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Current 22 August 2016

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Policies and Procedures

BMX Queensland Inc.

POLICY 1.

Authorised By: C. Vince **Date Issued:** 21 Feb 1998

Subject: **ACCREDITATION LISTS**

Policy: The Technical Committee will bring their list of accredited officials to the Technical Conference on an annual basis for review.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 2.

Authorised By: P. Connors **Date Issued:** 17 Aug 2010

Subject: **ACCREDITED OFFICIALS**

Policy: Those accredited officials who have not officiated at any meeting for a period of 2 years will be deemed inactive at their current level.

To maintain your accreditation you must do at least a minimum of 2 Open Days per year.

Only those officials who have completed the Level 1 Online Course shall be eligible to officiate at any category "C" event where possible.

- Please note, this policy is to replace
Subject Accredited Officials Date Issued 10.05.09
Authorised by Paul Connors

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 3.

Authorised By: P. Connors **Date Issued:** 17 Aug 2010

Subject: **APPOINTED OFFICIALS**

Policy: That no appointed official whilst working at any Sanctioned Club/Open Day or State Run Event shall be under the influence of alcohol/drugs or allowed to smoke whilst carrying out their official duties.

At any BMXQ sanctioned event Chief Commissare, Race Director & Assistant and Registrars have to be accredited to the level reflecting the category event.

- Please note, this policy is to replace
Appointed Officials Date Issued 10.09.05
Authorised by Paul Connors

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 4.

Authorised By: P. Connors **Date Issued:** 10 May 2009

Subject: **BAILS**

Policy:

1. Bails may be used at all BMX Queensland sanctioned events.
2. It will be the responsibility of the Chief Commissare to decide to use bails before the commencement of the race meeting.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 5.

Authorised By: General Meeting **Date Issued:** 5 September 2015

Subject: **Queensland Blue Card**

Policy: Bmx Qld Inc. endorse the current Qld Government Policy for working with children in Sport.

Subject to provision of Working with Children's Act, all committee, coaches and level 2 or higher level officials require a blue card.

Contractor working at clubs for maintenance and repairs are exempt from this ruling.

Information on how to apply for a QLD Blue card and guidance information can be found at www.bluecard.qld.gov.au

1. Please note, this policy is to replace Children's Commission Date 26.06.2006 Signed C. Vince
2. Policy Amended on 22.08.16 as a result of GM on 5th September 2015. Existing: All committee, coaches and officials are required to hold a current blue card at BMX events or activities. Replaced with: Subject to provision of Working with Children's Act, all committee, coaches and level 2 or higher level officials require a blue card.

**Policies and Procedures
BMX Queensland Inc.**

POLICY 6.

Authorised By: B. Oliver

Dated issued 14.08.10

Subject: CLUB DEVELOPMENT MANUAL

Policy: It is a Policy of BMX Queensland Inc that every affiliated Club in Queensland have in its possession the Queensland Club Development Manual.

Please note this policy is to replace Subject Members No 3 – Date issued 26.03.96
Authorised By A.Codega

Reviewed &/or Revised: 6 September 2014

Policies and Procedures

POLICY 7.

Authorised By: P. Connors **Date Issued:** 10 May 2009

Subject: **CLUB RACING**

Policy: No club can operate racing at their club **UNLESS**

1. The club provides sufficient **ACCREDITED** personnel to run the meeting (Approx 3 to 4 accredited people).
2. Under the conditions of the Insurance Policy covering riders and **accredited** officials, all clubs must have at least 3 accredited personnel (these should include a Chief Commissare, Gate Starter, Registrar/Scorer). Failure to provide these accredited officials may **NULL** and **VOID** Insurance cover with BMXA Insurance Policy should any claims be made.
3. Accredited First Aid Officers must be present.

Subject: **TRAINING SESSIONS**

Training sessions only need an accredited gate starter and First Aider.

Reviewed &/or Revised: 6 September 2014

POLICY 8.

Authorised By: General Meeting **Date Issued:** 18 Mar 2012

Subject: **COACHING ACTIVITIES**

Bicycle Motocross Queensland Inc., seeks to ensure that quality coaching activities are provided within all Zones of Queensland. The monitoring of all coaching activities is essential to the continuation of that quality assurance.

Policy: BMX clubs that conduct gate practice sessions, where instruction is given to riders relating to their BMX performance, skill or otherwise, are required to have an accredited BMX coach present at the coaching session.

BMX clubs that conduct gate practice sessions, which involve no rider coaching, are not required to have an accredited BMX coach present. A qualified gate starter is required though for the operation of the gate mechanism.

