



**BMX Level 1
Officiating Accreditation Program
MANUAL**

Acknowledgements

BMX Australia (BMXA) wishes to acknowledge the support and assistance of the Australian Sports Commission (ASC) and Cycling Australia in the preparation of this Manual and associated Workbook. We also recognise the ASC's contribution to the continued administration of the accreditation system within the sport of BMX in Australia. Finally, BMXA wishes to acknowledge those persons who have contributed to material contained within this Manual.

Welcome and Introduction

Welcome to the BMXA Level 1 Club Official Accreditation Program which has been prepared by BMX Australia and is recognised as part of the ASC's National Officiating Accreditation Scheme (NOAS).

The accreditation program materials include:

- A BMX Australia Level 1 Club Official Accreditation Program Manual
- A BMX Australia Level 1 Club Official Accreditation Program Quiz (online or workbook version)
- A BMXA Officials Code of Behaviour and Agreement Form
- Supplementary – Working with Children Check as required by the State or Territory in which you reside
- Volunteer BMXA Membership Form

In order to be recognised as an 'Accredited BMXA Level 1 Club Official' you must successfully complete the BMXA Level 1 Club Official quiz. You can do this by completing and submitting the Workbook or the online quiz. Once attained, your accreditation will be valid for four years. To maintain your accreditation during this period you will be required to:

- Officiate at a minimum of five Club events per annum
- Complete a questionnaire annually to confirm you are aware of any changes to the rules, if required
- Maintain current BMXA membership by submitting an updated volunteer form annually

BMXA may conduct random practical competency based assessments of Level 1 Club officials to ensure our training objectives are being met. If selected for a practical assessment you will be contacted by an accredited assessor to arrange a suitable time to meet with you before a club meeting to discuss the assessment criteria and conduct the practical assessment.

The Contents page overleaf outlines the knowledge and skills addressed by this accreditation program and required by BMXA Level 1 Club officials. It covers: planning, organising and conducting BMX events to ensure the safety and enjoyment of riders, spectators and the general public; and applying basic rules to BMX racing in club level competition. If you have any concerns while undertaking this accreditation program, then please contact your State Officiating Director for guidance.

It is expected that you read through this Manual and familiarise yourself with the contents and the relevant rules of the State of which you are a member. It must be remembered that this Manual is generic, although accreditation program assessors may take into account local rules and conditions, if appropriate.

You may choose to progress to Level 2 State Official accreditation, then Level 3 National Official accreditation and ultimately to International (UCI) accreditation in support of our sport. We wish you success and satisfaction in your capacity as an Official in the sport of BMX. Your contribution is very much appreciated.

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General Information

Objects of the Manual

The purpose of this BMXA Level 1 Club Official Manual is to provide a common procedural reference guide for all BMX Officials. The broad objectives of the Manual are to:

1. Provide a consistent basis for the application of the rules for BMX competition throughout Australia;
2. Supply Officials with a set of operating guidelines in the administration of BMX competition throughout Australia; and
3. Serve as a reference text for Officiating Accreditation Programs provided by BMXA.

Accreditation Program Prerequisites

Participants must:

- Be at least 16 years of age upon application to be eligible for accreditation, and
- Hold a current BMXA membership (at minimum a Volunteer membership)

There will be no honorary accreditation. While some practicing officials may be able to satisfy all or most of the competencies required for Level 1 Club Official accreditation without having to read the Manual they are still required to complete the online questionnaire to gain accreditation.

Officiating Accreditation / Re Accreditation

BMXA Officials are now recognised under the ASC (NOAS). From 1 January 2012 it will be compulsory for all Officials in Australia to be accredited under this scheme.

After you complete the requirements of this accreditation program and return a signed Code of Behaviour Agreement Form you will be entered onto the NOAS database that will entitle you to officiate. Officials who do not join will not be permitted to work as an Official in BMXA sanctioned events. The NOAS provides quality assurance in the area of officials' development through education and training. Our expectation is that through the NOAS the quality of Officials in Australia will be enhanced, providing a solid base for the growth and prosperity of the sport of BMX in Australia.

