

Adelaide Mountain Bike Club Inc.  
Club Role Descriptions

**1. President:**

- Chair the monthly meetings
- Chair the AGM
- Coordinate committee members in their roles

**2. Treasurer:**

- Keep a record of the clubs finances.
- Complete a closing of the books at the end of the club year.
- Take the race cash tin home after each race and balance the days takings.

**3. Race Director:**

- Set dates and venues for each AMBC event
- At the beginning of the year contact landowners, send paperwork for each event, include draft maps of track, parking, insurance certificates etc.
- Arrange keys, lock combinations etc for each event venue.
- Maintain and edit the event race guides/rules
- Coordinate race days and be available to adjudicate on any protests/placing disputes, in conjunction with the race Commissaire.
- Assess race grading for riders and set seeding when required.

**4. Secretary:**

- Request Agenda items for meetings and disseminate to the committee.
- Take the minutes for each monthly meeting.
- Write and disseminate minutes to the committee and to the club members via the web site.
- Administer all correspondence to the club.

**5. Volunteer Coordinator:**

- Be a focal point for volunteer jobs/work. (within and outside of the committee)
- Assist/train volunteers for race day.

**6. Registration and Timing Coordinator:**

- Setup registration on the MTBA web site and on the Orbits timing system.
- Pre-pack race entries for race day and enter entrants into the Orbits timing system.
- Coordinate timing on race day.
- Extract results from the timing system and pass on to web coordinator.

**7. Sponsorship/Advertising Coordinator:**

- Canvas companies for sponsorship to each event series – Enduro, XC and State Championships.
- Set the prize pool for race categories during the year.
- Provide and/or deliver the prizes to each race.
- Provide the prize sheet to the timing team for each race.
- Coordinate the advertising of the race calendar, AMBC events, AMBC club in general.

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**8. Juniors Coordinator:**

- Coordinate the setting of the juniors race courses.
- Setup systems to encourage juniors to participate in mountain bike racing.

**9. Trails Officer:**

- AMBC liaison between other trail advocates, federal/state departments and councils.
- Promote Mountain biking to above groups.

All committee members are encouraged to also help out on race days either in your nominated capacity or as a general volunteer to assist the club.

As a committee member and valued volunteer you also receive:

- A years membership to the club, which includes MTBA membership (valued at \$125)
- Free race fees to those committee members that help run the races on race day.

A number of jobs/tasks that also require volunteer assistance, but are not necessarily part of any committee position are:

- **Coordinate St John:**
  - Providing race event calendar at the beginning of the year
  - Contact St John before each race and provide directions to the race venue.
  - Payment to St John (can be done at the end of the race day)
- **Coordinate toilet hire and delivery for each race event:**
  - Provide hire company with location of venue and exact location of toilet.
- **Coordinate catering:**
  - Source caterers if not already available at the beginning of the year.
  - Provide caterers with the race calendar.
  - Confirm 2 weeks before each race event their availability.
  - Provide directions to race venue.
- **Website Administrator:**
  - Administer the AMBC website
  - Administer the AMBC forum
  - Administer the AMBC facebook page
- **Website coordinator** (position can be separate to the website administrator)
  - Assist the ws administrator in populating the website with current information and links for each race.

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- Post race rego link
- Post race results on the website
- Updates on rules/contacts/etc.
- Be the first-in-contact for all other committee members who would like to add information to the website.
  
- **Coordinate Medals/Trophies**
  - Organise with Race director the required number of medals/trophies at the beginning of the year.
  - Organise with company for delivery before each race
  - Organise deliver of medals/trophies to each race day
  
- **Coordinate AMBC Membership:**
  - Administer the MTBA membership system.
  - Provide new members with a welcome pack and details on how races are run.
  
- **Race day Registration coordination:**
  - Training
  - On the day Race Registration coordination

**AND last but not least** is the support needed from the club members. The committee is charged with the duties of administering the club and controlling the main aspects of the race days, but club members are essential to the club for such things as:

- Designing race courses under the direction of the race director.
- Grooming trails in preparation for race days.
- Assist with setup of the race infrastructure (approx. 90 minutes in the morning)
- Assist with pack-up of the race infrastructure (approx 90 minutes after the races end)
- Every club member should allocate some time in the year to help out and support the committee, its important to share the workload, after all its your club 😊

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