



**Baulkham Hills Junior
Motorcycle Training Club INC**

Bi-Laws

October 2017

FINAL

As voted at AGM 2017

1. Administration of Bi-Laws

Scope

- Ø By-Laws of the Baulkham Hills Junior Motorcycle Training Club Inc shall prescribe matters not dealt with specifically in the Constitution.

Bi-Laws Administration

- Ø By-Laws shall become effective on the 1st of Jan each year.
- Ø By Laws Amendments need to be approved at a Special Meeting convened for that purpose or alike with 21 days' notice OR at the Annual General Meeting (AGM) .
- Ø The Executive Committee has the responsibility to uphold, administer and abide by the clubs Constitution and Regulations to the best of their ability. It is understood that without prejudice or bias it will also have the authority to utilise its discretion to make the final determinations around the management and granting of all awards and fees.

2. Ride Days - Schedule and Running

2.1 Minikhana

- Ø Number of rounds that determine Annual Club Championship – Minikhana
 - Minikhana will be up to 8 club rounds per calendar year
- Ø Ride Days are held at Minikhana World Horsley Park
- Ø All riders must provide a marshal
 - Penalties may apply to the Rider if their marshalling requirements are not met
- Ø Sports Captain and/or Minikhana Coordinator will select up to 8 events for the round

2.2 Dirt X

- Ø Number of rounds that determine Annual Club Championship – Dirt X
 - Dirt X – up to 8 rounds per calendar year
 - § The rounds will be set at the discretion of the executive committee and the availability of facilities for the current year
- Ø Dirt X will be held at various locations within 2-3 hours of the Sydney basin
- Ø Program will consist of practice and 3 rounds of racing for each class
- Ø Classes may be combined on the day where permissible in the MOMs, this will be determined by class entry numbers and/or the nominated Clerk and Steward, and notified on the day as required
- Ø Race lengths may be adjusted at the clerk's discretion on the day
- Ø All riders must provide a marshal
 - Where possible Marshalling duties will be pre-allocated and notified at sign-on.
 - Penalties may apply to the rider if their marshalling requirements are not met

3. Club Competition and Club Championship – Minikhana and Dirt X

- Ø There will be an overall Championship awarded for Dirt X as follows:

- § Dirt X Junior Champion
- § Dirt X Senior Champion



§ Dirt X Women's Champion

Note: Minikhana Riders have the opportunity to attend and represent the club at Interclub events for additional reward opportunity

- Ø Class/Grade Champions
 - Minikhana
 - § 50cc
 - § 65cc
 - § Mini Wheels
 - § 85cc
 - § JBW 85cc
 - § Senior Combined (All seniors ride in the same grade)
 - Dirt X
 - § 50cc (Div2)
 - § 65cc – Age Groups 7-9 and 10-11 (Miniwheels will be accepted but will be combined and scored with the relevant age group in the 65cc class/s)
 - § 85cc – Age Group 9-u12 and 12-u16
 - § Junior Lites
 - § Senior Lites
 - § All Powers
 - § Over 35s
 - § Women's

Note: If riding 2 classes in Dirt X your highest score of the 2 classes at year end will carry to the overall club championship – Dirt X

3.1 Minikhana

- Ø Minikhana events undertaken at the Club on any competition day will follow the General Competition Rules of the Manual of Motorcycle Sport (MoMs), Motorcycling Australia.
- Ø At the conclusion of each club points round riders who participated will receive club points towards overall Club Championship – Minikhana
- Ø The points for each rider earned for that round will be added together to give an overall round total for that round day, an end of round ribbon presentation will be held and presented to each class
- Ø Club points are earned for each event run of the day.
- Ø Club points are allocated to individual riders as follows who finished 1st, 2nd or 3rd in an event
 - 1st = 17 points
 - 2nd = 12 points
 - 3rd = 9 points
- Ø Club points are allocated to the remaining riders as follows, for each event:
 - Attempted and completed the event at least once = 2 points
 - Attempted but did not complete the event at least once = 1 points
 - Did not attempt the event = 0 points
- Ø The points for each rider earned at all the club point days are added together to give their total for the year and determines the podium positions for the Class Championship Overall



