

**Hawkes Bay
Mountain Bike Club Inc.**

HANDBOOK

HBMTB
HB MOUNTAIN BIKE CLUB

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COMMITTEE'S

The HBMTBC committee is to comprise the following officers:

- Chairperson
- Treasurer
- Secretary

These 3 persons are also the assigned signatories for the club, who can sign club cheques & approve all payments. Any 2 must sign all cheques.

The committee must have a minimum of 7 persons & maximum of 25 to conduct each meeting, or as per the club's constitution states.

The main committee is to meet once per month at a designated location to discuss all items on the agenda, approve & pay all invoices & to discuss & approve any applications or items raised by the sub-committees.

The main committee meetings are open for all club members to attend, if they wish to do so.

The secretary is to send out an agenda prior to each meeting, then record minutes of each meeting & send these out to all committee members & sub-committees.

Minutes are to record place & time meeting held, all members present, any committee members absent/apologies, correspondence, previous minutes approved, sub-committee reports, all general business & closing of meeting time, to be signed and dated by the secretary.

SUB-COMMITTEE'S:

The 7 sub-committees are:

- Parks
- Events
- Volunteers
- Marketing
- Social
- Youth & Development
- Funding

Each sub-committee to assign a manager at the AGM, who will attend the regular main committee meetings to report back & request items or funding as required.

Sub-committees to hold their own meetings when required to sort out all items & issues, to keep the sector functioning efficiently. Minutes are to be kept from these meetings, with copies sent to the club secretary.

Members of the sub-committees do not have to be members of the main committee, but can attend if they so wish.

JOB DESCRIPTIONS

- Chairperson
- Treasurer
- Secretary
- Parks Manager
- Events Manager
- Communication & Marketing Manager
- Volunteers Manager
- Youth & Development Manager
- Funding Manager
- Social Manager

Chairperson:

- To contact all committee members to advise of the next scheduled meeting.
- At all general meetings of the club the Chairperson shall preside.
- If he/she should be absent, the meeting shall elect a substitute Chairperson.
- At all general meetings of members and at all meetings of the committee, the Chairperson shall have a deliberative vote and in the event of equality of voting a casting vote in addition.
- The Chairperson's ruling shall be final on any point of order.

Treasurer:

- To attend all the General and Committee Meetings of the club
- To receive all moneys due to the club and to place the same to the credit of the clubs banking account
- To sign all cheques for disbursements in conjunction with either the Chairperson's or Secretary's signatures
- To keep proper books of accounts
- To prepare and submit to members of the club at the Annual General Meeting a duly audited statement of the financial affairs of the club.

Secretary:

- To attend and record all Annual General Meetings (AGM)
- To take minutes of all Committee Meetings
- To submit correspondence and reply thereto according to the directions of the meeting
- To keep a registrar of all members of the club including addresses & contact info
- To keep all club records and generally to perform all the clerical work of the club.

Parks Manager:

- Attend monthly meetings and present park report on activities and maintenance for the previous month
- Chair parks sub-committee meetings as required & report back to the main committee meetings
- To be Panpacs communication channel both to and from the club
- Attend meetings at Panpac as requested
- Coordinate trail building and maintenance activities in Eskdale park
- Coordinate and support track adoptees as required
- Clear fallen trees as necessary
- Ride trails where possible regularly to assess condition and organise remedial work if required
- Look after and maintain the clubs quad bike and trailer
- Look after and maintain the clubs brush cutter
- Coordinate manufacture and installation of track signage and map boards as required
- Keep storage container tidy inside and out
- Ensure park fences and gates are secure and in good condition to prevent unauthorized vehicle access

Events Manager:

- To chair Events sub-committee meetings & report back to the main committee meetings
- To check all required equipment is available/booked & co-ordinate the collection of these for the events
- To arrange quality food & drink is available at the events
- To liaise with the sponsorship manager in arranging for event sponsors and spot prizes
- To co-ordinate preparation of tracks for events, including creation of course maps
- To co-ordinate distribution of entry forms, posters & general event marketing, in conjunction with Marketing committee
- To act as central point of communication between all working personnel (including First Aid, Commissaire's, Registration staff), riders and spectators & to act as arbitrator on any matters of appeal or dispute .
- To co-ordinate race village setup, compatibility amongst sponsors and general course design safety.
- To co-ordinate with the Volunteer Manager the organisation of voluntary labour, the set up and management of the radio system, flags and vests for marshal and timing
- To co-ordinate team/rider meetings and briefings in conjunction with the Commissaire
- To co-ordinate event registrations and signing in formalities in conjunction with the registration staff.
- To arrange assistance and back up to any working personnel if required
- To co-ordinate prize-giving in conjunction with the MC and timing operators
- To report to the Media and distribute all results including a full written event report.

