Eastern Veterans Cycling Club (inc.)

Committee Roles and Responsibilities.

Eastern Veteran's Cycling Club
Roles and Responsibilities

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Roles and Responsibilities

Document Purpose

The purpose of this document is to provide a reference point for club members who wish to, or do, take on a role within the club.

EVCC Roles

There are two classes of roles within the club;
- elected officers
  With the exception of the President and Secretary these positions are held for one year and vacated at the Annual General Meeting in March each year. The positions of President and Secretary are held for two years with the positions being made vacant on alternate years.
- appointed officials
  These positions are generally appointed for a twelve month term and are generally re-appointed/confirmed at the Annual General Meeting in March each year.

Nominations for all positions will be called for a month before the Annual General Meeting. If there are more than one nomination for the position of an elected official there will be a vote at the AGM to decide who will be appointed to the role. If there are more nominations for an appointed position than there are vacancies negotiations will ensue and if all parties are still interested in the role after discussions then a vote will be held at the AGM to decide who shall fill the role.

The elected officers are;
- President
- Vice President
- Secretary
- Treasurer

The appointed positions are;
- Handicapper
- Assistant Handicapper
- Assistant Secretary
- Assistant Treasurer
- Club Captain
- Club Vice Captain
- First Aid Officer
- Membership Officer
- Newsletter Editor
- Race Committee
- Referee/s
- Safety Officer
- VVCC Delegates * 3

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Office Bearers

President

The role of the President.

The responsibility of the President is to the club.

Duties of the President are as follows
- preside over monthly and annual general meetings
- preside over post-race presentations
- represent the club at official VVCC/AVCC functions

Vice President

The role of the Vice President.

The responsibility of the Vice President is to the club.

Duties of the vice president include;
- performing the duties of the president in his/her absence.

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Secretary

The role of the secretary.

The responsibility of the secretary.

Duties of the Secretary include the following;
General:
- calling for agenda items prior to monthly general meetings
- distribution of agenda for monthly general meetings
- taking of minutes at general meetings and distribution of those minutes to attendees
- notification to all club members of annual general meeting
- calling for agenda items prior to annual general meeting
- calling for nominations for committee positions prior to annual general meeting
- distribution of agenda for annual general meeting
- taking of minutes at annual general meeting and the distribution of those minutes to attendees
- communication of club and VVCC/AVCC matters to the membership where appropriate
- acceptance and filing of correspondence addressed to the club
- response to correspondence addressed to the club
- distribute race calendar and roster to membership
- maintain a repository of all club documentation including;
    - agenda and minutes of all meetings,
    - treasurer's reports,
    - all correspondence sent and received by the club,
    - certificates of insurance,
    - newsletters,
    - race day checklists,
    - incident reports,
    - accident/injury reports,
    - other documents such as this document, course notes, handbook, circuit maps/profiles, etc.,
    - forms: committee nomination forms, referee application forms, etc.
- coordinate with the web master publishing of any club documents or forms as deemed appropriate.

Weekly:
Race Day Checklist
- Obtain Race Day Checklist from race referees and forward to the AVCC; Vice President, Cc'ing in the President.
- This needs to be done for all races conducted by the club; Saturday, Wednesday & Tuesday nights

Other:
- Send summer and winter calendars to the AVCC for ratification as soon as they are finalised, send any amendments to a submitted calendar as they occur
- Inform VVCC of any changes to committee and/or VVCC delegates
- Send annual report to Consumer Affairs, you will get a reminder of this.
- Renew telecommunications licence, you will get a reminder for this.

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- Send trial rider forms to VVCC Secretary, this is to be done immediately after each ride (of 2)

Membership:
Most of the membership stuff will be done by the Membership Officer but somethings will fall to the secretary;
- Member enquiries; update details, forgotten password, etc.
  - log onto Sports TG console; https://console.sportstg.com/
  - navigate to 'Members' / 'Member Listing', find the member, update or locate the required info
  Never give one member's details (phone number/email address) to another member, ask first member if OK to pass their details to second member, contact second member saying first wants to contact …
- Member enquiries; re-issue licence
  - log onto Sports TG console; https://console.sportstg.com/
  - navigate to 'Subscriptions' / 'Transactions'/'Paid', find the member, click on envelope (Receipt)
- Member Transfers
  - log onto Sports TG console; https://console.sportstg.com/
  - navigate to 'Members' / 'Member Transfers', make it up