Officials who have met the minimum competency standards as prescribed by the NOAS will be accredited for a period of four years. In order to meet the minimum re-accreditation requirements (for another four year period) you must officiate at a minimum of five events per year, over each four year term. Your accreditation can also be updated by achieving BMXA Level 2 State Official status within four years.

For more details regarding the next level of accreditation please contact BMXA or your State Association.

General Requirements of an Official

In many respects Officials are the face of the sport of BMX in Australia (excluding the riders) to club members, spectators and the general public. To some extent Officials should be invisible, allowing the focus to be on the riders. At the same time Officials need to be in control at the various events for which they are responsible. It is essential that you set and maintain high standards and always behave in an appropriate manner. As a result, our sport will be reflected in a positive light in the community. As an Official you should present yourself in a tidy and efficient manner at all times at all events, even if uniforms are not supplied.

You should conduct competitions in a fair and impartial manner, displaying equity to all competitors. Officials must be consistent in their application of the rules, keeping in mind the objective of providing an enjoyable and satisfying experience for all involved (including you). Remember that club events are not the World Championships! Conflicts of interest should be avoided where possible; however, it is understandable that in some instances, particularly at events where your family members may be competing, this may occur. In these instances be careful in your decision making process to avoid accusations of favouritism or bias.

Whilst it would be ideal to find more volunteers than required to fulfil all tasks at BMX competitions, it is quite likely that this will not be the case. It is the duty of the Chief Official to ensure that all tasks are undertaken with the object of providing a safe and even competition for all competitors. Safety must be your primary consideration and the material presented in Module 1 will assist you in your efforts of understanding and competently creating a safe environment.

Cycling Structure

The International Cycling Union, usually referred to as the UCI (Union Cycliste International), is the peak body of world cycling. Founded in Paris in 1900 the UCI has two official languages, French and English, with English now commonly used as the primary language. Located in Aigle, Switzerland, the UCI is responsible for all major world Cycling events, which include BMX, Mountain Bike, Road and Track cycling. The constituent members of the UCI are the National Cycling Federations, such as Cycling Australia, MTBA and BMX Australia.

In Australia, BMX Australia controls the sport of BMX Racing & Freestyle. All Australian BMX Championships are conducted by and remain the property of BMXA. BMXA members include the State Associations and the individual members of every club in the country.

Upon completion of this Level 1 Club Official Accreditation Program, you will be accredited to Officiate at your club events and interclub events. This level of accreditation does not authorise you to perform key duties at Open, State or National Championships however you may be able to assist at the discretion of the Chief Official. Should you desire to Officiate at State and Open level events you will be required to successfully complete the Level 2 State Official Accreditation Programs).

The highest standard of officiating accreditation attainable is that of UCI International Official. To undertake the UCI Official Course you must be aged between 25 and 50 years of age, have a number of year's experience at National level events and be endorsed by BMXA.

Details of Insurance Cover for Members of BMX Australia

In Australia membership of BMXA provides each member with a certain level of insurance cover. This cover exists for members in racing and training activities and importantly for Officials and Coaches in the performance of their duties.

Once you have completed this accreditation program please ensure you have a signed BMXA licence and NOAS ID card in your possession at all times when working as an Official. If a Chief Official has a person make technical decisions regarding a BMX race and they are not part of the NOAS then the Chief Official may be liable. Please ensure all Officials hold a current NOAS ID card to ensure that liability insurance is valid.

Please contact the BMXA office or your State Association for current coverage as the insurance policies change periodically. Alternatively, information on the current BMXA insurance policy is available on the BMXA website: www.bmxaustralia.com.au

Roles & Responsibilities of BMXA Level 1 Club Officials

1.1 BMXA Code of Conduct

Every member of BMXA is required to adhere to its Code of Conduct. As an Official you are expected to monitor, encourage and ensure that the conduct of all members is consistent with BMXA's Code of Conduct.

1. Purpose

The purpose of the Code of Conduct (Code) is to describe the type of behaviour which BMXA is seeking to promote and encourage members and supporters to adopt.

