

Club Captain

The Club Captain is a member-focused role that supports a welcoming, inclusive and positive club environment. The captain provides a point of contact for members, encourages participation in Club activities and helps members connect with the Club and its various riding programs.

Duties

- Welcome and support new members and help them become involved in Club activities.
- Encourage participation, positive club spirit and a welcoming and respectful environment across all areas of the Club.
- Be a visible and approachable presence at Club rides and activities where appropriate.
- Provide a point of contact for members with questions, concerns or suggestions about their Club experience, and refer matters to the appropriate Committee member, subcommittee or Convenor where necessary.
- Encourage members to participate in activities suited to their interests and experience, including supporting members who are new to a particular riding activity or returning to cycling.
- Support the Club's efforts to retain and engage members and provide the Committee with general feedback on member participation and engagement.
- Encourage good sportsmanship, respectful behaviour and consideration of others.
- Maintain confidentiality and deal with member matters respectfully and appropriately.
- Be impartial and always behave ethically.

Authority

The Club Captain operates within the policies, procedures and delegations approved by the Committee and does not have authority to make decisions, commitments or financial arrangements on behalf of the Club unless specifically authorised by the Committee.

Chief Commissaire

The Chief Commissaire supports the Club's competition officials and helps ensure Club racing is conducted fairly, safely and in accordance with applicable AusCycling rules and requirements.

Duties

- Liaise with Club commissaires and the Road Race Subcommittee Convenor on race competition issues and requirements.
- Keep Club commissaires informed of relevant changes to AusCycling technical regulations, competition rules and other information affecting officiating.
- Provide guidance and support to Club commissaires on race competition issues.
- Encourage members to become involved as commissaires and support the development of new commissaires within the Club.
- Identify any training, accreditation or development opportunities for Club commissaires and bring these to the attention of the Committee where appropriate.

- Monitor issues arising during Club races and provide the Committee with a brief regular report, including any safety issues, recurring problems or improvements that may be needed.
- Work with the Road Race Subcommittee to identify and address issues affecting the conduct and safety of Club racing.
- Act as the senior technical point of contact for disputes or incidents arising during Club competitions where a commissaire decision is required, in accordance with applicable competition rules.
- Refer matters outside competition officiating to the Committee through the Secretary.
- Maintain confidentiality and act impartially and ethically.

Authority

The Chief Commissaire operates within the policies, procedures and directions approved by the Committee and applicable AusCycling competition rules and requirements. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Road Race Handicapper

The Road Race Handicapper is responsible for maintaining rider handicaps for Club handicap road races and applying the Club's agreed handicapping approach to support fair and competitive racing.

Duties

- Determine and adjust rider handicaps for Club handicap road races, taking relevant race results and rider performance into account.
- Maintain current handicaps for riders participating in Club handicap road races.
- Review and adjust handicaps as appropriate based on results and performance.
- Maintain appropriate handicap records.
- Provide current handicap information to the Road Race Subcommittee and race officials as required.
- Liaise with the Road Race Subcommittee Convenor on handicapping matters.
- Maintain confidentiality and act impartially and ethically.

Authority

The Road Race Handicapper operates within the policies, procedures and directions approved by the Committee and the Road Race Subcommittee. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Road Race Approvals Officer

The Road Race Approvals Officer prepares and coordinates the approvals required for Club Road races and helps ensure that required applications and supporting documentation are submitted within the required timeframes.

Duties

- Coordinate applications and approvals required for Club road races, including requirements of Clarence Valley Council, NSW Police, AusCycling and other relevant authorities.

- Ensure applications and supporting documents are submitted within required timeframes.
- Liaise with the Road Race Subcommittee Convenor to obtain information required for applications.
- Forward all final approvals and relevant approval correspondence to the Secretary for filing in the Club's records.
- At the beginning of each race season, confirm that all required approvals for the Club's planned road racing activities have been obtained and advise the Road Race Subcommittee Convenor and Secretary of any outstanding approvals or conditions that may affect the race season.
- Maintain confidentiality and act impartially and ethically.

Authority

The Road Race Approvals Officer operates within the policies, procedures and directions approved by the Committee and the Road Race Subcommittee. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Communications Officer

The Communications Officer supports clear, timely and engaging communication across the Club. The role promotes the Club and its activities across Road Racing, Mountain Biking and Social Riding, and helps keep members and the wider community informed about Club activities, achievements and opportunities to participate.

Duties

- Manage the Club's Facebook and other approved social media platforms, ensuring information is accurate, appropriate and consistent with Committee decisions and the Club's Communication Plan.
- Promote activities and information across Road Racing, Mountain Biking and Social Riding, including races, events, social rides, MTB activities, member achievements, participation opportunities and other Club initiatives.
- Prepare and coordinate the weekly member communication (text message) providing information about the week's club activities.
- Prepare and coordinate the Monthly Update, including the President's message and relevant information from across the Club, and arrange its distribution to club members.
- Liaise with the President, Committee members, subcommittees and Convenors to obtain current information, photographs and other content for Club communications.
- Promote the Club to the wider community through appropriate social media and, where required, local media or other approved communication opportunities.
- Ensure Club communications are positive, respectful, inclusive and consistent with the Club's policies, privacy requirements and approved communications.
- Identify opportunities to improve the way information is shared with members and provide feedback to the Committee on communication needs and effectiveness.

