

CMA (UK) HANDBOOK

May 2016 – April 2017



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PART 1 – THE BASICS

Introduction

Welcome to the Christian Motorcyclists Association's (CMA (UK) ("the CMA")) Handbook. Your involvement in CMA makes you part of a worldwide ministry that is dedicated to reaching people for Christ through the avenue of motorcycling.

CMA is not a Christian club or riding group designed to segregate Christians from the influences of the world, but rather it is a ministry designed to thrust you into the adventure of spreading the light of Jesus into dark places. We are happy to have you as a member of the CMA family. Please feel free to check out current information on our website at www.bike.org.uk

This handbook is designed to provide guidance, information and insight into CMA. It is reviewed annually with an update published in May. Please contact the National Secretary if you have any suggestions about the content; whether anything could be added or changed.

As you review this handbook, we pray that you will keep the following scripture in mind:

Colossians 3 v 12-13

Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.

Our goal is to create a reference guide. CMA provides freedom to those involved, but with accountability. If an issue should arise that is not covered in this handbook, we encourage you first to contact your branch leadership for help with clarification. If an issue cannot be resolved, then we would encourage you to consult a member of the National Executive. Your National Executive members are called by God to help lead this ministry in accordance with the vision.

Charity Objects

The Charity's objects ("the objects") are:

1. To propagate the Christian Gospel; and
2. To provide for motorcyclists and others teaching in the Christian Faith as revealed by the Bible

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Statement of Faith

We believe that God exists as three persons – Father, Son and Holy Spirit. He created us to live in perfect relationship with Him. We believe that all mankind have turned away from Him and ‘sinned’ – fallen short of His perfect standards.

We believe that God sent His Son Jesus to live in human form on Earth. He was born to a virgin, lived a perfect sinless life, died on a cross, came back to life and went up into heaven. His death was the punishment we should have had.

We believe that, if we turn away from our sin and ask God for forgiveness, He will forgive us and accept us as His children.

We believe that the Holy Spirit lives within us.

We believe that the Bible is true and is God’s word to us – it is our guide to living our lives.

We believe and trust in Jesus Christ as our personal Lord and Saviour and that He will return one day to judge everyone, and then reign in glory.

We believe that we should tell others the good news about eternal life through Jesus Christ. We believe that we should continue Jesus’ work of baptising, and should share bread and wine (communion) in His name so that we remember His death and resurrection.

Who We Are

We are a home based missionary organisation that seeks to be involved in every aspect of the biking world. We exist to share patiently, sensitively, passionately, individually and corporately, under the guidance of the Holy Spirit, the transforming love of God in Jesus Christ, primarily but not exclusively, with those who ride motorcycles, and to enable them to join ‘His Church.’

What We Do

- 1) Spend time in prayer at all gatherings of the CMA. This shall be fundamental to the CMA's activities.
- 2) Seek God’s leading on where and when to share the gospel.
- 3) Try to have a CMA presence at as many biking events as possible throughout the year. At some, run a ‘Holy Joe’s Café’ serving teas, coffees and soft drinks to provide an environment for people to relax and talk.

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- 4) Attend biking and Christian events, promoting the gospel and our activities.
- 5) Engage with biking communities and networks to be known, recognised and accepted amongst the various forms of clubs.
- 6) Build friendships and break down barriers people have put up against 'religion', by being available and real with people wherever they are.
- 7) Give copies of the Biker Bible to bikers so that the Word of God might be a blessing to them. (See Appendix E for Procedure on collecting Biker Bibles)
- 8) Establish a programme of visits in order to seek the prayer and financial support of Churches and Christian communities to maintain the ministry, seek out new members and to share testimony.
- 9) Support as a part of the body of Christ, national and local Christian events and outreach, supporting and recognising that there is only one Church and one faith.
- 10) Provide where appropriate and possible, Bible teaching, Alpha courses and other relevant activities that help disciple new converts, members, supporters and friends, as followers of Jesus.
- 11) Help Churches to accommodate new biker converts into their fellowships by providing support and guidance on their needs especially those who have come from fringe groups.
- 12) Provide mission opportunities for Christian bikers.
- 13) Publish our magazine 'Chainlink' three times per year to encourage members and supporters.
- 14) Encourage a youth membership of CMA and witness to other young people.
- 15) Encourage other Christians who may not be part of CMA and may not have a specific interest in bikes or biking.

Local branches will engage with as many of these ways as befits the opportunities given to them.

What we expect of each other

We will:

- Model a Christ-like attitude and behaviour.
- Follow Biblical standards and Christian integrity in our walk and actions.
- Respect that we are different parts of the body and have different gifts, abilities and responsibilities within CMA. We will not expect everyone to do the same things we do.
- Be honest, gracious and loving towards each other.
- Treat each other with respect and dignity.
- Acknowledge that we may have differing views on the interpretation of some scriptures.
- Conscientiously serve the ministry of CMA, encourage and support each other.
- Support CMA prayerfully and financially at both local and national level.

PART 2 – THE STRUCTURE **National Executive (“the Executive”)**

The Executive shall consist of not less than 5 members nor more than 8 members elected at the annual general meeting who shall hold office from the conclusion of that meeting.

The Executive may in addition appoint co-opted members PROVIDED that co-opted members shall not be entitled to vote at meetings of the Executive. Each appointment of a co-opted member shall be made at a special meeting of the Executive and shall take effect from the end of that meeting unless the appointment shall run from the date when the post becomes vacant.

One third (or as near as may be) of the members of the Executive shall retire from office together at the end of the third annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

The proceedings of the Executive shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

No person shall be entitled to act as a member of the Executive whether on a first or on any subsequent entry into office until he or she has signed the declaration of commitment set out in the schedule hereto.

Determination of Membership of the Executive

A member of the Executive shall cease to hold office if he or she:

- is disqualified from acting as a member of the Executive by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- is absent without permission of the Executive from all their meetings held within a period of six months and the Executive resolve that his or her office be vacated; or
- notifies to the Executive a wish to resign (but only if at least three members of the Executive will remain in office when the notice of resignation is to take effect).

Executive Members not to be personally interested

Subject to the provisions of the following paragraph no member of the Executive shall acquire any interest in property belonging to the CMA (otherwise than as a trustee for the CMA) or receive remuneration or be interested (otherwise than as a member of the Executive) in any contract entered into by Executive.

Any member of the Executive for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive to act in a professional capacity on behalf of the CMA provided that at no time shall a majority of the members of the Executive benefit under this provision and that a member of the Executive shall withdraw from any meeting at which his or her own instruction or remuneration or that of his or her firm, is under discussion.

Meetings and proceedings of the Executive

The Executive shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the National Chairman or by any two members of the Executive upon not less than 4 days' notice being given to the other members of the Executive of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

The National Chairman shall act as Chairman at meetings of the Executive. If the National Chairman is absent from any meeting the members of the Executive present shall choose one of their number to be Chairman of the meeting before any other business is transacted.

There shall be a quorum when at least one third of the number of members of the Executive for the time being or three members of the Executive, whichever is the greater, are present at a meeting.

Every matter shall be determined by a majority of votes of the members of the Executive present and voting on the question.

The Executive shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive and any sub-committee.

The Executive may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with the constitution.

The Executive may appoint one or more sub-committees consisting of three or more members of the Executive. This is for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive.

Elections are held for vacancies on the Executive at the AGM. Before applying to join the Executive there are a list of points to consider which are set out in a separate document entitled "Job Descriptions". Members of the Executive are responsible for branches as the primary and secondary contacts and for undertaking various allotted tasks and projects in line with the strategic vision of CMA UK.

National Secretary – Job Description

Role of National Secretary

- Administration Services for CMA's Business Meetings: Provides administrative support for business aspects of the AGM.
- Maintains the Constitution, Rules and Handbook of CMA.
- Arranges printing and distribution of CMA stationery.
- Arranges registration of CMA 'trade marks'.

Administration of Business Meetings (National AGM & Executive Meetings)

- Provides adequate notification of the National AGM to members with a clear direction on communicating business items for the meeting.
- Receives proposals for the meeting and informs the Executive of their content and advises on their impact on the Constitution and Rules of the CMA.
- Prepares details of proposals for the AGM for presentation to the membership.
- Liaises with the Executive and host branch to ensure that facilities are in place to meet the requirements of the event; and that a wider weekend programme is in place.
- Arranges for the meeting to be chaired, administered (e.g. tellers) and minuted.

- Liaises with the Executive to provide meeting agendas; and with the Executive and National and Branch Officers to ensure materials required for meetings are available in a timely manner and in a format and quality suitable for the meeting.
- Distribution of information and documents required for meetings to branches/ attendees in good time by appropriate means.
- Ensures minutes of meetings are available in an appropriate format and in a timely manner, initially to the Executive for review, and then to the membership.
- Ensures that the Constitution and Rules of CMA are updated following any changes made by the AGM and that changes are communicated to the membership (e.g. through Chainlink).
- Consults with the Executive about the communication of changes to the Constitution, Rules and Handbook of CMA to National Officers and the Membership.

National Treasurer – Job Description

- Maintains the accounting books of the CMA at a national level, ensuring they are as up to date and accurate as possible, and in accordance with Charity Commission guidelines. The books are currently held on a Microsoft Excel spread sheet.
- Receives all the national income of the CMA, normally as cheques, cash and standing orders.
- Posts a detailed record of all income into the books, and retains the supporting documentation.
- Pays cheques and cash into the CMA's bank account.
- Writes to thank those sending in donations and gifts.
- Monitors income levels and trends, to ensure that the organisation has sufficient income for its requirements both now and in the future.
- Highlights the need for increases in membership subscription rates, when necessary, and suggests the new rates.
- Controls the national costs of the CMA, and compiles an annual budget to assist in this.