2. Governance

The Code shall be known as BMX Australia's Code of Conduct. The Code shall govern the conduct of all persons formally associated with BMX within Australia. In particular, it shall apply to:

- Persons acting for and on behalf of BMXA
- Athletes, coaches, managers and support staff of BMXA
- Persons participating in BMXA sanctioned events
- Officials, volunteers and support personnel assisting or conducting BMXA events
- BMXA appointed Delegates and employees of BMXA

3. Key Principles

- BMXA wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- BMXA wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidatory or offensive environment. Refer to BMXA's Member Protection Policy.
- BMXA wishes to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being - within the context of the activity; treat everyone equally regardless of gender, ethnic origin or religion.
- Persons to whom this Code applies acknowledge and agree to comply with the disciplinary and grievance procedures promulgated by BMXA. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.

4. Key Elements

All persons who are bound by this Code shall:

- Act in a manner which is compatible with the interests of BMXA
- Accord people involved in BMX with the appropriate courtesy, respect and regard for their rights and obligations
- Treat people's property with respect and due consideration of its value
- Show a positive commitment to BMXA's policies, rules, procedures, guidelines and agreements
- Respect the law and customs of the places they visit
- Respect the confidentiality of information which they receive in the course of fulfilling their duties

- Uphold the standing and reputation of cycling within Australia
- Not misuse provided funds or property belonging to another party
- Observe and comply with the Anti Doping Rules set out in the BMXA Anti-Doping Policy

5. Unacceptable Behaviour

This list provides examples of behaviour deemed to be unsuitable and not in the best interests of the sport.

- 'Sledging' other athletes, officials or event organisers. Sledging is defined as a statement that is deemed to denigrate and/or intimidate another person, or behaviour likely to constitute emotional abuse
- Excessive use of alcohol, acting in a way that becomes a public nuisance, or creating a public disturbance
- Damaging another person's property or depriving them of that property
- Sexual relations between an appointed official and a junior athlete (under the age of consent), irrespective of the wishes and desires of the athlete. In all other cases such relations are strongly discouraged
- Any physical contact with athletes that shall be inappropriate to the situation and be unnecessary for the further development of the athlete's skill
- The use or encouragement of the use of banned substances. (The banned substance list is as outlined under BMXA's Anti-Doping Policy)
- Statements which are deemed to denigrate the group that an individual is representing
- Any type of gambling, betting or organisation of betting at any BMX event, while competing, officiating or undertaking a management role
- Any form of harassment.

1.2 Duty of Care for Officials

As the responsible person supervising and controlling a BMX competition, the Official is expected to discharge a duty of care to all associated or interacting with the event. An Official needs to ask the following questions when undertaking any activity associated with the conduct of a BMX competition:

Do I owe a duty of care to the participant and if so, is the risk of any injury reasonably foreseeable?

A duty of care depends on establishing some relationship between the parties. If an injury occurs, the courts will ask whether the relationship between the parties was such that the defendant should have foreseen that his or her negligent act would lead to the damage suffered by the participant.

Although the question needs to be answered for each situation, it would be reasonable for the Official to assume that they do owe a duty of care to competitors, other Officials, spectators and the general public what may in some way or other interact with a BMX competition.

What is the standard of care that must be achieved?

The test for the required standard of care is how a reasonably prudent person would have acted in the same situation. The law has developed this reasonable person test but what is reasonable will depend on the particular circumstances existing at the time. For example the standard may vary depending upon:

- The type of activity – Generally, the more hazardous or risky the activity is deemed to be, the greater the duty of care that is owed to the participant
- The age of the participant – Generally, the younger the participant, the greater the duty of care that is owed. Similarly, frail or aged adults may place greater demands on supervision
- The Officials / other volunteer's level of training and experience – The more highly trained and experienced a person is the greater standard of care that is expected. For example, a higher standard of care would be expected from a trained Official than from someone who is volunteering and who may have undertaken minimal training.

What steps can I take to avoid the foreseeable risk of harm or injury?