Authority

The Communications Officer operates within the policies, procedures and directions approved by the Committee. The role does not have authority to make statements or commitments on behalf of the Club, or to publish contentious or unapproved Club matters, unless authorised by the Committee.

Website Administrator

The Website Administrator is responsible for maintaining the Club's website so that members and the wider community can access current, accurate and useful information about the Club and its activities.

Duties

- Maintain and update the Club website with current information, including Club activities, events, contacts, forms, policies and other relevant information.
- Add or update information provided by the Committee, Communications Officer, subcommittees and Convenors.
- Check that key website information, links and documents remain current and accessible.
- Remove or update outdated information as required.
- Liaise with the Committee or Communications Officer where website content requires clarification or approval.
- Arrange website hosting, domain and other website administration requirements as directed by the Committee.
- Identify significant website issues or improvements and refer them to the Committee where appropriate.
- Maintain confidentiality and act impartially and ethically.

Authority

The Website Administrator operates within the policies, procedures and directions approved by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Social Coordinator

The Social Coordinator supports the Club's social activities by organising special social events and rides that bring members together and contribute to the social life of the Club across Road Racing, Mountain Biking and Social Riding.

Duties

- Coordinate and organise special Club social events and rides, including annual or occasional events such as the Jacaranda Ride and Christmas Ride, considering the interests and participation of members across Road Racing, Mountain Biking and Social Riding.
- Work with the Committee, Communications Officer and relevant Convenors to promote and support these events.
- Liaise with the Social Riding Subcommittee where appropriate to ensure special events complement the Club's regular social riding program.
- Assist with planning practical arrangements for social events, including venues, catering, bookings and other requirements as appropriate.
- Encourage participation and help create an inclusive and enjoyable social environment for members.
- Provide information about planned social events and any significant issues requiring Committee attention to the Secretary by email.
- Maintain confidentiality and act impartially and ethically.

Authority

The Social Coordinator operates within the policies, procedures and directions approved by the Committee. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Womens' Officer

The Women's Officer supports and promotes the participation of women in the Club and helps create opportunities for women to become involved, develop their confidence and enjoy cycling across the Club.

Duties

- Encourage and support the participation and retention of women members across Road Racing, Mountain Biking and Social Riding.
- Identify and encourage opportunities that support women to become involved in Club activities.
- Support the development of women's rides, introductory activities and other initiatives that encourage participation.
- Encourage and support women who are new to the Club or returning to cycling.
- Liaise with ride leaders, Convenors and other members to support women's cycling activities where appropriate.
- Seek feedback from women members and bring relevant ideas, opportunities or concerns to the Committee.
- Work with the Communications Officer to promote women's activities and opportunities through approved Club communication options.
- Encourage other members to become involved in supporting women's cycling initiatives rather than undertaking all activities personally.
- Maintain confidentiality and act impartially and ethically.

Authority

The Women's Officer operates within the policies, procedures and directions approved by the Committee. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Juniors' Officer

The Junior's Officer supports the Club's efforts to encourage and develop junior participation in cycling and helps ensure that junior members have opportunities to become involved in Club activities.

Duties

- Encourage junior participation across the Club, including Road Racing, Mountain Biking and Social Riding where appropriate.
- Support existing junior members and help them become involved in suitable Club activities.
- Identify opportunities to attract new junior members and encourage young riders and families to become involved with the Club.

- Liaise with relevant Convenors, ride leaders and parents or guardians where appropriate to support junior participation.
- Work with the Communications Officer to promote appropriate junior opportunities and activities.
- Provide feedback to the Committee on junior participation and opportunities to develop the Club's junior program.
- Encourage other members to assist with junior activities and development rather than undertaking all activities personally.
- Maintain confidentiality and act impartially and ethically.

Authority

The Junior's Officer operates within the policies, procedures and directions approved by the Committee. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Assistant Secretary

The Assistant Secretary supports the Secretary with the administration of the Club throughout the year and provides additional support or backup when required.

Duties

- Assist the Secretary with routine Club administration throughout the year.
- Assist with meeting administration, including preparation of documents and distribution of information where required.
- Assist with maintaining Club records and documents.
- Provide additional support to the Secretary during busy periods and assist with AGM and other general meeting administration.
- Act for the Secretary when the Secretary is unavailable, as directed by the Committee.
- Maintain confidentiality and act impartially and ethically.

Authority

The Assistant Secretary operates within the policies, procedures and directions approved by the Committee and the Secretary. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to make commitments or incur expenditure on behalf of the Club unless authorised by the Committee.

Assistant Treasurer

The Assistant Treasurer supports the Treasurer with the financial administration of the Club throughout the year and provides additional support or backup when required.

Duties

- Assist the Treasurer with routine financial administration throughout the year.
- Assist with maintaining financial records and supporting documentation.
- Assist with banking, payments and other financial administration as requested by the Treasurer.

- Assist the Treasurer with financial reports, budget preparation and other financial tasks where required.
- Provide additional support to the Treasurer during busy periods and assist with grant or other financial reporting requirements.
- Act for the Treasurer when the Treasurer is unavailable, as directed by the Committee.
- Maintain confidentiality and act impartially and ethically.

Authority

The Assistant Treasurer operates within the Constitution, the Club's Financial Delegation and the policies, procedures and directions approved by the Committee and the Treasurer. Communication with the Committee on Club business is to be through the Secretary by email, unless otherwise directed by the Committee. The role does not have authority to approve expenditure or make financial commitments on behalf of the Club unless specifically authorised by the Committee.