Marketing Manager:

- To chair Marketing sub-committee meetings as required.
- To attend the monthly committee meetings, reporting on all activities from the previous month as required.
- To co-ordinate the writing/editing & distribution of all club communications, in conjunction with the Secretary, that include - website, monthly newsletters & weekly e-News club emails.
- To co-ordinate the creation & distribution of all club marketing products, which include - brochures, trail maps & advertising (within newsletters & other publications such as magazines & local newspapers, etc)

Volunteer Manager:

- To be the principal administrator of the volunteers for the club. The Volunteer Manager arranges or delegates the use of volunteers for duties that enable the club and its members to function effectively. The use of volunteers is primarily for efficient and safe running of events.
- Being the first point of contact for all enquiries regarding volunteers
- Registering volunteers and their preferred duties
- Dealing with correspondence regarding volunteers
- Organising volunteers for events as requested by club
- Organising a rewards system for recognising volunteers contributions
- Organising the report for Volunteers at Annual General Meeting (AGM)
- Attending & reporting back to all committee meetings & Ensuring action points from meetings have been carried out

Youth & Development Manager:

- To guide and assist the youth of the HBMTBC in developing new initiatives and achievable goals.
- The first point of contact for all enquiries regarding youth/development
- To assist and support individual athletes to obtain achievable goals.
- To encourage the younger population to be involved within the HBMTBC.
- To support and develop group goals and initiatives.
- To administer and delegate roles/duties to youth members.
- To organise the report for the Youth and Development at Annual General Meeting (AGM)
- To attend & report back at all committee meetings
- To ensuring action points from meetings have been carried out

Funding Manager:

- To be the principal coordinator of funding and sponsorship for the HBMTB Club. The Funding Manager prepares Gaming Fund application forms, liaises with other sub committees about required items / quotes and in consultation with the other committee members, prioritizes the funding requests for the financial year. Also responsible for finding and communicating with sponsors for club events.
- Ultimately, the main purpose of the Funding Sub Committee is to support and work alongside other areas in the Committee (e.g. events and development) to help provide financial resources for ensuring club initiatives can take place. This is to ensure we can provide safe, varied & fun trails and successful events for Hawke's Bay mountain bikers
- Being the first point of contact for all enquiries regarding funding and sponsorship
- Developing and maintaining a database of potential sponsors and charitable trusts
- Dealing with correspondence regarding funding
- Dealing with sponsorship requests from elite riders, in liaison with other committee members
- Sending out letters of sponsorship, and following up with thank you letters afterwards. Liaising with sponsors for spot prizes, and send them invoices, as necessary. Work with local media for promoting events.
- Working with other sub-committee managers for quotes (of items we wish to purchase) and fill in application forms
- Liaise with charitable trusts once application form has been sent off, and answer any queries, as necessary.
- For successful applications, send thank you note to charitable trust. Liaise with club secretary to ensure we carry out all compulsory actions stipulated in application form.
- Keep control on the HBMTBC 'wish list' and amend as necessary
- Organising the report for the Funding sub-committee at Annual General Meeting (AGM)
- Attending all committee meetings
- Reporting on funding status at committee meetings
- Ensuring action points from meetings have been carried out
- Attend any relevant funding / sponsorship seminars, as required
- Review club fees annually, in liaison with other committee members.