Race/Venue Specific:
There are tasks to be done for specific venues, see Appendix A – procedures: for additional information;
Dunlop Rd
- Toilet Hire, organise this the Monday before the event, forward invoice to treasurer to pay
Enterprise Drive
- Cause to be distributed to each business on Enterprise Drive a letter informing them of the upcoming event.
  - Two week notice required
Seymour
- Place a Public Notice in the local paper (Seymour Telegraph) advertising the event
  - To be in the edition immediately prior to the event
  - Use Local Classies (21)
- Organise use of beer garden at Royal Hotel for presentations
Yarra Glen
- Cause to be distributed to all properties adjacent to the race circuit (King St, Yarraview & Glenview Roads) a letter informing them of the upcoming event.
  - Minimum one week's notice required.
- Contact Greater Melbourne Cemeteries Trust and organise toilets at cemetery.
- Nice to let Yarra Valley Pony Club know of the event (email)
  If they are going to be there maybe two extra CRP signs to place inside the gate at their driveway

Insurance:
- certificate of insurance;
  Around early November, late October, contact the AVCC requesting certificates of insurance;
  The wording should be as follows:

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- Named Parties;
  Vic Roads, METEC (Metropolitan Traffic Education Centre), City Of Knox, City of Monash, Parks Victoria, Shire Of Murrindindi, Shire Of Strathbogie, Shire Of Macedon, Shire Of Mitchell, Shire Of Yarra Ranges
- Policy to Note:
  This policy indemnifies the above named party in respect of any loss or damage arising from any claim that may be bought by any person against Vic Roads, METEC (Metropolitan Traffic Education Centre), City Of Knox, City of Monash, Parks Victoria, Shire Of Murrindindi, Shire Of Strathbogie, Shire Of Macedon, Shire Of Mitchell, Shire Of Yarra Ranges where such liability is directly resultant from the negligence of Eastern Veterans Cycling Cub Provided that this policy does not extend to indemnify the Vic Roads, METEC (Metropolitan Traffic Education Centre), City Of Knox, City of Monash, Parks Victoria, Shire Of Murrindindi, Shire Of Strathbogie, Shire Of Macedon, Shire Of Mitchell, Shire Of Yarra Ranges where the liability to pay compensation results from the above Vic Roads, METEC (Metropolitan Traffic Education Centre), City Of Knox, City of Monash, Parks Victoria, Shire Of Murrindindi, Shire Of Strathbogie, Shire Of Macedon, Shire Of Mitchell, Shire Of Yarra Ranges own negligence or the negligence of any servants, agents or subcontractors

  We also get a separate one for the Loop*.
  Australian Veteran Cycling Council Inc and Eastern Veterans Cycling Club and noting interests of Parks Victoria.
- insurance claim forms
  in the instance of a race/training accident, advise rider/partner that they are covered by our insurance, the details of which can be ascertained from the EVCC;
  - http://easternvets.com/links/
  AVCC
  - http://www.ausvetcycling.com/
  or the Insurance Broker's website;
  - https://www.ajg.com.au/australian-veteran-cycling-council
  claim forms are to be returned to you for signature and forwarding on to the VVCC.
  notify the VVCC (Tom Finning) of the incident.

*(This could be incorporated into the one above.)

In the absence of an Assistant Secretary and a Membership Officer the Secretary will be required to take on the responsibilities of the Membership Officer.

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Treasurer

The role of the treasurer.

The responsibility of the treasurer.

Bank Accounts

	BSB	Account number
Cheque Account		
Aus Post Load & Go Card		
CBA Business Online Saver		

To top up the Australia Post card;

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Non-office

Handicapper

The role of the handicapper is to grade riders appropriately so that there is fair competitive racing for all members.

The responsibility of the handicapper is to determine what grade or handicap mark a rider is to compete in and in the case of handicaps determine the time gap allocated to the various marks racing.

Maintain a list of all active racing members, their grade and their handicap group (1-12)

Forward the above handicap listing to the VVCC handicapper on a monthly basis.