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- Ensures that the costs and expenses properly incurred are paid, and recorded in the books in a timely fashion, and that the supporting documentation is retained in good order.
- Ensures that those employed by the CMA, currently the National Chairman, are paid on time each month, and that income tax and national insurance matters are handled correctly. Reviews salary levels annually. The organisation's payroll is currently processed by a Christian organisation specialising in such work.
- Is responsible for ensuring the organisation's bank accounts are adequately funded, constantly monitored, and regularly reconciled to the accounting books.
- Maintains detailed records of donations in a format suitable for reclaiming tax under Gift Aid on a regular basis.
- Maintains a paper file of Gift Aid Declarations completed in favour of the CMA, as required by the tax authorities.
- Ensures that the accounting records and books are submitted for independent audit, as required by charity law, on an annual basis. The organisation's accounting year runs from 1st April to 31st March.
- Reports detailed figures to the members of the CMA at the annual general meeting, to the Charity Commission annually, and summarised figures to the other members of the Executive at each meeting.
- Is responsible for looking after the insurance requirements of the CMA.
- Administers and maintains detailed records of the CMA's standing order scheme, available to the membership in lieu of the payment of annual membership subscriptions.
- Has responsibility for the branch treasurers

National Posts

National Officers shall be whatever other national posts the Executive deems necessary for the day-to-day running of the CMA. These are currently the National Administrator, Membership Secretary, Chainlink Editor, Fast Track Prayer Co-ordinator, Merchandise Officers, Safeguarding Co-ordinator, Tracts Officer and. Web Master.

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Basic job descriptions of these posts are set out below and there are more in depth job descriptions for all national officials and posts which are set out in a separate document entitled "Job Descriptions".

National Administrator - Job Description

- Manages the PO Box by ensuring the smooth and continued running of the PO Box: monitoring delivery of mail, ensuring renewal is made on time and rental costs passed on to the Treasurer for payment.
- Reviews mail from the PO Box and its distribution to appropriate officers and branches, operating discretion as required.
- Manages the admin@bike.org.uk electronic post-box by liaising with CMA's Webmaster to ensure the smooth and continued running of the admin e-mail account and ensuring that messages are regularly collected and passed on to officers and branches, operating discretion as required.
- In each case supplies membership information where requested, answers or forwards (e.g. to the National Chairman, the Executive or National Officers) enquiries about CMA and its activities as appropriate; and forwards information about events to branches or membership as appropriate.

Membership Secretary - Job Description

- To support the Executive and Branch Officials, and to maintain a record of members and supporters of CMA (UK).
- To issue notice to Branch Chairs when members and supporters are due for renewal.
- To receive, via Branch Chairs, renewal and new applications from supporters and members.
- To maintain a list of National and Branch Officials for reference and distribution to those officials quarterly - March, June, September and December.
- To provide address labels for members and supporters to the Editor of Chainlink as he/she requests.
- To support new National and Branch officials as appropriate.

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- To receive amendments in member's and supporter's details and update membership records.
- To comply with the Data Protection Act.
- To provide an annual report for the National AGM.

Chainlink Editor

- Produces the CMA UK's Chainlink Magazine by collating information received, ensuring it suitability and building the magazine.
- Collates a pack for the printer.
- Liaises with the printer including checking the proof copy and requesting any amendments.
- Following completion of the print makes back-up copies and archives all relevant material.

Fast Track Prayer Co-ordinator

- Maintains a list of branch prayer co-ordinators and other interested in receiving CMA prayer requests.
- Arranges cover for holidays and other periods when it will not be possible to access the Fast Track email account.
- Checks (minimum daily) for new prayer requests and prayerfully reflect on whether the request is appropriate for circulation and if it is sends out the request to the branch prayer co-ordinators after correcting any spelling etc. and deleting any personal information.
- Encourages CMA's prayer ministry by ensuring that each branch has a prayer co-ordinator.

Merchandise Officers

- Provide a service to CMA members and supporters and to produce enough profit to donate money to National funds on an annual basis.

- Orders stock, displays/updates stock on website and database, processes orders, dispatches/posts orders, maintains stock control, sells merchandise at a stand at major CMA events (National Rally, AGM, Ladies Conference, other rallies).
- Keeps accounts.

Safeguarding Co-ordinator

- Ensures annual membership of Churches Child Protection Advisory Service (CCPAS) is maintained.
- Arranges DBS checks through CCPAS as appropriate.
- Ensures own DBS check through CCPAS is done every three years.
- Keeps up to date with frequently changing legislation and recommendations regarding DBS checks.
- Identifies a Deputy Co-ordinator and arranges their DBS check through CCPAS every three years.
- Completes annual review of CMA Safeguarding Policy and Guidelines on or about 1st June.
- Informs National Executive and Branch Chairmen periodically of training opportunities provided by CCPAS.
- Ensures that Branch Chairmen are aware of their responsibility for safeguarding matters within their branch.

Tracts Officer

- Write tracts for CMA.
- Arranges for the tracts to be published.
- Distributes the tracts.

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Webmaster

- Design, build and maintain the CMA website and its database.
- Maintain the CMA mailing lists and redirections
- Keeps all sources files
- Liaises with Executive over changes to the website or mailing lists and with the ISP when there are issues with the web server or mail system.
- Adds new users to the officials' login as required.

National Chairman's Role

The National Chairman is not a member of the Executive and is the only person in CMA UK who is paid a salary.

The main responsibilities of the National Chairman are:

- Overall Leadership, development, strategy and oversight of the CMA UK.
- Spiritual Leadership of the organisation.
- Chairman of the CMA UK National Executive meetings.
- Extensive Preaching /Teaching at CMA events.
- Engaged in frontline evangelism.
- Present the mission of CMA to the Christian community i.e. churches, conferences etc.
- Conflict resolution.
- Delivering training to members at branch level or national / regional events.
- Encouraging the membership.
- Visiting branches.
- Attending motorcycle events throughout the UK.
- Attend CMA International Leaders Conferences.

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- Attend CMA European Leaders Conferences.
- Organise the annual CMA UK National Rally.
- Involvement in the 'European Motorcyclists for Christ Annual Rally' (EMC).
- Organisation of the printing and proof reading of Biker Bibles.
- Regular liaison with the Leaders of CMA UK's two mission partners.
- Write regular articles for CMA's Chainlink Magazine, and occasional articles for national Christian publications / Secular bike media.
- Regular work with Claire of Apostle Designs (Durham), CMA UK's graphic designer to produce CMA promotional materials and large exhibition displays.

There is a fuller description of the main responsibilities and other work undertaken by the National Chairman in the separate document entitled "Job Descriptions."

Trustees

Role of the Trustees

In simple terms, the role of a Trustee is to make sure the Charity is doing what it was set up to do, as described in its charity objects, and is running well. This includes ensuring the Charity:

- has the money it needs;
- spends its money sensibly, on the activities it was raised for;
- follows the law, including preparing reports and accounts to send to the Charity Commission;
- does not break the rules in its governing document (its constitution, trust deed or articles).

Trustees have legal responsibilities, and must:

- follow the law and the rules in the charity's governing document;
- act responsibly and only in the interests of the charity;
- use reasonable care and skill;
- make well-informed decisions, taking advice when needed.

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Further details on the responsibilities of a charity trustee can be found on the Charity Commission section of the UK Government's website; <https://www.gov.uk>

Determination of Membership of the Trustees

There shall be at least 2 Trustees and not more than 5. They shall be part of the current membership of CMA UK and over 18 years of age.

It is expected that one of the Trustees is also a current member of the National Executive, and that the other Trustees are not. This is to ensure that there is a strong communication link between these two bodies, whilst ensuring that the Trustees retain a viewpoint which is independent from that of the National Executive.

The Trustees are a self-elected body, whereby the current Trustees identify, approach and appoint other Trustees as needed.

By making appointments to national roles using both an elected (National Executive) and self-elected (Trustees) approach, CMA UK seeks to prevent the potential disadvantages that using a single approach could give rise to.

A Trustee shall cease to hold office, or an individual cannot be appointed as a Trustee, if he or she:

- has an unspent conviction for an offence involving dishonesty or deception;
- is currently declared bankrupt, subject to bankruptcy restrictions or an interim order;
- has an individual voluntary arrangement to pay off debts with creditors;
- is disqualified from being a company director;
- has previously been removed as a trustee by either the Charity Commission or the high court due to misconduct or mismanagement.

Meetings and proceedings of the Trustees

The Trustees shall meet as a group as necessary to carry out their responsibilities.

There shall be a quorum when at least one half of the current number of Trustees or two Trustees, whichever is the greater, are present at a meeting. Every matter shall be determined by a majority of votes of the Trustees present and voting, and records shall be kept of decisions made.

The Trustees will also attend an agreed number of National Executive meetings and, outside of these meetings, the National Executive will include the Trustees in any relevant discussions or communications relating to the operation of CMA UK.

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Whilst the Trustees may share their viewpoint, unless a Trustee is also an elected member of the National Executive they cannot take part in any votes related to decisions being made by the National Executive. The Trustees will also be given copies of the full minutes of each National Executive meetings.

The Trustees are also responsible for submitting any expected reports and information to the Charity Commission as required, which includes ensuring that the Charity Commission has a current contact for CMA UK.

National Telephone Enquiry Number

The National telephone enquiry number is the responsibility of one of the Executive who ensures the smooth and continued running of the 0800 account (ensuring renewal is made on time and rental costs passed on to Treasurer for payment) and that messages are regularly collected and passed on to officers and branches, operating discretion as required. This answering of calls and taking of and passing on messages can be delegated by the Executive to a member of CMA if appropriate.

Branch Officials

Chairman

- He/she must be a member, acceptable to the Executive in this role, and elected by branch members. (Nominations for the role shall be submitted to the Executive for approval before local voting).
- The Chairman is responsible for the spiritual leadership of the branch, and for ensuring it is run to achieve the charitable objects of the CMA.
- The CMA charitable objects are as follows:
 - To propagate the Christian Gospel;
 - To provide teaching for motorcyclists and others in the Christian Faith as revealed by the Bible.
- The Chairman must ensure that the CMA Safeguarding Policy is adhered to within the branch.
- The Chairman should keep the Executive informed on how the Twig or Branch is progressing.
- The Chairman ensures the branch; its members and supporters, work within the CMA Charity Constitution, and CMA Rules.