Social Manager:

- It is the responsibility, as the Social Committee Manager, to ensure there are fixtures within the Hawke's Bay and outside of the area to different locations at a minimum of 4 trips away per year.
- Within this task the role of the Social Committee Manager is to also:
- Liaise with the other team members of appropriate locations to ride.
- Liaise with the financial committee to set a budget to ensure the club can cover costs for the trips away (if the cover fee doesn't cover all costs, due to a lack of numbers).
- Commit to a date/s that does not clash with other local events.
- Organise list of financial participants for the events.
- Make good clear correspondence with each financial participant re: Logistics for trips.
- Organise and secure appropriate transport with Secretary of Club
- Organise trailers for the bikes to go.
- Collect the money from participants
- Ensure the vehicles are full of fuel on return to rental companies
- Pass on remaining monies to Funding manager/club secretary for banking.
- Be responsible for the financial participants while in company of HBMTB trips away; including but not limited to First Aid administration/ambulance if deemed required.

EVENTS

To provide safe and diverse mountain biking events and race opportunities to HBMTBC members and visitors

Each year at the AGM, an “**Event Manager**” is to be appointed, to co-ordinate all club hosted events.

Each event requires to have an assigned EVENT DIRECTOR (ED), who has the sole charge of everything that goes on.

The ED is to complete the “Volunteer Request Form” & submit it to the volunteer committee.

The ED is to make sure all sections of the event are under control & taken care of, which include:

- The course
- Sponsors
- Hired equipment (port-a-loos, shuttle vehicles, generators, tables & chairs, etc)
- First Aid
- Promotions (posters, entry forms, newsletter/email notices, etc)

The ED is to take a copy of this checklist & complete for each event.

ITEM	LOCAL CONTACTS	BOOKED?	CONFIRMED?	COST/QUOTE
Generator (3kVa)	Hirequip – 0800 727 727 CHB Party Hire 06.858 8215			
Port-a-loo (min 2)				
Pa System	AudioSmith –			
First Aid	NZ Red Cross			
Sponsors - Prizes - Trophies				
Course Map				
Course Marking				
Event Village - Food - Coffee	Smart Coffee Coffee Shot Fabulous Food Mobile Subway			
Event Promotion - website - newsletter - emails - posters				
Entry Form - printed form - online form				
Volunteers - Radio's - Lunches	c/- Volunteer committee			
Parking (paddock)	Steve Wheeler			

DOWNHILL MARSHALL AND RADIO PROTOCOL

GENERAL

- Crowd control at your location is crucial to safety. Spectators must follow your instructions at all times, stay behind course marking tape and comply with the 'NO SMOKING' policy in place at all HBMTBC events. Spectators may be removed at your discretion.

WHISTLE

- To be used when a rider appears in your line of sight (or approximately 20m) above you, as a warning to spectators at your location and on the course below you.

RED FLAG

- During practice sessions to be used as a CAUTION signal, indicating to approaching riders the need to slow down due to bunching or obstruction on the course ahead
SEEDING AND RACE RUNS RED FLAG PROCEDURE:
- During Seeding and Race runs to be used as a course closed signal only, when a rider is injured on the course and **unable** to be moved.
- If a rider is down at your location and you have assessed the situation such that the rider has a serious injury and should not be moved without assistance do the following:
 - Radio the Chief Commissaire or (REO) and advise the situation. Chief will advise all other marshals to display red flags, stop the start process and co-ordinate the first aid response.
 - If a rider is down at your location, is not seriously injured but is mobile, please instruct or if required assist the rider and bike off the riding line as quickly as possible, leaving the course clear for any following rider. Contact Chief for first aid co-ordination if required.

RADIO

- Chief Commissaire (REO) is your point of contact unless advised otherwise.
- To be used for all essential radio traffic only. All marshals, commissaries, timekeepers and first aid providers will be operating on the same radio channel so traffic must be kept to an absolute minimum.
- Keep channel tuned to #____ unless instructed otherwise
- Press transmit button firmly before talking into the microphone and release after you have conveyed your message
- Speak clearly and try not to rush your message.
- If 'Squelch' adjustment has been moved, please tune it as per instructions, and check periodically.

RACING CONDUCT

- If a rider leaves the course and crosses marking tape, he/she must rejoin the course at the point it was left, unless unable to do so (down a steep bank etc at your discretion). Failure to rejoin at the correct point can result in disqualification, especially in the case of shortcutting the course. If you observe a rider crossing or breaking marking tape and they do not make an honest effort to rejoin at that point, please immediately report their number to the Chief Commissaire, or if unable to identify the riders number make a radio call with this information, allowing downstream marshals to identify the rider.
- Please also note and report any obviously unsportsmanlike behaviour.