Officials should take all reasonable steps to prevent injury. To help establish the 'reasonable steps' the Official should help develop a risk management plan for the club and the programs or activities it conducts. The state departments of sport and recreation have developed their own comprehensive risk management manuals for sport and recreation organisations. You may care to contact them to see if that material assists you. The following section of this module should also assist.

1.3 Safety and Risk Management

When participating in any sporting activity one must be aware of the associated risks and BMX is no different. While BMX may present certain risks, they should be eliminated or minimised as much as possible to create a safe and enjoyable environment for all. As Officials we need to take positive action to eliminate or reduce the likelihood of accidents by identifying, evaluating and responding to risks before accidents occur. This process is called Safety and Risk Management.

Effective risk management practices include the identification, assessment and reduction of risk and the implementation of risk management plans.

Risk identification

A check through the records of the club will generally indicate previous areas where risk can be attributed. Of course, previous experiences may have been unusual occurrences, but generally they will provide a reasonable guide to some of the potential areas of risk for the club. Drawing on known experiences of other BMX clubs will provide additional information. Participants and experienced Officials should be consulted with a view of assembling a detailed picture of risk areas.

Risk assessment

Risk assessment follows risk identification. Risks must be assembled and dealt with in priority order. Officials may choose to analyse and classify risks as:

- High risk (frequent accidents with severe consequences - the strategy should be to avoid such risks)
- Moderate risk (infrequent accidents with major loss - the strategy may be to take out insurance)
- Moderate risk (frequent accidents with minor loss - the strategy may be to manage the risk)
- Low risk (infrequent accidents with minor injury - the strategy may be to accept the risk)

Risk reduction

Once risks have been identified and assessed it is good practice to implement an appropriate risk reduction campaign. Risk reduction may lower the frequency and severity of accidents and injuries and may even help maintain or reduce insurance premiums payable.

Risk management plan evaluation

Once implemented the plan should be continually reviewed and evaluated. This will require monitoring records and accident reports. Communication of the risk management plan to all involved in the running of the club is recommended.

Currently qualified and accredited medical attendant/s must be present at all times during a BMX event.

Some technical regulations included in this Manual are the result of previous safety and risk management evaluations. For example, the requirement that all competitors are required to wear a helmet before, during and after an event when riding a bike.

1.4 Competition Duties of a Level 1 Club Official

As an Official you will need to make decisions constantly relating to risk management practices. It is imperative that BMXA, its members and Officials reduce risk and provide safe competition. The following questions are designed to get you thinking about your assessment of a variety of situations you may encounter while officiating at a BMX club event:

- Should I remove a participant who persistently breaches the rules or uses any violence against another competitor?
- Should I strictly enforce the safety rules designed to prevent injuries?
- Should I stop the event when the safety of competitors is threatened by outside influences i.e., weather/ lightning?
- Should I ensure that only proper authorised equipment is used?
- Should I ensure safety guidelines including blood and infectious disease policies are applied?

Each Official needs to be confident that their decision is commensurate with the response / actions of another person in a similar situation. At times you may be criticised for your decisions, however the more experience that you gain by performing your duties, the easier you should find the decision making process.

****Officiating Decisions:**

- Is it Safe?
- Is it fair?
- Is it logical?
- What happened?
- Is it against the rules?
- How did the action affect the result?

1.5 DO'S AND DON'TS FOR OFFICIALS

The following suggestions are the result of many years of officiating experience and are provided in the hope that they will assist you.

