



Penrith Cycling Club

Policies, Procedures & Guidelines for Club Management

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Introduction

These policies and procedures have been developed and adopted by the Penrith Cycling Club. They have been created to ensure that the club runs in accordance with its legal, health and safety and environmental requirements, and to support the Club's objectives as defined in the club constitution.

Club Officials and volunteers must be familiar with and observe these policies and procedures, and are not authorised to act outside them.

These policies and procedures should be read in conjunction with Cycling New South Wales and Cycling Australia rules, technical regulations and other guidelines. Where these policies and procedures are in conflict with the CNSW and/or CA rules, regulations or policies, the CNSW / CA rules, regulations or policies will take precedence.

1. References

Category 4 Race - is a club combined or open invitation race. Riders from other clubs may participate and race entries may be taken on the line.

Category 5 Race - is a club only event. Riders from other clubs may not participate. Entries may be taken on the line.

Rider Development Event- is a club organised event where the objective is to develop the skills, knowledge and capabilities of riders.

These policies and procedures should be read in conjunction with:

- NSW Technical Regulations (May 2008)
http://www.nsw.cycling.org.au/site/cycling/nsw/downloads/Files/technical/regulations/NSWCF_Tech_Regs.pdf
- Cycling NSW By-laws (29 March 2009)
<http://www.nsw.cycling.org.au/site/cycling/nsw/downloads/Files/technical/regulations/CNSWBY-LAWSApproved24March2009.pdf>
- Cycling NSW Constitution (Nov 2008)
http://www.nsw.cycling.org.au/site/cycling/nsw/downloads/Files/council/2008/Constitution_CNSW_amended_4082008.pdf

2. Club Racing- General Policies & Procedures

A race (any category) may not commence unless and until all of the following are satisfied. If they are not satisfied then the race must not go ahead.

(Racing rules and administration guidelines are defined in the Club Racing document, also published on the Club website.)

2.1 The Race must be sanctioned by Cycling NSW.

This involves completing a CNSW Race Approval Request Form, submitting it to CNSW and receiving written approval.

The application form can be found on the nsw.cycling.org.au website.

Series approvals should be posted on the Penrith Cycling Club website.

2.2 The Club must hold a current Insurance Certificate of Currency.

This involves completing an application, submitting it and receiving written approval.

The application form can be found on the nsw.cycling.org.au website.

Additional parties must be noted on certificate to meet the requirements of the Club's agreement with the Regatta Centre.

The current Certificate should also be posted on the Penrith Cycling Club website.

The Club Secretary is responsible for the Insurance Certificate.

2.3 An Accredited Commissaire must run the race.

This is a requirement of the CA insurance and a specific requirement of Cycling Australia.

The duties and responsibilities of Commissaires are detailed on the CNSW website.

In the event that a commissaire is unavailable due to illness, injury or force majeure the Club Committee may appoint a suitably experienced Club Member to conduct the event and the Club shall record such.

2.4 A Qualified and Accredited First Aid person must be in attendance and a first aid kit must be available.

Qualified and accredited includes holding a current first aid certificate or being a registered nurse.

2.5 Incident Reports and Commissaire Reports must be completed and submitted where specified by CNSW.

Where an incident occurs at a race, (immediately before, during or immediately after), and results in First Aid being provided,

(a) An Incident Report must be completed by the First Aid person, and sent to CNSW and to the Regatta Centre Management, and

(b) A Commissaire Report must be completed by the chief commissaire and submitted to CNSW.

Templates and guidelines for both reports are available from the CNSW website.

The acting first aid officer is responsible for completion and submission of the Incident Report.

The acting Commissaire is responsible for completion and submission of the Commissaires report

2.6 The Race Commissaire must ensure that only Race-Licensed riders take part in races, and that Rider Sign-on Sheets and disclaimers are completed & signed:

- a) Participants must have a current CA race licence or a day licence.
- b) The race commissaire must ensure that race licences are sighted at Sign-on, or that the club has valid rider records to prove that the rider has a current licence.
(The Club may elect to notate the Sign-on sheets where it has proof of licence)
- c) Completed Sign-on sheets must include the riders race number, the riders signature, and include the standard disclaimer. (See appendix).
- d) Riders must be older than 13 years of age or have the commissaire's permission to enter the event.

3. Rider Development Events – General Policies & Procedures

A Rider Development “RD” event may, by definition, include such activities as coaching, training, and skills sessions. RD events involve riders actual cycling, as opposed to receiving classroom instruction.

A Rider Development session may not commence unless and until all of the following are satisfied. If they are not satisfied then the cycling part of the event must not go ahead. (Parts of the event that don't involve actual cycling may go ahead)

3.1 The Club must hold a current Insurance Certificate of Currency.

See above in Race Policies and Procedures.

The current Certificate should be posted on the Penrith Cycling Club website.

3.2 The Event Manager (the person running the course) must have been approved by the committee, and be suitably qualified to run the event.

In the event that responsible person is unavailable due to illness, injury or force majeure the Club Committee may appoint a suitable experienced Club Member to conduct the event and the Club shall record such.

Suitable qualifications and experience would normally include some level of coaching or cycle-skills accreditation.

3.3 A Qualified and Accredited First Aid person must be in attendance and a first aid kit must be available.

Qualified and accredited includes holding a current first aid certificate or being a registered nurse.

3.4 An Incident Report must be completed and submitted where First Aid is administered.

Where an incident occurs at a Rider Development event, (immediately before, during or immediately after), and results in First Aid being provided an Incident Report must be completed by the First Aid person, and sent to the Penrith Cycling Club committee and to the Regatta Centre Management

Templates and guidelines are available from the CNSW website.

