

BLACKBURN CYCLING CLUB



TRACK TRAINING POLICY

DECEMBER 1999

(Amended October 2000)

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Document Control Register

Version	Author	Change	Date
1.0	M.Wright	Original Document	December 1999
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1.1	M.Wright	Change to Item 8 Change of wording to show that the policy is accepted by a majority of the Executive.	26 th June 2000
1.3	A. Barnes Secretary	Changes as per motions passed and endorsed by the executive on 9 Oct 2000	7 th December 2000

1. Introduction

- 1.1 Past and present members of Blackburn Cycling Club have put considerable effort into creating one of the best cycling facilities of any Victorian Club. As a result the current Committee must ensure that these facilities are used in the best possible way for Blackburn members whilst fostering an environment that will encourage new members to join and participate.

This Track Training Policy sets out the guidelines that the Club feels will best achieve this.

- 1.2 The Blackburn Cycling Club's main aim in the use of the velodrome is to encourage as many members as it can to use the facilities both for racing and training.

The Club encourages all riders to attend official training sessions and races as much as possible but realises that some riders will require additional training. As members, the club encourages the use of the facilities by these members providing the guidelines in this policy are adhered to.

- 1.3 The Club also has a role in effectively managing its facilities. There is a market in the community for the hire of the clubs facilities and as such the Club needs to have a policy to best meet those needs as long as they don't conflict with the needs of club members.

- 1.4 The Club also needs to protect itself, its individual members and the Committee from any liability that may arise from improper use of the facilities.

- 1.5 Where member is referred to in this policy, this is the holder of a Blackburn endorsed license.

2. Official Club Training

Official Club Training is defined as a training session sanctioned by the Committee and conducted by an official Blackburn Cycling Club coach or Committee member.

- 2.1 Official Club Training can be organised at anytime at the discretion of the Committee in consultation with the Coach(s). This training is currently set at Monday and Wednesday night but this maybe changed to accommodate availability of Coaches and Blackburn endorsed license members. The Committee may, in consultation with the Coach(s), add other nights as required.
- 2.2 During Official Training the Head Track Coach as elected at the Annual General Meeting or appointed by the Committee, is in charge of the session. In his/her absence, another official club coach or Committee member may take charge.
- 2.3 All riders involved in the session must comply with all rules of the club and obey any lawful directions given by the coach in charge.
- 2.4 Non-members may be invited by, or seek permission from, the Head Coach to train on a night-by-night basis subject to review by the Executive Committee.

Permission may be granted for a non-member to participate if it is considered clearly in the best interests of the Club to allow the non-member to participate.

As a guide, permission may be granted if:

- 2.5.1 The rider is likely to become a Blackburn Cycling Club member. After a reasonable number of attendances the rider may be asked to become a full financial member before participating in any further official training sessions.
- 2.5.2 The rider is considered a visitor from out of town (i.e. lives outside of Metropolitan Melbourne). Regular use by such a rider must be approved by the Committee.
- 2.5.3 The training session will be enhanced by having increased numbers and/or level of competition.
- 2.5.4 The participation of a high-profile rider will increase or improve the Club's image and reputation.

The decision to allow a non-member to participate will be made at the discretion of the Club's official Head Coach in accordance with the above and also based on the rider's ability to display a sufficient level of competence to be able to fit into the session being held.

Each instance of permission being granted must be recorded and reported to the next committee meeting for review to ensure the judgment of the Head Coach represents the best interests of the Club.

Appeals against the decision of the Head Coach may be made to the Executive Committee at the next Committee meeting. While the appeal is being heard the rider involved must not take part in any training sessions.

- 2.6 The Committee may approve non-member access to training sessions in situations such as but not restricted to the 1998/1999 season where the Carnegie club track was being rebuilt.
- 2.7 Only track bikes and a motor bike (or derno) in accordance with Section 6, are permitted on the track during official training.
- 2.8 All riders must wear an approved helmet.

3. Authorised Track Training

Authorised Track Training is defined as training on the track outside of Official Club Training sessions where access to the track via the gate is provided and/or a motorbike (or derny) is used.

