



## President

The President is the principle leader of SMCWA and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### *Responsible To*

The President is elected by the club members and responsible for representing the views of the members.

### *Responsibilities and Duties*

The President should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### *Knowledge and Skills Required*

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.

### *Estimated Time Commitment Required & Period of Appointment*

The estimated time commitment required as the President is 1 hour per week to around 2 hours per week during the season.

The President is appointed for a 1 year term.

Does require a WWC Check



## Vice President

The Vice President is the secondary leader of SMCWA and assumes the role of President in his absence. Ideally the Vice President should be 'learning the ropes' from the current President with a view to assuming the position in the coming years.

The Vice President assists the President to set the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Vice President is to assist to facilitate effective committee meetings.

### *Responsible To*

The Vice President is elected by the club members and responsible for representing the views of the members.

### *Responsibilities and Duties*

The President should:

- Assist to manage committee and/or executive meetings
- Assist to manage the annual general meeting
- Represent the club at local, regional, state and national levels in the absence of the President
- Act as a facilitator for club activities in the absence of the President
- Help to ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### *Knowledge and Skills Required*

Ideally the Vice President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.
- Is willing to learn the role of President

### *Estimated Time Commitment Required & Period of Appointment*

The estimated time commitment required as the Vice President is 1 to 2 hours per week and is appointed for a 1 year term.

Does require a WWC Check



## Secretary

The Secretary is the chief administration officer of the SMCWA. This person provides the coordinating link between members, the management committee and outside agencies.

### *Responsible To*

The secretary is directly responsible to the President.

### *Responsibilities and Duties*

The Secretary should:

- Prepare the agenda for club meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of SMCWA liaising with members of the public, affiliated bodies and government agencies.
- Process member applications;
- obtain permits for events;
- communicate information between MWA and members (through the media officer).
- handle event entries;
- respond to general duties as directed by the club/group committee.
- Send membership cards and packs to new and renewing members

### *Knowledge and Skills Required*

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

### *Estimated Time Commitment Required*

The estimated time commitment required as the Secretary is 2 to 3 hours per week.

The Secretary is appointed for a 1 year period.

Does require a WWC Check



## Treasurer

The Treasurer is the chief financial management officer for SMCWA.

### *Responsible To*

The Treasurer is directly responsible to the President.

### *Responsibilities and Duties*

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Maintain the accounting records using software for the purpose
- Produce an annual financial report
- Send out accounts
- Pay the bills.

### *Knowledge and Skills Required*

Ideally the Treasurer is someone who is:

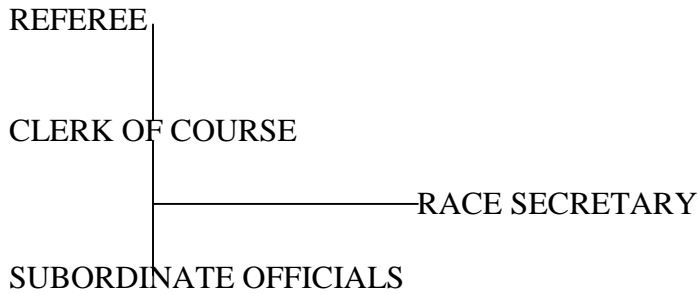
- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.
- Be experienced with Quicken or MYOB accounting packages

### *Estimated Time Commitment Required*

The estimated time commitment required as the Treasurer 1 to 2 hours per week.

Does not require a WWC Check

## Event Hierarchy



### TYPES OF OFFICIALS

#### p **Key Officials**

The officials of the meeting undertake a key managerial role and they include:

- Referee
- Clerk of Course
- Race Secretary

#### p **Operational officials**

- All other officials of the meeting

### OFFICIALS

p Referee

p Clerk of Course

p Time Keeper

p Judge

p Race Secretary

p Scrutineer/Machine Examiner

p Measurer

p Marshal

Chief Flag Marshal

Sector Marshal /Flag Marshal

Pit Marshal

Starting Marshal

p Registered Official

### MANAGEMENT STRUCTURE

POSITION	APPOINTED BY	REPORTS TO
Referee	MA or SCB	MA or SCB
Clerk of Course	Promoter / Club	Steward
All other officials	Promoter / Club	Clerk of Course

### ***DUTIES OF THE REFEREE***

- Ø Is Motorcycling Australia's representative at the meeting and the person with
- Ø supreme control.
- Ø Has the power to enforce penalties and adjudicate over the rules
- Ø Shall adjudicate on any protest lodged at the event. May also refer a protest, or any question arising from the protest, to an appellate authority.
- Ø Is responsible for the completion and return of the Event report to MWA
- Ø Does not require a WWC Check

### ***DUTIES OF THE CLERK OF COURSE***

- Ø Is the Chief Executive Officer on the day of the meeting
- Ø Has the responsibility to ensure that the meeting is conducted in accordance with the GCRs and Supplementary Regulations
- Ø Has the power to enforce penalties and adjudicate over the rules
- Ø Is responsible to ensure the circuit is safe, and that appropriate safety, medical and control procedures have been put in place for the meeting
- Ø Is responsible to the Referee
- Ø Does require a WWC Check