3.5 The Event Manager must ensure that only properly licensed riders take part in the event, and that Rider Sign-on Sheets and disclaimers are completed & signed:

- a) Participants must have a current CA licence, or a valid day-licence.
The Event Manager must ensure that licences are sighted at Sign-on, or that the club has valid rider records to prove that the rider has a current licence.
(The Club may elect to notate the Sign-on sheets where it has proof of licence)
- b) Completed Sign-on sheets must include the rider's signature, and include the standard disclaimer. (See appendix).

4. Race and Race Series Sponsorship

The club may offer commercial sponsorship of races, or race series, or specific aspects of races (eg: most improved rider, best young rider).

Sponsorships agreements must be

- a) In writing, and the written agreement must specify the scope, duration, and performance.
- b) Ratified by the committee, and
- c) Aligned with the club's objectives.

5. Compensation for Club Officials and Volunteer Expenses

Each year the Committee will determine a standard schedule of volunteer reimbursement payments, for volunteers performing critical roles in club and open races. These payments are intended to compensate in part for expenses incurred attending and officiating at the races.

For 2010 and 2011 (unless otherwise determined by the committee) the compensation for each event will be \$10 per volunteer. The roles that are eligible for this compensation are:

- a) Commissaire,
- b) 1st Aid Officer, (up to 2 at commissaire discretion)
- c) Track/traffic marshal (up to 3 at commissaire discretion)
- d) Registration and memberships administration. (max 1 per race)
- e) Junior Program management
- f) Canteen Management

Compensation for volunteers and officials at open (non-club) events will be decided during planning for such events.

6. Privacy and Confidentiality

The Penrith Cycling Club will observe the National Privacy Principles, as follows:

6.1 Collection

Only necessary personal information will be collected. It will be collected by lawful and fair means, and where possible will be collected directly from the individual. Those supplying information will be told our organisation's name, the purpose for collection, the types of organisations to which the information is usually disclosed and that the individual can access the information.

6.2 Use and disclosure

Personal information will be used and disclosed only for the purpose for which it was collected, or for a related (or directly related if the information is sensitive) secondary purpose. Exceptions cover specified law enforcement and public safety purposes.

The club will obtain consents for the use or disclosure of personal information for any other unrelated purposes.

6.3 Accuracy

The Club will make its best reasonable efforts to ensure that personal information collected, used or disclosed is accurate, complete and up-to-date.

6.4 Security

The Club will ensure that all personal information stored is safe from misuse, unauthorised access or disclosure. Where reasonable it will destroy or permanently de-identify personal information where it is no longer needed.

6.5 Privacy Policy

- The Club will hold information including the following: name, age, DOB, address, email address, telephone contact numbers, category of membership, type of club membership, and CA licence number.

Each of these is necessary for club and event management.

The Club may hold information on a person's health.

- The club will not hold other sensitive information, eg financial information.
- The Club holds the information for the purpose of running cycling events and managing the club activities;
- The Club takes all reasonable steps to ensure personal information is secure, and protects it from misuse, loss and unauthorised disclosure. To ensure this, only the Club Committee will have access to the member database. ;
- A member can complain about possible breaches of privacy, by contacting the Club's privacy representative, who is the Club Public Officer
- The Clubs contact details are published on the club website
- The Club will handle written requests for access to personal information by (1) acknowledging the request within 2 working days, and (2) responding within 5 working days.

6.6 Access and correction

The Club will provide individuals with access to their own personal information upon request, and give individuals a reasonable opportunity to correct that information.

6.7 Identifiers

The Club will not use or adopt identifiers assigned by Commonwealth government agencies to individuals, eg Medicare numbers, Licence Numbers, etc.

6.8 Anonymity

The Club will allow individuals to remain anonymous when it is lawful and practicable to do so.

6.9 Overseas Transfer

The Club will not transfer member information overseas, except with the individual's consent.

6.10 Sensitive information

The Club will not collect sensitive information without a person's consent (some exceptions apply) eg information about an individual's health.

7. Appendix #1 – Standard Event Entry Disclaimer

This is the standard disclaimer that must accompany the rider Signon:

IN SIGNING THE ABOVE (IN ENTERING THIS EVENT I HEREBY ACKNOWLEDGE AND ASSUME THE RISKS OF PARTICIPATING IN THIS ACTIVITY.

I acknowledge that bicycling is inherently dangerous and is a test of my physical and mental abilities and capacity and carries with it the potential for serious bodily injury, permanent disability, paralysis and death, and property damage or loss.

I acknowledge and agree that it is my responsibility to determine whether I am fit and healthy enough to safely participate in the activity, and I attest and certify that I have not been advised against participation in the activity by any healthcare provider.

I certify that I have no physical or medical condition that would endanger myself or others as I participate in the activity, or would interfere with my ability to safely participate in the activity.

I accept responsibility for the condition and adequacy of my equipment and my conduct in connection with the activity.

I also assume any and all other risks associated with participating in this activity, including but not limited to the following: falls, dangers of collisions with vehicles, pedestrians, other participants, and fixed objects; the dangers arising from surface hazards, equipment failure, inadequate safety equipment, and hazard that may be posed by spectators or volunteers, and weather conditions.

I understand that I will be participating in the activity at my own risk, that I am responsible for the risk of participation in the activity.

I understand and acknowledge the dangers associated with the consumption of alcohol and/or drugs before, during and after the activity and I recognize that consumption of alcohol and/or drugs might impair my judgment and motor skills. I assume responsibility for any injury, loss or damage associated with my consumption of alcohol and/or drugs.