Send weekly results to AAP (see appendix)

Maintain club aggregate;

The club runs an annual aggregate championship in conjunction with the Saturday race calendar, starting with the first race in January and ending the week before the Christmas handicap – winner announced at the handicap. The aggregate championship determines an annual club champion based on performances across the year. This championship is determined by a point based system where points are allocated in the following manner
GSR:
For 8 riders or more: 1st – 5 points, 2nd – 3, 3rd – 2, starter – 1.
For 6-7 riders: 1st – 3 points, 2nd – 2, starter – 1.
For 4-5 riders or more: 1st – 2, starter – 1.
Less than 4 riders: 1 point each.

Handicap:
1st – 15 points, 2nd – 12 pts, 3rd – 10 pts, 4th – 8 pts, 5th – 7 pts, 6th – 6 pts, 7th – 5 pts, 8th – 4 pts, 9th – 3pts, 10th – 2pts, starter – 1 point.

Assistant Handicapper

The role of the assistant handicapper is to assist the handicapper in the handicapping of events – GSR and handicaps.

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Assistant Secretary

The role of the assistant secretary is to assist the secretary where requested and to take the place of the secretary when the secretary is unavailable to discharge their duties.

The responsibilities of the Assistant Secretary are as per the Secretary.

Duties of the Assistant Secretary …
- perform the duties of the Secretary in their absence

In the absence of a Membership Officer the Assistant Secretary is to take on this role.

Assistant Treasurer

The role of the assistant treasurer is to assist the treasurer, to take the place of the treasurer when the treasurer is unavailable to discharge their duties.

The responsibilities of the assistant treasurer are as per those of the treasurer.

Club Captain

The role of the Club Captain is to represent the club at events and occasions where the club is represented as a body. The Club Captain is to accept accolades and trophies on behalf of the club and to respond appropriately.

The responsibility of the Club Captain is to the club to ensure that its image is maintained.

- welcome new members to the club
- assign mentors to new members to the club
- represent the club in inter-club events and where the club requires a representative

The Club Captain also assumes the role of Welfare Officer where the responsibility is to follow up on the wellbeing of members who have been involved in an incident be it a fall/accident or the target of abuse or injury through other means.

Club Vice Captain

- support the Club Captain
- assume the Club Captain's responsibilities in their absence.

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First-aid Officer

This role has become redundant as of September 2012 when the club employed a professional first aid service. The club has engaged Kevin Marks to provide first aid support at its races. Kevin has level 3 first aid qualification and is a level 2 sports trainer. Kevin's details are;
- Company name: K.marks.services. (ABN - 43647300800)
- Contact number: 0411 055 221
- Contact email: kevinmarkservices@hotmail.com
- Business address: 32 East Boundary Rd, East Bentleigh 3165
- Costs are: $30/hr (min. 4 hours = $120) + travel ($~20) + booking fee ($10)
- Fully insured with AAMI & SMA, available all Saturday afternoons and Tuesday Evenings.

The role of the First-aid Officer is to maintain the club's first-aid kit in good order.

The responsibility of the first aid officer is to the club.

Duties of the First-aid Officer include;
- maintain a list of first aid qualified members
- maintain a fully stocked first aid kit
- designation of first-aid qualified individuals at race meetings
- coordination of first-aid training and/or refresher courses as required/appropriate
- coordination of defibrillator training and/or refresher courses as required/appropriate

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Membership Officer

Duties of the Membership Officer include the following;
- distribute membership renewal forms to existing member
- accept completed membership forms from the membership
- maintain a register of members, the register is to include the following details;
    - name
    - contact details, address and phone number and e-mail address if available
    - emergency/next of kin contact details
    - traffic controller accreditation
    - first aid accreditation
- provide the Secretary, Treasurer and Handicapper with up to date membership lists
- blah

Newsletter Editor

The newsletter editor is responsible for producing and distributing a weekly newsletter to the membership through printed and web based media. The newsletter is to contain items of interest and relevance to the club and its members.