- Ø The rider with the highest points at the end of the rounds completed for that year is awarded 1st place, the second highest points is awarded 2nd place and third highest points is awarded 3rd place.
- Ø More than 50% attendance is required to be awarded Class Champion –Minikhana, this includes Nippers to qualify for an attendance award

3.2 Dirt X

- Ø Events undertaken by the Club on any competition day will follow the General Competition Rules of the Manual of Motorcycle Sport (MoMs), Motorcycling Australia
- Ø Where there is less than 6 riders to constitute a class NO overall club championship points will accumulate to overall points total Dirt X Champion for either Juniors and/or Seniors
- Ø Where Available Scoring will be conducted with the use of Electronic Transponders
- Ø Scoring as per the MOMs shall be as follows

| Place | Points | Place | Points | Place | Points |
|------------------|--------|------------------|--------|------------------|--------|
| 1 st | 35 | 11 th | 20 | 21 st | 10 |
| 2 nd | 32 | 12 th | 19 | 22 nd | 9 |
| 3 rd | 30 | 13 th | 18 | 23 rd | 8 |
| 4 th | 28 | 14 th | 17 | 24 th | 7 |
| 5 th | 26 | 15 th | 16 | 25 th | 6 |
| 6 th | 25 | 16 th | 15 | 26 th | 5 |
| 7 th | 24 | 17 th | 14 | 27 th | 4 |
| 8 th | 23 | 18 th | 13 | 28 th | 3 |
| 9 th | 22 | 19 th | 12 | 29 th | 2 |
| 10 th | 21 | 20 th | 11 | 30 th | 1 |

- Ø The points for each rider earned for each round for that day are added together to give their overall round total for that round/day.
- Ø Once points are uploaded to our webpage, Riders have 7 days to query any point scoring, once the 7 days has lapsed no further queries will be taken, and scoring will be deemed final for that round
- Ø Scoring queries will only be accepted in writing via an advised email address on the Dirt X Point page of the webpage
- Ø If changes are made an amended and updated points sheet will be uploaded to the webpage within 2 weeks of the closure of the query period
- Ø The overall points total from each round is carried to the series totals and the series total determines the podium positions for the Overall Club Championship –Dirt X

Note : Where there is multiple class entries, riders will be scored for each class and but only the highest points total of the entered classes at year end will be carried to the Overall Club Champion – Dirt X (Juniors and Seniors)



3.3 Resolution of a tie in the Club Championship - Minikhana and Dirt X

- Ø In the event that there is a tie for any of the top 3 positions at the conclusion of the Overall Dirt X Championship and Class Championship Minikhana the following will be applied as per the MoMs;
 - 12.16.13.4 - If a tie on points occurs for any position in a series, the tying competitor who has the greatest number of higher placings in the series will be awarded the position.

4. Grading's

4.1 Minikhana

- Ø Grading at a club level will be;
 - All riders on the same class machine as stipulated in the GCR's under Minikhana (MOMS) will ride together as one grade. Ie No grades
- Ø Grading levels achieved at interclub meetings do not affect club level grading, Interclub grading will be as per the Minikhana By Laws issued Motorcycling NSW and the MoMs

4.2 Dirt X

- Ø All riders on the same class machine as stipulated in the GCR's (MOMS) ride together as one grade. Ie No grades
- Ø Riding Numbers must be legible at all times or may result in not being scored
- Ø Grades will run to the Motorcycling Australia MOMs Section 12B: Competition Classes

Juniors

| 12.6 Junior Competition Class | |
|----------------------------------|--|
| 4 to Under 9 | 50cc Demo (Non-Competitive) |
| 7 to Under 9 | 50cc Auto |
| 7 to Under 12 | 65cc Run as 2 classes 7-9 and 10-11 (Miniwheels will be accepted but noted to be combined and scored with the 65cc age relevant class) |
| 9 to Under 12 | 85cc 2 –Stroke & 150cc 4 Stoke (Standard Wheel Only) |
| 12 to Under 16 | 85cc 2 –Stroke & 150cc 4 Stoke (Standard & Big Wheel Only) |
| 13 to Under 16 (Junior Lites) | Up to 150cc 4 Stroke & 200cc to 250cc 4 Stroke |