- A crucial responsibility is to oversee discipline within the branch, assisted by the other branch officials, with the backing of the Executive.
- The Chairman initiates the strategic planning of the branch, specifically how best to share the Gospel with local bikers, and is responsible for ensuring that a regular programme of branch meetings is organised.
- All meetings of the branch will include prayer. He/she will lead, or delegate the leadership of branch meetings and will work alongside and support the other branch officials.
- When a person applies to be a member or supporter, the Chairman will assess the commitment and suitability of the applicant. A similar assessment will be made when a person applies to renew as a member or supporter. The responsibility for renewing lapsing members or supporters is the Chairman's responsibility and the Chairman should be in possession of a list of their branch members and supporters with the renewal dates.
- Consideration should be given to identify those who might fulfil the branch officials' roles in the future.
- The Chairman will encourage the branch to support the National Chairman and Executive as they lead CMA nationally.

Desirable Personal Attributes

Whilst the most important issue is the calling of God on an individual to lead a branch as the Chair, and that others within the branch recognise this, the nature of the role means that the following attributes could all be seen as desirable. Clearly some may need development which will come during a period of exercising office, and some are not crucial depending on the current issues the branch faces.

A good example would be the differences between Moses and Joshua and the different tasks they were assigned by God – one to lead out of captivity and one to lead in to the Promised Land. You should not be put off if you do not tick all the boxes yet and please know that there are other experienced branch Chairs that are always willing to support, mentor and help you to develop. Both the National Chairman and the Executive are also there to provide advice and guidance.

- CMA member with an awareness and practical understanding of CMA (UK)'s Objectives, Constitution and Handbook, and the administration required to run a branch.
- Committed to dedicating time in service to CMA (UK), both at Branch and National level, and a willingness to encourage others to participate.

- Growing in faith, with a personal relationship with Jesus, reliance on prayer and a passion for sharing the Gospel.
- Confident and clear oral and written communication skills for advising and reporting at all levels within the organisation in order to inform and instruct effectively.
- Able to maintain an assertive but friendly and diplomatic manner when dealing with members and external contacts; and to remain calm and good humoured in all situations.
- Motivational and innovative, able to initiate outreach ideas/planning and lead the branch at meetings and events as well as helping the branch to grow spiritually.
- Ability to use own initiative within the boundaries of the CMA but able to work well as part of the Branch Officials team and willing to seek and accept support from the Executive.
- Assesses annually whether someone continues as a member or whether they should be revised to supporter.
- Basic to Intermediate email, word processing and spread sheet user skills.
- Able and willing to travel to events both within the UK and occasionally overseas.

Deputy Chairman

Branches can also consider appointing a Deputy Chairman role which could compliment and support the main role of leadership. The post of Deputy Chairman should be considered a formal post within the branch requiring the election by members. However, the role should be in addition to the other roles of Chairman, Secretary and Treasurer and should only be filled subject to there being no vacancies for any of these positions. As with other positions the post-holder must be a member. The post-holder will need to be proposed, seconded and voted in by branch members on an annual basis at the AGM or at a formally notified extraordinary general meeting.

The following job description was developed by one branch and provides a good illustration of the possible expectations and remit of the role. *[If you create your own job description it is important to be very clear about the distinctions between the role of Chair and Deputy.]*

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Basic job description – Deputy Chairman

To provide spiritual leadership in the absence of the Chairman by:

- 1) Ensuring that the need to pray is not overlooked, and that each event attended is covered in prayer.
- 2) Taking the lead in dealing with any spiritual issues that arise during an event, and to intervene to assist CMA representatives attending if they are being drawn into situations and conversations that might not reflect well on the CMA.
- 3) Providing a spiritual view to the elected branch leaders (Chair, Secretary and Treasurer) when requested or when led to do so.
- 4) Following a formal invitation, to represent individually or oversee the representation of members of the branch to Churches/other Christian groups with the prior agreement of the Chairman.

To assist the branch leadership in the absence of the chairman:

- 5) To work with the Secretary and/or Treasurer to resolve any practical issues whilst at events.
- 6) To work with the Secretary and/or Treasurer to resolve any disciplinary issues whilst at events.
- 7) To deputise for the Chair at business meetings and lead the meeting.
- 8) To represent the CMA at meetings with other bike clubs/organisations along with the Secretary.

Matters **not** covered by the post:

- Membership issues will continue to be dealt with by the Chairman including the signing off of applications and the standing down following a disciplinary matter.
- Cannot sign cheques (unless arrangements changed at Bank).
- Financial matters will continue to be dealt with by the Treasurer working with the Secretary and the Chair where necessary.
- The post does not guarantee a subsequent right to become Chair.

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Secretary

- The Secretary must be a member, is elected by branch members, and takes responsibility for branch communications and the smooth running of the administration of the branch.
- The Secretary reports to the Branch Chairman and receives and disseminates relevant information to all those in the branch.
- He/she is responsible for organising a regular programme of meetings, events, and outreach in consultation with the branch, and encouraging everyone to participate.
- It is helpful for the Secretary to collect information about local bike events the branch could be encouraged to attend, and to maintain contact with local bike clubs' Secretaries.
- The Secretary is to keep an up to date list of branch members and supporters, plus their contact details.
- It is important that the Secretary keeps in touch on a regular basis with the branch members, supporters, the Executive, and National Officials.
- They are to work alongside and support the other branch officials.
- Any new supporters should be encouraged to engage in the branch activities.
- It is important that they encourage contributions to 'Chainlink', and encourage branch members and supporters to participate in national and regional CMA events.
- The Secretary is to organise the branch AGM and its associated paperwork.

Desirable Personal Attributes

- CMA member with a commitment to CMA (UK)'s Objectives and an awareness of the administration required to run a branch.
- Committed to dedicating time in service to CMA (UK) both at Branch and National level and a willingness to encourage others to participate.
- Growing in faith, with a personal relationship with Jesus, reliance on prayer and a passion for sharing the Gospel.
- Confident and clear oral (in person and over the telephone) and accurate written communication for advising and negotiating (internally and externally) in a varied environment in order to inform, instruct and influence effectively.

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- Experience of developing positive relationships with a variety of external contacts in order to positively promote CMA (UK).
- Able to maintain an assertive but friendly and diplomatic manner when dealing with members and external contacts; and to remain calm and good humoured in all situations.
- Excellent planning and organisational skills and able to manage a varied workload without supervision, whilst achieving agreed deadlines.
- Ability to work well as part of the Branch Officials team and willing to seek and accept direction and guidance from the Branch Chairman and the Executive.
- Basic to intermediate email, word processing and spread sheet user skills.
- Able and willing to travel to events both within the UK and occasionally overseas.

Treasurer

- The Treasurer must be a member, is elected by branch members and takes on the responsibility for maintaining prudent branch finances.
- Financial reports should be provided to the other branch officials as requested, and in particular for the branch AGM to ensure the funds are stable and sufficient for future resources and development.
- The Twig/Branch Treasurer is responsible to the National Treasurer as well as the branch Chairman and is required to keep simple written financial records of branch funds, showing all transactions, in and out. He/she should keep receipts to support expenditure.
- The Treasurer should ensure that branch subs are collected, in accordance with the decisions of the branch AGM, and that branch funds cover those cost areas agreed by the members at the branch AGM.
- The Treasurer looks after the branch bank account, and is one of two signatures required on cheques.
- Reports on branch finances will be submitted as requested by the National Treasurer.
- Finally the Treasurer will work alongside and support the other branch officials.

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Desirable Personal Attributes

- CMA member with a commitment to CMA (UK)'s Objectives and an awareness of the administration required to run a branch.
- Committed to dedicating time in service to CMA (UK) both at Branch and National level and a willingness to encourage others to participate.
- Growing in faith, with a personal relationship with Jesus, reliance on prayer and a passion for sharing the Gospel.
- Highly numerate with experience of managing simple financial information i.e. recording transactions and able to prepare and present reports based on financial data.
- Logical and analytical with a systematic approach to achieving tasks by being methodical and thorough with an eye for detail.
- Ability to work well as part of the Branch Officials team and willing to seek and accept direction and guidance from the Branch Chairman and National Treasurer.
- Basic to intermediate email, word processing and spread sheet user skills.
- Able and willing to travel to events both within the UK and occasionally overseas.

Branch Administration

Branches may be opened and closed at an AGM or EGM. Every branch shall have a Chairman and it is desirable that they should have a Secretary and Treasurer. Branches may also elect further officers, but all branch officers must be members. Elections shall be for a tenure of 12 months.

Each branch should have an Annual General Meeting where branch officials are elected or re-elected.

Nominations for branch Chairman shall be submitted to the Executive through the National Secretary for approval before local voting.

The branch Chairman is responsible for authorising applications for memberships and from supporters, signing the forms and forwarding them to the Membership Secretary. The Chairman should encourage members and supporters to sign the gift aid declaration and join the standing order scheme where appropriate.

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The branch Chairman's own membership forms must be signed by another branch official.

All branch activities must be appropriate to the aims of the CMA. It shall be the Chairman's responsibility to ensure that a suitable programme of activities is organised for their area.

Branch officials shall ensure that all members within their local branch are kept fully informed about all local, regional and national meetings. Branch officials shall ensure that an up-to-date programme of local activities is maintained on the Branch web page. The web page is an important tool and impressions are formed by how well or how bad the organisation is 'presented'. Notice of events should contain enough detail of time and location etc. so as to allow someone outside the CMA to turn up to sample what's going on.

Branch officials shall ensure that all members within their local branch are kept informed of all relevant information circulated by the National Executive or National Officials.

All bank accounts held by the CMA shall be approved by the Executive and be in the name of the 'Christian Motorcyclists' Association ... Branch'. An independent audit must be carried out at national level, at the end of each financial year, of all the accounts.