All coaching activities conducted must be conducted by an Accredited Beginner or Level 1 (or above) BMX Coach. Procedure - A BMX Coach - must seek advanced approval for coaching or camp activities (other than regular weekly coaching activities) from the relevant club.

- Please note, this policy is to replace
Subject Policies Date Issued 04.06.00
Authorised by C. Vince

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 9.

Authorised By: General Meeting **Date Issued:** 18 Mar 2012

Subject: **DELEGATES OF BMX QUEENSLAND INC.**

Policy: **AGM/General Meeting/workshops – BMX Queensland Inc.** will organise and pay the travel costs, of two (2) delegates per Zone, to attend all Meetings. Accommodation expenses for the delegates will be organised and paid by BMX Queensland Inc.

- Please note, this policy is to replace
Councillors of BMX Queensland Inc Date Issued 10.05.09
Authorised by C. Vince

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 10.

Authorised By:

Date Issued: 26 Mar 2011

Subject:

DEFINITION OF A CLUB

Policy:

A club is obligated to do the following:

- Have a Constitution
- Have a Committee
- Must be affiliated to relevant bodies financially
- Must have a current Risk Management Report accepted by BMX Australia that is updated regularly according to the current guidelines
- Must conduct regular designated club training days/nights
- Must supply the State in calendar form Club events for the upcoming year
- Must have conducted at least 5 Club race meets per calendar year and forwarded documentation to the relevant bodies
- Must participate in the State Wide Sign On Day
- Endeavour to hold 1 BMXQ sanctioned Open day except under exceptional circumstances and reviewed annually

Should these obligations not be adhered to your club may be required to give reason why the State body should not rescind membership for a period of time as determined by the State body.

- Please note, this policy is to replace
Definition of a Club & State Wide Sign on Day Date Issued 26.03.11 & 26.06.06
Authorised by General Meeting & C. Vince

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 11.

Authorised By: General Meeting **Date Issued:** 17 Mar 2012

Subject: **DEVELOPMENT PLAN**

Policy: All Zones are to receive a copy of the Development Plan of BMXQ from the workshop and also a copy of final document/s submitted to the Government.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 12.

Authorised By: P. Connors **Date Issued:** 26 Mar 2010

Subject: **LATE NOMINATIONS**

Policy: BMX Queensland Inc has adopted the following policy regarding late nominations at pre-nominated events.

Closing date for pre nominated events must be stated on flyer and adhered too.

If late nominations are to be accepted, it must be stated on the flyer, along with the cut off time and a \$20.00 late fee payable.

All late nominations must be put into EXISTING classes as of close of nominations. (No new classes to be created from late nominations).

All Clubs holding a Zone ID scoring round must accept nominations on the day up to 1 hour prior to the close of registration.

Zone and State Championships are excluded from nominations on the day.

If the event is a pre-nom for an ID Round a \$20.00 fee will be charged.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 13.

Authorised By: General Meeting **Date Issued:** 18 Mar 2012

Subject: **LOANED EQUIPMENT**

Policy: Requests for BMXQ equipment needs to be in writing and submitted to the BMXQ office. The person who has taken the equipment has an obligation to return them in good order. Further fees will be charged if equipment is returned damaged.

A chain of custody form needs to be submitted to the BMXQ office when items are being exchanged between clubs.

- Please note, this policy is to replace
Loaned Equipment Date Issued 17.08.10
Authorised by B. Oliver

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 14.

Authorised By: General Meeting **Date Issued:** 5 September 2015

Subject: **Members – Clubs and Zones**

- Policy:**
1. Clubs pay an affiliation fee of \$220.00 to BMX Queensland Inc. per year.
 2. Zones pay an affiliation fee of \$11.00 to BMX Queensland Inc. per year.
 3. The members are the Zones, for the purpose of Coaching, Technical Courses and Athlete Development.
Far North North Central Southern
 4. Each member is to have two (2) representatives selected to be present at any BMX Queensland Inc. Workshop/ General Meeting and Annual General Meeting.
 5. All members of the Clubs/Zones are to forward a copy of their constitution and a list of committee and delegates details to BMX Queensland Inc within 14 days of any changes.

1. Please note, this policy is to replace Members No 1. Date Issued 10.05.10 Authorised by C. Vince
2. Policy Amended on 22.08.16 as a result of GM on 5th September 2015. Existing Point 6: All affiliation fees will be reviewed and agreed to at the BMXQ AGM. Outcome: Component referring to fees is now redundant due to the change in the constitution, a motion was proposed to delete the reference to affiliation fees in part 6. Motion: That policy 14 be reviewed to remove point 6.

**Policies and Procedures
BMX Queensland Inc.**

POLICY 15.