Volunteer Request Form

This form is to be filled out by the Event Director & sent to the Volunteers Manager, so details can be obtained and volunteers arranged to meet the needs of the specific event, in a timely manner.

Event Name:	
Event Description:	
Date:	
Time Required:	
Location:	
Volunteer Briefing Begins:	
Location of Briefing:	
No of Volunteers required:	
Key Tasks:	
Volunteer require to bring on the day?:	
HBMTB to provide?	
Other:	

Note: Please attach a copy of the program & course map.

Downhill Protective Equipment - Armour Guidelines

For competitors riding in MTBNZ National Series and/or Championship events, also advised for all other DH races in NZ. This document is to assist riders with the minimum criteria expected, it is not a finite list of acceptable armour as no definitive list is available either from governing bodies or the industry.

The level of protection is split into two age groups, U15/17/U19 (18 and under) and Seniors and above (19 and over). This is in addition to MTBNZ's standing rule regarding Full Face Helmets, which must be of single construction full face type and safety certified at an ASTM F1147; AS/NZS 2063; CE (EN1078) or Snell (B90 or B95) acceptable level.

U15/17/U19 (age 18 and below)

All equipment used should have been designed and sold with the express purpose of being used as protective sports clothing.

Compulsory

1. Gloves

- Gloves giving full finger coverage.

Not permitted

- Partially fingered gloves.

2. Elbows/Forearms

- Elbow/forearm protectors with the following properties:
- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Can be stand alone elbow protectors or as part of a protective suit e.g. full body, half body or vest.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be elbow only or combined elbow/forearm protection.

Not permitted

- Soft protectors without solid inserts e.g. Not foam or neoprene

3. Knee/Shin

- Knee/shin protectors with the following properties:
- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Can be stand alone leg protectors or part of a protective suit e.g. full body, half body or vest.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be one piece knee/shin protectors or separate knee and shin padding.
- Full length shin protection

Not permitted

- Soft protectors without solid inserts e.g. Not foam or neoprene

Highly Recommended

1. Spinal

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Cover full length of back (spine) from between shoulder blades to tail bone.
- Can be fully, partially or non articulated in design.
- Can be stand alone back protectors or part of a protective suit e.g. full body, half body or vest.

Not permitted

- Soft protectors without solid inserts e.g. not foam or neoprene.
- Motocross style "roost guards" unless with a specific back protector, or a rear roost deflector.

2. Shoulder

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be stand alone shoulder protectors or part of a protective suit e.g. full body, half body or vest.

Not permitted

- Soft protectors without solid inserts e.g. Not foam or neoprene

3. Neck Brace

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Leatt Brace style construction or similar

Seniors and Above (age 19 and over)

All equipment used should have been designed and sold with the express purpose of being used as protective sports clothing.

Compulsory

1. Gloves

- Gloves giving full finger coverage.

Not permitted

- Partially fingered gloves.

2. Elbows/Forearms

- Long sleeve jersey giving full arm cover to the wrist, and/or
- Elbow/forearm protectors with the following properties:
- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Can be stand alone elbow protectors or as part of a protective suit e.g. full body, half body or vest.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be elbow only or combined elbow/forearm protection.

Not permitted

- Short sleeved jerseys, unless elbow/forearm protectors are worn with the short sleeve.

3. Knee/Shin

- Long leg pants giving full cover to the ankle, and/or
- Knee/shin protectors with the following properties:
- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Can be stand alone leg protectors or part of a protective suit e.g. full body, half body or vest.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be one piece knee/shin protectors or separate knee and shin padding.
- Full length shin protection

Not permitted

- Short leg pants, unless knee/shin protectors are worn with the short leg.

Highly Recommended

1. Spinal

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Cover full length of back (spine) from between shoulder blades to tail bone.
- Can be fully, partially or non articulated in design.
- Can be stand alone back protectors or part of a protective suit e.g. full body, half body or vest.

Not permitted

- Soft protectors without solid inserts e.g. Not foam or neoprene
- Motocross style "roost guards" unless with a specific back protector, not just a rear roost deflector.

