



Hastings Valley Motorcycle Club Member Handbook - 2022

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Introduction

This Handbook is to provide Hastings Valley Motorcycle Club (HVMCC) members information regarding the roles and responsibilities of Club Committee members to ensure the effective and efficient operation of HVMCC as a club and as a motorsports complex.

Hastings Valley Motorcycle Club Ltd

Hastings Valley Motorcycle Club is a non-for-profit sporting organisation on the Mid North Coast of NSW. The club is incorporated with ASIC with the Executive Committee being Directors of the company. The club is run by volunteer members for the members. HVMCC was formed in 1971 by Ray Thurling using local farms as racetracks. The current facility was opened in 2001 under the Presidency of Bill Armitage. The club is primarily Motocross based however in the past has also run Enduro events. HVMCC conducts club race days, social (RPA) rides, official member only practices and coaching. Over the years the club has hosted both State and National events. The club has bred many Champions including National Champions such as Chris Hollis and most recently Billy Hargy.

Landowner

The site in which the club operates is owned by Port Macquarie Hastings Council (PMHC). The club has a License agreement term of five years with PMHC of which an annual inspection by the landowner is conducted to ensure the club is adhering to good governance. The club owns and is responsible for the servability of all infrastructure at the site.

Motorcycling Australia (MA)



Motorcycling Australia (MA) core business is to develop and apply the rules and regulations of the sport and represent you.

MA operates within the framework of local, State and Commonwealth Government legislation and regulations and is affiliated with the international governing body, [Fédération Internationale de Motocyclisme \(FIM\)](#), based in Geneva, Switzerland.

MA is a Federation with seven voting members, comprising State Controlling Bodies (SCBs) from all States and Territories except the ACT. MA's National Council is made up of one delegate from each SCB, usually the SCB President. The Council elects 4 Directors to the MA Board, which in turn appoints 2 independent Directors.

MA has a full-time National Office in Melbourne, and most of the SCBs around Australia will also have a full-time office in their capital city. All are available to help keen riders enjoy their sport to the full.

Motorcycling New South Wales (MNSW)



Motorcycling New South Wales (MNSW) administers all competitions under common rules and have delegated authority from MA to licence competitions, venues and control the sport to state level.

MNSW is the first point of call for any permit inquiries, licensing (Track and rider) and general running of race days.

Manual of Motorcycling Sport

The Manual of Motorcycle Sport is an annual publication which contains both the GCRs as well as other relevant information on motorcycle sport.

[2022 Manual of Motorcycle Sport](#)

General Competition Rules (GCR)

The GCRs contain the rules and guidelines for participating in and conducting Motorcycle Sport and are designed to ensure fair and safe competition for all involved.

Permits

There are a few different permits, and they all serve different purposes.

Competitive:

- **Club** = Used for club race days
- **Inter-Club** = used for interclub championship rounds
- **Open** = used for open events

Non-Competitive:

- **Camping** = Used when we need to accommodate camping for the night.
- **Recreational Ride** = Used for licensed riders to come for a non-competitive or practice event
- **RPA** = Ride Park Australia is Available for riders of all ages, non-club members and non-licence holder.

Coaching:

- **Coaching** = Used for junior and senior riders
- **Junior Coaching** = Also known as the JCP used for the endorsement and coaching of junior riders 4 – 16. All juniors need to be endorsed on the current motorcycle they wish to compete on including moving up to a bigger CC engine motorcycle.
- **Kickstart Coaching** = Used for junior riders 7 and above as an introduction to motocross racing. Every junior must complete a Kickstart to be granted a race license.

[Motorcycling Australias Insurance details link](#)

Committee Roles

The HVMCC club committee is the group of volunteers, elected according to the rules and constitution of the club to run the club on behalf of the members. The goal of the committee is to work cohesively to ensure the continued success of the club. The committee is responsible for the planning and organising of events throughout the year, as well as all the administrative duties that come with the everyday running of the club. All committee members are responsible for ensuring the smooth operation of events that the club hosts. All are to ensure equipment is set-up and operating prior to commencement of events and cleaned and packed away at the closure of events.

