

# MOTORCYCLING VICTORIA

## 2010 MANAGEMENT COMMITTEE

### DUTIES & RESPONSIBILITIES



#### 1. INTRODUCTION

- 1.1. There will be a Management Committee for each discipline and operational area of the sport. Current Management Committees are:
  - a) Classic Motocross
  - b) Dirt Track
  - c) Enduro
  - d) Historic
  - e) Motocross
  - f) Officials Panel
  - g) Road Race
  - h) Speedway
  - i) Trials
- 1.2. Members of Management Committees will be appointed by the MV Board from interested persons who complete the appropriate Nomination Form prior to the Annual General Meeting.
- 1.3. Management Committees are responsible for and required to manage their respective discipline and make recommendations to the MV Board regarding the conduct and development of the discipline.
- 1.4. Management Committees are required to meet on a monthly basis prior to the MV Board Meeting. Minutes of the meeting must be tabled no later than one (1) week prior to the MV Board Meeting for any items to be considered by the MV Board.

If no report is tabled for two (2) meetings the Chairman of that Management Committee must advise the MV Board the reasons why and show due cause why they should continue as Chairman.

Each report must contain an income and expenditure statement showing clearly all income and expenditure for the previous month's activities.
- 1.5. Any person who has not been appointed by the MV Board to the Management Committee may not attend the Management Committee meeting unless expressly invited to do so by the Management Committee for a particular matter. Once the relevant visitor's business has been resolved they are to leave the meeting.

At no time is the visitor entitled to vote on any matter arising at the meeting

Non adherence to this item will result in the Chairman of that Management Committee being required to show due cause why they should be allowed to continue as Chairman.

#### 2. DUTIES OF MANAGEMENT COMMITTEES

In general terms Management Committees are responsible for the development of their discipline with the proviso that decisions and recommendations must be endorsed by MV Board before implementation.

Specific duties are:

- 2.1. Grading of competitors (if applicable) twice yearly – i.e. 1<sup>st</sup> January and 1<sup>st</sup> July. Grading may be authorised at other times in exceptional circumstances or at the discretion of the Management Committee.
- 2.2. Planning for the development and advancement of their particular discipline.

- 2.3. Recommendation to MV (for submission to MA) for competition rule alterations applicable to their particular discipline
- 2.4. Event date applications to be considered by the Management Committee immediately after closing date for applications by clubs and promoters – June each year – and a calendar of events for their specific discipline recommended to the MV Board (by 15 November each year)  
As a matter of principle, all State Championship events / series dates to be set by the end of June each year for the following calendar year.
- 2.5. Incoming correspondence (photocopy) relating to a particular discipline will be forwarded to the Management Committee for consideration, recommendation and/or action as appropriate.
- 2.6. All outward correspondence must be drafted by the Management Committee Secretary (legibly) for typing and dispatch by the MV Office – letters will be signed over the name of the Secretary.  
If outside secretarial services are used a “drop copy” of correspondence is to be forwarded to the MV Office for file purposes.
- 2.7. Management Committees are required to cooperate and assist the Officials Panel and MV in general to ensure that there are adequate numbers of personnel trained to act as Officials in the discipline.
- 2.8. Management Committees are to advise the MV Board on matters relating to the development and maintenance of facilities, for their discipline, at the State Motorcycle Sports Complex at Broadford. Development projects to be detailed, prioritised, costed and time frames recommended.
- 2.9. Each discipline is required to conduct one meeting during 2010 at the State Motorcycle Sports Complex at Broadford with all proceeds to be donated to the development of the complex.
- 2.10. Other duties and responsibilities may be given to the Management Committees by the MV Board on an as required basis.

### 3. FINANCE

- 3.1. Management Committees are permitted to hold a bank account in the name of the Committee/Motorcycling Victoria.

Accounts must be located with:

National Australia Bank  
110 Church Street  
RICHMOND VIC 3121

BSB: 083-683

- 3.2. Motorcycling Victoria’s ABN is: 89 004 255 494
- 3.3. Management Committees must provide a monthly report for their respective bank account opened and held on behalf of Motorcycling Victoria. Further:
  - Monies can only be expended on development of the discipline;
  - All GST record keeping requirements must be complied with at all times. GST is to be collected and paid for business activities of the Management Committee and books of accounts submitted quarterly to the MV Finance Officer for inclusion in the quarterly BAS returns. The Finance Officer will advise the Management Committee of its GST obligation for the quarter and the Management Committee will forward a cheque reimbursing MV for their own obligations;
  - Signatories to accounts must be advised to the MV Office each year; and
  - No overdraft arrangements can be entered in to.
- 3.4. Standard business practices must apply to operation of accounts i.e. use of payment vouchers, invoices to support payments etc. and these must be supplied to the MV Finance Officer quarterly with the GST records.
- 3.5. Accounts must be operated with at least two (2) signatories – to sign cheques – to the account.