Seniors



| |
|---------------------------------|
| Senior Competition Class |
| All Powers |
| Seniors Lites |
| Over 35s and Women |

- Ø Riders age for the series is as of the 1st January that year

5. Riding Numbers

5.1. Issuing numbers

- Ø The club will hold the numbers 1, 2, and 3
- Ø Riding Numbers 7, 78 and 243 are retired and not for release as a mark of respect for fallen riders who have been seriously injured or no longer with us
- Ø Riding numbers issued by the Club are within the range from 4 to 999, (excluding 7, 78, and 243)
- Ø Numbers outside this range are not to be issued
- Ø One Riding Number per member, we are in the process of transitioning to a system of one riding number per member
- Ø Purchased (registered) riding Numbers from Motorcycling NSW does not take priority over club numbering

5.2 Re-issuing numbers

- Ø If a rider does not re-join the Club, their riding number will be held to the 1st club round of the year the following Calendar year. ie 2017 financial members riding number would be held till the 1st round of 2018 if they don't renew in 2018, the number will be made available and offered to another financial member.
- Ø Riding Numbers 7, 78, and 243 will not be re issued out of respect for our fallen riders
 - By written request to the executive committee these rider numbers may be released under special circumstances – ie: a family member wishes to use the number

6. Club Membership and Fees

6.1 Membership

- Ø The annual Club membership fee at 1st January of the calendar year is
 - Single memberships Junior and Seniors - \$50 per rider
 - Family membership - \$60.00
 - Dirt X Day Membership (Venue Club) - \$20.00
- Ø All Club Memberships will be processed via Ridernet
- Ø Club Membership is valid for each Calendar Year (Jan through to Dec)
- Ø A 50% reduction in cost will apply for New Memberships only when applied for from 1st September of the current calendar year.
- Ø The ride days fees remain unchanged regardless of the membership start date.

6.2 Ride Fees

6.2.1 – Minikhana

- Ø Ride days at Minikhana is \$25 fee per ride day
- Ø Where available all entries will be processed by Ridernet
- Ø Bulk Ride Card can be purchased at a cost of \$160 for 8 rides (A saving of \$5 per round over the year)
 - Ride Cards are Non- Refundable and/or Non Transferrable outside the family
 - Can be used for multiple family members on a ride day
 - Ride Cards can only be used at Minikhana – Club Points Round or Practice Day
 - Valid for events held at Horsley Park Only
 - Ride Cards can carry over from year to year
 - Ride Cards will expire after 24 months from purchase

6.2.2 – Dirt X

- Ø Ride Fees for Dirt X is
 - Juniors - First Class Entered - \$30
 - Seniors - First Class Entered - \$40
 - 2nd class Entries for both Juniors and Seniors - \$20 each class thereafter
- ie Juniors 1st Class 50cc \$30.00 + 2nd class 65cc \$20.00 = \$50.00 total entry fee payable

Ø THERE WILL BE NO LATE OR ENTRIES ON THE DAY FOR DIRT X ROUNDS

- Ø Transponder Fees will be applicable if required for both Juniors and Seniors and can be purchased at the club via optional extra in Ridernet during entry registration process
- Ø Camping where available is \$10 per family is an added optional extra in Ridernet
- Ø Where available - All Entries to Dirt X will be processed via Ridernet, No cash or cheques on ride days - prepayment via Debit or Credit Card when processed on Ridernet
- Ø Refunds
 - A rider may request a refund for an upcoming round of Dirt X up to 9pm the Thursday before the event
 - Under no circumstances will a credit be given to the next round if a rider is unable to attend
 - If an entire round is cancelled or rolled over, all current entries to the event will be rolled over and the rider is able to request a refund anytime up to 9pm Thursday before the new event date
 - Request for refund will only be accepted via appropriate email address provided on the Dirt X Page of the webpage. Request will need to provide Bank Account details (BSB and Account Number) to enable refund to be processed
 - Queries or request for refund via our Facebook page will not be considered
 - Any unforeseen circumstances will be consider by the executive committee when made in writing to appropriate email address provided on Dirt X Page of the Web page
- Ø No Shows on the day entry fee/s will be fortified