The traditional format of the Eastern Vets newsletter has been;
- a series of reports on the club's principal races, that is those conducted on Saturday,
- results from the club's principal races
- an abridged calendar showing the next four weeks of upcoming races to be held by Eastern Vets and other local clubs, to whit Northern and Gippsland
- any general news items of interest, eg.
    - committee matters
    - results of EVCC members attained in other/non-EVCC races, eg. CA races such as Tour of Bright, etc.
    - stories/reports from club members on non EVCC events, eg. Around the Bay in a Day, Alpine Classic, etc.
    - births, deaths, marriages
    - upcoming events not covered in the abridged calendar, eg. Tour de France night, Croydon Cycles Tour de France tour, BV/Audax/etc. events, sponsor sales, etc.

Ideally it would be good to see the reports and results section of the newsletter extended to include the club's other races; Tuesday nights & Wednesday mornings

What is involved in producing the weekly newsletter;
- collect results of races from race officials
- where possible organise for club members to write reports on the races they compete in, otherwise
- collect (email start list) and collate information on races to write a report for each race
- update 'race report' section of newsletter
- update results section of newsletter
- update abridged calendar section of newsletter
    - collect and format additional information for the 'general news' section of the newsletter

- print, collate and bind (staple) sufficient copies of the newsletter for distribution at next race meeting
- (number dependent upon expected patronage; 40 for RR, 80 for Dunlop Rd)
- forward PDF format of finished newsletter to web master for inclusion on web site

This was taking me around 10-15 hours a week. Delay and reluctance of competitors to provide reports or information the biggest hassle, I was final proofing the newsletter Friday lunch times.

Public Officer

This role generally goes with the Treasurership.

Race Committee

The responsibilities of the Race Committee include;
- determination of the race calendar
- book race venues
  METEC (Irene: ireneh@metec.com.au, 9725 4758 or Neil Sheldon)* and
  Casey Fields (Bill Upston: wupston@bigpond.net.au, 0417 148 154)
- procure the requisite permits from the appropriate authorities where required
- produce risk management plans where required
- produce Traffic Management Plans for race venues
- produce and maintain a roster of club members to marshal at races where required
- provide race calendar and duty roster to Secretary for distribution to club members

special/signature events - extra signage, promotion, catering, trophies, etc.

* METEC is behind us in preparing their calendar of events, but usually holiday weekends, Easter and Grand Final day are always available.

Referee/s

The responsibilities of referees are to;
- Ensure conditions are safe for racing
- Ensure that the circuit is safe for racing, that any hazards are noted and appropriate actions are taken to ensure the hazard to competitors is minimised; potholes/cars/obstructions coned off and included in pre-race rider briefing, etc.
- Ensure all traffic control measures have been implemented correctly
- Ensure that all traffic controllers and marshals are aware of their responsibilities
- Ensure that all traffic controllers and marshals are in place and have adequate communication with race control.

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- Ensure that every competitor receives a pre-race briefing that covers any club or event specific rules or regulations and highlights any potential hazards on course that they need to be aware of
- Complete a Race Day Checklist as a part of their setup and sign it off after racing has finished

Referees should be Traffic Control qualified.

The Referee must submit the completed Race Day Checklist to the club at the earliest possible time – either in person or as an emailed scanned document.

Safety Officer

The role of the Safety Officer is to ensure that all races conducted by the Eastern Veterans Cycling Club are conducted in a safe manner.

The responsibility of the Safety Officer is to the club and to its members.

The duties of the Safety Officer include the following;
- maintain up to date safety briefing notes for all courses and circuits that the club races at in the Race Controller's Kit
- ensure that traffic management plans are available for race circuits and that they provide for sufficient safety to competitors, officials and spectators
- provide pre-race safety briefings (from RCK) to all competitors ensuring that all competitors are aware of any safety concerns pertinent to the course being raced, eg. pot-holes, dangerous corners, riding practices, etc
-

Sponsorship Coordinator

The role of the Sponsorship Coordinator is to maintain relationships with existing sponsors and to follow up and seek new sponsorship where appropriate.

The responsibility of the Sponsorship Coordinator is to the club and to the sponsors.

Any prospective sponsor must be vetted for suitability and appropriateness for the sponsoring of the Eastern Veteran Cycling Club and/or any of the clubs events.

The Sponsorship Officer is to identify events that may be suitable for sponsorship so that

The Sponsorship Officer is to formulate events that will be of interest to potential sponsors, these events are to be submitted to the Executive Committee for approval before they are detailed to the sponsors. Any suggestions from a potential sponsor for an event or changes to a proposed event must be passed by the Executive Committee before they are accepted.

