



SATELLITE CITY BMX CLUB

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SATELLITE CITY BMX CLUB STANDARD OPERATING PROCEDURE 7 BIKE & HELMET HIRE

PURPOSE:

The Satellite City BMX Club recognises that starting out in the sport of BMX can be expensive for some families; further, when starting out, bike, helmet and glove availability at stores in Darwin can be scarce. To that end, the Satellite City BMX Club has a stockpile of pushbikes, helmets and gloves for hire.

Helmets and gloves are considered personal protection equipment. To that end, riders should endeavor to purchase their own helmet as soon as reasonably practicable.

As riders familiarize themselves with pushbikes, riders should endeavour to have their own pushbikes as soon as reasonably practicable after the commencement of the race season.

This SOP provides guidance to Management Committee members, volunteers and Satellite City BMX Club members regarding the governance of pushbikes and helmets for hire.

SCOPE:

This SOP is to be adhered to by the hirer and any person issuing a pushbike, helmet or gloves.

REFERENCE:

Satellite City BMX Club Member Information Booklet, section titled *Club Owned BMX Bike Hire*.

POLICY:

1. It is the policy of the Satellite City BMX Club that hire bikes are stocked and maintained for the purpose of free use on Ride in 2 BMX days and for hire at a nominal fee at all other times.
2. It is the policy of the Satellite City BMX Club that helmets and gloves are available for use free of charge at Ride in 2 BMX days and for a nominal fee at all other times.
3. It is not the policy of the Satellite City BMX Club to provide bikes, helmets and gloves for ongoing or frequent hire to Club members save the members purchasing their own equipment; the Satellite City BMX Club encourages all riders to have and use their own equipment.
4. Pushbikes are available for hire from the Satellite City BMX Club. The pricing structure shall be as follows:
 - a. First hire (either for training or racing): \$15.00
 - b. Second hire (either for training or racing): \$20.00
 - c. Third hire (either for training or racing): \$25.00
 - d. Fourth and subsequent hire (either for racing or training): \$30.00
5. Bike helmets and Gloves shall be considered a combination and charged as

follows:

- a. First hire (either for training or racing): \$5.00
 - b. Second hire (either for training or racing): \$10.00
 - c. Third hire (either for training or racing): \$15.00
 - d. Fourth and subsequent hire (either for racing or training): \$20.00
6. Where a pushbike, helmet and gloves are required a combination fee shall be applied; the fee for a combination hire is:
- a. First hire (either for training or racing): \$20.00
 - b. Second hire (either for training or racing): \$25.00
 - c. Third hire (either for training or racing): \$30.00
 - d. Fourth and subsequent hire (either for racing or training): \$35.00
7. The Satellite City BMX Club acknowledges that stores in the Darwin area do not always keep in stock, gloves, helmets and bikes; to that end, a hirer will be charged the *first hire* fee only each time on valid proof of purchase of a hire item.
8. If a Management Committee member is not available to hire out the equipment, no other person is authorized to remove equipment from the storage location and provide to the rider.
9. The Satellite City BMX Club bears no responsibility for accidents or injury consequence of the use of equipment belonging to the Satellite City BMX Club; riders use the equipment belonging to the Satellite City BMX Club at their own risk.

PROCEDURE:

1. Where a rider wishes to hire a BMX bike, helmet or gloves, the rider must present to the Registration Hut or a Management Committee member whom will complete the hire process.
2. Prior to taking money for the purpose of hire, the Management Committee member will check past hire records to determine the correct hire fee.
3. The hire form is to be completed; the hire form is attached.
4. The prescribed fee must be paid; an invoice can be issued upon request. Please see paragraphs 4 – 6 under the heading *Policy* in this document for the prescribed fees.
5. The Management Committee member will accompany the rider to the equipment storage location and issue the equipment recording serial numbers on the hire form.
6. At the end of the training session or race meet, the equipment is to be returned. Compensation may be sought for damages to equipment belonging to the Satellite City BMX Club.
7. There is no deposit required; no money will be returned at the completion of the hire period.

VERSION CONTROL:

VERSION	DATE	AMENDMENT
1	10/04/2018	Draft document ready for committee approval
2	20/04/2018	Amendment to pricing structure and insertion of para 7 of the policy section.

