



**CASTLE HILL
BMX CLUB**

EST. 1981

2018 Track Hire Standard Operating Procedure

PURPOSE:

CASTLE HILL BMX TRACK provides an excellent venue for the sport of BMX racing. The CASTLE HILL BMX CLUB Management also acknowledge that Castle Hill BMX Track also provides an excellent venue for private training / coaching.

This SOP provides guidance to coaches and riders with regard to the process of hiring the venue and usage of the venue.

SCOPE:

This SOP applies to all persons wishing to hire Castle Hill BMX Track at Fred Caterson Reserve, Castle Hill NSW 2154.

REFERENCE:

- ☉ SOP's 1 to 3.
- ☉ BMXA Guidelines
- ☉ Castle Hill BMX Club Constitution



PROCEDURE

1. Approval from Club

1. The Coach/Hirer must submit a written request (annexed below) to seek approval from the Castle Hill BMX Club Management Board to make sure the track is available on the proposed day / time.
2. The Castle Hill BMX Club may request evidence of current Coaching accreditation, Working With Children Check (WWCC) and valid first aid qualifications.
3. The track will be closed to all riders other than those taking part in the Coaching activity.
4. The Coach/Hirer must comply with SOP's 1 to 3.

2. Coach/Hirer requirements

1. The Coach applying for use of the track has full responsibility for all Coaching activities. If the applying Coach/Hirer is not at the Coaching session and a delegate is nominated the delegate must meet the same requirements.
2. The Coach must hold recognised Cycling Australia or BMXA Coach Accreditation.
3. The Coach must hold a current WWC Card (or interstate equivalent).
4. The Coach must adhere to Coaching principles.
5. There must be a current session plan available for inspection on request.
6. There must be an attendance list (and all riders must have a current appropriate licence)
7. Code of Conduct must be complied with.
8. Risk management plan must be in place and available for inspection upon request.
9. The Coach must have current first aid qualifications. It is recommended that there be two first aid qualified people present; there must be a minimum of one qualified first aider present. If the Coach is the only first aid qualified person available they must not be riding themselves.

3. Gate starter accreditation

1. The Coach/Hirer should either hold their own gate starting accreditation or seek the services of an accredited gate starter. The club Commissar can give instruction and familiarisation then determine competency for new gate starters.



4. Facility care

1. The Castle Hill BMX Club BMX track has bitumen berms and bitumen post finish line; the bitumen berms and safety stopping area. To preserve the berms and safety stopping area, riders wearing cleats are not to dismount from their bikes on the berms.
2. All straights on the Castle Hill BMX Club are covered in Sic Surface. To preserve the surface, riders wearing cleats are not to stop and rest their feet on the surface of the straights or dismount from their bikes on the straights or edges.
3. Nothing in paragraph 4(a) or 4(b) stops a rider from entering on to the track surface to render assistance to an injured fallen rider. Where there is a necessity to enter on to the track with cleats to render assistance to an injured fallen rider, the rider wearing cleats will take all reasonable care to minimise the likelihood of damage to the track surface.
4. In the advent of water being on the track, the water is to be swept off by use of a broom or blower/vac (stored under the start ramp bunker).
5. The gate has a surge protector in the start hill bunker; these must be plugged into the general power outlet prior to plugging in the gate power plug; the surge protector exists to minimise the likelihood of damage to the gate control boxes consequent of electrical surges.
6. The facility must be left in as good a condition if not better than prior to the Coaching session.
7. Any training aids placed on the track must be removed after the training session.
8. Any damage must be reported to the Management Committee as soon as possible.

5. Cost

1. There will be a cost of \$150 per 2 hour session or part thereof (daytime) \$200 per 2 hour or part thereof (whenever the lights are illuminated and any time from 6.30pm).
2. At the discretion of the Castle Hill BMX Club Management Board, a \$5 per rider levy may apply.
3. Requisite fees are payable to the club by pre-arranged direct deposit with Treasurer.
4. The Club may seek compensation for damages incurred to any equipment, building, facility, or other item owned by the Castle Hill BMX Club.



Club Contacts

The club can be found online at <http://www.bmxnsw.com.au/castlehill>, and emailed at castlehillbmx@hotmail.com.

Name	Position	Contact
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Owen Douglas	Membership Coordinator	Mobile: 0430 755 051 Email: owen.j.d31@gmail.com



APPLICATION TO HIRE VENUE FOR THE PURPOSE OF COACHING / TRAINING

Submit this form to Castle Hill BMX Club (castlehillbmx@hotmail.com).

I _____ (print name) as the applying Coach agree to abide by the requirements as detailed in the Castle Hill BMX Club SOP 4.

Signature; _____ Date: _____

I seek use of the track on the following dates:

On those dates, I seek use of the track during the following times:

Club President/ Treasurer approval on behalf of the Committee (print name):

Signature: _____ Date: _____



Document VERSION CONTROL

Version	Date	Amendment
1.	25/06/2018	Draft document ready for committee approval
2.	02/06/2018	Approved Version 1
3.		
4.		
5.		