What the club seeks from a sponsor:

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Cash donations that the club can use to promote and develop racing at the club.

What the Club can offer a sponsor:

Event naming rights to be used in all references to the event, be they verbal or documented.
Link on the Eastern Vets web site to the sponsor's web site or if they have no site a copy of their logo
Provision of space at the sponsored event to set up a marquee for sale of product or distribution of literature pertinent to the sponsor's business.

What the Club does with sponsorship:

Unless otherwise indicated by the sponsor the primary use of sponsor's money is to go back into the event that the sponsor has been engaged to sponsor in the form of prize money.

VVCC Delegate

Due to the size of its membership base the club is entitled to three delegates to the VVCC. The delegates are to;
- attend the VVCC annual general meeting
- attend the bi-monthly VVCC general meetings
- raise any issues of the club at the general meetings
- vote in accordance with club wishes on any matter raised at a VVCC general (or annual) meeting
- report back to the club of the proceedings of all VVCC meetings

Race Day Officials

See the Eastern Vets Race Controller's Kit for these roles and responsibilities.

Web Master

EVCC Web site details

http://116.0.23.222/~east1803/administrator/index.php?option=com_login

Username = Anthony
Password = fastbike

OK. I have recovered the Melbourne IT login (they are the domain registrar): EASTERNVETS / 3infydbl

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The EVCC Web site has been developed using the WordPress Content Management System (CMS).

The web site was developed by Kitka
- web : www.kitka.com.au
- e-mail : Kitka@kitka.com.au
- s-mail : Kitka, PO Box 1323, St Kilda South, Vic, Australia 3182
- phone : 0412 212 516

A google account has been set up to enable google analytics. Details are as follows;
- Name : Eastern Vets
- email address : contact@easternvets.com
- password: ******
- DoB : 1/1/1970
- Gender: Other
- Mobile : +61 0407 688 154

To check the google analytics go to the following site;
- www.google.com/analytics

Weekly tasks:
- Update Results
- Update Calendar
- Update Roster
- Update Next Week

- Post Newsletter

Log on to the backend by clicking on the 'log in' link at the bottom of any page;
- User name :
- Password :

Create a results table;
- Go to <TablePress>
- Go to the last page (>>)
- Copy an existing results table (mouse over, <copy>)
- Edit the new table (mouse over, <edit>)
    - Change the table name to the result's race details (EVCC - Venue, dth Month YYYY)
    - Transcribe the results from the result sheet to the table.
      For GSR races keep the table as 7 rows * 6 columns - for consistency.
      For handicaps add more rows to cater for places to tenth, delete unwanted columns
      - 12 (header, 10 * places, fastest time) * 4 (place, name, mark, time (first & fastest only))
    - In the 'Features of the DataTables JavaScript library' section at the bottom of the page ensure the 'Use Data Tables: ' check box is unselected
- <Save Changes>
- Copy the 'Table Name:' to your buffer or a safe place

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- Write down the table's 'Shortcode:' - [table id=99 /]

Publish the results;
- Go to <Pages>
- Edit the 'Results' page (mouse over, <edit>)
- Insert the table name at the top of the page (from the buffer or your safe place), edit it so it complies with the format;
    - Venue - race format/name, dth Month YYYY
- Change the font of the above to 'heading 3'
- newline
- Insert the table's 'Shortcode'
- <Update>

Update Calendar;
- Go to <TablePress>
- search for 'calendar' (table # 28)
- Edit the 'Race Calendar' table (mouse over, <edit>)
    - select the check box next to the previous week's event
    - in the 'Table Manipulation' section at the bottom of the page click <delete> under the 'Selected rows:' section
- <Save Changes>

Update Roster;
- Go to <TablePress>
- search for 'roster' (table # 27)
- Edit the 'Roster' table (mouse over, <edit>)
    - select the check box next to the previous week's event
    - in the 'Table Manipulation' section at the bottom of the page click <delete> under the 'Selected rows:' section
- <Save Changes>

Update 'Next Week':
- Go to <Posts>
- Filter on Category = 'News'
  There should only be one post under this category.
- Edit the post
    - Change the date in the title to be next Saturday
    - Change the venue
    - Check that start and registration closing times are correct
    - Add any further information that may be relevant, eg. Pre-entry closing, etc.
    - Update the rostered member list
- <Update>