Branch Officials might consider maintaining an inventory of branch possessions to hand on to new officials and for accountability.

If a branch closes, assets of the branch remain the property of CMA and records must be kept of how branch assets are dealt with.

Gift aid is available on donations to CMA Branch funds as well as National funds if the donor is an individual who has lodged a gift aid certificate with the National Treasurer.

Guidelines for setting up a Twig

Why set up a Twig?

As we establish well-organised and effective branches throughout the UK, CMA will be able to get closer to the local Bike community. Twigs become branches!

Many members live miles from branch venues and consequently can become isolated and disillusioned. If there are sufficient members interested in forming a Twig (i.e. approx. 4-6) and the branch gives their blessing, a Twig should be formed with the on-going support of that branch. Twigs will need to identify and elect 'officials' before becoming a branch.

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Points to consider in setting up a Twig

The following should be considered:

- The members of the Twig should gather together with local branch members and pray for the appropriate leaders to be selected.
- At the next National AGM, normally a year after the Twig is formed, if the local branch Chair feels they are fully established, a proposal shall be brought forward for the Twig to become a formal branch and will be run independently from their original branch.
- A regular night to meet should be selected which is convenient to everyone, and a suitable venue selected, it may be a member's home to begin with, or a church hall. Some branches choose to meet in a secular venue, but bear in mind this type of premises doesn't always lend itself to prayer, worship and ministry. If Church premises are used a good knowledge of CMA will inevitably be shared with the Fellowship.
- The Twig should organise a bank account through the National Treasurer to accord with Charity Commission rules. Two Twig officials will be required to sign cheques from the account (not members of the same family).
- It is highly recommended that the branch that is supporting the new Twig conducts a commissioning service for the members setting up the Twig for their success and God's blessing.
- Funds to run the Twig can be raised by personal subscriptions, Church gifts, running Holy Joes Cafes and Helmet parks at local events etc.
- It is imperative that the Twig organises local and national prayer support for their ministry through the Fast Track Prayer Initiative, local fellowships and interested individuals. Regular information should be passed to those involved with advance notice of events you are attending.
- Arrange to visit local churches to conduct CMA Presentations using the Promotional Pack, invite the local press to attend or write regular press releases with suitable quality photographs; approach local church magazines to publish information about the Twig and who to contact, and approach local radio stations to give interviews.
- Allocate at least one person in the Twig to be official photographer of all events and send copies of photos to The National Chairman and Chainlink Editor for use in promotional materials.

- Consider writing to all local churches about the Twig with a promotional leaflet to invite the Ministers and any interested parties to a CMA social promotion evening with supper.
- Arrange social events that include families.
- In the early stages of the Twig it would be advisable to work together through the national strategy, constitution, rules, the flexible marshalling system and the vision of CMA to ensure you are all on the same track, and that any plans you have are in accordance with those purposes.
- Plan to attend regular bike haunts throughout the year and become known as a new group.
- Members should display the CMA front patch.
- The Twig should purchase an official CMA banner and display this at all events they organise.
- Arrange joint events or fellowship time with local branches. If you are unsure about aspects of how to run the Twig pick up the phone and talk to others about their experience.
- Plan to attend regional meetings, National Events and the CMA AGM.
- Take your time, get to know each other, fellowship together, and look for quality in what you achieve rather than quantity.

We trust that you will find these guidelines helpful, but remember they are only guidelines, as you pray and ask God to develop your local ministry opening hearts to respond to the Gospel you will inevitably find new ways to operate relevant to your biker community.

When this happens take the time to share it with the rest of the branches via Chainlink, don't keep your blessings to yourself. We all need new inspiration and encouragement.

CMA Bikers Church

Bikers Church has been run by CMA South Africa in a number of locations there for several years.

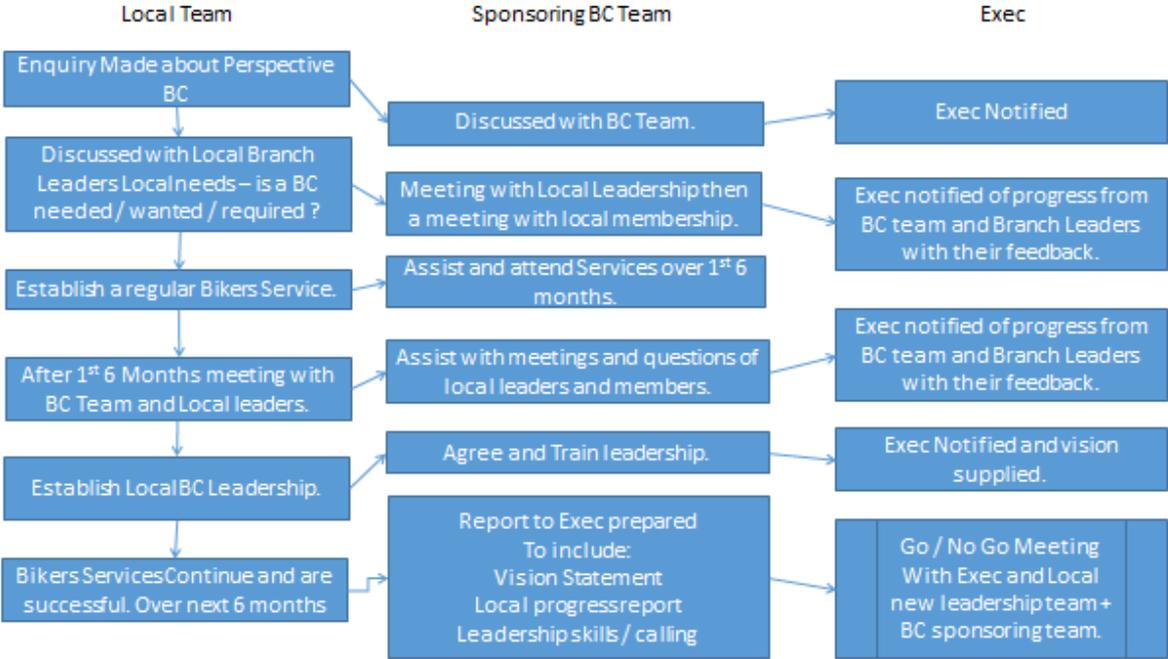
The National Executive here in the UK has drawn extensively upon that experience to authorise the establishment of a monitored pilot Bikers Church which meets at Rixton Methodist Church, Chapel Lane, Rixton, Warrington, WA3 6HG.

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See <http://www.bikers-church.org>. Currently meetings are on the first Sunday of each month for an outreach service and on the third Sunday of each month for a Bible feast and Prayer night.

It is important that any other CMA branch or individuals considering setting up CMA Bikers Church in their area, contact a member of the National Executive as soon as they are able, so they can benefit from the knowledge gained in this process, and also avoid the potential risks.

The steps to setting up a Bikers Church are set out in the flowchart below:



Discipline

If at any time there is a dispute between members/supporters it is important that this is dealt with immediately in order to keep unity and fellowship within the CMA. The following steps are to be taken:

- Try to resolve the problem one to one.
- If this does not settle the matter then it must be taken to the Branch leadership, and if possible, dealt with at the Branch level.
- As a final solution the Executive must be approached, and along with the Branch leadership, they will resolve the matter.

When dealing with a breach of Scriptural or CMA rules this too is best dealt with through the branch leadership, and the Executive if necessary. If, after meeting with those involved, the problem cannot be resolved then as a last resort the member/supporter may be asked to leave the CMA.

The Executive may unanimously and for good reason terminate the membership of any individual or member organisation provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive, accompanied by a friend, before a final decision is made.

When a member/supporter is asked to leave for the reasons given above, the CMA will contact that member's/supporter's church leadership to explain why it is proposed to remove them as a member/supporter. This is to enable follow-up, for the member/supporter involved, in a 'home church' situation.

National Tithe

CMA (UK) currently tithes from National finances to World Horizons and Open Doors. www.worldhorizons.co.uk and www.opendoors.uk.org

PART 3 – THE MEMBERSHIP

CMA Members and Supporters

Membership of the CMA shall be open to Members, Supporters, Youth and Organisations.

Members

Members are individuals over the age of 18 years who are interested in furthering the work of the CMA and who take an active part at local level and/or national level, feel the CMA is an important part of God's calling in their lives, and take on responsibility for its work. They will have paid an annual subscription laid down from time to time by the Executive. Members have full voting rights at all meetings of the CMA. Members will have been supporters and must have completed the Workbook and nominated Bible study.

The Workbook is supported by a DVD set which presents the material, and each is available to branches from the Executive at the cost of £2.50 each. A member of the Branch should be assigned to assist the applicant with completing the Workbook. Applicants must be grounded in a church.

The Bible Study chosen by the Executive is CMA's 'Spiritual Growth Course'. The course is presented on DVD with each applicant using the course book. Branches may obtain copies of the DVD set and of the course book from the Executive. Ian Cameron is the current contact.

Once the applicant has completed the Workbook, the Branch Chair will authorise membership by signing the completed Workbook and application form before sending them to a member of the Executive who should be the primary contact for the branch. The Branch Chair may authorise another member to send the documents on their behalf. In signing the Workbook, the Branch Chair is confirming that the applicant has provided to the branch clear testimony of their Christian faith and relationship with the Lord Jesus Christ as Saviour and Lord, their walk with the Lord and demonstrates a clear desire to share in the evangelistic ministry of CMA UK.

Once the application has been checked by the Executive member to ensure that the process is complete, he or she will send the membership form to the Membership Secretary and return the Workbook to the member. If the supporter has paid a subscription then the membership fee will be due at the annual renewal otherwise if the subscription is due for renewal then the cheque can be sent with the membership form to the Executive member who will forward it on to the Membership Secretary.

The membership form asks for the name of the member's/supporter's church leader. The church leader cannot be oneself or one's spouse.