7. Other Awards

7.1 Minikhana

- Ø 100% Attendance Award is awarded to any rider who attends all Club Rounds and Interclub events in the calendar year
- Ø Regional Attendance – Rider who attend 6 or more Regional Events (Interclubs, including Minikhana State Cup) will receive club merchandise for their representation, Merchandise will be at the discretion of the committee for that year

7.2 Other Awards

- Ø At the discretion of the Executive Committee awards maybe also awarded at year end for
 - Sportsmanship
 - Encouragement
 - Most Improved
 - Services to Club/Sport
 - Appreciation
 - Regional Representation

8. Life Membership

- Ø To be determined by and at the total discretion of the Executive Committee based on but not limited to the following criteria;
 - Outstanding service and commitment to the club
 - Upholding the club values
 - Minimum 2 years membership
- Ø Life Membership Benefits consist of;
 - No Yearly membership fees
 - Rides Fees are Payable
 - Life membership shirt
 - Name on Life Membership Honor Board held at Minikhana World
- Ø A maximum of 2 Life memberships per year maybe considered

9. Executive Committee Roles – (VOTING RIGHTS)

9.1 Function of Committee

- Ø The BHJMTC Management Committee shall have the general control and management of the administration of the affairs, property and funds of the club.
- Ø The committee has both voting and non-voting positions in line with our constitution.
- Ø The voting positions are President, Vice President, Treasurer, Club Secretary, Club Captain, Minikhana Coordinator and Dirt X Coordinator.
- Ø We are essentially a training club offering both Minikhana and DirtX to our members.
- Ø It is expected that all committee members shall be able to attend across both disciplines throughout the year and be available to help at any promotional events and support fundraising activities.
- Ø The club is about families, fun and the kids primarily.

- Ø It is an expectation that committee members attend meetings, communicate actively with the management committee and respond to emails, phone calls/messages within 24-48 hours.

9.2 Committee Meetings

- Ø The BHJMTC Management Committee shall generally meet at least once every calendar month to exercise its functions.
- Ø Committee meetings are usually conducted at a premise decided upon by the incoming committee.

9.3 Roles

President

- Ø Shall be responsible for the overall running of the Club.
- Ø Shall be responsible for Club disciplinary action.
- Ø Shall chair all meetings.
- Ø Support all other committee members in their roles
- Ø Seek sponsorship and donations
- Ø Attend MNSW meetings or delegate to a club representative
- Ø As chairperson of meetings sign minutes by signature or electronically before the next succeeding meeting

Vice President

- Ø Shall assist the President in their duties and in the President's absence then shall assume all the functions and rights of the President
- Ø Shall liaise with members to encourage them to become actively involved in the club
- Ø Maintain and make available a register of officials within the club and ensure the club has sufficient officials always
- Ø Organise official courses and seek members for courses, with support of sports and vice captains

Secretary

- Ø Shall collect mail and attend to all the Club's correspondence ie PO Box, club mobile phone and club laptop emails
- Ø Shall keep all the Club records and documents.
- Ø Shall keep a true and correct record of the entire Club's business.
- Ø Shall keep a record of attendance at all Club functions.
- Ø Receive any monies due and pass on to the Treasurer.
- Ø The Secretary shall take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in the laptop and to be opened for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- Ø Hold the position of Public Officer, and lodge appropriate paperwork for the association
- Ø Ensure chairperson of meetings sign minutes by signature or electronically before the next succeeding meeting.

Treasurer

- Ø The Treasurer is responsible for managing all financial aspects of the club including -

- Ø Managing cash inflows from ride days, canteens, sponsorships and making appropriate bank deposits by due dates
- Ø Payment of all outgoings by due dates
- Ø Ongoing reconciliation of club accounts including full details of all receipts and expenditure
- Ø Presenting bank statements and reporting of club financial position at meetings and AGM
- Ø Keep an asset and location register
- Ø Provide the Public Officer a record of end of year financials and asset total that can be provided to the Department of Fair Trading
- Ø Organising annual Audit –bi-annual
- Ø Ensure floats are prepared, distributed, collected and banked for all club events including sign on fees, canteen, fundraising, sponsorship, reimbursement of club approved items etc.