Currently, the club has 5 executive positions on the committee, President, Vice President MX, Vice President Enduro, Treasurer and Club Secretary. Executive Roles are pertinent to drive the future of the club. They are to liaise with all stakeholders and are responsible for the club's adherence to good Corporate Governance for the long-term benefit of the club.

In addition to these roles, the club also has other important volunteers in the committee including Canteen Co-Ordinator, Coaching Co-Ordinator, Track preparation crew, Publicity Officer, Marshalling Co-Ordinator and Scoring Co-ordinator, as well as general committee volunteers.

Club President

The first major role of the president is leading the annual planning of the club (consistent with the views of members), help the committee prioritise its goals and then try to keep the committee on track by working within that overall plan. Club and committee members should have a sense of what they are trying to achieve, and a plan developed for this purpose is essential. The president leads this process.

The second major role of the president is to oversee the effective management of all committee members to ensure the successful operations of the club. Ensuring the club is demonstrating a high level of corporate governance and adherence to all governing bodies and external stakeholders.

The role is responsible for but not limited to:

- Submission and enforcing club adherence to the Plan of Management Report (POMR) including the Vegetation Management Plan (VMP), Naturally Occurring Asbestos POMR (NOAPOMR) and License Agreement with PMHC.
- Be well informed of all the club's activities
- Be knowledgeable of the future directions and plans of members
- Foster a strong working relationship with all stakeholder's local government, affiliated associations, other clubs, and Motorcycling Australia / Motorcycling New South Wales where applicable.
- Have a good working knowledge of the club rules and the duties of all committee members and volunteers for events the club hosts.
- Manage (chair) committee meetings
- Manage (chair) the annual general meeting
- Represent the club at local, state and National Level
- Be a supportive leader for all club members
- Act as a facilitator for club activities
- ensure the planning and budgeting for the club future and the financial viability of club operations.
- Submission of Grants and ensuring funds received are remitted in adherence with the application

- Gather support and sponsorship from local businesses to ensure the long-term success of the club.

Club Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

The role is responsible for but not limited to:

- Ensuring Club equipment, machinery and infrastructure is in good working order
- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee

Club Secretary

The Club Secretary is the key role in the club regarding Records, Reports, External liaison, internal administration.

The role is responsible for but not limited to:

- All incoming and outgoing communications.
 - Social Media Messages
 - Emails
- Taking meeting minutes/ distribution.
- Maintaining of legal documents (Including club rules, leases, and titles)
- Consulting with the (president/ vice president) regarding the business to be conducted at each committee meeting and general meeting.
- Preparing the notices required for meetings and for the business to be conducted at meetings (this is referring to developing an agenda).
- Maintaining on behalf of the club an up-to-date copy of this handbook.
- Ensuring the safe custody of the books of the club, other than the financial records, financial statements, and financial reports, as applicable to the club (this is referring to the appropriate storage of club records financial and non-financial).
- Maintaining full and accurate minutes of committee meetings and general meetings.
- Carrying out any other duty given to the secretary under these rules or by the committee.

Club Treasurer

The Treasurer of a sports club is responsible for empowering the committee to manage the financial affairs of the club as this is for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The role is responsible for but not limited to:

- Provide timely information to the committee and members
- Oversee or undertake the financial transactions of the club including:
 - Club bank account(s)
 - Pay approved expenditure
 - Collect all moneys due
- Record and report on the actual transactions
- Ensure BAS is submitted within required timeframes
- Liaise with Club Accountant – Northcorp in relation to Financial Reporting and Company Secretarial Matters with ASIC.

Canteen Co-Ordinator

The Canteen Coordinator is responsible for the coordination (logistical and financial) and operation of the HVMCC Canteen at various club, state, open and national events throughout the year.

The Club Canteen Co-Ordinator is responsible for but not limited to:

- Co-ordination and running of the canteen.
- Financial co-ordinator and liaison with Treasurer ordering of stock before events
- Finding volunteers to assist.
- Maintain all financial records (including invoices and receipts)
- Ensuring timely receipt of goods/inventory that has been ordered.

