



SATELLITE CITY BMX CLUB

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SATELLITE CITY BMX CLUB STANDARD OPERATING PROCEDURES

In 2016 the Satellite City BMX Club oversaw the development of a new roof covering a new track. At 68m wide and 105m long with no centre support columns, the roof is the largest single span roof to cover a BMX track in Australia. Consequence of the size of the roof, the Building Code of Australia provided for a number of legislative requirements, in particular, regarding fire safety. Building certification gave rise to the necessity of Standard Operating Procedures.

Introducing Standard Operating Procedures (SOP's); what are they: SOPs are detailed written instructions (which may include policy) to achieve uniformity of the performance of a specific function. A well-written SOP can be used to satisfy compliance requirements. SOPs are recommended for all procedures that pose a potential risk to the health and safety of personnel.

In addition to using SOP's to provide procedures to mitigate risk to health and safety, the introduction of SOP's to the Satellite City BMX Club will operationalise and contextualise documents such as plans, regulation, compliance, and policies. The SOPs will distil requirements contained in the documents into a format that can be used by the Management Committee and volunteers at the Satellite City BMX Club.

It is important that any person engaged in a function whether through volunteering or other, understand the SOP's in place at the Satellite City BMX Club.

SOP's are to be reviewed every three years or where a situation or circumstance warrants review earlier. New SOP's may be implemented by the Management Committee from time to time as needs arise.

The following is a list of SOP's for the Satellite City BMX Club: