

Adelaide Mountain Bike Club Incorporated



POLICY MANUAL



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POLICY MANUAL



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Revision History

Section	Revision	Date
Environmental Policy	Initial Release	September 2001
Risk Management Policy	Initial Release	February 2004
Volunteer Policy	Initial Release	June 2007
Honorary Member Policy	Initial Release	June 2016
All Volunteer Policy Child Safety Policy Bullying and Harassment	Formatting updates and simplification Removed Schedule of Compensation New Policy New Policy	June 2018



ENVIRONMENTAL POLICY

Environmental Policy

Preface

The Adelaide Mountain Bike Club Inc. (AMBC) was formed in 1989, in Adelaide, South Australia to promote mountain biking as a sport, run state cross-country mountain bike races and recreational rides around South Australia. Since the inception of the club, we have grown to be one of the largest providers of mountain biking events in the state, holding: state cross-country races throughout the year; endurance events, weekly recreational rides, mountain biking skills and track building & maintenance workshops.

Process

Races and recreational rides are held with the permission of landholders, in Forest Reserves, farmland and native vegetation areas. In recent years, South Australia has seen a large portion of mountain bike trails formally recognized by the state government and many trails are now professionally managed by contractors. Other areas are managed by committed trail care groups, often volunteer based, with the permission of land owners. AMBC assists with trail care in coordination with land owners and trail care groups through financial commitments, provision of tools and/or equipment and volunteer work forces when available.

The Adelaide Mountain Bike Club Inc. aims to ensure that Club activities are conducted in an environmentally sustainable manner, respecting the rights of other land users and enhancing flora and fauna biodiversity.

The Club will realise these aims by:

- Promoting good environmental practices amongst members of the mountain biking public;
- Encourage environmentally responsible riding by providing regular recreational rides, track & trail maintenance and skills workshops;
- Encourage better communication, cooperation and education with land owners and other land users by liaising regularly with Forestry-SA, the Conservation Council, National Parks & Wildlife and other environmental agencies and groups;
- Encouraging environmental awareness when mountain biking by promoting environmentally sustainable riding practices;
- Minimising environmental risks associated with Club events
- Complying with relevant environmental legislation; and
- Making this policy available to the public.



ENVIRONMENTAL POLICY

Monitoring and Review

The AMBC committee will monitor and review the implementation and relevance of the Club's environmental activities and this policy and keep a record of any amendments and review.

Endorsement

Endorsed by AMBC Committee: June 2018



RISK MANAGEMENT POLICY

Risk Management Policy

Preface

The Adelaide Mountain Bike Club (AMBC) is committed to the implementation of the risk management plan described in the attached document. This plan is aimed at determining the extent of risk in all aspects of club activity and implementing actions to neutralise or manage these risks, in accordance with the club constitution.

This structured risk management program will minimise the reasonably foreseeable disruption to operations, harm to people and damage to the environment and property, and will identify and take advantage of opportunities as well as minimising adverse effects. AMBC will integrate risk management into all facets of club activity, and ensure a continuous improvement environment for these activities.

Process

The AMBC risk management plan is based on the principles of Standards Australia HB246 – 2002, *Guidelines for Managing Risk in Sport and Recreation*, which was in turn developed from Standards Australia document AS/NZS 4360:1999, *Risk management*.

The AMBC committee will facilitate the implementation of a common risk management process across all areas of club activity, and will promote adoption of all principles by all stakeholders.

Responsibilities

Risk management is the responsibility of all people involved in club activities, including those who are not members. Each has an equally important role in ensuring that the risk management program meets the desired goals.

Monitoring and Review

The AMBC committee will monitor and review the implementation of the risk management program and keep a record of any amendments and review.

Endorsement

Endorsed by AMBC Committee: June 2018



VOLUNTEER POLICY

Volunteer Policy

Preface

Adelaide Mountain Bike Club is run entirely by volunteers from the setup of race tracks, processing of memberships and obtaining sponsorship for the club. The work of volunteers in all capacities is vital for maintaining our club. The following document sets out a policy for recognition of volunteer roles. We acknowledge that there are many roles fulfilled by club members that are not expressly recognised in the following document, however, those nominated are the ones which the Executive Committee has identified as the most critical for the running of the club and races.