Access to the Track

- 3.1 A key to the gate will be available from official key holders as approved by the committee. As a minimum, the following office bearers will hold keys and a key register: President, Vice-president, Treasurer and Secretary. Access to the clubrooms will not be available.
- 3.2 The track will not be available to members for authorised training if the track has been hired out to non-members. By hiring the facilities these people are given sole use of the track for the time they have hired the track. These sessions will be made in advance so a call to any of the above numbers will confirm if the facility is available to members.
- 3.3 As these people are volunteers there is no guarantee that any/all of them will be available to issue a key at any one time. A phone call between 9AM – 9PM is required before hand to ensure the key is available.
- 3.4 Before taking the key, the member would be required to sign a register to acknowledge they have the key. By signing the register the member agrees to abide by the policy set out in this document. Refer to Appendix A for example of the register.
- 3.5 As the holder of the key, this member becomes the responsible person at the track. Failure to abide by any items in this policy will result in disciplinary action.
- 3.6 The key needs to be returned to its original location when the training session has finished. Under no circumstance will the member be allowed to retain the key for any longer length of time.

4. Authorised Track Training Eligibility

- 4.1 The track will not be closed during these sessions. The session will be open to all club members and all riders are expected to co-operate and train in a way safe and equitable to all concerned.
- 4.2 The person responsible for the authorised training session (i.e. the person who signs for the gate key) may invite non-members to the training session. Such non-members must hold a current ACF endorsed licence and must abide by the rules of the Club
- 4.3 For safety reasons, no session should start or continue whilst a rider without an endorsed ACF licence is on the track. They should politely be asked to leave and if they do not leave, the session must be abandoned
- 4.4 To avoid the possibility of a coach having to adjust their training session or abandon their training session because of other riders on the track, the track may, under the terms in Section 7, be hired for sole use.
- 4.5 If any of these rules are breached, the member responsible for the key will face disciplinary action as determined by the Executive Committee. While this action is being investigated, that member would not be given access to the key for future training sessions.

5. Safety on the Track

All members training on the track are expected to abide by the following rules to ensure the safety of all riders.

- 5.1** Use of the track is only permitted during daylight hours.
- 5.2** Only track bikes and a motor bike (or derny) in accordance with Section 6, are permitted on the track during official training.
- 5.3** All riders must wear an approved helmet.
- 5.4** All riders must obey the rules of the sport at all times.
- 5.5** All riders must follow any instructions given by the responsible person.
- 5.6** The member responsible for the key must halt or abandon the session if these rules are breached.

6. Use of a Motorbike

The club will allow the use of a motor bike on the track during authorised and official training providing the following rules are adhered to.

- 6.1 The motorbike rider must have at least a Blackburn endorsed officials licence.
- 6.2 The motorbike must be currently registered with Vic Roads.
- 6.3 The motorbike must have current Third Party Property cover.
- 6.4 The rider of the motorbike must have a current motorbike licence. The rider must also obey any licence restrictions such as engine capacity.
- 6.5 There must be no pillion passengers, except with explicit permission of the committee.
- 6.6 An approved motorcycle helmet must be worn.
- 6.7 The motorbike rider must not be under the influence of drugs or alcohol.
- 6.8 The motorbike rider must obey the rules of the sport.
- 6.9 While the motorbike is on the track a safety sign must be placed on the gate of the velodrome and the gate must be locked. Refer Schedule B for an example of this sign.
- 6.10 If other riders are on the track the motorbike rider must ensure that they are aware of the motorbike and that they are up on the track out of the way.
- 6.11 The member responsible for the key must halt or abandon the session if these rules are breached.
- 6.12 The Committee may ask any motorbike rider to prove that he/she meets the above conditions. If the conditions are not met the access will be revoked.

7. Hiring of the Facility

As part of the Clubs role as a facilities manager the velodrome will be made available to non-members of the club under a hiring arrangement.