Authorised By: P. Connors **Date Issued:** 17 Aug 2010

Subject: **MEMBER DISPUTES**

Policy: All correspondence relating to club matters must be sent directly to clubs within 7 days. If the matter cannot be handled at club then the matter should be referred to the Zone. All correspondence pertaining to Zone matters be sent directly to the Zone.

Any correspondence pertaining to State matters must be sent to the State Office as per the Member Protection Policy.

- Please note, this policy is to replace
Members No 4 Date Issued 05.08.10
Authorised by A. Codega

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 16.

Authorised By: P. Connors **Date Issued:** 9 Nov 2009

Subject: **OPEN DAYS**

Policy: The racing format for all age classes run in Queensland for class "C" or above events will be as follows:

Determination of age will be Year of Birth

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 17.

Authorised By: B. Oliver **Date Issued:** 17 Mar 2012

Subject: **PAYMENT POLICY**

Policy: To assist in controlling escalating costs the Board of BMX Queensland Inc has adopted the following policy relating to course presentation reimbursement.

Courses –

Officials Course - \$150 per course.

Beginner Coaching Course - \$250 per course.

Level 1 Coaching Course - \$400.00 per course + \$25 bonus on confirmation from BMXA of each accredited coach.

Registration Course - \$25 per hour – hours subject to numbers and computer skills.

Travel payment to be reimbursed at a set figure of \$.165 per km travelled to and from courses. (This figure is determined from the following equation:- average fuel consumption experienced by a cross-section of motor vehicles in a combination of city cycle driving and highway cycle driving of 11lts per 100km travelled and an average fuel price being \$1.50 per litre. Therefore, $.0150 \times 11 = \$.165$ per km travelled). Plus \$.010 c per km travelled for fair wear and tear. Total claimable amount \$.175 per km at the discretion of the Board.

To receive reimbursement a BMXQ claim form will need to be submitted with the purpose of the trip and odometer reading.

- Please note, this policy is to replace Payment Policy Date Issued 30.01.08 Authorised by Bruce Oliver

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 18.

Authorised By: General Meeting **Date Issued:** 17 Mar 2012

Subject: **PROCEDURES BEFORE & AFTER ALL MEETINGS**

Policy: Balance Sheet and Itemised Profit and Loss Report to be sent to all Zones 14 days prior to any General Meeting.

All minutes from the BMXQ AGM, General Meetings and Workshops are to be sent out 21 days from the conclusion of these meetings and sent to all Zones.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 19.

Authorised By: B. Oliver **Date Issued:** 1 June 2011

Subject: **RATIFICATION AND IMPLEMENTATION OF POLICY &
PROCEDURES**

Policy: All new policies and procedures and any changes to current policies and procedures are to be sent to the Zones for ratification and approval before they can be implemented by the Board of BMX Queensland.

If no reply within 7 days it is considered accepted and effective immediately.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 20.

Authorised By: B. Oliver **Date Issued:** 29 Apr 2008

Subject: **RIDER'S LOG BOOKS**

Policy: Any rider licensed to a Queensland BMX Club found using more than one log book maybe suspended for up to 12 months depending on the circumstances. Should a rider lose their logbook, they must apply to BMX Queensland to obtain an updated replacement.

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 21.

Authorised By: C. Vince **Date Issued:** 10 May 2009

Subject: **STATE AND CHALLENGE TEAM RULES**

- Policy:**
1. The competitors who qualify for both State & Challenge Team will be notified verbally by the Director of Athlete Development and/or their representative. Correspondence is to be sent out by the Office of BMXQ.
 2. If funded the State & Challenge Team will be subsidised for travel to attend a Camp and will receive a clothing kit to be determined annually by the Board of BMX Queensland Inc., offer of travel expenses to attend the National Titles will be at the discretion of the Board of BMX Queensland.
 3. 8 riders will be selected by the Director of Athlete Development to represent Queensland as our State & Challenge Team. These riders will be submitted to the BMX Queensland Board for ratification.
 4. Any misconduct from a team member may void their position on the State Team.
 5. State Team Members must march if required as State Team Member at the National Titles and compete in their respected classes at the National Titles of that year.

- Please note, this policy is to replace State & Challenge Team Rules Date Issued 01.08.02 & State Team Expenses Date Issued 05.08.00 Authorised by L. Neilson & A. Codega

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 22.

Authorised By: M. Kronk **Date Issued:** 2 June 2011

Subject: **STATE CALENDAR/SANCTIONED EVENTS**

Policy: All Zones need to re-apply to BMX Qld Inc.

BMXQ will send out their State reserved dates to the Clubs and Zones by 1st July each year.

Clubs need to send their reserved dates and sanction fee/s to their Zones, with a cheque made payable to the respective Zones by 1st August every year.

