

ADELAIDE MOUNTAIN BIKE CLUB

VOLUNTEER POLICY

REVISION 1; 16 JUNE 2007



Adelaide Mountain Bike Club is run entirely by volunteers from the set up 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 and compensation of selected 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.

Feedback in regard to the policy is encouraged from all club members and any comments or questions may be sent to volunteers@amtbc.com

1. RACE DAY VOLUNTEERS

1.1 General

Volunteers are required to assist with race day setup including the marking of the track, sign on, timekeeping and race packup. In compensation for the time donated by volunteers and travel expenses, club vouchers are offered to members as per the Schedule of Compensation.

1.2 Schedule of Compensation

Task	Duties	Volunteers required	Compensation
Track Setup	Assist race director with track setup on day before or morning of race; placing arrows, bunting & caution signs, marking alternate lines, setting up start/ finish area and marquees.	2 per race	Level 1 - \$10 voucher Level 2 - \$20 voucher Level 3 - \$30 voucher
Sign On	Assist in signing on race competitors, handing out race plates, answering general questions about race procedure. Morning and/ or afternoon race sign on.	1 to 2 per race	\$10 voucher per morning or afternoon
Time Keeping	Assist in race timekeeping. Morning and/ or afternoon race.	1 to 2 per race	\$15 voucher per morning or afternoon
Pack Up	Assist race director in collecting race areas and bunting, packing up start/ finish banner and marquee, ensuring track and general race area is left clean and free of rubbish.	2 to 4 per race	Level 1 - \$5 voucher Level 2 - \$10 voucher

Trailer	Collection and towing of trailer to race location, returning trailer to required location. 2 trailers required at each race.	As required	\$20 voucher each way where distance is greater than 15 mins drive.
Toilet	Collection and towing of toilet to race location, and returning to place of hire after race.	As required	\$20 voucher each way where distance is greater than 15 mins drive.
Medals/ prizes	Collection of race medals and delivery to race location.	1 per race	\$10 voucher
Clothing	Collection and delivery of club clothing and merchandised to race location, selling and looking after clothing during race day.	1 to 2 per race	\$15 voucher
Misc.	Other duties specifically required for any particular race.	As required	As nominated by and agreed on by Executive Committee

Note:

Schedule of Compensation as above does not apply for events run by other organisations in which Adelaide Mountain Bike Club assists, i.e. Masters Games, World Police and Fire Games. Such events have their own volunteer management policies as determined by event organisers.

1.3 Club Vouchers

Club vouchers are redeemable on club merchandise, race fees, club membership and other expenses associated with Adelaide Mountain Bike Club. Not exchangeable for cash except in special circumstances as agreed with by Executive Committee. Club vouchers given for voluntary work are different from club vouchers awarded as category prizes in club races.

1.4 Validity of vouchers

Vouchers will be valid for two years from date of issue as indicated on voucher. Not valid unless signed by Executive Committee member. Vouchers are transferable.

1.5 Levels

'Level' indicates the level of involvement for volunteers in the track setup and/ or pack up. For example, simple track to set up taking only 1 to 2 hours will be level 1, more difficult track requiring 4 to 5 hours will be level 3. The more volunteers involved in setup/ packup, the less time likely to be required and therefore the lower the level. Level to be determined by race committee prior to race day.

1.6 Race Day Volunteer Registration

All race day volunteers are required to register with volunteer coordinator prior to race day; email volunteers@amtbc.com.au. This is important for management and coordination of volunteers and ensuring everyone's time is used effectively. Volunteers who turn up on race day without prior registration will not be guaranteed allocated tasks or club vouchers in compensation for time spent assisting with race preparation.

1.7 Club Membership

Volunteers are required to be members of the Adelaide Mountain Bike Club for insurance purposes. Where a volunteer will gain no benefit from joining the club (i.e. parent or partner assisting on race day), honorary membership will be granted. This may involve upgrading the membership of 'active' member to family status if appropriate.

2. EXECUTIVE COMMITTEE

2.1 Duties and recognition

Elected members of the committee are required to attend monthly general meetings, Executive Committee meetings and other special event meetings. Members are also required to fill the role of their nominated duty, i.e. trail advocacy, 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 winter and summer series races (does not include masters or nationals events). Executive Committee members do not receive club vouchers for race day volunteering.

2.2 Expenses

Any expenses incurred by Executive Committee or other club members when carrying out a specific job on behalf of the club will be reimbursed, i.e. phone calls for own phone use, travel expenses for special event meetings or other related committee meetings, supply of food stuffs or other goods for club events. Receipts to be presented to club treasurer for reimbursement.

3. OTHER VOLUNTARY WORK

3.1 General

The club recognises and appreciates the voluntary work of many members in various capacities. Unfortunately we are not able to provide compensation (other than for direct expenses incurred, see note above) for all the voluntary work carried and only those tasks nominated in the Schedule of Compensation will be afforded compensation in the way of club vouchers. These particular tasks were selected as they are vital for the successful running of races. Without volunteers assisting with track setup, time keeping, cleaning up etc, the races could not be run as they are.

3.2 Track building and maintenance working bees

Except in exceptional circumstances, club vouchers are not provided for attendance at working bees. Generally however, lunch and drinks will be provided.