2. Shoulder

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Outer shell must be constructed of a solid material e.g. Hard Shell Plastic.
- Can be stand alone shoulder protectors or part of a protective suit e.g. full body, half body or vest.

Not permitted

- Soft protectors without solid inserts e.g. Not foam or neoprene

3. Neck Brace

- Self fastening- does not require auxiliary fastening devices to secure to the body.
- Leatt Brace style construction or similar

ADMINISTRATION

- ✓ The clubs "office" & club address, is to be the residence of the club Secretary.
- ✓ All communications to & from the club to be sent via the club Secretary.
- ✓ All new memberships to be sent to the club address, where either the secretary, or an assigned person processes the incoming applications & sends out the membership packs.
- ✓ The club website to be kept up-to-date as best as possible with events, notices & newsletters.
- ✓ Weekly e-news to be written & emailed approx mid-week, & as required for special notices.
- ✓ Monthly newsletters to be written, compiled & edited at the end of each month & printed after the monthly committee meeting, posted out the following day & uploaded as a PDF onto the website.
- ✓ Bank all incoming cheques & cash as often as possible.
- ✓ Pay all invoices as soon as possible, once approved & signed/authorized by 2 of the 3 signatories. Payment to be either by cheque, or online bank transfer.

COMMUNICATION & MARKETING

To continue to provide effective communication and marketing via HBMTBC e-mails, HBMTBC Web-site and the HBMTBC Newsletter to all members and visitors.

Each year at the AGM, a “**Communication & Marketing Manager**” is to be appointed, whose role is to include:

- ✓ Write/send the weekly club emails.
- ✓ Update the website as often as possible, as required
- ✓ Co-ordinate the publication & disbursement of the monthly newsletter
- ✓ To control all media communications from/to the club.
- ✓ To co-ordinate all club advertising & marketing.

SOCIAL

To ensure the HBMTBC provides an enjoyable, friendly, interactive environment (Physical and technical i.e. web-site) for members and visitors.

Each year at the AGM, a “Social Manager” is to be appointed, whose role is to include:

- ✓ Decide, set & co-ordinate on where each trip is to go, including the date & all logistics required.
- ✓ To co-ordinate the club trips on the day, or designate a person in charge.
- ✓ To set & co-ordinate any other club social outings, as required, in consultation with the committee.

DRIVER PROTOCOL ON CLUB TRIPS

Safety is a concern when organising a club trip with this in mind the club has developed list procedures to help aid and ensure the safety of all participants.

- Vans towing a trailer abide by road laws and ensure that they do not travel in excess of 90 km
- All Drivers must have a current & valid full licence
- A P Class licence must be held for a van caring 13 passengers or more including the driver
- Vans with passengers 100 km max speed limit
- Drive to the conditions of the road
- Cell phone use is prohibited whilst driving, if coordination with other vans is deemed necessary then the passenger sitting in the front of the van is nominated to answer phone and pass on communication
- No Drinking of Alcohol or other prohibited drugs while in charge of the vehicle
- No taking of prescription drugs that may effect your driving performance
- If a Driver is too tired to drive, then the rest of the group must abide by this or nominate another driver.

Communication/Coordination

- A main leader should be appointed before the trip – they are in charge of communicating all details of the trip to each Driver, including Directions, refuelling & toilet stops
- Mobile phones to be carried by the Driver of each van
- Calls made will be reimbursed by the club
- All vans set out together come home together

First Aid

Emergency Procedures

- Emergency contact numbers must be provided for each social club trip

Vehicle Failure

Hireage of Vehicles

- Hireage of vehicles from reputable companies only

VOLUNTEERS

To develop a volunteer base to ensure events are executed professionally; to train and educate volunteers, to ensure volunteers are willing and capable to undertake allocated tasks. To develop incentives for volunteers to donate time and skills at any given time.

Each year at the AGM, a “**Volunteer Co-Ordinator**”, either 1 or 2 persons, to be appointed, whose role is to oversee all volunteer activities, in co-operation with the other Sectors.

- ✓ All activities within the club are achieved via volunteers, including committees, trail builders, event organisers, event marshalls, etc, etc.
- ✓ Refer to the EVENTS section for event volunteer information, co-ordinated with the ED.
- ✓ Refer to the PARKS section for the “Adopt-a-Trail” programme
- ✓ Refer to SportHB annually to see what incentives or reward systems they have in place for club volunteers – *ie*: for 2011 there is a Volunteer Recognition Card, which is awarded to the top 20 volunteers in the club, giving them discounts & specials at a selected list of businesses in the Hawkes Bay, valid for 12 months.