### ***DUTIES OF THE RACE SECRETARY:***

- Ø The Race Secretary shall be responsible for the organisation of the meeting as regards all the material and notices required and be satisfied that the various officials are acquainted with their duties and furnished with the necessary equipment.
- Ø
- Ø Is responsible for the organisation and management of the meeting.
- Ø May publish documents and notices as required for the effective management of the meeting.
- Ø Must ensure all officials are aware of their duties and are properly equipped.
- Ø Is responsible to the Clerk of Course and must make reports to the Clerk of Course as required throughout the meetings duration.
- Ø Must provide assistance to the referee of the meeting as required.

- Ø Does require a WWC Check

### ***Tasks***

- Ø ensure that all relevant permits and permissions have been obtained and club is affiliated
- Ø Obtain permit for the event.
- Ø Ensure venue is licensed prior to the event
- Ø Ensure permit and venue licence are displayed in the administration area
- Ø Ensure supplementary regulations are produced and forwarded to Motorcycling Western Australia for approval if required
- Ø Distribute supplementary regulations to competitors/post on website
- Ø Produce and distribute entry forms
- Ø Ensure enough qualified and appropriate level of officials are available
- Ø Ensure all sign on sheets are available and completed
- Ø Ensure all necessary equipment to run the event is present, including flags, documentation, radios, one event licences, medical kits, etc
- Ø Produce program and supply to steward, clerk of course and competitors
- Ø Arrange prize money and payment
- Ø Arrange trophies
- Ø Arrange and distribute any final instructions
- Ø Provide administrative assistance to other officials as required.

Note: While the Race Secretary is responsible for these duties, they may be delegated to other personnel, however the Race Secretary must ensure the tasks are completed.

### ***DUTIES OF MARSHALS:***

#### ***Marshals Generally:***

- Ø Be responsible to the Clerk of Course

#### ***Flag Marshal***

- Ø To observe competitors in their area of operation (usually corner) and display relevant flags to ensure the safety of riders
- Ø To communicate with relevant next in chain of command at meeting, any irregularities,
- Ø Does not require a WWC Check

#### ***Pit Marshal***



- Ø To maintain control of the pit area and to disseminate information to the riders as necessary for the smooth running of the meeting.
- Ø Enure the correct riders and machines are present and ready to take their place on the start line at the correct time.
- Ø Notify the Secretary of the meeting of any alteration of availability of riders to take their place in a race.
- Ø Does require a WWC Check

### ***DUTIES OF THE TIMEKEEPERS/SCORER:***

- Ø To use only the form of timing apparatus his/her appointment calls for.
- Ø To report any times which are required by the Clerk of Course.
- Ø If requested, to send their original time sheets to the Steward/s or Clerk of the Course.
- Ø To keep a record of the points and places scored by riders through their heats and finals
- Ø To advise the Clerk of Course of the winners and place getters as required
- Ø To forward to website officer and publicity officer all results
- Ø Does not require a WWC Check

### ***DUTIES OF THE JUDGES:***

- Ø The Judge/s shall decide the order in which the competing motorcycle/s pass the finishing line.
- Ø The employment of a camera or other apparatus to facilitate the judge's decision is allowed, but only if the apparatus is under official control.
- Ø The declaration shall be final and without appeal but it will not itself constitute a statement of award because it will have taken no account of the conditions under which the competitors have completed the course.
- Ø If the Judge/s shall consider a mistake has been made, the Judge/s may correct it, such correction being subject to the approval of the Steward/s of the meeting.
- Ø At the close of the meeting the Judge shall send to the Clerk of Course, a report of declarations.
- Ø Does not require a WWC Check

### ***DUTIES OF THE ANNOUNCER:***

- Ø To give the public such information as they may reasonably require to understand and enjoy the racing.
- Ø To be strictly impartial and not to make any announcement which may incite any spectator to demonstrate against any rider, or team of riders, or against any official.
- Ø To make any announcement as directed by the Referee, and not in any way to comment on such announcement or on any other of the Referee's decisions.
- Ø Not to make any announcement which conveys any information or instruction which may give the public the impression that a protest or appeal may be lodged against a decision of the Referee.

