

# PORT ADELAIDE CYCLING CLUB

## TERMS OF REFERENCE

### DEVELOPMENT SUB-COMMITTEE

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#### **Introduction**

The Port Adelaide Cycling Club Committee recognises that establishment of Sub-Committees will ensure that the interests of its members and potential members can be better realised.

The Development Sub-Committee has been established to assist the Club Committee to achieve a number of the objectives and goals and implement the initiatives outlined in the Club's Strategic Plan 2018-2020.

#### **Purpose**

This document outlines the obligations and procedures under which the Development Sub-Committee will operate.

#### **Membership**

The Development Sub-Committee shall comprise volunteers from the membership base. It is envisaged that at least one member of the Committee will be included in the membership of the Sub-Committee.

A call for volunteers to sit on the Development Sub-Committee will be made every two years or as required.

#### **Responsibilities**

The Development Sub-Committee will meet a minimum of four times per year.

The Development Sub-Committee will appoint a Chair to provide leadership and guidance to the Sub-Committee. The Chair will be responsible for ensuring that the obligations outlined under these Terms of Reference are met.

Records of each meeting will be kept and provided to the Club Secretary for noting by the Committee at its next ordinary meeting.

Recommendations for endorsement by the Committee will be submitted to the Club Secretary by the Wednesday preceding a Committee meeting for inclusion in the Agenda for consideration or approval by the Committee. While it is preferable, it is not required that a member of the Sub-Committee be present at the Committee Meeting considering any proposal.

The Chair of the Development Sub-Committee will provide a report of the actions and results of the Sub-Committee for ratification by the Committee in April of each year. This will be presented to the Club Membership at its General Meeting and will form part of the Club's Annual Report.

|                    |                 |             |                 |
|--------------------|-----------------|-------------|-----------------|
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| First Adopted      | 5 February 2019 | Approved    | 5 February 2019 |
| Responsible Person | President       | Review date | May 2019        |

The Development Sub-Committee shall review its Terms of Reference annually, and will recommend any updates to the Club Secretary prior to the Annual General Meeting.

## **Authority**

The authority delegated to the Development Sub-Committee is outlined in PACC-P03 Sub Committees Policy.

## **Functions**

The Development Sub-Committee will be responsible for identifying initiatives that can be implemented in order to achieve the following objectives as outlined in the Strategic Plan 2018-2020 as outlined in Attachment 1.

Generally, this involves development of club training programs and calendars, training and social rides, coordination of club teams and supporting the development of member coaches and commissaires to better service PACC members and the wider cycling community.

Implementation of these initiatives shall only occur under the authority of the Committee.

Other initiatives that the Development Sub-Committee may identify can be included in the Functions of the Sub-Committee once ratified by the Committee.

## **Authorisation**

Gemma Kernich  
President, Port Adelaide Cycling Club  
5 February 2019

## Attachment 1 - Development Sub-Committee

| Objective  | Initiative  |
|--|---|
| Implement a program to support Club Coaches in their development to support emerging athletes to achieve success.  | <ul style="list-style-type: none"> <li>• Develop a program for members to undertake training to become Coaches.</li> <li>• Provide Opportunities for Coaches to develop their skills and ensure that they are engaged and active.</li> </ul>  |
| Provide pathways for recreational riders to progress to competitive racers.  | <ul style="list-style-type: none"> <li>• Creation of a schedule for training to cater for different abilities and disciplines.</li> <li>• Provide members with opportunities for team events under the PACC banner and offer incentives such as subsidised entries.</li> </ul>  |
| Ensure full utilisation of Hanson Reserve Velodrome once available for use.  | <ul style="list-style-type: none"> <li>• Focus on track to create initial groundswell / interest for new and existing members.</li> <li>• Training program established for Hanson Reserve to include all ages and abilities, and use of road bikes for new riders.</li> </ul>   |
| Provide cycling specific information to members and riders.  | <ul style="list-style-type: none"> <li>• Develop a series of written guides on how to start cycling – fees, bike usage, etiquette, terminology, expectations, training, safety.</li> <li>• Make available information regarding rules and racing procedures.</li> </ul>   |
| Junior athlete development   | <ul style="list-style-type: none"> <li>• Capitalise on the success of Junior Dirt Skills and CX Dirt Skills to encourage development of riders across all disciplines.</li> <li>• Targeted engagement to 16-23 year olds to ensure continued engagement with the sport</li> </ul>   |
| Development of Coaches to ensure they are engaged and that their skills are available to, and utilised by members. | <ul style="list-style-type: none"> <li>• Identify current and potential Coaches and assess current skills gaps</li> <li>• Work with CSA on more flexible training methods to upskill Coaches.</li> <li>• Provide active Coaches with development opportunities to ensure they are supported for ongoing development.</li> </ul> |
| Ensure that Commissaires are engaged, informed and actively involved in events.                                    | <ul style="list-style-type: none"> <li>• Provide active Commissaires with development opportunities to ensure they are supported for ongoing development.</li> </ul>  |