PARKS

Each year at the AGM, a “Parks Manager” is to be appointed, whose role is to include:

- ✓ Oversee all club activities within all the club operated mountain bike parks.
- ✓ To appoint sub-managers to each of the other Parks if required
- ✓ To be the single-person point of contact between the club & the land owners
- ✓ To co-ordinate all new trail construction activities, including authorization in consultation with the committee.
- ✓ To hold a register contact list of all the trail adoptees

“Adopt-a-Trail” programme

To assist with ongoing trail maintenance & to keep an eye on the condition of existing trails and to incorporate member involvement, the Adopt-a-Trail programme is where members can select their favourite trail(s) that they regularly ride.

To reassess annually, giving adoptees the option to keep the same trail, change to another, or opt out all together.

New adoptees can be added to the list at anytime.

All co-ordinated via the “Parks Manager”.

PANPAC Eskdale Mountain Bike Park: Five Year Plan 2011 – 2016/2017

- PANPAC Eskdale Mountain Bike Park is due to be milled by 2016/2017
- We will have 50km of single trails for members to ride during the harvest.
- Our current estimate is we currently have 4km of single trails.
- We have two alternative blocks; Re-planted and Pakuratahi Valley.
- Both these blocks have good forest road infrastructure.

TRAIL BUILDING INFORMATION:

- The Trail building Season is generally from May to September weather dependant.
- That is 20 weeks and potentially 1 x 4 hour day per week = 80 hours per season.
- We must assume that most people won't build every weekend for 20 weeks.
- We estimate trail builders could do 60 hours per year building trails.
- Benched Trails: One person 4m per hour = 16m per day x 15 days= 240m per season.
- Natural Trails: One person could achieve 30m per day x 15 days= 450m per season.
- We need a balanced plan of Benched and Natural Trails.
- Teams achieve more meters per person than individuals working alone.
- 10,000m per year= 2000 man hours of building(Approx)
- Based on 60hours per person = We need 34 hardcore Trail Builders every year!

PANPAC Eskdale Mountain Bike Park 2011 – 2016/2017:

- Continue with ongoing maintenance programmes.
- We will only develop Beginner/Family Trails in this block up to 2012.
- Once trails currently being built are complete no new trails will be developed.

Re-Planted Block Development Programme:

- 25km of single trails to be developed over next five years.
- We have funding to re-open four old trails before Christmas 2010.
- Summer 2010/2011 Map 10-25km of new trail locations.
- Develop “Trail Teams” and assign trails.
- Establish detailed trail building programme.
- We need to talk to PANPAC re new access trail and more forest availability?

Pakuratahi Valley Block Development Programme:

- 25km of single trails to be developed over next five years.
- Map 25km of new trail location programme.
- “Trail Teams” choose trails they want to Develop.
- “Downhill Trail Team” design and build new Downhill track for 2012 season.
- Establish detailed trail building programme.

YOUTH & DEVELOPMENT

To develop ideas and initiatives to improve and cater for off-road cycling of existing/other/new members and develop the HBMTBC as a professionally organised and managed organisation to secure future events & to support the youth members.

High Performance Rider Assistance Policy

Date developed: July 2009

Last ratification date: March 2011

Purpose: To establish a framework for providing financial assistance to high performance athletes representing the club or the country at national or international levels including MTB Bike NZ and UCI sanctioned events by contributing towards travel, insurance, accommodation and/or other costs.