Process

Race Day Volunteers - General

Volunteers are required to assist with race day setup including the marking of the track, sign on, cooking bbq, pickup and return of race equipment, pickup of prizes and race packup. In recognition of the time donated by volunteers, race day volunteers will be offered a free, transferable race entry for any race during the season.

Race Day Volunteers – Race Director and Time Keeper

In recognition of the importance of the Race Director and Time Keeper roles in running races, time spent undertaking these roles in preparation for and during race events may be offered an honorarium as agreed by the committee.

Note: Any honorarium as above does generally not apply for events run by other organisations in which Adelaide Mountain Bike Club assists. Such events have their own volunteer management policies as determined by event organisers.

Executive Committee

Elected members of the committee are required to attend general meetings, Executive Committee meetings and other special event meetings. Members are also required to fill the role of their nominated duty, i.e. president, treasurer, secretary etc as well as participate in the general management of the club. Where ever possible executive committee are also expected to assist in race setup, sign on, time keeping etc. In recognition of the work carried out by the committee, all members are afforded club membership and race entry for all club events.

Any expenses incurred by Executive Committee or other club members when carrying out a specific job on behalf of the club will be reimbursed. Receipts to be presented to club treasurer for reimbursement.



VOLUNTEER POLICY

Track Building and Maintenance Work

Where volunteers assist with track building or maintenance work arranged by the Club, volunteers will be offered a free, transferable race entry for any race during the season.

A free bbq and drinks may also be provided for volunteers, dependent on the circumstances.

Expenses and Recognition

Expenses incurred by club members when carrying out a specific job on behalf of the club will generally be reimbursed. Receipts are to be presented to club treasurer for reimbursement.

Where to committee see fit, any volunteer may be awarded an honorarium by the club in recognition of their contribution. This would typically be in recognition of time or effort given which would be over and above a typical volunteer role.

Monitoring and Review

The AMBC committee will monitor and review the implementation and relevance of the Club's volunteer activities and this policy and keep a record of any amendments and review.

Endorsement

Endorsed by AMBC Committee: June 2018



HONORARY MEMBER POLICY

Honorary Member Policy

Preface

A properly constituted Annual General Meeting or Special General Meeting may appoint any person as an Honorary Member, or Honorary Life Member of the AMBC as stated in Section 5d). of the Adelaide Mountain Bike Club Constitution.

- An Honorary Member shall not pay any membership fees for a period determined by club members.
- An Honorary Life Member shall not pay any membership fees for life.

Selection Criteria

The Nominee should have been a Member of the AMBC for many years.

The Nominee should have rendered exceptional service to the AMBC; this could be in the form of individual contributions or working for or on behalf of the AMBC.

Exceptional service could be recognised in terms of:

- Promoting the interest and objectives of the AMBC
- Benefits gained for the AMBC e.g. from sponsors or government bodies.

In recognition of the importance and honour associated with Life Membership, the AMBC will limit the number of inductions to a maximum of two (2) per annum. Such a limit will not however result in the automatic granting of two Life Memberships per year.

Nomination Procedure

Each nomination must be managed by a Proposer. All nominations are to be strictly confidential. Under no circumstances shall the Nominee be advised of his/her nomination until such time as the nomination is approved. The Proposer should, in confidence, nominate the Nominee to the AMBC Committee detailing in writing the reasons for the nomination and to which Honorary Membership.

The nomination will be discussed at the next appropriate AMBC Committee meeting, or by any other appropriate method if required (e.g. if a Nominee is a current committee member).

Only a majority vote by the AMBC Committee Members present at the appropriate meeting, or by any other appropriate method if required (e.g. if a Nominee is a current committee member), will confirm the Nominee's appointment of Honorary Membership or Honorary Life Membership. Should the nomination be successful then appropriate arrangements will be made for the presentation of the Membership.



HONORARY MEMBER POLICY

In the event that the nomination is not accepted the AMBC Committee will advise the Proposer. Such nominations can be re-submitted for consideration in the future.