The Branch Chair's own membership form should be signed by another branch official. The Executive has the right to refuse any membership application or renewal.

Members will be expected to attend a proportion of local meetings at the discretion of the local Branch Chair. No member may associate with any secret society or group. (There is a reference document available to Branch Chairmen on this subject.) No Branch or National Official may hold an official post in any other motorcycle organisation other than as a representative of the CMA or by dispensation of the National Chairman and three members of the Executive.

Supporters

Normally after a few months, a person (must be over the age of 18 years) new to CMA may apply to become an official supporter. This is to allow time for the individual to get to know the local members and for them to get to know the individual a little better. Then, at the Chairman's discretion, an application form for supporter will be offered and discussed.

After not less than three months, if the individual, as a supporter, feels called to make CMA an integral part of their ministry, the individual may, at the Chairman's discretion, become a 'sponsored supporter' for not less than six months. During this time a member nominated by the Branch Chairman will undertake to guide the individual towards membership. Amongst other things, the individual will be expected to complete this Workbook and the nominated Bible Study. The individual will pay an annual subscription laid down from time to time by the Executive, but have no voting rights within CMA.

Youth Members

Youth members are individuals (under the age of 18) who are interested in furthering the work of the CMA and have paid an annual subscription laid down from time to time by the Executive. These have no voting rights within the CMA. Time spent as a youth member will count as time spent as a supporter.

The Branch Chair shall determine suitability of an applicant and the application must be supported by parent/guardian. Its purpose is to encourage young people who already come to events, and give them their own identity, and to encourage a younger membership. It may encourage others to join.

If branches are unhappy, there is no compulsion to have a youth membership. The Branch Chair will give the authorisation, and control will remain with the branch. The cost will be £5 per annum. They will receive a copy of Chainlink and a membership card. The Branch Chair is responsible for ensuring activities are governed according to the Safeguarding Policy.

Member organisations

Member organisations are any body corporate or unincorporated association which is interested in furthering the CMA's work and has paid an annual subscription laid down from time to time by the Executive. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the CMA and may appoint an alternate to replace its appointed representative at any meeting of the CMA if the appointed representative is unable to attend.

Each member organisation shall notify the name of the representative or alternate to the Secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.

The Executive may grant or rescind Member Organisation status to another Christian organisation whose aims are consistent with those of the CMA. The sole rights of members of a Member Organisation will be:

- Up to two representatives of the Member Organisation may attend the AGM, and have a single vote.
- A quantity of the CMA's magazine, and prayer letter, will be sent to a nominated member of the Member Organisation.

General

No member or supporter may consume alcohol whilst wearing CMA regalia or attending an official event. No member or supporter may smoke whilst on a CMA stand.

Membership costs £40 for an individual or £50 for a couple. Supporters pay £30 for an individual or £50 for a couple. Alternatively payment may be made by joining the monthly standing order scheme (minimum £5 per month, but most pay more than this). If this method of payment is used then Branch Chairmen must still authorise continuation of membership/supportership annually by having the form completed and returned to the Membership Secretary.

Those who have ever been on the Sex Offenders Register or who have ever been convicted or cautioned for a sexual offence cannot be accepted as members or supporters. The latter part of the statement is intended to include those who were convicted or cautioned prior to the creation of the Sex Offenders Register.

We must draw your attention to the fact that, within CMA's Safeguarding Policy, the following clauses exist:

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- CMA (UK) does not offer membership or registration as a supporter to anyone who has ever been on the Sex Offenders Register or who has ever been convicted or cautioned for a sexual offence. (See part 4 of this Handbook)
- Those falling into either category should no longer be included in CMA activities. People involved in CMA activities may be wrongly assumed to be part of CMA. This in turn can be wrongly interpreted that the person is trusted with some responsibility.
- Having a criminal record will not necessarily bar you from working with CMA (UK). It will depend on the nature of the position and the circumstances and background of the offences. Prayer and pastoral support should be offered. It may be necessary to arrange for such support outside CMA.

CMA Logo/Patch

The CMA logo is available on a small patch to any member provided the local Branch Chairman countersigns the application form and it is accepted at National level. The £5 paid is regarded as a non-refundable rental and the patch remains the property of CMA. It must be returned to the National Chairman when membership ceases or if otherwise required.

An application form is to be found at appendix A. When signed by the applicant and Branch Chairman, the form should be sent with the fee to the National Chairman. The patches will then be sent to the applicant via the Branch Chairman.



CMA Logo

The Logo that CMA members have the right to wear makes a bold statement about the organisation.

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The definition of the CMA Logo is as follows:

Triangle Shape	=	Father, Son and Holy Spirit
Praying Hands	=	The way God would have CMA grow
Cross	=	The message and statement of faith. (1 Corinthians 2:2)
Bible	=	God's direction for CMA.
Blue Colour	=	The way of the cross leads home (to Heaven)
Yellow Colour	=	The crowns and rewards that will be for the faithful Christian.
Red Outline	=	The blood that makes everything it encloses effective.

Guidelines for wearing the patch

The yellow CMA patch is to be positioned on the front of waistcoat, cut-off, or jacket, on the left hand side [over the heart].

The patch is not to be displayed alongside any patch, badge, etc. that would dishonour the name of our Lord Jesus Christ or CMA. In the event of a dispute the National Chairman's decision is final.

The level of integrity of CMA and the witness of Jesus Christ will be affected by your actions while wearing CMA logos. We hope you will take advantage of these opportunities to bring glory to our Heavenly Father.

By international agreement within CMA, the yellow CMA logo is not worn on the back by CMA (UK) members.

The white cross worn on the back

A large white leather cross is available from our 'Merchandise Stall' and is often worn on the back of a waistcoat, cut-off or jacket. This is NOT a CMA logo, and does not denote membership of CMA. It should only be worn after discussion with your branch Chairman.

National Events

AGM

A majority vote carries, except in the case of alterations to the constitution or rules, where a two-thirds majority is required of those members present and voting.

National Rally

This is an event in July/August which is open to all for fellowship and refreshing. A time when all CMA can be together with their families in a Christian environment, so as a group we can worship together, get to know others in CMA and be ourselves. The CMA National Rally is not intended to be an outreach event. It is intended as a 'CMA family' holiday weekend, a time of refreshment and fellowship. Non-Christians are welcome and it is a great opportunity for them to experience the presence and love of God through the Rally.

Other National Events

A list of other National events appears at Appendix C.

PART 4 – PRACTICAL GUIDANCE

Prison Ministry

As members of the CMA, we are called to bring the word of God to bikers wherever we meet them, this may be at rallies, ride outs, on the road, etc. The places that we can meet bikers are many and varied. Perhaps one which is overlooked is within prisons. Bikers can end up doing a custodial sentence as well as anyone else, and we need to be able to minister to them during their term of imprisonment. Visiting those in prison can be daunting, but the notes below may be a help to those of the CMA who wish to undertake this ministry.

In the first instance write to the Prison Chaplain, using CMA headed paper, at the appropriate institution, introducing yourself and the CMA and stating who we are and what we endeavour to do. Ask if it would be possible to have a meeting where you could discuss with the Chaplain what we could do for him, and what he would want us to do, state that you would be willing to visit the prison and give testimony, take part in Sunday worship etc.

When meeting the Chaplain, again ask what you could do for him/her. If you have someone within your branch that is musically inclined and is willing to visit with you, then tell the Chaplain, as many prisons do not have music during their services. Testimonies are always welcome and well received by the inmates.

Approach all those in prison with LOVE. Love is the thing that most prisoners do not have in their lives. We can give wonderful testimonies, take part in really moving services, but if we do not approach prisoners with God's Love in our hearts, and pass that love on to them, then all our work is in vain.

Some prisons do not have a Christian Chaplain, but even those of other faiths are very accommodating and are only too pleased to help.

When meeting or talking to inmates: -

Don't:-

- Give your address, telephone number or any contact details.
- Ask why they are in prison.
- Make a promise and not follow it through, i.e. a return visit.
- Offer to bring something in, or take something out.
- Be judgemental.

Do:-

- Be honest with the person you are talking to, they will soon see through you if you are not honest.
- Pray before and after the visit for strength and guidance.

Addresses and telephone numbers of all the Prisons and Young Offenders Institutes are available from <http://www.justice.gov.uk/contacts/prison-finder>.

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Events organising

Things to consider when organising the AGM, a regional meeting etc.:

- A branch should not volunteer until they have complete branch commitment.
- Be methodical. If by nature you are not, then find someone in the branch that is; they are worth their weight in gold. Plan early.
- Try not to carry the major load on your shoulders but spread it in bite size chunks to others. Make a list of the things that need covering then you can tick them off. You can also match the tasks to the people best able to sort them out in the branch.
- Inform the police early if it is a large event. They may have a few pointers that you need to consider. It is better to have them help than hinder!
- Remember publicity for the event. If nothing else it is potentially a key source of new members.
- Make sure there is time for everyone to 'chill out' as if a meeting is too intense nobody gets any benefit and there is always a temptation to cram one more item in.

Accommodation

- 1) Church/hall (Male & Female rooms)
- 2) Members' homes (Male & Female rooms)
- 3) B&B (find alternatives in local vicinity)

Security

Think seriously about security for the building, bikes and people and things like first aid cover.

Meeting Rooms

- 1) How many people are expected? How much seating?
- 2) Is more than one room required? (Small group work)
- 3) What equipment is required for the visual aids?
- 4) Check charges, if any, so that you are not caught out at a later stage.

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Prayer place

Quiet room set aside for prayer & counselling

Worship

Worship leaders - during or after meeting & for Sunday service?

Food

Prepare booking forms for food. This helps with purchasing the correct amount of food and also allows for special needs.

Preparation can be done in advance for many meals. Choose a menu to suit the number of helpers you have. Jacket potatoes and soup go well, especially at lunch and supper as they are quick and easy to serve.

Minimal preparation is needed, leaving time for preparation of main meals i.e. Evening and breakfast. Alternatively check the arrangements for takeaways and get a good idea of the prices.