Publicity Officer

Publicity Officer is responsible for coordinating the development, implementation and monitoring of media, social media and publicity activities for club, open, state, and national events where the HVMCC as a club or its members are directly or indirectly involved.

The Publicity Officer is responsible for but not limited to:

- Maintaining the HVMCC website. ([HVMCC Link](#))
- Social Media Posts.
- Assist Secretary in digital media communication including social media messages and replies on posts.
- Liaise with external media outlets and proofread article and posts in the interest of the HVMCC.
- Organise photographers and digital media for the distribution of the club and its members.
- Promote a positive influence on the club via marketing past, present and future milestones and events.

Scoring Co-Ordinator

The Scoring Co-Ordinator is responsible for the efficient collation of race scores on race days. They are also responsible for the up-to-date collation of progressive scores throughout the race year and providing these to the Publicity Officer for efficient availability to all club members on the website and social media.

Track Preparation Co-Ordinator

The Track Preparation Coordinator is to ensure that the racetrack(s) are prepared in a manner considered suitable to race, and safe enough for riders so that the club can host events. The Track Preparation Coordinator liaises with the Vice President in relation to maintenance requirements for the machinery and equipment at the facility. They are the point of contact for on-track related matters. The General Committee is to support the Track Preparation Coordinator in delivering these requirements.

The General Committee

The general committee is a group of volunteers, with no set titles, who come together to help the club with any aspect required. The General Committee are to support all of the committee in fulfilling their roles. They may attend club meetings, help with track preparations, maintenance of equipment, general tidy up of the grounds.

Key Officials on Race Day

The club must appoint a minimum of 3 key MNSW Official's for any competition events, being a Steward, Clerk of Course and Race Secretary. These key officials undergo training provided by MNSW and act on behalf of MNSW, not the club, to facilitate race meets.

Steward

The person with the supreme control of a race meeting. The Steward is Motorcycling Australia's representative. The Steward has the power to enforce penalties and adjudicate over the rules. It is rare for competitors to have any dealings with the Steward as the actual running of the meeting is done by the Clerk of the Course.

Clerk of Course

The Clerk of the Course is responsible to the Steward for the running of the meeting. The Clerk of the Course will ensure that the circuit is safe, the officials are at their posts and refer to the Steward those difficulties that cannot be resolved at a lower level. If you have any questions regarding safety, legality or the running of the races direct them to the Clerk of the Course.

Race Secretary

The person in charge of the administrative aspects of a meeting. Matters of entries and fees, grid positions, materials and equipment should be directed here.

Measurers & Scrutineers

Responsible for determining the safety and eligibility of machines and riding gear prior to a competition event.

Starter

The Starter is responsible for the actual starting of the race as well as assessing the fairness of the start. He will decide if any riders 'jump' the start and inform the Clerk of the Course who will recommend any penalties. He may also declare a false start if someone is disadvantaged.

Judge

The function of the judge is to declare the order in which the competing motorcycles cross the finishing line.

Flag Marshals

Responsible for signaling race conditions and instructions to riders and providing initial safety assistance.

Announcer

Commentates the races and broadcasts details about the races and contestants to the public. Announcers are not to show bias to any riders or offer advice and instructions to any riders. The announcer shall also broadcast any instructions from the Steward.

Grid Marshal

In charge of the safe and proper running of the pit area including the grid. The Grid Marshal ensures that the correct riders are on their appropriate row at the due time. He will refer problems to the Clerk of the Course.

First Aid

Specialist First Aid is employed by the Club during race events that are hosted. They are the decision makers in relation to the request for further medical assistance and the movement / treatment of any injured rider during an event. The injured rider / guardian of the injured rider are the only individuals that can decline medical assistance.

Committee Members Sign off

Role	Name	Date	Signature
President			
Vice President MX			
Vice President Enduro			
Club Treasurer			
Club Secretary			