Conditions:

Support for riders competing in events covered by this policy will be determined by:

1. Applicants must be current financial members, with no outstanding fines/matters
2. Subject to available finances of Hawke's Bay Mountain Bike Club
3. Consideration of the HBMTB Grant Funding Policy to determine priority and so as not to compromise general club grant applications
4. By the numbers of club members seeking financial support in a given year
5. Riders 'history' with the club
6. All applications must be for future travel or accommodation. No retrospective applications will be processed
7. Payments will be made directly to the individual

Please note:

- Juniors are defined according to MTB Bike NZ & UCI definitions for U15, U17, U19
- If individuals wish the committee to make a grant application on their behalf, the request must be made in writing in sufficient time for consideration at the next scheduled committee meeting. i.e. Sport Hawke's Bay Elite Sportsperson Grant

Events:

Subject to the conditions set out in this policy HBMTB Club will support:

Commonwealth or World Championships: The club will generally financially assist those riders who have been selected to compete for NZ in these events in Cross Country, Downhill, 4X, Dual Slalom and Trials. It is expected that the amount will be \$500 per rider.

Australian or Oceania Events: The club will on behalf of a rider submit a grant application to Sport Hawkes Bay for funding to financially assist those riders who have been selected for NZ Teams and participated in these events in mountain biking. The club will generally match Sport HB's Elite Sportsperson grant dollar for dollar. In 2009 Sport HB's amount was \$250 per rider.

National Championships: The club will, at the committee's discretion, financially assist those riders competing in National Mountain Biking Events with costs such as race fees, travel and/or accommodation expenses. The club will also, subject to the Grant Application Policy priorities, endeavour to provide support through grant applications to gaming or charitable trusts. It is expected this amount to be \$100 per rider.

Other events: The club may, at the committee's discretion and will vary annually, financially contribute to those riders competing in other mountain bike events with costs such as race fees, travel and/or accommodation expenses. Priority will be placed on events within the North Island as this enables more effective use of funds available to benefit the greatest number of club members.

Procedure: Riders requesting assistance will need to write an "Application for Assistance" letter to the HBMTB Committee requesting support. A cover letter as you would for a job application with as much information below is to be included.

Applications can be made any time of the year. Applications made at least a month prior to the event will be given preference. The committee will meet monthly to consider applications.

NOTE: The committee, when considering the application, will exercise its absolute discretion and all decisions made are final. There can be no guarantees that funds will be allocated, by way of grant or otherwise, even if an application satisfies all the criteria.

Suggested information that could be included to assist in decision making is as follows:

1. Date and address to: HBMTB Club, PO Box 8360, Havelock North
2. Post to above address or email to: hawkesbaymtb@yahoo.co.nz
3. Include rider address, contact details and bank account number for deposit
4. Be signed by applicant
5. State specifics of which Event the rider has qualified for, or riding in and how they qualified. Including name, date, location etc. of event.
6. What opportunities does the rider offer for helping raise the Clubs profile while at this event and how to they see ways of 'giving' back to the club
7. What budget is required for the event and what personal money has been raised?
8. What assistance would they like from the club?
9. When do they require funds by?
10. Do they have sponsorship for the event?
11. Can they supply references in support i.e. from coach
12. After receiving funding from the club and completion of the event, the club requests the rider to provide a report of the event indicating how they performed and share their experiences. It is recommended riders write to thank their sponsors.

It is the intention of this policy to support existing fundraising initiatives by the individual and for the club not to fully cover costs of the event. There will be some expectation of the applicant/recipient to contribute to the club in a manner they the committee see fit and as agreed to by the individual. It is a 'give and take' process for the individual and the club, in doing so help raise club character. The club also looks favourably on individuals using initiative with their own fundraising ideas and will support the riders where ever possible.

Suggestions for riders to fundraise: approaching potential sponsors in the cycle industry, donations, raffles, sausage sizzles, cake stalls, quiz nights, garage sales, fundraising rides, fund raising dinners, skills clinics, auctions.

Coaching Policy

A coaching policy is beyond the Club's current capability. (2011)

Any coaching clinics or workshops will rely on the structures in place by the Regional Sports Trust - SportHB and/or the National Sporting Organisation - BikeNZ. This may change at anytime, if a club member wishes to take on the role.

FUNDING

The HBMTBC administration and funding strategy enables successful/professional events and other club initiatives that require justified spending. The funding committee/team should be able to make informed applications to charitable trusts, request sponsorship and seek alternative avenues of funding to secure items on the wish list.

Each year at the AGM, a “**Funding & Sponsorship Manager**” is to be appointed, whose role is to include:

- ✓ Make all funding grant applications, as requested by other sectors, via the committee as required.
- ✓ To source & confirm all event sponsorship for each event, as required. Consult with the ED.