



## Adelaide Mountain Bike Club Incorporated

# Role Statements

The below provides information on key roles within the club. This provides guidance for key roles and is not intended to include all roles or all activities.

*“Volunteers might do it for free, but the rewards are priceless”*

Committee (general - applies to all positions below):

- Attend committee meetings
- Assist in planning and at events where possible.
- Committee receive free entry to races and AusCycling membership.

President

- Chair the monthly meetings
- Chair the AGM
- Coordinate committee members in their roles
- Coordinate club interfaces with other clubs and bodies

Treasurer

- Maintain club bank account.
- Make payments for club expenses.
- Keep a record of the clubs finances (including memberships and race entries).
- Complete a closing of the books at the end of the club year.
- Issue invoices for payments to the club.
- Monitor event costs and recommend entry price changes to the committee.

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 general correspondence to the club.
- Manage club policies and procedures.



#### Registration and Timing Coordinator

- Setup event registration with AusCycling.
- Monitor entries and set up timing system.
- Manage timing and registration related queries.
- Coordinate timing on race day.
- Extract results from the timing system and pass on to media coordinator.
- Manage timing infrastructure, including IT system and transponders.
- In recognition of the importance and additional work involved with the role, this role attracts an honorarium paid by the club.

#### Race Director

- In conjunction with the committee, set dates and venues for each AMBC event.
- Contact landowners/managers, send paperwork for each event, include draft maps of track, parking, insurance certificates etc.
- Arrange access including keys, lock combinations etc.
- Provide input to event race guides (as applicable)
- Coordinate race days and be available to adjudicate on any protests/placing disputes, in conjunction with the race Commissaire (where commissaire engaged).
- Coordinate event medical services.
- Assess race grading for riders and set seeding when required.

#### Volunteer Coordinator

- Be a focal point for volunteer jobs/work (within and outside of the committee)
- Seek volunteers as required for race day/events
- Assist/train on-the-day volunteers for race day/events
- Register volunteers for volunteer rewards (as applicable)

#### Sponsorship Coordinator

- Engage with companies/councils for sponsorship to each event series and individual events (as applicable).
- Set the prize pool for race categories during the year.
- Provide and/or deliver the prizes to each race.
- Promote club sponsors via website, social media, race day and other means, in conjunction with the Media Coordinator where applicable.

#### Media Coordinator

- Coordinate the advertising of the race calendar, AMBC events, AMBC club in general.
- Manage content of club website (in conjunction with website administrator).
- Manage club social media.
- Work with committee members and sponsors to develop content for the above.

#### Junior Coordinator:

- Setup systems to encourage juniors to participate in mountain bike racing.
- Work with governing body, government, private and other organisations to facilitate junior development pathways.



#### Junior Dirt Skills Coordinator

- Plan and run Junior Dirt Skills (JDS) sessions.
- Advertise JDS sessions.
- Set up and administer JDS registration.
- Arrange and manage accredited coaches.
- Arrange and manage equipment for JDS.
- Provide advice to the Race Director regarding junior course design and junior rider abilities for entry.
- Provide income/outgoing cost information to the Treasurer.

#### Website Administrator

- Administer the AMBC website

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 race day activities such as registration, course and event village set up and pack up.