Do:

- Know the rules and stick to them
- Concentrate on your duties
- Be fair and unbiased
- Be courteous and calm in dealing with other officials, riders, parents, coaches, and spectators
- Be consistent and firm – once you have made a decision stick with it. Where you have made a mistake be courageous enough to admit it and seek to remedy the situation as soon as possible
- Always present yourself in a professional manner - clean and tidy
- If the situation is not covered in the Rule Book, review all facts then make a sensible and practical decision
- Self assess your performance after each event and encourage feedback from others, particularly senior and experienced officials

Don't

- Overlook rules or infractions – let the riders know that you are watching and at least give a warning where an infraction has occurred
- Show favouritism

- Allow conflict of interest to interfere with fairness
- Turn up to an event under the influence of alcohol or drugs
- Look sloppy or act unprofessional
- Think you know everything
- Abuse riders or other officials (either physically, verbally or psychologically)
- Use improper language
- Gossip about your fellow officials or about their decisions
- Bet on BMX events
- Be overly officious or authoritarian. Respect is earned

The above recommendations may not solve all your problems but heeding them may help you avoid a number of problems that could be difficult to manage.

Club Competition Management

2.1 Club Competition Management

There are many roles and jobs that need to be undertaken to successfully conduct a BMX Club event. Although part of a larger group of officials, your position as an official is a very important one.

Members of your club should be responsible for accepting entries, preparing programs, organising prizes / medals, managing spectator services and other similar tasks.

Officials are expected to control or assist with the running of the actual races (applying the relevant rules). You should take care that you allocate sufficient time to your job without overloading yourself with the many other tasks needing to be done. If more than one Official is present at any event one should be appointed as Chief Official (by the club officials or among the present Officials) and he/she should delegate tasks to the remaining Officials. This will ensure that the duty of care by having enough officials to conduct the event.

Officials undertake a myriad of duties, including:

- Chief Race Commissaire
- Race Director
- Registrar
- Staging
- Starter
- Race Commissaire
- Finish line officials/ Judges
- Administrator/ results

At a Club level BMX event, the roles of officials are much more relaxed with the focus on Safety, Fun and Fairness.

Refer to Section 8 of the BMX Rule Book (Australian Regional Applications) as well as UCI Articles 6.1.048-053.

2.2 Guidelines for Conducting a BMX Event (UCI Class events 9,8 &7)

To conduct any BMX event takes careful planning and adequate time to complete all required tasks. The Event Manager will also be responsible for organising Officials to run the races. Each State body and BMXA, is keen to support you in your service to the sport. You are therefore encouraged to ask questions and use the resources of other Officials to help develop your skills.

The Club organisers need to provide sufficient volunteers to manage the event and coordinate tasks with the appointed Officials. The number of Officials appointed and their roles will depend on the number of entries and categories expected at the event. Officials in training and junior officials (U18 but not younger than 16yo) should always be under the direct supervision of an Accredited Official.

Please refer to Sections 12, 13 & 14 of the BMXA ARA for rules applicable to Club, Regional and State competition.

Communication and Conflict Resolution Skills

3.1 Communication

What is Communication?

Communication is a two way process in that people send and receive messages and signals (body language) to one another. Problems can sometimes arise due to the incorrect interpretation of the messages. The goal of effective communication is to understand the intention of others and have them understand your intended meaning. Verbal and non-verbal communication is a learned behaviour and one that we have control over changing and improving. Being able to effectively communicate with other officials, coaches, athletes and other parties will greatly aid your role as an Official.

The communication process involves:

- The person who sends the message,
- Audience of listeners who receive the message,
- The messages and intended meanings being sent,
- Interpretation and feedback from the receivers to the senders, and
- Noise (distractions such as sounds, fatigue, stress) which will limit the effectiveness and result of the communication.

3.2 Communication Styles

Understanding your personal style of communication will help you to develop good communication skills. Every person's method of communication is based on his or her experiences; therefore each person has their own individual style - an important point to remember. Officials need to recognise that when communicating with people they will all come with different interpretations of how to communicate. They may be distracted with anxiety or emotion, fatigue and the like. You may need to explain yourself several times and check for their interpretation of what you meant to determine if they have interpreted your message correctly. You should also paraphrase to see if you have understood their viewpoint.

3.3 Communication by Officials

To ensure that efficient and effective communication occurs, the Official must:

- Clearly make their message understood,
- Receive and understand intended messages sent to them, and
- Attempt to guide the flow of communication.

3.4 Verbal Communication Techniques

Vocabulary: Use simple and clear terminology when communicating. Avoid too much technical jargon.