Post Newsletter:
- Save the newsletter to a local directory, suggest name format of;
  - newsletter.yyyymmdd.pdf

- <Posts>
- Create a post
- Title : "Newsletter dth Month yyyy" the date being the date of the newsletter, i.e. a week after the event it reports on
- <Add Media>
- <Upload Files>
- <Select File>
- search the tree to find the file you want (newsletter.yyyymmdd.pdf)
  the newsletter should appear in the top left corner of the next screen with a tick at its top right corner
- <insert into post>
- change the text of the link to the actual event being covered by the newsletter;
  - <locn>, d<th> Month yyyy
- set the link to open in a new window
  - highlight a part of the link (not all of it, just a couple of characters in the middle - trust me).
  - <insert/edit link>
  - check the 'Open link in a new window/tab' checkbox
  - <Update>
- copy and paste the first paragraph(s) from the newsletter as a paragraph below the link
- set the category to "Newsletters"
- <Publish>

Adhoc Tasks:
- Update Upcoming Events

Update Upcoming Events
These are posts, they are listed in chronological order, newest at top.
Create and delete ('Trash') these as required, the number of 'posts' listed is determined by the 'widget' definition - <Appearance><Widgets>, 'Events Widget Area', expand 'TW Recent Posts', the 'Number of posts to show' value determines the number to show. I have set this to six, expecting us to never want more but it can be easily changed.
My thinking is to only have 'upcoming' posts for upcoming events and not control the displayed posts by the number to show but by the number of posts there actually are. This costs us history but helps display.

Monthly meeting
- <Posts>
- Filter on category='upcoming'
- Select entry with Title="General Meeting", update this as required
- <update>
- Return to the 'posts' page and mouse over the entry
- Select 'Quick Edit'

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- Update the 'Date' so that the post appears in the order you want it to – top of list = most recent date – today's.
  NB. Widget won't show future dated posts.

Seasonal Tasks:
- Post new calendar
- Archive old calendar
- Post new roster

Annual Tasks:
Archive previous year's results
- Create new page called "Results - <day>, yyyy"
- Copy content of current results page;
  - "Results - <day>"
- And paste into new page
- Add new page to "Results Archive" page
- Test new page
- Delete content of :Results - <day>"

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Appendix A – procedures:

Race Day Phone

To update the race day phone follow the following steps;
- Call the mobile No.
- When it answers enter #
- Enter PIN (246800) when asked and then #
- Follow prompts

SMS Messaging

To send and SMS message to all club members do the following;
- Go to https://www.smsbroadcast.com.au
- User name is ****** and password ******
- Select 'send messages' from the side menu
- Type in the message you want to send
- 'next'
- Paste in the phone numbers from excel, no need to worry if leading zero is not there, it will be added.
- 'next'
- Enter the 'sender number' required
- 'next'
- Choose the required delivery time
- 'next'
- 'send message'

To top up the messaging account do the following;
- Go to https://www.smsbroadcast.com.au
- User name is ****** and password ******
- Select 'purchase credits' from the side menu
- Enter the number of credits to be purchased
- Choose your payment method
- Enter your credit card details; name, number, expiry & CVN.
- 'process payment'
Then submit a request for reimbursement from the Treasurer

The good news is that these don't expire after a period of time.

Result Notification – AAP

To notify the newspapers of the weekend race results send an email to AAP
- newswire@aap.com.au

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The email should have a format along the following lines;

Hello AAP,

Below are the cycling results from Eastern Vets Cycling Club at Metec 12/2/13 for the Sun/Herald, Age, etc.

Regards,
Neil Cartledge.

Eastern Vets at METEC**: A:** R Clark S Stiles R Amos. **B:** D Hansford C Eastwood D Reynolds. **C:** M Theile D Pyne J Hulbert. **D:** N Cartledge W Black P Aarons. **E:** P Gray A Hicks P Scarth.

Note no full stops after the initials, note the full stops after the final name in each grade and the colons after the grade and no place numbers.

