



SATELLITE CITY BMX CLUB

MARLOW LAGOON RECREATION PARK, ELRUNDIE AVE, PALMERSTON
PO BOX 108 PALMERSTON, NT 0831. PHONE: 0401 473 664. EMAIL: satcitybmxclub@gmail.com

SATELLITE CITY BMX CLUB STANDARD OPERATING PROCEDURE 4 PRIVATE TRAINING / COACHING VENUE HIRE

PURPOSE:

Spanlift Stadium provides an excellent venue for the sport of BMX racing. The Management Committee also acknowledge that Spanlift Stadium also provides an excellent venue for private training / coaching.

This SOP provides guidance to coaches and riders with regard to the process of hiring the venue and usage of the venue.

SCOPE:

This SOP applies to all persons wishing to hire Spanlift Stadium.

REFERENCE:

- SOP's 1 to 3.
- BMXA Guidelines
- Satellite City BMX Club Constitution

PROCEDURE:

1. Approval from Club

- a. The Coach must submit a written request (annexed below) to seek approval from the Satellite City BMX Club Management Committee to make sure the track is available on the proposed day / time.
- b. The Satellite City BMX Club may request evidence of current Coaching accreditation, OCHRE (working with children) Card and & first aid qualifications.
- c. The track will be closed to all riders other than those taking part in the Coaching activity.
- d. The Coach must comply with SOP's 1 to 3.

2. Coach requirements

- a. The Coach applying for use of the track has full responsibility for all Coaching activities. If the applying Coach is not at the Coaching session & a delegate is nominated the delegate must meet the same requirements.
- b. The Coach must hold recognised Cycling Australia or BMXA Coach Accreditation.
- c. The Coach must hold a current OCHRE Card (or interstate equivalent).
- d. The Coach must adhere to Coaching principles.
 - i. There must be a current session plan available for inspection on request.
 - ii. There must be an attendance list (and all riders must have a current appropriate licence)
 - iii. Code of Conduct must be complied with.
 - iv. Risk management plan must be in place and available for inspection upon

request.

- e. The Coach must have current first aid qualifications. It is recommended that there be two first aid qualified people present; there must be a minimum of one qualified first aider present. If the Coach is the only first aid qualified person available they must not be riding themselves.

3. Gate starter accreditation.

- a. The Coach should either hold their own gate starting accreditation or seek the services of an accredited gate starter. The club Commissar can give instruction & familiarisation then determine competency for new gate starters.
- b. With specific regards to the 8m start hill:
 - i. Open gates can be run by any person who is a Level 2 Official or above and whom has completed the 8m safety training module.
 - ii. Coaches are generally not permitted up on the 8m hill during open gates.
 - iii. Any coach not accredited to coach of an 8m start hill found to be coaching riders during open gates is in breach of the coaches Code of Conduct and accreditation may be reviewed.
 - iv. A Trainee Level 2 Coach or above whom as completed the 8m Safety Training Module is accredited to be in charge of the coaching sessions and able to operate the 8m gate.
 - v. 8m Gate Coaching sessions must have a minimum coach rider ratio of 1:3 for under 18 and 1:8 for over 18.
 - vi. The BMXA policy on 8m gates must be complied with at all times; the policy can be found at:
<http://bmxaustralia.com.au/wp-content/uploads/2017/04/Start-Hill-Policy-10.03.15.pdf>

4. Facility care

- a. The Satellite City BMX Club BMX track has bitumen berms and 10m of bitumen post finish line; the bitumen berms and safety stopping area after the finish line are covered with Sic Surface. To preserve the berms and safety stopping area, riders wearing cleats are not to dismount from their bikes on the berms.
- b. All straights on the Satellite City BMX Club are covered in Sic Surface. To preserve the surface, riders wearing cleats are not to stop and rest their feet on the surface of the straights or dismount from their bikes on the straights.
- c. Nothing in paragraph 4(a) or 4(b) stops a rider from entering on to the track surface to render assistance to an injured fallen rider. Where there is a necessity to enter on to the track with cleats to render assistance to an injured fallen rider, the rider wearing cleats will take all reasonable care to minimise the likelihood of damage to the track surface.
- d. In the advent of water being on the track, the water is to be swept off by use of a broom or blower/vac (stored under the start ramps).
- e. Both gates have a surge protector in the 5m control box storage container; these must be plugged into the general power outlet prior to plugging in the gate power plug; the surge protector exists to minimise the likelihood of damage to the gate control boxes consequent of electrical surges.
- f. The facility must be left in as good a condition if not better than prior to the Coaching session.
- g. Any training aids placed on the track must be removed after the training session.
- h. Any damage must be reported to the Management Committee as soon as possible.

5. Cost

- a. There will be a cost of \$50 per hour or part thereof (daytime) \$75 per hour or part thereof (whenever the lights are illuminated and any time from 6.30pm).
- b. At the discretion of the Satellite City BMX Club Management Committee, a \$5 per rider levy may apply.
- c. Requisite fees are payable to the club by pre-arranged direct deposit with Treasurer.
- d. The Club may seek compensation for damages incurred to any equipment, building, facility, or other item owned by the Satellite City BMX Club.

VERSION CONTROL:

VERSION	DATE	AMENDMENT
1	15/02/2017	Draft document ready for committee approval
2	30/05/2017	Draft amended consequence of committee input. Addition of inclusion of Ochre Card equivalent for interstate Coaches and discretionary levy of \$5 per rider.
3	07/02/2018	Amendment to prices in para 5; prices approved by the Management Committee on 17 January 2018.
4.	02/05/2018	Deletion of paragraphs making a requirement to water the track prior to use. Insertion of paragraph 3(b) regarding use of the 8m start hill. Insertion of paragraphs aimed at ensuring appropriate care of the Sic Surface and gate control boxes.



MARLOW LAGOON RECREATION PARK, ELRUNDIE AVE, PALMERSTON
PO BOX 108 PALMERSTON, NT 0831. PHONE: 0401 473 664. EMAIL: satcitybmxclub@gmail.com

APPLICATION TO HIRE VENUE FOR THE PURPOSE OF COACHING / TRAINING

I _____(print name) as the applying Coach agree to abide by the requirements as detailed in the Satellite City BMX Club SOP 4.

Signature: _____ Date: _____

I seek use of the track on the following dates:

On those dates, I seek use of the track during the following times:

Club President/ Vice President approval on behalf of the Committee (print name): _____

Signature: _____

Date: _____