental consent forms will be taken to the site of the activity and held by the responsible adult in case of need.

In the event of an accident all party members should be located and brought together whenever this is possible. This may be undertaken by a "senior member" in the absence of adult help. Responsibility for the remainder of the group will then be delegated to that person for the time being. Once the immediate problem is under control

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the prime responsibility of the senior members and adults on site is the safety of the remainder of the party.

The "responsible adult" will be alerted as soon as is practicable if he/she is not in the immediate vicinity.

The casualty will be treated, but must never be treated other than by the first aider on duty and then only within the training achievements certificated.

Medical attention should be sought when needed, or if in any doubt as to need. The medical attendant must be given the parental consent form to verify the member's allergies, tetanus status etc. Calling the emergency services should be delegated to an assistant whenever possible.

An accident report form will be submitted to the chair of trustees whenever any accident occurs. These will be investigated as to cause, action will be taken to minimise the risk of a similar accident and a report made to the following trustee meeting.

All members, adults and trustees are forbidden contact with the media, especially in the unlikely event of serious accident which could give rise to major bodily trauma or death. This contact may only be made, if ever needed, by the chair of trustees or appointed deputy, who will never divulge the identity of the casualty (without permission of next of kin).