Seymour Public Notice

The Eastern Veterans Cycling Club will be holding a race in the Seymour area on Saturday <Month> <day>th. Competitors will be assembling in Seymour before proceeding to the Avenel-Seymour Road where the race will commence at 1:30pm. The race starts approximately two kilometres from the Goulburn Valley Highway (700m from the intersection of Avenel Road) and proceeds for thirteen kilometres, through Avenel, before turning around and returning along the Avenel-Seymour Road to the start. Competitors will complete [two][one] laps of this circuit. [The race is a handicap event with bunches of six to twelve riders set off at intervals over a half hour period][The race is an Individual Time Trial event with riders set off at 30 second intervals over a half hour period]. Racing is anticipated to be finished around 3:45pm when competitors will make their way back to Seymour.

Any person seeking further information on the event can contact the secretary of the Eastern Veterans Cycling Club via email (nigel.kimber@virginbroadband.com.au), or phone (0409 386 349)

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External Contact Details.

Organisation/Venue	Contact details	Description
Arthurs Creek	~~Primary School~~ ~~Robyn Watson-Turner (Principal)~~ ~~9714 8204 (w)~~ ~~0418 385 881~~ ~~arthurs.creek.ps@edumail~~.vic.gov.au	~~Toilets opened and closed by them~~
	CFA Michael Chapman (Captain - 2013) mdc@fabrotex.com Geoff Schmidt (Secretary 2013) geoffsch@tpg.com.au	Notify the week before of upcoming race - courtesy
Killara Road		
Macclesfield	Primary School - toilets John Chiswell 5968 4734 (w) 9756 6919 (p)	Pick up key from John's home; 37 Ocean View East Rd, The Patch
Steels Creek	See Yarra Glen	
Yarra Glen	Greater Metropolitan Cemeteries Trust Sharon Graf (SGraf@gmct.com.au) P 03 9737 2307 M 0425 779 109	Toilets opened and closed by Brendan.
	Yarra Glen Pony Club Barry (president – 2013) ygpcpresident@gmail.com ?? (secretary – 2013) ygpcsecretary@gmail.com	Notify the week before of upcoming race - courtesy
Yarra Junction	Yarra Junction Secondary College Cherise (Bursar) 5967 1877 (w) Ralph Schubert (gate keeper) 0433 632 177	Tee up with school to have access to their facilities. They will ask you to confirm with Ralph that he is available. When Ralph agrees let the school know. Ralph gets $40 for his time.
Seymour	Royal Hotel 26 Emily Street, Seymour (03) 5792 1004	Call to arrange use of beer garden or back room for presentations.
	~~Seymour Nagambie Advertiser~~ (~~Keith Peplar~~ ~~seyadv@hotkey.net.au~~)	~~Seymour Nagambie Advertiser is published every Tuesday.~~ ~~Copy and booking deadline is 5pm Thursday prior.~~ ~~Copy for advert can be emailed to~~

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		~~this address.~~ ~~Payment on invoice either directly to bank (details on invoice) or by cheque.~~
	Telegraph via. localclasssies Madeleine Pelly madeleine.pelly@localclassies.com.au	
Viking Rentals Toilet Hire – Dunlop Road	Caroline Bennett data@vikingrentals.com.au 0429 878 827	Email ?? as early as possible to organise toilet hire. They will send an invoice. Forward invoice to treasurer to pay, get receipt from treasurer Forward receipt to Viking Rentals. Cost is around $475 for two units
Casey Fields	Bill Upston 0417 148 154 wupston@bigpond.com.au	
METEC	Irene 9725 4758 ireneh@metec.com.au	or Neil Sheldon

Venue Management;

Venue	Requirements
Casey Fields	Book with Bill Upston
Dunlop Road	Traffic Management Plans Permits; - Police - Local Council Toilets, to be done as early in the week as possible
METEC	Book with METEC Pay for use
Arthurs Creek	Traffic Management Plans Permits - Police - Local council ~~Organise opening of school toilets~~ Notify local CFA (email)
Seymour/Avenel	Traffic Management Plans Permits

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	- Police - Local council Organise use of beer garden or back room of Royal Hotel for presentations Place advertisement in local paper - Seymour Nagambie Advertiser
Yarra Glen	Traffic Management Plans Permits - Police - Local council Organise opening of toilets Inform affected residents with mailout or mail drop. Notify pony club (email)
Yarra Junction	Traffic Management Plans Permits - Police - Local council Organise opening of toilets.