Fellowship

Invite local church/ bike club for evening fellowship, (music, quiz darts, snooker, or food)

Church Service

Participation in Sunday service at the Church - will they allow us to speak or give testimonies? Can we take the service?

Finances

Keep charges to a minimum and ask for donations to cover costs; that way people will not be prevented from attending due to finances, and it puts us in the place of trusting the Lord to meet our needs, which is a good place to be.

Communications

Make sure everyone knows. It seems obvious but not everyone has or wants a computer and e-mails. You can also reckon on some that have changed e-mail address or have a system that is down at a critical time in your planning. If sending e-mails, consider setting your system to ask for a read receipt.

Directions

Keep them simple; most people have GPS or access to AA/RAC Route map and will only need local directions.

Mark the routes to the event. When putting out the road signs, allow at least twice the time you thought it would take to do it, and get some help. Generally the highways department are quite happy for you to put temporary signs up so long as they do not cover theirs or distract, and you undertake to remove them promptly.

When marking roads for events get to know your local UPVC Fascia board installer - he will always have spare pieces of board as off-cuts from his last job. If you drill a couple of holes in for cable ties or string and put the arrows on with black or reflective tape they can be seen from a long way off and are durable.

Behaviour at Secular Events

The integrity of our mission must be protected at all times and great wisdom is needed. We should ensure we are not present at inappropriate places and times such as when or where there are pornographic comedy acts, erotic dancing displays etc. taking place.

Where a Holy Joe's tent is being used, it must be done so under the supervision of a CMA Member. Non-members may assist in the running.

Health and Safety

The CMA will take all reasonable precautions available to safeguard the health and safety of the whole membership, and people coming into contact with them. At all times individuals should be aware of the risks to themselves and others. It is the responsibility of all individuals to ensure that safe practices are being observed at all times, and that any dangerous or potentially dangerous situations are brought immediately to the attention of the Chairman or appropriate individual leading the activity.

The use of motorcycles and other vehicles should always be conducted with consideration for the safety of other people and property. The CMA takes no responsibility for the actions of any individual using vehicles. Individuals should not give rides or perform on motorcycles for anyone who is in attendance at a CMA function; any individual ignoring this takes full personal responsibility for any eventuality.

Individuals are asked to be very careful if minors (under 18 years old) are present and around motorcycles. The safety of the minor is the responsibility of both parent and motorcycle owner.

The CMA will not accept any liability. Should there be an incident or unresolved potential situation, this should immediately be brought to the attention of the Executive. If in doubt about the health and safety implications of any forthcoming event, individuals should check with a member of the Executive, who if necessary will consult the CMA's insurers.

A Risk Assessment is necessary when planning Holy Joe's in particular, and we need to be vigilant to ensure the safety of all visitors and CMA 'staff' when working at Shows and Rally's. This is particularly so with regard to boiling water and the risks of tripping when operating under canvas. Suitable signs may be found on the CMA website.

Where a Holy Joe's is set up, drinks **MUST** be served – self-service is not permissible - the warning signs that drinks are made with boiling water must be displayed and **ADDITIONALLY verbal warnings** must be given that drinks are hot. (See additional item 3c on the Risk Assessment)

While this may sound pedantic there has apparently been a recent case where an organisation was successfully sued after someone burnt themselves on a hot drink **DESPITE** warning notices; the judgement was that the notice was not sufficient and that a spoken warning should have been given.

The Executive expect branches to operate to these standards to promote the safety of visitors and maintain the good name of the CMA. The Risk Assessment should be displayed in the tent and all CMA members should be familiar with it.

You are also reminded that a fire extinguisher and a signed 'Fire Point' and a first aid kit (with appointed and qualified First Aider if possible) should also be included in the kit/team at events. There should be an accident book in the first aid kit in which **ANY** incidents, however minor, should be recorded **AT THE TIME**. Some organisations now require proof of Liability Insurance; a copy of this may be obtained from the website or the National Treasurer.

Sorry if this sounds a bit heavy – but it is! We have to operate professionally and prayerfully in a litigious generation.

Risk Assessment for CMA Show Stands & Holy Joe's Cafes in Marquees

RISKS	METHODS TO COMBAT RISKS
Scalds and burns from boiling water and hot boilers	<ul style="list-style-type: none"> • Separate gas boilers from public access with serving table. • Gas boilers to be housed in purpose-made stands to give easy access and stability. • Stand for gas boilers to be secured to the ground.
Risk of fire from gas boilers (Gas boilers, hoses and extinguishers need to be serviced annually)	<ul style="list-style-type: none"> • Ensure gas boilers are at least 2ft from the tent wall. • Provide fire extinguisher used for gas (powder). • Ensure rubber hoses are in good condition and properly connected. • Ensure gas bottles are outside tent and roped off.
Risks from hot drinks	<ul style="list-style-type: none"> • Serve drinks on table not hand to hand. • Provide lids for cups. • Signs warning that boiling water in use and that hot drinks are being served. • Verbally warn people that drinks are hot.
Lifting	<ul style="list-style-type: none"> • Urns to be lifted onto and off restraining stand only when empty and cool. • Water carriers not to exceed 3gals/13lt when lifting to fill urns.
Possibility of motorcycles falling over	<ul style="list-style-type: none"> • Ensure motorcycles are correctly on stand and if ground is wet or soft then use timbers or purpose-made load spreaders. • Fix signs asking public not to sit on bikes. • Never start up a bike with public sat on them. • Supervise public in vicinity of bikes.
Tripping over guy ropes	<ul style="list-style-type: none"> • Add extra visibility by attaching red stripped safety tape to guy ropes.

Record any incidents immediately in the accident book to ensure details, names and contact details are clear.

Riding as a Group and the Flexible Riding System

When riding as a group and wearing our white crosses it is incumbent upon us to demonstrate best riding practice. If the ride out is organised by the CMA then a CMA member should lead and tail end the ride. We have responsibilities to ensure the safety of ourselves and other road users. The following 'Flexible Marshalling System (FMS)' is a tried and tested method ensuring a group of motorcyclists can travel from place to place in safety and without the need for riders to exceed their capabilities.

There are a number of simple guidelines that should be employed:

- Do not exceed speed limits.
- Ride in staggered formation (the lead machine generally taking the offside position) so that you are behind the rider next but one ahead.
- Concertina up at junctions and be prepared to set off in pairs.
- On multi-lane dual carriageways and motorways, use the nearside lane unless overtaking. Do not move out too early as it encourages vehicles to undertake.
- Do not overtake other riders in the convoy.
- Do not be tempted to ride beyond your skills, and in particular do not be tempted to take risks in order to catch up.
- Do not leave an unnecessarily large gap between yourself and the bike in front. This will cause the group to stretch too far and encourage other vehicles to hop into the gap and break up the group.
- On motorways it is particularly important to stay together, or at least in sight of one another unless you are confident *everyone* knows the route. Remember stopping on the hard shoulder near a turn off just to let the rest of your group catch up is illegal and can get you booked or worse.
- Riding as a group in towns and busy areas is an extra challenge. Even when you know your way around it is easy to get into the wrong lane or get caught out at the lights. Staying together in a large group in these places is next to impossible. Sooner or later the group is bound to get broken up. The only way to sort this out is to get organised before going into the town into smaller groups of around three or four bikes. Ideally, one of the smaller groups should be able to act as a navigator, although this is not always possible. By riding in a staggered formation it is possible for this size group of bikes to stay fairly close to one another at low speeds and even to move almost as one vehicle through junctions etc. minimising the risk of further split ups.

However, this technique needs practising to get right and less experienced riders may be uncomfortable until their confidence improves. A bit of practice in local towns before the trip could well pay dividends if you know a major city is going to be on the route.

If you are not familiar with the FMS, it would be better if you position yourself towards the rear of the run to enable you to observe the actions of others during the early stages. Your responsibilities will vary depending upon your position during the run:

RUN LEADER (Usually fixed for the duration of the run)

1. Brief participants in advance and ensure they understand the FMS.
2. Establish the probable 'minimum fuel range' of those machines present and arrange fuel stops appropriately.
3. Ensure that the back marker has details of the route and planned stopping places etc.
4. Ensure you provide sufficient warning, time and space for the number two rider to appropriately and safely mark deviations at a junction.
5. Wear bright (florescent) and identifiable clothing.
6. Arrange for radio or mobile phone communication with the Back Marker.
7. If you find you have run out of following riders, it is likely an incident has occurred. Stop in a safe place and expect communication from the back marker or re-trace your route collecting junction marshals as you pass them.

BACK MARKER (Usually fixed for the duration of the run)

1. Ensure you know the route and any planned rendezvous and fuelling stops, etc.
2. Wear bright (florescent) and identifiable clothing.
3. Arrange for radio or mobile phone communication with run leader.
4. Allow junction marshals to re-join immediately ahead of you. Be prepared to stop in a safe position should the marshal indicate a need to communicate with you.
5. Be prepared to make appropriate decisions about action necessary in the event of an unplanned incident.

6. In the event of a rider missing a junction, it should remain manned for a sufficiently long enough to allow for that rider to return.

RIDER NUMBER TWO (Everyone else will find themselves in this slot at some time – your responsibility is to stop in a safe position to mark the next junction at which the run leader deviates from the obvious ‘straight ahead’ route).

1. Do not get too close to the ride Leader; they may suddenly slow down for a junction, whereas you will have to stop in a safe position to mark it.
2. When marking a junction, position yourself in as safe and highly visible a position as possible.
3. The exit on all roundabouts must be marked, even if the route is ‘straight ahead’. Remember, not all exits can easily be seen on the approach. Where a deviation at a roundabout is a concealed ‘right turn’ careful consideration should be given to positioning.
4. If necessary reinforce the direction to be taken by use of indications and/or hand signals.
5. Remain at the junction until either the Back Marker arrives or the run leader tells you otherwise. Ensure that the Back Marker has seen you and then re-join the run in immediately front of them when it is safe to do so.
6. Flag down and advise the Back Marker if you believe that anyone has missed the junction.