Endorsement

Endorsed by AMBC Committee: June 2018



CHILD SAFE POLICY

Child Safety Policy

Preface

This policy was written to demonstrate the strong commitment of Adelaide Mountain Bike Club to child safety and establishing and maintaining child safe and child friendly environments where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – child safe environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children issued by the Chief Executive. (Section 8A, *Children's Protection Act 1993*).

This policy applies to all people involved in the organisation, including; employees (permanent and casual), volunteers, contractors, sub-contractors, work experience students, indirect service providers, any other individual involved in this organization.

Commitment

Adelaide Mountain Bike Club encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

Participation

Adelaide Mountain Bike Club encourages junior participation in events and races including providing specific categories and courses where applicable.

Recruitment

Adelaide Mountain Bike Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children.



CHILD SAFE POLICY

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. Criminal history assessments are required for anyone within our organisation that:

- has regular contact with children and is not directly supervised at all times;
- works in close proximity to children on a regular basis and is not directly supervised at all times; or
- supervises or manages persons who:
 - have regular contact with children or
 - work in close proximity to children on a regular basis; or
- has access to sensitive records relating to children or young people.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children, issued pursuant to Section 8A, *Children's Protection Act 1993*.

Employees and Volunteers

Adelaide Mountain Bike Club seeks to attract and retain the best employees and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that employees/volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment.

Strategies we have implemented for persons who work with children include:

- New employees / volunteers are familiarised with our child safe policy and procedure, including the code of conduct.
- A Junior Development officer has been appointed as a first point of contact for all child protection matters.

Reporting and Support

All employees and volunteers understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

We ensure that employees have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafes)
- Families SA reporting child abuse website: <https://www.childprotection.sa.gov.au/reporting-child-abuse>



CHILD SAFE POLICY

- Free online SMART (Strategies for Managing Abuse Related Trauma) Learning package, developed by the Australian Childhood Foundation: www.childhood.org.au

We ensure that support is also available for the employee making the report, particularly where an ongoing service is provided to the child, young person and their family.

Child Protection is everyone's responsibility. AMBC recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include referring the child, young person or their family to other appropriate services.

In addition to making a report to the Child Abuse Report Line, employees and volunteers must also report to a Club Committee Member if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member, employee, or volunteer.

In response to any report to management concerning a member, employee or volunteer of this organisation, the Committee will ensure mandatory reporting requirements have been undertaken and may determine to take further disciplinary action. Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

Related Policies and Procedures

All members are made aware of, and must abide by, our Code of Conduct. Our Code of Conduct was developed in collaboration with all our employees, volunteers, the children who use our services and their parents. The Code of Conduct can be found within our Child Safe Procedure in the Procedure Manual.

Other related policies and procedures include:

- AMBC-RM-14 Child Safe Procedure (including Code of Conduct)
- AMBC-RM-9 Managing the Risk Associated with Young Riders
- Bullying and Harrassment Policy

Monitoring and Review

The AMBC committee will monitor and review the implementation of the Child Safe policy and keep a record of any amendments and review.

Endorsement

Endorsed by AMBC Committee: June 2018



BULLYING AND HARASSMENT

Bullying and Harassment

Preface

Adelaide Mountain Bike Club opposes all forms of harassment, discrimination and bullying and believe all members, their families and others involved with club activities have the right to a safe environment.

Policy

Discrimination, bullying and sexual harassment are unacceptable at AMBC and are unlawful under the following legislation:

Sex Discrimination Act 1984 (Cth)

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth).

These actions include, but are not limited to:

- treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.
- inappropriate jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, gossip, or unfair practices.
- unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated such as; comments about a person's private life or the way they look, sexually suggestive behaviour, inappropriate touching, sexually suggestive comments or jokes.

Reporting

We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with an AMBC Club Committee member.

Disciplinary Action

Members found to have engaged in such conduct may be counselled, warned or disciplined. Severe or repeated breaches can lead to removal from membership of the club.



BULLYING AND HARASSMENT

Monitoring and Review

The AMBC committee will monitor and review the implementation of the Bullying and Harassment policy and keep a record of any amendments and review.

Endorsement

Endorsed by AMBC Committee: June 2018