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Appendix B – Club Championships:

The club holds three age-based championships during the year;
- Club Criterium Championships, held in April
- Club Time Trial Championships, held in conjunction with the Rob Graham memorial time trial.
- Club Road Championships, held in October

Championship races are raced in five year age groups; 30-34 women, 35-39 women and men, 40-44, 45-49 etc.

Championship races are only open to Eastern Veterans Cycling Club members who qualify to compete. Qualification entails participation in at least three club races in the season that the championship is for, ie.;
- for the Criterium Championship this means three races with the club from 1st November to the date of the championship,
- for the Road Championship three races from May 1st to the date of the championship and
- for the Time Trial three races from January 1st to the date of the Rob Graham memorial time trial

Qualifying races include all races run by the Eastern Veterans Cycling Club, these include Saturday afternoon races, Wednesday morning races at the loop and Tuesday evening races at METEC during summer. Duty does not count as a qualifying race.

All participants are eligible for championship status in their age group regardless of the number of competitors in their age group. This means that if there is only one starter in an age group that rider will be awarded the title of Club Champion provided they complete the course.

Championship races will consist of a minimum of six competitors. If there are five or fewer riders in an age group that age group will race with the next lowest age group. That is, for example, if there are two starters in the 60-64yo age group they will start, and race, with the 55-59yo group. If that group still has less than six riders it will be combined with the next lower age group – 50-54. The exception to this is the youngest age group where there is no younger group to combine them with.

Where age groups have been combined into one race the competitors within that race will be racing for championship status in their respective five-year age group. That is to say if three 60-64yo competitors are combined with six 55-59yo riders into the one race, there will be two Club Championships decided. The first 55-59yo to cross the line will be the 55-59 champion, the first 60-64yo to cross the line will be the 60-64 champion.

There are no race entry fees for the Criterium and Road Championships, there are no prize monies for these races, there will be medals for the top three in each age group.

The Time Trial Championship differs from the Criterium and Road Championships in that it is combined with a regular club race – the Rob Graham memorial time trial. The Rob Graham is open to any AVCC licenced rider, the standard race entry fee applies to all competitors, prize money will

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be awarded for place getters in the Rob Graham memorial time trial.   All EVCC members will be competing for the Club Championship in their age group. Medals will be awarded to the top three placegetters in each age group.

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Appendix C – Web Site Map

Tables;
- "EVCC - <location>, d<th> Mon YYYY" = Saturday race results
- "Tuesday - METEC, d<th> Mon YYYY" = Tuesday race results
- "Wednesday - Kew, d<th> Mon YYYY" = Wednesday race results
- "Teams - <location>, d<th> Mon YYYY" = Teams' Series race results

- Merchandise
- Contacts
- Race Calendar
- Roster

Pages
- "Results" = Current Saturday results - page consists of a series of text headings and associated results tables ("EVCC - <…>") *
- "Results - Teams" = Current Teams' Series results - sub-menu of "Results"
- "Results - Tuesday" = Current Tuesday series results - sub-menu of "Results"
- "Results - Wednesday" = Current Wednesday results - sub-menu of "Results"
- "Results - Archive" = Page of links to previous results - sub-menu of "Results"
- "Results - Saturday yyyy" = Nominated year's Saturday Results - link from "Results - Archive" page
- "Results - <day> yyyy" = Nominated year's day (or teams) results - link from "Results - Archive" page

* This is the top menu item, the name needs to be as short as possible to stop menu tabs scrolling to next line.

At end of year or season;
- Create a new page called "Results - <day> yyyy"
- Cut and paste the content of "Results" to "Results - <day> yyyy"
- Put a link on the "Race - Archive" page to link to "Results - <day> yyyy"

- "Home" = home page with brief description of the club
- "Roster" = page of information pertinent to roster and duty, contains the "Roster" table
- "Calendar" = page of information pertinent to the race calendar, contains the "Race Calendar" table
- "Calendar Archive" = page of links to previous calendars - ??
- "Contact" = page of contact details, contains the "Contacts" table
- "Links" =
- "Merchandise" = page for "Merchandise" table
- "Gallery" =
- "Membership" =

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End of Document