- Ø Not at any time to make any announcement on any matter which is being dealt with by the Referee other than that such matter is being considered.
- Ø Does not require a WWC Check

***DUTIES OF THE SCRUTINEER/S (MACHINE EXAMINER/S):***

- Ø Be satisfied, prior to the start of a meeting, or practice, that every competing machine conforms with the rules and any Supplementary Regulations.
- Ø Inspect all helmets and apparel presented to them and ensure compliance with the rules and any Supplementary Regulations
- Ø Does require a WWC Check

## ***DUTIES OF THE STARTER:***

- Ø To be satisfied that for each race every competing motorcycle and its rider carries the proper identification numbers of colours.
- Ø To prevent from starting any excluded or ineligible rider.
- Ø To give control or supervise the starting signal.
- Ø Does not require a WWC Check

## ***DUTIES OF CLUB VOLUNTEERS***

### ***CANTEEN MANAGER***

- Ø Ensure canteen facility is clean and tidy before and after meeting
- Ø Order food and other product
- Ø Assist and supervise the preparation of food
- Ø Ensure preparation is in accordance with Health regulations
- Ø Liaise where necessary with local council on health requirements
- Ø Advise the Club Secretary where any permits are required for the Secretary to obtain
- Ø Organise a float for each meeting
- Ø Keep all money received secure
- Ø Hand takings to Treasurer at conclusion of meeting
- Ø Keep all receipts
- Ø Does require a WWC Check

### ***CANTEEN ASSISTANT***

- Ø Assist the manager as required
- Ø Serve food to customers
- Ø Receive money and give change
- Ø Be pleasant and courteous at all times when dealing with the public
- Ø Does require a WWC Check

### ***TRACK MANAGER***

- Ø Ensure track is prepared prior to each meeting
- Ø Organise volunteers to assist
- Ø Instruct volunteers on use of machinery
- Ø Arrange repairs and maintenance of machinery
- Ø Advise in good time to the President any repairs required
- Ø Does not require a WWC Check

### ***GATE KEEPER***

- Ø Take entry money from public
- Ø Hand out an entry ticket to every person entering venue
- Ø Be responsible for security of takings
- Ø Account to Treasurer for al takings
- Ø Sell programs
- Ø Seek assistance where required
- Ø Does require a WWC Check

### ***Grants/Sponsorship Officer***

- Ø Identify potential grants and apply as required
- Ø Acquit funding as required
- Ø Ensure all conditions of grants are complied with
- Ø Identify and approach sponsors
- Ø Provide potential sponsors with a sponsorship package
- Ø Ensure sponsors commit to a contract
- Ø Look after sponsors to ensure they receive value for sponsorship
- Ø Arrange any signage with the sponsor
- Ø Advise publicity officer of current list of sponsors/grants
- Ø Provide VIP service to sponsors as required and appropriate
- Ø Does not require a WWC Check

### ***Social Committee***

- Ø Organise raffles etc
- Ø Lead the provision of the end of year function
- Ø Organise relevant social events for members
- Ø Does not require a WWC Check

### ***Bar Manager***

- Ø Obtain the necessary bar managers licence as required by legislation
- Ø Ensure licence requirements are met, including retraining and training of staff
- Ø Ensure bar area fully complies at all times
- Ø Order Stock
- Ø Account for all stock
- Ø Keep stock secure
- Ø Responsible for security of takings
- Ø Account to Treasurer for all takings
- Ø Keep receipts for all expenditure
- Ø Prepare float
- Ø Does not require a WWC Check

### ***Bar Assistant***

- Ø Assist the manager as required
- Ø Serve beverages to customers
- Ø Receive money and give change
- Ø Be pleasant and courteous at all times when dealing with the public
- Ø Does not require a WWC Check

### ***Seniors Rep***

- Ø Be point of contact for all senior solo riders
- Ø Convey any concerns to President
- Ø Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Ø Promote the division to potential riders
- Ø Does not require a WWC Check

### ***Juniors Rep***

- Ø Be point of contact for all junior solo riders

- Ø Convey any concerns to President
- Ø Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Ø Promote the division to potential riders
- Ø Does require a WWC Check

### ***Sidecars Rep***

- Ø Be point of contact for all sidecar riders/passengers
- Ø Convey any concerns to President
- Ø Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Ø Promote the division to potential riders
- Ø Does not require a WWC Check

### ***250 solo rep***

- Ø Be point of contact for all 250 solo riders (junior and senior)
- Ø Convey any concerns to President
- Ø Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Ø Promote the division to potential riders
- Ø Does require a WWC Check

### ***PeeWee Rep***

- Ø Be point of contact for all peewee riders
- Ø Convey any concerns to President
- Ø Provide a monthly report on the progress of the division, issues, outstanding performances to the monthly SMCWA meeting
- Ø Promote the division to potential riders
- Ø Does require a WWC Check

### ***Media Officer***

- Ø Produce regular media releases
- Ø Distribute releases to media and website officer
- Ø Organise publicity for all meetings
- Ø Identify opportunities to gain exposure for Pinjar Park and our events
- Ø Forward images and information to the website officer for use on website and online
- Ø Does not require a WWC Check

### ***Website Officer***

- Ø Maintain the website
- Ø Keep up to date with new features of the website provided by Sporting Pulse (the developers)
- Ø Manage the online entry and membership system
- Ø Produce regular and timely e-news letters
- Ø Forward all online members to the Secretary
- Ø Does not require a WWC Check

### ***Event Programmer***

- Ø Coordinate the nominations with the Race Secretary
- Ø Conduct the draw for each event
- Ø Send through the draw to the person responsible for producing the program
- Ø Does not require a WWC Check