ALL RUN PARTICIPANTS

1. Start with a full tank of fuel.
2. Ensure your machine is roadworthy.
3. Identify the Leader and Back Marker.
4. Travel at your own pace and within your capabilities. Do not worry about losing sight of the rider in front, as any deviation from the ‘straight ahead’ route will be marshalled.
5. Do not exceed speed limits.
6. Be observant and look out for junction marshals.

7. If in doubt about the direction to be taken, consult the marshal and/or wait for the Back Marker.
8. If you find yourself isolated (lost), re-trace your route.
9. If, at any point during the ride, you wish to leave the group, please stop and notify the Back Marker of your intention. This avoids the run leader thinking that you have been lost.
10. Enjoy yourself!

Riding Abroad

It only takes one member of a group to get badly injured for the whole trip to be ruined for everyone. Getting medical attention and ultimately getting home is bad enough but getting your bike transported back to the UK can be an absolute nightmare.

Be sure that any travel insurance you take out covers motorcycling. Insurance companies can regard this as a 'dangerous activity' and it can be specifically excluded! A trip could end up costing you a lot of money.

Consider using a premium insurance cover such as the AA 5 Star Service. You may then find that not only are medical bills covered but the bikes are shipped home and a hire car provided free of charge to complete the rest of the trip.

It certainly pays dividends to get the right cover before venturing on two wheels away from the UK and, even if you ultimately do not use it, the peace of mind it brings is alone worth the cost of the premium. Additionally, if you book through the large motoring organisations you get sent lots of information on legal requirements etc. for the countries you are visiting and lots of other bumph as well.

CMA Merchandise

No clothing items that contain the CMA logo (in any form) of any size will be sold to or worn by non-members. Merchandise officers will check applicants for these items by production of a membership card or against a current membership list at major events. If there is a dispute, members will be advised that the item will only be despatched once membership has been verified. An order form is available at Appendix B. All cheques should be made payable to "CMA UK Merchandise" and sent with your order. Urgent orders may be sent by e-mail and enquiries should be addressed to merchandise@bike.org.uk

Chainlink Magazine

A copy of the CMA's magazine will be sent three times in the year to members and supporters. A quantity of the magazine will also be sent to a nominated member of member organisations and to affiliate churches.

Ephesians 4: 26-27, 32:

"We are all members of one body... Do not let the sun go down while you are still angry; do not give the devil a foothold. .. Be kind and compassionate to one another, just as Christ God forgave you."

Content should be encouraging, uplifting and/or informative. It should contain nothing which is critical of an individual, CMA or branch. Chainlink is not a 'soapbox' for complaint or personal agendas.

Chainlink should in particular seek to publish testimonies, short bible teaching articles, event write-ups and details of evangelistic and charitable activities.

Anything which is contentious will be referred to the National Chairman before publication.

The Chainlink Editor acts as agent for the Executive. Positive feedback and Encouragement should be directed to the Editor; criticism of content should be directed to the Executive!

CMA Stationery

Corporate stationery as follows is available from the National Secretary:

- A4 Letterheads
- Compliment slips
- DL and C5 envelopes
- Business cards.

Data Protection

With permission, individual's membership or supporter data may be stored on a computer. The data held will only be disclosed for the following purposes unless specifically requested or consented to by the individual:

- To publish a list of members of the CMA requiring such information.
- To send renewal reminders for members and supporters.

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- To computer maintenance companies when this is necessary to repair equipment or programs.
- To compile mailing lists for use by the individual(s) distributing CMA material.
- Other disclosures for the purpose of the CMA which the Executive decides are necessary.

Permission will be assumed unless stated otherwise when an application or renewal form is signed by an applicant.

Safeguarding of Children and Vulnerable Adults

Christian Motorcyclists' Association (UK) regards protection of children and vulnerable adults, and good working practice as a priority. In the interests of the safety and well-being of all such people, it has developed and operates a formal safeguarding policy, which is registered with the Churches' Child Protection Advisory Service. (CCPAS)

Children are defined as those less than 18 yrs. of age. 'Vulnerable Adult' is defined in Multi Agency Procedures 2008 as someone who is or maybe in need of community care services by reason of mental or other disability, age or illness; and who is unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

The CMA is committed to ensuring that everyone working with children or vulnerable adults:

- has undergone a DBS check at enhanced level,
- is adequately trained and supervised,
- understands and follows the CMA's safeguarding policy.

Each member of the Executive and each Branch Chair have a copy of the policy.

As part of this association's commitment to children and vulnerable adults, it has appointed Ted Russell as Safeguarding Co-ordinator, and Ian Cameron as Deputy Co-ordinator.

Should the association have any safeguarding concerns it will seek the advice of CCPAS and if appropriate contact the statutory authorities.

CMA (UK):

- recognises that safeguarding is everyone's responsibility.
- is committed to supporting parents and families.
- recognises the unique and individual worth of each child and vulnerable adult.
- is committed to nurturing, protecting and safeguarding children and vulnerable adults.
- exercises care in the appointment of all those working with children and vulnerable adults in the association, working to 'Safe from Harm' principles.
- is committed to following statutory, denominational (if relevant) and specialist guidelines in working with children and vulnerable adults.
- seeks to support all those affected by abuse.
- is committed to supporting, training and resourcing those who work with children and vulnerable adults and provide regular supervision.
- will review its safeguarding policy annually and register it with CCPAS.

If you have any concerns for a child or vulnerable adult, or in relation to any safeguarding matter then please speak to one of the Safeguarding Co-ordinators.

The reasons why CMA has this policy are

- **Section 11 of the Children Act 2004** places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.
- The government's statutory guidance – '**Working Together to Safeguard Children' 2010** - states that churches, other places of worship and faith-based organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children (anyone up the age of 18 years).
- The Charity Commission requires every organisation that works with children, including places of worship, to have a written safeguarding policy and charitable status will not be granted unless a policy is in place.
- Insurance companies also require written policies.

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- Vulnerable adults are similarly covered by the **Statement of Government Policy on Adult Safeguarding 2013** which builds on “No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse” 2008/09, and the **Mental Capacity Act 2005**.
- Thus, the CMA has in place arrangements that reflect the importance of safeguarding. Our written policy is registered with CCPAS (The Churches’ Child Protection Advisory Service), under whose guidance it was drawn up.
- In order to avoid giving the impression that such persons are trusted with any responsibility by CMA they cannot be involved in CMA activities.

Disability Awareness

There are an estimated 10 million disabled adults in Great Britain covered by the Disability Discrimination Act (DDA) – this equates to over one in five of the adult population.

Disability rates increase with age. 9% of adults aged 16-24 are disabled. This increases to 44% from age 50 up to retirement.

The following principles outline good practice for everyone, including disabled people.

- Treat people as individuals, not conditions, with their own mixture of abilities and disabilities.
- Use clear, unambiguous language and avoid jargon. Make sure that any technical jargon is explained properly.
- Do not make assumptions about a person’s level of knowledge and understanding.
- Do not assume or guess what the implications of impairment are; ask and find out.
- Make it explicit that it is OK to ask for help. People may resist asking for help in case they look as though they are struggling.

PART 5 – COMMUNICATION

Email in the CMA Environment

Email has developed very quickly to become the standard way of communicating, both in business (internally and externally) and between family and friends. The formality of email messages tends to vary, ranging from formally constructed communications to chatty exchanges that you might have with someone over the telephone or while standing next to the coffee machine at work.

We should not overlook the fact that email messages are surprisingly permanent. Just consider the content of your PC mailbox and check how old some of those messages are. Would you have kept a similar communication or piece of correspondence for so long? Most people give very little thought to the contents of an email message, even though, within an organisation like the CMA it might be kept by somebody, somewhere, for much longer than might previously have been the case. What is disturbing is the number of cases related to business and other organisations that we hear about where emails, thought to be long forgotten, are dragged out from archives and used as evidence in legal cases.

Email messages can cause problems, with their offhand remarks and unguarded comments, thoughtless turns of phrase and careless wording. We should all remember to take care both when sending an email message, and, perhaps more importantly, when reading it. In this latter sense, there is a massive tendency to react harshly when we might have misinterpreted the sender's meaning.

One problem with email is the “missed signal”. We have to understand that messages don't come with facial expressions or gestures that you would get in a face-to-face discussion, and there's no tone of voice to interpret as you would when talking on the telephone, although this is problematic enough in itself. A huge amount of our personal communication comes from non-verbal signals which generally help to make our meanings clearer. Humour and, more so, irony are hard to bring over in written communications, especially in email messages; Many of us try to resolve this by using what are termed “smilies” (e.g. :) to show humour; ;) to indicate irony). However, these are not universally known, so the recipient may have no idea what is being expressed.

Don't be too worried; there are hints and tips that help us to ensure that emails don't backfire on us.

Good Email

- Ensure that you have a relevant "Subject" line (e.g. CMA : xxx Branch Ride Out : . . .)

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- Try to think about the message content before you send it out. Put it to one side (e.g. in the drafts folder) and come back to it later. Read it as if you were the recipient.
- Make sure that the content is relevant to the recipients. Nobody likes to receive “junk email”. If it’s only for your branch, does it *really* need to be sent to all CMA UK members’ email addresses?
- Be careful when replying to messages that have been sent to multiple recipients, of whom you are just one. Do you really want to reply to the whole list? Do they all need to know what you have to say?
- If needing to distribute information to multiple addressees, the tendency is to add all to the “to” or “copy” list. This lets all and sundry know the others’ email addresses, which might not be appropriate. Consider using the “blind copy” feature (in Microsoft Outlook). This is also useful when wanting to copy a third party on your email, without the recipient being aware.
- Be polite. Terseness can be misinterpreted.
- Be careful how you emphasise text. Bold text, capitals and/or large font can be considered to be “shouting” (see also below). An accepted convention might be to use a *star* either side of the word you want to stress, or use *italic text*.
- Be careful about how to use humour and irony, especially if the recipients aren’t really close friends. As stated above, the use of “smilies” such as :) to indicate facial expressions, or acronyms such as LOL (Laughing Out Loud) may be OK, but only when you are sure that all the recipients will know their meaning
- To help the recipient understand who it is from, especially if you are dealing with someone you don’t know well, it is polite to include a brief signature on your email messages
- Please tell people the format of any attachments you send if they're anything other than basic Microsoft Office file types.
- If you forward a message to somebody, it’s nice to include a brief message of your own, letting them know what it’s about and why you’ve sent it to them. Is it for information, or do they need to take any action, such as replying to the original sender? In this case, it’s also nice if you send a quick note to that sender, letting them know that they can expect a reply from the person you’ve forwarded their note to.

