



# SATELLITE CITY BMX CLUB

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## SATELLITE CITY BMX CLUB STANDARD OPERATING PROCEDURE 6 Volunteer Participation

### **PURPOSE:**

During every race meet / event, there are specific functions that must be staffed; these functions are staffed by volunteers. The functions include (but not limited to):

- Race Director;
- Chief Commissaries;
- Berm Commissaries;
- Registrar;
- Staging Officials;
- Top Start Hill Stager;
- Finish Line Commissaries;
- Starter;
- Track Flaggers; and
- Commentator.

There are a number of Satellite City Management Committee members whom are also avid BMX riders; yet, they do not get an opportunity to ride the track consequence of the requirement to fill the aforementioned positions. This SOP seeks to provide incentive to suitably qualified persons to perform the aforementioned functions.

### **SCOPE:**

This SOP applies to all suitably qualified persons whom volunteer their time at race meets / events.

### **REFERENCE:**

- SOP's 1 to 3.
- BMX Australia Domestic Rule Book
- Satellite City BMX Club Constitution

### **PROCEDURE:**

1. Either at or prior to an event, the Management Committee will form a list of functions required at an event. The Management Committee will make every endeavour to populate the list of names against the positions required with Management Committee members. Consideration should be given to personal needs of the Management Committee at the event; to that end, it may be the case that not every position will be filled.
2. Where positions are not filled, depending on the event, either prior to or at the event, the Management Committee will commence sourcing volunteers to assist fill the gaps. This may be done by promulgating a list on FaceBook or the internet or by calling for volunteers at the event prior to the official racing commencing.

3. A person whom fulfills a position must be suitably qualified; that is, the person must:
  - a. Have an Ochre Card (or Equivalent if from another State or Territory);
  - b. Have at a minimum, a Volunteer Licence as issued by BMX Australia;
  - c. Have completed, at a minimum, Level 1 Officiating Course;
  - d. Have completed the 'Play by the rules' training.
  
4. The Satellite City BMX Club Management Committee will ensure that, were a person has not performed a function before, an adequate briefing will be provided to the person prior to them commencing the duties.
  
5. Where a volunteer performs a function as required, the person will be, at the discretion of the Management Committee, issued with a voucher that can be used to purchase food and / or drinks from the Canteen.
  - a. The voucher will be for \$15.00.
  - b. The voucher is not redeemable for cash.
  - c. The voucher can not be used to purchase merchandise, race credit or other items from the Registrar Hut; it is for refreshment purposes only.
  - d. The voucher can not be transferred to another person.
  - e. If the full sum on the voucher is not used, the remaining portion of the sum left can not be cashed in; the amount left is foregone.
  - f. The voucher shall not be considered as remuneration but rather a reward for assisting.
  - g. At the volunteers discretion, the volunteer may elect not to receive the voucher.

**VERSION CONTROL:**

VERSION	DATE	AMENDMENT
1	06/06/2017	Draft document ready for committee approval