Volume: Should be appropriate for the environment - not too loud or too soft. When broadcasting use megaphones or PA systems, if available.

Diction: Be sure to speak clearly. It is difficult to understand someone who strings all their words together and trails off the ends of words.

Pace: An even pace of spoken words is more effective than speaking too fast or too slow. Remember that nervousness is often reflected with a quickening of speech.

Projection: Ensure that you are aware of the spread of your audience and accommodate them by projecting your voice accordingly.

These techniques will assist your delivery of the message you are sending. For example, if you are communicating with 8 riders at the finish bales, have them move close together and in front of you (and off their bikes if necessary) so they can clearly hear you. If you wish to communicate to everyone at the event, then use the PA system and ask for confirmation that various sections can hear you. Speak slowly and clearly. You may also need to ask those with whom you are speaking to adjust their speech so that you may better understand them.

3.5 Conflict Resolution

Conflict is found often in life and is an area that you as an Official will need to face from time to time. With so much time, energy, emotion and ambition invested by the participants and their supporters some conflicts are bound to arise. The challenge for an Official is to deal with and resolve conflict by applying the principles of transparency and equity to the process. Even if a competitor does not get the result they were hoping for, they will often be more accepting of a decision if they feel they were listened to and treated fairly.

When addressing a junior member (U18 of age) you should always ensure that an adult BMXA member (coach or preferably riders advocate), or parent is present so that all conduct is monitored. This requirement equally protects you and the junior member and you are advised to adopt this as part of your standard operating procedure.

Negotiating a Solution

There are four steps to negotiating a solution to conflict:

1. Identify and define the conflict
You need to be aware of each person's problem and needs first.
2. Generate a number of possible solutions
Think of as many ideas as possible without analysing which ones appear to be good or bad.
3. Evaluate the alternative solutions
Now you can talk about the appropriateness of each solution and perhaps more importantly identify which solutions each party is willing to accept.
4. Decide on the best solution
It is important that everyone understands the consequences of the solution and that they are willing to try it out.

No one can be certain that the solution will work until you try it out. It may prove to be a very beneficial solution or perhaps it may need some modification. If unsuccessful at first, keep moving forward in your attempt to find an agreed and workable solution to the conflict. Walking away from a problem will not fix it.

Tips for Officials on Conflict Resolution

- Prevention is better than cure. Keep on top of problems and be creative in your approach to solving them. Being open and friendly with competitors before the event will help to develop mutual respect
- Conflict can be ignited through the tone with which something is said rather than the content of what is said. Remain calm and patient even if others are not
- Sometimes you are better off to let someone blow off some steam. Once they have released some emotion they may be more prepared to negotiate an agreed solution
- Use active listening strategies and remain relaxed and in control
- Consult with fellow Officials as they may have further information or evidence or who may assist the decision making process. The aim is to achieve a consensus if possible
- Managing conflict skilfully can open the door to healthier, stronger, and more satisfying relationships

Club Administration

4.01 Administrative Roles and Responsibilities Within a Club

Clubs form when a group of people with similar interests join together for a particular purpose. The Club's Constitution sets out and governs the rights and obligations of members and its operation. The members of the club elect a committee that is responsible for managing the club on a day-to-day basis. The committee can be drawn from many positions, however the main positions in the club, sometimes referred to as the 'Executive Members' are:

- President
- Secretary
- Treasurer

Responsibilities of these members include:

President

- Chairs meetings and control situations that may arise in consultation with other executive members
- Performs leadership role and stays informed of club activities
- Helps set goals and future direction of the club
- Understands and implements the club's Constitution and By-Laws, and
- Represents the club at social, local, regional, state and national levels if required

Treasurer

- Organises and maintains financial records and informs club members of the club's financial obligations
- Ensures money received is promptly banked
- Prepares annual financial reports
- Is a signatory on club cheque accounts (with at least one other person)
- Manages club investment programs

Secretary

- Manages and supervises all day to day aspects of running the club
- Keeps the members informed of meetings and issues accurate details of all business at meetings
- Must be well organised and communicate information effectively

