

PORT ADELAIDE CYCLING CLUB

TERMS OF REFERENCE

COMPETITION & EVENTS SUB-COMMITTEE



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 Competition & Events 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 processes under which the Competition & Events Sub-Committee will operate.

Membership

The Competition & Events 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 Competition & Events Sub-Committee will be made every two years or as required.

Responsibilities

The Competition & Events Sub-Committee will meet a minimum of four times per year.

The Competition & Events 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 Competition & Events 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.

Document number	PACC TOR 02	Version	v1.0
First Adopted	5 February 2019	Approved	5 February 2019
Responsible Person	President	Review date	May 2019

The Events 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 Competition & Events Sub-Committee is outlined in PACC-P03 Sub Committees Policy.

Functions

The Competition & Events 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, the function of the Sub-Committee is to coordinate sustainable and attractive PACC events for members and the wider cycling community.

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

Other initiatives that the Competition & Events 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 – Competition & Events Sub-Committee

Objective	Initiative
Ensure full utilisation of Hanson Reserve Velodrome once available for use.	<ul style="list-style-type: none"> • Racing program developed for track
Exploration of new venues for existing races.	<ul style="list-style-type: none"> • Holding of Cyclo Cross races at new venues. • Explore opportunities for hosting crits in Semaphore or other areas of Port Adelaide. • Utilisation of existing resources for road races with assistance from CSA or other Clubs.
Establishment of Club Championships	<ul style="list-style-type: none"> • Introduction of Club Championships by using existing or new events (e.g. State CX Champs). • Using a time trial as a prologue for a road race.
Provision of a better Race Day experience for riders and spectators	<ul style="list-style-type: none"> • Greater promotion of results.pacc.org.au
Develop volunteers to ensure a participation pathway can be implemented.	<ul style="list-style-type: none"> • Identify those who have the formal training and experience to run events as identified on the annual calendar. • Provide ongoing training to ensure event volunteers are appropriately qualified. • Formally appoint people to event roles.
Trained and knowledgeable volunteers available at all events	<ul style="list-style-type: none"> • Event specific training provided to new volunteers.
Ensure that Commissaires are engaged, informed and actively involved in events.	<ul style="list-style-type: none"> • Identify the required number of Commissaires required in line with the annual calendar.