3.6. All bank records, books of accounts and annual financial statements must be provided to the MV Finance Officer within one (1) month of his/her request for same, to enable a proper Audit to take place for inclusion in MV's Annual Report each year.

#### 4. GENERAL

4.1. The numbers of personnel appointed by the MV Board to the Management Committees may vary according to the requirements of the particular discipline. General guidelines of numbers to be a minimum of five (5) to a maximum of ten (10) members.

4.2. Each Management Committee and its first meeting following appointment will elect the following:

- Chairman
- Secretary
- Treasurer

4.3. Joint MV Board / Management Committee Meetings will be held in 2010.

4.4. At this time the MV Board Liaison with Management Committees for 2010 is:

Classic Motocross	Gary Timmerman
Dirt Track	-
Enduro	Kevin Williams
Historic	Darryl Hiddle
Motocross	Ron Matthews
Officials Panel	Neil Bowen
Road Race	James Nelson
Speedway	Lorraine Macdonald
Trials	-

4.5. Management Committees must use their best endeavours to assist the implementation of the MV Strategic Plan.

4.6. Coordination of meetings and setting agendas is the responsibility of the Chairman and Secretary.

#### 5. DISCIPLINARY MATTERS

5.1. The following By-Law has been passed by the MV Board:

*"If a member of a Management Committee shall be found guilty of misconduct (by that Committee) or shall behave in a manner or create a situation where that Committee is incapable of working together then that Committee shall resolve to request the MV Board to remove that member, stating reasons and the MV Board shall, at its next meeting, hear and determine the complaint and if proven may remove that member from the particular Management Committee."*

5.2. Management Committees will immediately inform the MV Board in the event of an appeal, or disciplinary matter, arising from an event or activity in a particular discipline or operational area.

Conduct of appeals or disciplinary tribunals will be in accordance with section four (4) of the GCRs, dealing with protests and appeals.

#### 6. MA COMMISSIONS' MINUTES

Commissions' minutes are to be examined in detail to determine what affect (if any) recommendations may have on the conduct of a discipline in Victoria.

Committee recommendations are to be noted in the minutes of meeting i.e. acceptance, rejection or amendment. Liaison with MA Delegate – Mr Darryl Hiddle - on matters of concern is requested.

Liaison with the MA Commissioners is expected and recommended to be by the Committee Chairman to the Commission Chairman, via the MV Board.

## **7. STEWARDS APPOINTMENTS / SUPPLEMENTARY REGULATIONS**

It is the responsibility of each Management Committee to:

- i. approve Supplementary Regulations for all events – list in minutes of meeting;
- ii. liaise with clubs and promoters regarding any necessary amendments to Supplementary Regulations;
- iii. refer the appointment of appropriately qualified Stewards for National (Open) and State Championships events to the Officials Panel;
- iv. take action as required on matters reported by Stewards; and
- v. list the Steward appointments in minutes of meeting.

## **8. MANAGEMENT COMMITTEE BY-LAWS**

By-Laws are to be:

- i. drafted by Management Committee for publication and distribution to clubs; and
- ii. reviewed and updated annually.

## **9. MOTORCYCLING VICTORIA GENERAL MEETINGS**

The Chairman or a Committee representative must attend General Meetings to report on Committee activities to member clubs.

### **NOTES**

- i. Management Committee correspondence is placed in the respective Management Committee box in the MV Office for collection by the Secretary or Chairman prior to or at the meeting;
- ii. Management Committee minutes are filed in folders stored adjacent to correspondence box. These records are not to be removed from the folder or the MV Office;
- iii. Stewards Reports are filed in folders stored adjacent to the correspondence box. Again, these records are not to be removed;
- iv. Each Management Committee (where arranged as necessary) has a nominated person who holds a key for access to the MV Office. It is that person's responsibility to be in attendance to open and secure MV Office for meetings; and
- v. There is ample parking available at the MV Office in Port Melbourne.

**ISSUE DATE: April 2009**