Other Club positions may include:

- | | |
|------------------------|---------------------------|
| • Vice President | • Coach |
| • Registrar | • Publicity Officer |
| • Race Secretary | • Announcer / Commentator |
| • Development Officer | • Canteen Officer |
| • Social Coordinator | • Clothing Officer |
| • Fund Raising Officer | |

4.02. Constitution

Your club's Constitution should outline the rights and liabilities of its members. It is a document designed to establish the existence of a group (in this instance a BMX club), sets out its purpose and defines the rules under which it will operate. Although Constitutions vary from club to club there are certain matters which are commonly included for the protection of club members, such as:

- Qualification for membership
- Whether applications for membership should be in writing
- The manner in which a membership can be cancelled other than by resignation
- Classes of membership (such as honorary and life) and their rights (such as voting rights)
- The manner in which a general meeting shall be called
- Powers of the committee to manage the day to day running of the club
- Whether or not the Secretary and Treasurer can be one and the same person
- The number of members on the committee
- The frequency of meetings and the numbers required for a quorum
- The manner and reasons for a member to be expelled from the club
- The number of trustees in whom the club property is invested
- The manner and circumstances for the committee members to be indemnified out of the club funds in the event that they incur liability on behalf of the club, and
- The manner by which a club will be wound up (eg way of distribution of assets to members or conversion of these assets to cash and then distribution)

The Secretary should always keep the Constitution up-to-date and the rules should be clear and understood.

Club Officials should be aware of the content of their club's Constitution in order to apply rules and regulations accurately.

4.3 By-Laws and Technical Regulations

Clubs may also adopt certain By-Laws to complement the Constitution. By-Laws are usually non technical items such as the manner in which club events, appeals and systems* may be run by the club (*e.g., points systems, qualification for club championships, the duties of officials, etc.)

Technical Regulations or rules with regards to running events should not be included in the Constitution or the By-Laws. All racing and general instructions (rules) should be in the Technical Regulations of the club and available on the club website. These Technical regulations must not conflict or override the Australian Regional Application or the UCI Regulations.

4.4 Club Meetings

Club meetings should be held on a regular basis (e.g., monthly). Regularity of meetings will assist with members' own time scheduling, enabling a greater attendance.

Agendas should be provided and adhered to. This will assist in the smooth running of the meeting and ensures all relevant points are covered / discussed. The President (Chairperson) is responsible for maintaining control and order, though must remain unbiased, giving all members in attendance an equal opportunity to have their say.

Annual General Meetings must also be held. The club's Constitution should outline when and where this meeting will be held. The Secretary must inform every member of this meeting. He or she must produce an agenda, reports and collate all business papers relevant to the meeting, including financial reports.

Clubs that develop a good working and harmonious committee, coupled with a sound structure, often have little trouble in achieving their goals.

General Rules for Club Level BMX Racing

5.1 General Rules

The rules contained in the following modules in no way represent the full rules of the sport of BMX. Rather they have been set out to assist you to Officiate effectively at club level. BMXA and the UCI Technical Regulations (rules) are available from BMXA's website (www.bmxaustralia.com.au). Please note that regulations in each State and Territory may have subtle differences, for your State or Territory Technical regulations consult your state/territory website. It should be noted that it is the riders' responsibility to be fully aware of the rules and abide by them in competition.

5.2 Common Technical Regulations that Apply to Club Level Racing

- “Sprockets” are participation only until the year they turn 8 years old (year of birth). If a rider turns 7 this calendar year they must only ride in the Sprockets category. They cannot “ride up” with the 8 year olds
- Only Sprockets may be assisted on the start gate except if they are using an interlocking pedal cleat system.
- If the club has a “Pro Section” on their track then only Pro Class riders are allowed to ride this section. Definitely no U14 riders and if the highest level category at a Club event includes a mix of Pro and Non Pro riders then the Pro section must not be used.
- Only licenced riders allowed on the track during official training, warm-up and racing
- Safety education starts at Club level. All riders must be properly attired in safety gear before they start riding
- Track Flags are used by track officials as a means of communicating with each other. Green flag means the track is clear and racing may proceed. Yellow Flag means that the track is obstructed and riders should be held at the gate for the next race. Red Flag means that all racing should stop immediately. The flag should be held or waved so as the starter can clearly see it.