- When sending emails to/receiving emails from other countries, recognise that English has different spelling in many countries. "Organisation" and "humour" are the correct spelling in British English, but in American English it would be "organization" and "humor". Non-native speakers of English may use a variety of national spellings.

Points to avoid

1. Replying to an email message when angry is not a good idea, as you may regret it later. Emails are like toothpaste; once it's out of the tube, it's impossible to put it back. Once an email has been sent, you will not be able to recover it. If sent to multiple addresses, the impact could be that much more regrettable.
2. Type in CAPITALS is considered to be shouting. This is email rudeness. The same may apply to bold text, unless used for emphasis of one word, or to the use of large fonts.
3. It's not a good idea to conduct arguments in public, for example on a mailing list.
4. Please don't get people's backs up by sending them abusive email messages, especially if others are copied in. Make that call.
5. If you mark things as urgent when they're not, it may backfire on you, because then when you really do have an urgent message it may not be treated in the way it deserves.
6. Don't use a copy of an entire, long message just to add a line or two of text such as "I agree".
7. If you send irrelevant messages to mailing lists, especially if the recipients may not have any real interest in the content, then future emails from you may be seen to be more of the same
8. Don't send large attachments without checking with the recipient first, as these cost disk space and time to send and receive. You may not believe it, but not everybody has a broadband link!
9. Similarly, use of an over-elaborate signature on your email message, and especially using scanned images in a signature, can annoy as these are generally very large,

- 10.Chain letters or "make money fast" messages are usually hoaxes. There are several hoaxes about to do with viruses - never pass these on without checking with somebody who may be able to verify their authenticity. They usually achieve the effect they say they are warning you about; they cause unnecessary disruption and confusion.
- 11.Criticising people's spelling in a reply to their email is considered petty. Many people have no way of running a spell check on their messages and will make typos. Not all nationalities spell words in the same way.
- 12.Don't make personal remarks about third parties. Email messages can come back to haunt you.

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Guidelines for safeguarding CMA when setting up a Branch Facebook page

The following are guideline when setting up and maintaining a Branch Facebook page:

- Branch pages should be named Christian Motorcyclists Association then the full name of branch.
- The CMA logo should be used alongside the branch name.
- Each branch page must have two non-related Administrators who are either branch officials or branch members nominated by the branch officials.
- Discernment is needed not to name individuals or bike groups without their consent.
- Discernment is needed as to what photographs are added to the page.
- CMA Branch AGM, CMA UK AGM and Executive meeting minutes should not be published on Facebook.

Working with the Media

Remember that all media releases must be approved by the Executive.

Helpful points and action plan

- Remember the media are not there to promote causes through free advertising but they are interested in reporting objectively on good local interest stories.

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- Identify or create your story. Consider what CMA is doing and what events can be reported on. Special guests can provide extra interest for the media e.g. Mayor, MP or even a local celebrity.
- Make every effort to ensure that Bike Club names are not mentioned in the story. Reporters/editors love to use emotive language such as 'Heaven's Angels' and Hell's Angels' and should be pressed not to do so.
- Get to know your local press. Be familiar with local papers, free papers, local and regional radio. The Newspaper Society provides a website database of contact information for daily, weekly monthly publications at www.newspapersoc.org.uk and the BBC provides a list of regional radio services at www.bbc.co.uk.
- Build a list of local and regional media contacts, and particularly email addresses as that is the easiest and quickest way to get your stories and pictures in the right place. It is also useful to have telephone numbers to phone news editors.
- It is best to draft the press release prior to the event and then tweak the details or story slightly after the event. It is important to get your press release in the hands of the media as soon as possible after the event.
- A day after you have sent your press release, phone the news editor to check they have received it. The more you can build up a rapport with the newspaper or radio station the more likely they are to look favourably at your stories. If they use your story, remember to thank them.
- It may be that you would like to invite local and regional media to attend your event. This can be advantageous as they may send a photographer who will take a professional shot (if they do make sure you assign someone to look after them to make them feel welcome). However, news editors are always on tight deadlines and things can crop up last minute so don't build your hopes on this too much. If they don't make it to the event, a press release after the event will do the job.

How to write a press release

- **FORMAT** – Use a single A4 page, double space the lines, use size 11 or 12 font. If, when you have written the press release, it is longer than you thought and you are tempted to use more than one page, use 1.5 space for the lines and / or use a smaller font – please do not simply cut out important text.
- **DATE** – State the date clearly at the top of the page.

- **HEADING** – At the top of the page write a very short and punchy heading for the story. The heading should be underlined, in bold and upper case.
- The first paragraph should provide a clear introduction concisely describing the who, what, where, when and why of the story.
- The further three or four paragraphs should flesh out the story and provide a quote from someone who is involved with the event. However, keep it factual and do not exaggerate.
- Remember to avoid using Christian and Biker jargon and do not mention bike clubs by name.

Fuller guidelines of media handling may be found in the members section of the CMA website.

APPENDIX A

**Christian
Motorcyclists
Association**



Application for CMA patch

I....., have read, understood and agree with the terms and conditions and will do my best to uphold them.

Signed:.....

Signed by Branch Chairman.....

Date:

Branch:

Membership No.:

Keep this top half

Send this half to the National Chairman

Application for CMA patch

I....., have read, understood and agree with the terms and conditions and will do my best to uphold them.

Signed:.....

Signed by Branch Chairman.....

Date:

Branch:

Membership No.:

Please don't forget to enclose £5 cheque payable to CMA (UK)

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APPENDIX C

CMA National Events

AGM

BMF Show

Classic Car & Bike Show at NEC

Farmyard party

Grapevine

Greenbelt

Kelso BMF

Ladies Conference

Mallory Park – Festival of Bikes

MCN Scottish Motorcycle Show (Edinburgh)

National Rally

North West 200

Paignton Bike Festival

Ride to the Wall

Staffs Classic Bike Show (April)

Staffs Classic Japanese Bike Show (August)

Stormin the Castle

TT

You've been Nabbed Rally

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APPENDIX D

Who shall I contact?

Administration (National)	Elaine Williams, National Secretary secretary@bike.org.uk
AGM (National) matters	Elaine Williams, National Secretary secretary@bike.org.uk
Banners	http://www.zephyr-flags.co.uk www.bigvaluebanners.co.uk http://www.creative-solutions-direct.co.uk
Bible Study for members	Ian Cameron i.cameron@ntlworld.com
Chainlink Editor	chainlink@bike.org.uk
Child Protection	Ted Russell ted.russell@btinternet.com
Display stand (National)	Di Raven diraven@virginmedia.com
Feather flags/banners	http://www.zephyr-flags.co.uk
Handbook suggestions	Elaine Williams, National Secretary secretary@bike.org.uk
Membership Bible Study	Ian Cameron i.cameron@ntlworld.com
Membership Records	Bob Buss membership@bike.org.uk
Membership Workbooks	Ian Cameron i.cameron@ntlworld.com

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Merchandise	Andy & Naomi Hogan merchandise@bike.org.uk
National Rally	Mike Fitton rally@bike.org.uk
Officials' contact details	National and Branch Officials details are on a list distributed to those officials. This includes details of which Exec members are responsible for each branch.
Prayer requests	Steve Clarke fasttrack@bike.org.uk
Safeguarding	Ted Russell ted.russell@btinternet.com
Spiritual Growth Course	Ian Cameron i.cameron@ntlworld.com
Stationery	Elaine Williams, National Secretary secretary@bike.org.uk
Tracts	Sid O'Neil sid.oneill@outlook.com
Web related issues	Ian Cameron i.cameron@ntlworld.com
Workbooks (for members)	Ian Cameron i.cameron@ntlworld.com

APPENDIX E

Procedure for collecting Biker Bibles

Approval is required from Rob Urand, National Treasurer, first and in seeking approval you should email him copying in Russell Boyce. Please note that only branch officials can seek approval and Rob will need to know how many bibles your branch has left and how many you need. The bibles are packaged in multiples of 60.

When Rob replies with approval, he will copy in Russell Boyce so that Russell is aware that approval has been obtained. It is then the responsibility of the person who has gained approval from Rob to then contact Russell to arrange collection/despatch. Russell needs adequate warning of when the bibles are to be collected. Please note that ringing Russell when you are on the way does not count and if anyone does this they will not be able to collect the bibles. Russell needs at least two to three days' notice as he has to get all the boxes labelled.

In addition, Russell has to give Dibdin's (storage facility) adequate warning that someone is coming and we rely on the goodwill of Dibdin's to store the bibles and the person who organises the warehouse only works part time. If people keep turning up without having followed the procedure, then CMA is at risk of losing this storage facility.

If a weekend is better for collection, then Russell on receiving adequate notice is willing to collect the boxes from Dibdin's in the week and they can be collected from Russell's house. Another alternative is Russell can arrange a carrier for consignments and in many cases allowing for fuel costs this can be the cheaper option.

There will be some occasions when Rob and Russell are unavailable due to other commitments or holidays so you may not receive a quick response to your emails. Please therefore consider well in advance of rallies etc. whether you need any bibles and not leave this until a few days before an event.