- 7.1 All applications must be made in advance to the Committee.
- 7.2 Full payment must be received before the facility will be available.
- 7.3 The person(s) hiring the facility must have current Public Liability insurance. A copy of the current certificate must be provided with the first application. The facility will not be hired to anyone who does not have Public Liability insurance.
- 7.4 By hiring the facility, the hirer is given sole use of the track.
- 7.5 Access will only be given to the track, the clubrooms are not available for hire.
- 7.6 Access to the track will be by a Blackburn Committee member opening the track at the start of the agreed hire period and will then be closed at the end of the agreed hire period.
- 7.7 The hirer agrees that the track will only be used for purposes that will not damage the facilities. The club will permit a motorbike to be used on the track, however, the use of all other vehicles must be defined in detail in the application and approval is at the discretion of the committee.
- 7.8 The track will not be available for hire if the period required conflicts with official club training, unless those who usually attend agree.
- 7.9 During the time the track is hired a sign will be placed on the gate informing anyone that the track is closed. Refer Schedule C for an example of this sign.
- 7.10 The cost to hire the facility shall be negotiated with the hirer.
- 7.11 Any damages to the facility during the hiring period is the responsibility of the hirer.
- 7.12 The hirer must indemnify the BCC against any claim for damages.

Schedule B

Motorbike Safety Sign

Motorbike on Track

Please note the track is currently closed to the public.

Club members with track bikes may enter the track to train after notifying the responsible person.

Rules of Safety must be followed at all times.

By Order

Executive Committee
Blackburn Cycling Club

Schedule C

Facilities Hire Sign

Track Closed

TRACK UNDER HIRE

Please note this is a closed training session.

Members of the public and club members are not permitted to enter the track.

By Order

Executive Committee
Blackburn Cycling Club

Schedule D

Policy outline for general distribution

Outline of Policy for use of Club Facilities

Use of Facilities

Members past and present have spent considerable effort to ensure that Blackburn has good and safe facilities. These efforts need to be directed towards the maximum use of these facilities for current and future members of the club.

The whole reason for having such facilities are to better competing as cyclists and to improve our members enjoyment of their cycling activities.

- Use of the facilities should take place in a co-operative, cordial, respectful and enjoyable atmosphere.
- Only riders with a Blackburn endorsed licence are permitted at official training sessions unless sanctioned by the Committee or responsible person as noted below.
- Members are encouraged to attend official training sessions, outside these sessions it is the sole responsibility of members should they choose to use the facility unsupervised.
- Outside these sessions the facilities will be locked and can only be opened at the convenience of a club official or designated key holder who must ensure the responsible use of the facility and report such use to the committee.
- The club facilities can be rented with the normal legal requirements (proof of Public indemnity). At such sessions it is possible that restrictions will apply to normal access. If this is the case then the committee will endeavour to inform all members.
- Participation by non-members at official training sessions can only be sanctioned by the committee or the responsible person in charge who must in turn report and justify the situation to the committee.

The following guidelines for non-members are outlined here.

- Competitions, which have been deemed to be open to non-members.
- Non members belonging to clubs not in immediate vicinity of Blackburn and are on visit to Blackburn maybe given permission for short periods (holidays etc), based on the principle that our members may use their facilities at some stage. This does not apply to Metropolitan clubs who should be using their own club facilities.
- Non-members who can show that they are about to join the club, provided it is safe.
- Non-members whose participation will either improve the quality of the training session or enhance the Club's image.
- The committee may give additional permission, as was the case in the 1998/9 track season when the Carnegie club track was being repaired.

Safety

Currently and more so in the future there are considerable restraints on the club to ensure that proper safety standards are adhered to.

For the safety of all users of the facilities all instructions of the responsible person must be obeyed.

- Where applicable the general road rules apply to the use of a motorcycle on the track.
- Use of a motorcycle on the track in official and authorised sessions must be applied for and the rider must have a current motor cycle license and an endorsed Blackburn license. The rider must also obey any license restrictions such as engine capacity. However no pillion passengers are allowed.
- General rules of track competition apply to use of the track, except where a special event is sanctioned by the committee.
- Use of track for any other purpose other than what has been described above must be applied for.

These are only a guideline for use of the club facilities and a full policy is available on request.