Yes, you will probably feel like you are “nagging”. If you keep on top of the safety issues, pretty soon you will notice the positive results particularly when you gain the support of the older riders then the younger riders will follow their example.

Remember at Club level to focus on Safety, Fun and Fairness.

Always speak politely with a friendly tone and be consistent and unbiased.

5.3 Uniforms

Jersey – Must be loose fitting with long sleeves and not made of lycra. It must be tucked into the pants to not cause interference. I.e. a very loose fitting jersey not tucked in may get caught under the riders seat or in the handlebars of another rider causing a rider to loose control. Also by tucking the jersey in it may reduce the risk of a rider receiving an abrasion if they fall by providing some protection of the skin. UCI 6.1.056

Pants – Must be loose fitting and made of tear resistant material. Long pants must be tight fitting at the ankle. Short pants made of tear resistant material may only be worn together with knee and shin protection with a rigid surface. UCI 6.1.057

Gloves – Riders must wear gloves that completely cover the finger tips. UCI 6.1.059

5.4 Helmets

Helmets must be of full face construction equipped with a visor of minimum 10 centimetres. Helmet strap must be securely fastened during the completion of the race. Open face helmets are not allowed. UCI 6.1.055

5.5 Numbers

At all times during practice and racing a competitor must display a number plate on the handlebars of their bike which identifies them and matches the number on their race entry. The number size must be a minimum of 8cm and a width of 1cm. The numbers must be clearly visible from a distance for race officials and commentators to identify them. UCI 6.1.071- 075. Race numbers 1-8 are reserved and may only be used by riders who have been awarded an approved number.

The following plate and number colours must be used:

- Sprockets – orange plate, black numbers
- Challenge boys/ men – yellow plate, black numbers
- Challenge girls/ women – Blue plate, white numbers
- Cruiser class – Red plate, white numbers.
- Elite, men & women – White plate, black numbers
- Junior elite men & women – Black plate, white numbers.
- A/AA, Pro Open men and women may use either challenge class or elite class colour plates.

5.6 Bicycles (UCI Regulations 6.1.062-070)

Frame – Must be sufficiently strong build without cracks or defects No Aero accessories, chain guards, mud guards, side stands, butterfly nuts or any sharp protruding objects. All components must be firmly affixed.

- Wheels – 20” wheels may be raced only in standard categories. Cruiser 24” wheels may only be raced in cruiser categories. Wheel axles must not protrude more than 5mm from the hub nuts. No disc wheels and all spokes must be fitted and properly fastened.
- Handlebars – Maximum width of 74cm, maximum rise of 30cm, Must have handlebar grip fitted that completely cover the ends or have end plugs securely fitted. No cracked or bent bars are allowed.
- Steering Head – Must turn smoothly and the stem must not protrude more than 5cm above the headset locknut.
- Brakes – Must have an effective rear brake, either hand operated or “coaster” back pedal brake. A front brake may be fitted but is not required. Brake cables must be secured to the frame. Any handbrake lever must be round and smooth and not present a hazard.
- Seat – The seat base must be sufficiently strong to resist penetration by the seat post and the seat post must be secured to the seat tube by a sufficient clamp.
- Cranks, Pedals and Gears – Cranks may be one, two or three piece designs with crank arms of any length provided they clear the ground. Pedals must be securely fitted to crank arms and must have ‘teeth’ sufficient to provide grip to the shoe but not be too sharp as to create a safety hazard. Toe clips and straps are not permitted. Interlocking pedal cleat systems are allowed but the rider must be able to demonstrate the ability to engage and release from the pedals to an official. Multiple speed gears are permitted.
- Safety pads – top tube, handlebar crossbar and headset safety pads are “recommended”. Due to the wording in the UCI regulations they are not mandatory.