Zones then need to send all preferred dates for sanctioned open days for their Zones and Clubs and one payment to BMXQ by 1st September every year.

The Director of Events and his/her nominees will have the final say in regards to clashing of neighbouring Zone events.

A fee of \$27.50 including GST will be incurred for every Sanctioned Event. This fee must accompany the application to secure your sanctioned event.

The Director of Events must present to the Board in draft form the State Calendar for approval by 1st October each year. The State Calendar is to be produced and distributed by the office of BMX Queensland by the end of October each year.

No dates are to be advertised until clearance has been granted by the Director of Events. Non conformance of this policy may result in sanctioning being at risk.

- Please note, this policy is to replace
Calendar Dates/Sanctioned Event Date Issued 17.08.10
Authorised by M. Kronk

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 23.

Authorised By: M. Waldock **Date Issued:** 10 May 2009

Subject: **STATE ID TALENT SQUAD**

Policy: The State ID Talent Squad will be selected from riders aged 13 to 16 years (based on Year of Birth) based on criteria set by BMX Queensland Inc.

Wildcard cards will be offered at the discretion of the Zone Co-ordinators and the Director of Athlete Development.

The total numbers of the squad will be determined by the Board of Directors of BMX Queensland annually.

Riders will be invited to attend the annual training camp.

- Please note, this policy is to replace
State ID Talent Squad Date Issued 26.10.04
Authorised by C. Vince

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 24.

Authorised By: B. Oliver **Date Issued:** 10 May 2009

Subject: **STATE RUN EVENTS**

- Policy:**
1. BMX Queensland Inc., will run State Championships on an annual basis.
 2. BMX Queensland Inc., may run a "Series".
 3. The Calendar Dates to be set by BMX Queensland for the "Series" Clubs are to send their "Expression of Interest" dates with all other calendar dates.
 4. National and State Run Events will take priority over Sanctioned Events.
 5. All Zones and Queensland Country Championships to be run by its respective committees.
 6. Trophies and number plates will be awarded at the State Championships for Challenge, Masters and Sprockets.
 7. The host club is responsible for the track being in a good race condition.

- Please note, this policy is to replace
State Run Events Date Issued 31.01.08
Authorised by B. Oliver

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 25.

Authorised By: M. Waldock **Date Issued:** 10 May 2009

Subject: **STATE TEAM SELECTION CRITERIA**

Policy: The State Team will be chosen from the State's top riders.

Riders selected to attend State ID Training Camps, Elite Training Camps or Elite Training sessions, may be considered at any time to be selected for the State Team.

The top 8 riders chosen for the State Team do not necessarily come from the ID Training Camps, Elite Training Camps or Elite Training sessions.

Consideration may also be given to riders who are presently competing in overseas International events, who will also be attending the National Championships.

- Please note, this policy is to replace
State & Challenge Team Selection Criteria Date Issued 04.02.06
Authorised by Frankie Winter

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 26.

Authorised By: P. Connors **Date Issued:** 10 May 2009

Subject: **TECHNICAL**

- Policy:**
1. BMX Queensland will conduct Level 2 Officials courses during the calendar year to raise the level of Technical Officials on a regular basis.

 2. Each of the Zones is to have at least one Regional Officiating Director.

 3. At all Queensland run events, such as The Queensland Series, and the State Championships, the Officials will be chosen by the Queensland Technical Committee and run under the current Rule Book.

Please note, this policy is to replace
Technical Accreditation Courses Date Issued 16.03.08
Authorised by B. Oliver

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 27.

Authorised By: B. Oliver **Date Issued:** 1 Jun 2011

Subject: **TRANSPONDER EVENT POLICY**

Policy: The fees set for the use of the BMXQ Transponders and Camera/ Scoring equipment is \$1000 (+GST) per day

plus all direct costs i.e. transponder hire cost, freight costs, staff flights, accommodation, car hire and meals.

The fee for Qld Clubs and Zones is set at a fee of \$11 per transponder hire only. All other costs will be worn by BMXQ.

The host Club and Zone must also meet the minimum requirements for a Transponder Event. Please see Transponder Scoring Events – Minimum Requirements.

- Please note, this policy is to replace Transponder Event Policy Date Issued 17.08.10 Authorised by Bruce Oliver

Reviewed &/or Revised: 6 September 2014

**Policies and Procedures
BMX Queensland Inc.**

POLICY 28.

Authorised By: P. Connors, President **Date Issued:** 4 Mar 2013

Subject: **TRANSPONDERS FOR ID ROUNDS**

Policy: Effective from 1st January 2014, the use of transponders are compulsory at all Zone ID rounds, including Zone Championships.

Reviewed &/or Revised: 6 September 2014