



# ROAD RACE SUBCOMMITTEE



## Purpose

The Road Racing Subcommittee supports the Committee in planning and delivering the Club's road racing activities and events.

The Subcommittee operates under the authority delegated to it by the Committee under Clause 23 of the Club Constitution.

## Membership

The Road Racing Subcommittee will comprise a Convenor (appointed at the AGM) and two other members.

The Convenor may seek the assistance of other Club members or volunteers and may co-opt additional members to the Subcommittee where specific skills or expertise are required. The Convenor will advise the Committee of any members who have been co-opted.

## Responsibilities

The Subcommittee is responsible for:

- planning and coordinating the Club's road racing program and calendar;
- organising Club races and assisting with interclub and other racing events hosted by the Club;
- coordinating race officials, volunteers and event helpers;
- managing race entries and event information through EntryBoss;
- liaising with AusCycling, other cycling clubs, race officials, councils, landowners and other relevant organisations;
- assisting with permits, approvals and other requirements for racing activities;
- coordinating event logistics, including venues, courses, equipment and volunteers;
- promoting participation in road racing and developing opportunities for different levels of rider;
- identifying and addressing safety or operational issues relating to racing activities; and
- maintaining appropriate records of races and events.

## Working with the Committee

The Subcommittee will keep the Committee informed of significant matters affecting its activities and provide a monthly report on the road racing program, issues and upcoming events.

Matters should be referred to the Committee where:

- Committee approval is required;
  - the matter is outside the Subcommittee's agreed responsibilities;
  - there are significant financial, legal, safety or reputational implications;
  - the Club may be entering into an agreement or commitment; or
  - the matter may affect the wider operation of the Club.
- Event Planning and Management

Where the Subcommittee is responsible for organising an event, it will use the Club's Event Management Framework, as applicable to the type and size of the event.

Event planning should include, as appropriate:

- an event plan and budget;
- allocation of responsibilities;
- safety and risk management;
- required equipment, facilities, volunteers and other resources; and
- required approvals, permits, timelines and other arrangements.

The level of planning and documentation should reflect the size and complexity of the event.

The Event Management Framework, GCC Financial Delegation and relevant Club policies and procedures should be used together when planning and delivering Club events.

## Financial Matters

The Subcommittee has financial delegation of up to **\$200 per transaction**, subject to the requirements and conditions of the GCC Financial Delegation.

The Subcommittee will plan the financial aspects of its activities and work within approved Club budgets and approved activities.

For activities involving Club expenditure, the Subcommittee should:

- prepare a proposed plan and budget;
- obtain Committee approval where required;
- monitor expenditure against the approved budget and advise the Committee of significant variations;
- manage expenditure in accordance with the GCC Financial Delegation and Club payment procedures;
- not divide related or recurring expenditure into separate transactions or spread it over time to avoid the delegation limit; and
- declare any actual or perceived conflict of interest and refer the matter to the Committee or another authorised person as appropriate.

The Subcommittee may identify relevant grant and funding opportunities and assist with applications. Where a grant application may create a financial or contractual commitment for the Club, Committee approval is required before submission.

The Subcommittee must not commit the Club to expenditure, contracts or other financial obligations outside the authority delegated by the Committee, or outside an approved budget or activity.

## Safety and Compliance

All road racing activities organised by the Subcommittee must be conducted in accordance with relevant Club policies, safety requirements, insurance arrangements and applicable AusCycling or other governing body requirements.

Required permits, approvals and event requirements must be identified and addressed before an event proceeds.

## Reporting

The Subcommittee will provide a written report to the Committee each month. The report should be provided to the Secretary at least one week before the Committee meeting so it can be included with the meeting papers.

The report should include, as appropriate:

- activities completed and upcoming activities or events;
- significant issues, risks or matters requiring Committee attention;
- participation or membership information;
- financial matters or variations from approved budgets; and
- decisions or approvals requested from the Committee.

The Subcommittee may raise additional matters with the Committee between meetings where necessary.

## Review

These responsibilities may be reviewed and updated by the Committee as the Club's needs change.