



ACT Motor Cycle Club Inc.

Subcommittee Delegations

This instrument is the Australian Capital Territory Motor Cycle Club Incorporated (ACTMCC) Subcommittee Delegation 2013.

This instrument will commence on the date it is signed by the President of the ACTMCC.

This instrument revokes all previous subcommittee delegations and will remain in force until it is revoked by the ACTMCC Committee.

There will be two subcommittees. These will be referred to as the Dirt Track Subcommittee and the Motocross Subcommittee.

Subcommittee Membership

Each subcommittee will consist of the following:

(1) Chairperson.

The chairperson will serve as a member of the subcommittee, and-

- (a) be the central point of contact for the relevant track(s) and manage the calendar of events for the relevant track(s);
- (b) co-ordinate social riding and training for the relevant track(s) including ensuring that necessary permits are obtained;
- (c) preside at all subcommittee meetings and social functions;
- (d) carry out the duties of chair and represent the subcommittee at committee meetings;
- (e) give rulings when required; and
- (f) have full authority to expel a member from a meeting or association function should it be deemed necessary.

(2) Race Secretary

The race secretary will-

- (a) arrange for race meetings to be held;
- (b) arrange the necessary permits and acquittal for race meetings;
- (c) collect, compile and publish results of the association point score competition and open meetings;

- (d) distribute ballots for rider of the year; and
- (e) select and acquire awards to be distributed at each race meeting

(3) Facilities Manager

The facilities manager will-

- (a) be responsible for the preventative and restorative maintenance and alteration to, and construction of, all facilities, land and infrastructure outside of the fenced track area;
- (b) be responsible for the coordination of all machinery, equipment, material, goods and services to be brought on site for the maintenance, alteration or construction of facilities; and
- (c) provide broad direction and oversee the track manager and maintenance team.

(4) Track Manager

The track manager will –

- (a) be responsible for preventative and restorative maintenance and alteration of the racing surface and all land and infrastructure within the fenced track area;
- (b) be responsible for safety facilities, landscaping and construction within the fenced track area;
- (b) be responsible for the preparation of the racing surface prior to and during each event; and
- (b) notify the chief steward (or other appropriate official) when the race surface is ready for use or when maintenance is required.

(5) Publicity Officer

The publicity officer will -

- (a) arrange publicity for forthcoming events of the association through print and broadcast media and other means deemed appropriate;
- (b) assist the race secretary with results, awards and distribution of race day results; and
- (c) collect articles for, and compile and distribute, by newsletter / email / website / facebook sites.

In addition to the above responsibilities a subcommittee is delegated to:

- (a) Discipline members under section 12 of the association's constitution;
- (b) Exercise the powers of the committee under section 15 of the association's constitution, in relation to the subcommittee's riding discipline (Dirt Track/Kumagutsa or Motocross);

- (c) Source funds for the association under section 38 of the association's constitution;
- (d) Manage social rides and events;
- (e) Manage race meetings;
- (f) Make applications to the relevant authority to host open meetings;
- (g) Approve track hire;
- (h) Manage promotional activities;
- (i) Commit the association to expenditure of up to \$2,500 per item, service or function; and
- (j) Recommend expenditure over \$2,500 per item, service or function to the committee.

Signed by
Mr Kevin MacGregor
President ACTMCC

Date: 5/2/13