

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
Social Media Policy	New Policy	Dec 2020
Volunteer Policy  Child Safe Policy Complaints	Induction information added. Reference to JDS added. Update legislation. Simplified. New Policy	Nov 2021
Child Safe Policy	Updated to AC policy	April 2023



## 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**

##### **Induction / Familiarisation**

Volunteers will be made familiar with their role and the club as applies to their involvement.

On-the-day volunteers will receive verbal instruction and familiarisation with the tasks to be undertaken. These tasks are undertaken with oversight of a committee member or delegated person on the day.

Committee members and coaches receive a brief induction statement, including reference to key club information, policies and procedures. Committee members also receive a general role statement and will undertake familiarisation with the role via other members of the committee.

##### **Event Volunteers – General On-the-Day**

On-the-day 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.

##### **Event Volunteers – Race Director, Timing and Registration Coordinator, JDS Coordinator, Coaches**

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.



## VOLUNTEER POLICY

Coordinator and Coaches for Junior Dirt Skills must be accredited with AusCycling and comply with AusCycling and AMBC policies and procedures in order to undertake the role. In recognition of the effort and time spent undertaking these roles, individuals 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.

### **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.

### **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/or 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: November 2021



## 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

Adelaide Mountain Bike Club have adopted the AusCycling Child Safeguarding Policy, including the South Australian Addendum, to demonstrate the strong commitment 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.

#### Commitment

This policy applies to all people involved in the organisation, including; employees (as applicable), volunteers, parents, contractors, service providers, any other individual involved in this organisation.

The policies can be found via AusCycling website and at the following links:

Child Safeguarding Policy

[https://assets.auscycling.org.au/s3fs-public/2023-01/auscycling-child-safeguarding-policy-.pdf?VersionId=n44\\_3VYLJ7iiJArm1Saul\\_ChH.PX3A3r](https://assets.auscycling.org.au/s3fs-public/2023-01/auscycling-child-safeguarding-policy-.pdf?VersionId=n44_3VYLJ7iiJArm1Saul_ChH.PX3A3r)

South Australian Addendum

<https://assets.auscycling.org.au/s3fs-public/2023-01/south-australian-child-safeguarding-addendum-v1.pdf?VersionId=CZLBeFxX.1TGEtqnIB8dKAaDu9w39tvU>

#### Related Policies and Procedures

Other related policies and procedures include:

- 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: March 2023



## **BULLYING, HARASSMENT AND DISCRIMINATION**

### **Bullying, Harassment and Discrimination**

#### **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 have disciplinary action applied, as outlined in the Complaints Policy.



## **BULLYING, HARASSMENT AND DISCRIMINATION**

### **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



## SOCIAL MEDIA

### **Social Media**

#### **Preface**

Adelaide Mountain Bike Club utilises social media for advertising club activities, sponsors and dissemination of information of interest to club members.

#### **Policy**

AMBC use of social media will be in accordance with AusCycling Social Media policy [https://assets.auscycling.org.au/s3fs-public/2020-11/ac\\_op\\_016\\_social-media-policy-v1.1.pdf](https://assets.auscycling.org.au/s3fs-public/2020-11/ac_op_016_social-media-policy-v1.1.pdf)

#### **Endorsement**

Endorsed by AMBC Committee: December 2020



## COMPLAINTS

### Complaints

#### Preface

Adelaide Mountain Bike Club takes all complaints about on and off-course behaviour seriously, including breaches of club and AusCycling policies and procedures. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person subject to the complaint will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to AusCycling. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then involvement of the police and/or relevant government authority may be required. Some allegations involve mandatory reporting.

#### Process

When a complaint is received by our club, the person receiving the complaint (typically Race Director or Committee member) will:

- speak with the complainant to understand the nature and extent of the concern and how they would like the issue to be resolved;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so.

#### Race Related Complaints

Complaints in relation to actions undertaken during a race will generally be dealt with on the day via judgement from the Race Director. These will be considered in relation to compliance with AMBC policies and procedures and AusCycling Technical Regulations.

Dependant on the severity of the complaint and the ability to verify the actions the Race Director may impose disciplinary action as detailed below.

Should the matter be unable to be resolved on the day the matter may be referred for further consideration by the Committee or AusCycling.



## COMPLAINTS

### Other Complaints

For race related matters not able to be resolved on the day and other complaints relating to non-race related matters the committee will consider the type and severity of the complaint, the ability to verify the accusation and the history of the person being subject of the complaint in relation to previous complaints.

The committee may impose disciplinary action and/or refer the matter as detailed below.

### Disciplinary Action

AMBC may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Application of any disciplinary measure imposed under our policy shall:

- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- Direction that the individual make a verbal or written apology.
- Give a verbal or written warning. One or two warnings may be given before further penalties are applied, dependent on the severity of the issue. The person will be notified if a warning being given is final.
- Time penalty or disqualification from a race (for Race related complaints).
- Exclusion from racing for one or a number of races.
- Suspension or termination of club membership (for serious issues).
- Refer to matter to AusCycling for further input or determination.
- Refer to matter to police or agency body
- Any other form of disciplinary action deemed reasonable and appropriate.

### Appeals

The complainant or respondent may lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to the Committee for review or to AusCycling.

Committee will consider any appeals in accordance with this policy and determine if a previous outcome should be reversed, amended or referred. Persons involved will be consulted and informed of the outcome.

### Endorsement

Endorsed by AMBC Committee: November 2021