Club Captain – Overall

- Ø Should be a club member who ideally attends both Minikhana and Dirt X events
- Ø Represents the rider's perspective at club events and meetings
- Ø Welcomes new members to the club
- Ø Organising of Marshalls at Dirt X events and Minikhana events
- Ø Be Responsible for the overall organisation of Minikhana Regional Championships - with support of Events coordinator, Minikhana coordinator and Minikhana Vice Captain and the rest of the committee
- Ø Responsible for ensuring Minikhana equipment is in order and accounted for

Minikhana Coordinator

- Ø Responsible for organising Minikhana rounds and regional/state events
- Ø Complete and lodge rider levies for MNSW after all ride days (when required)
- Ø The framing of the Club's yearly calendar of events with the President and Secretary
- Ø Organising track hire, Officials and First Aid for Minikhana rounds
- Ø Submitting all permits to MNSW
- Ø Minikhana Points Scoring
- Ø Prepare program for Minikhana.
- Ø Responsible for Jersey organisation & ordering, liaising with secretary
- Ø Organize trophies for Regional Minikhana and End of year Minikhana trophies
- Ø Arrange Programs for Regional Minikhana event
- Ø Organising track hire, Officials and First Aid for Minikhana rounds
- Ø Organising raffle items and the raffle for the Minikhana regional

Dirt X Coordinator

- Ø Responsible for organising Dirt X Rounds including Officials
- Ø Complete and lodge rider levies for MNSW after all ride days (when required)
- Ø The framing of the Club's yearly calendar of events with the President and Secretary.
- Ø Organising track hire, medical personnel and Officials for each event.
- Ø Organise online entries and data for Dirt X and prepare for sign on for or with race secretary
- Ø Arrange Programs for Dirt X
- Ø Liaise with club secretary over membership details and rider numbers
- Ø Prepare information for Transponders before the event
- Ø Attend sign in and deal with queries and preparation of events
- Ø Submitting all permits to MNSW for Dirt X events and MX coaching days



- Ø Organising opportunities for professional coaching
- Ø Assisting in the point scoring of Dirt X
- Ø Ensure volunteers on the day know how to record and score
- Ø Tally score sheets from each round of Dirt X
- Ø Manage round and series point scores
- Ø Respond to and investigate queries relating to scoring
- Ø Submit points for website to media coordinator

10. Non-Executive Committee Roles – (NON VOTING)

10.1 Roles

Vice Club Captain – Minikhana

- Ø Shall assist the Club Captain in his duties and in the Club Captain's absence then shall assume all the functions and rights of the Club Captain.
- Ø Co Ordinate with Club Captain for Minikhana Regional Championship preparations
- Ø Assist in ensuring the Minikhana equipment is in good order and accounted for
- Ø Organise working bees and permits

Vice Club Captain – Dirt X

- Ø Shall assist the Club Captain in his duties and in the Club Captain's absence then shall assume all the functions and rights of the Club Captain.
- Ø Ensure the Dirt X equipment is clean and tidy, coordinate the packing and unpacking of the trailer at events.

Canteen Coordinator – Minikhana

- Ø Oversee running of Canteen and BBQ including stock control and purchase of new stock
- Ø Organise price list and menu
- Ø Shall be responsible for the setup of canteen each morning at Minikhana rounds, and pack up in the afternoon.
- Ø Manage canteen float of approved amount and paperwork

Canteen Coordinator – Dirt X

- Ø List Roles and responsibilities
- Ø Oversee running of Canteen and BBQ including stock control and purchase of new stock
- Ø Set up and pack up of canteen at Dirt X rounds with assistance from committee/marshals
- Ø Organise price list and menu
- Ø Manage canteen float of approved amount and paperwork

Media Coordinator

- Ø Attend Parents and Committee Meetings when required
- Ø Monitor and update content on the BHJMTC website, as necessary and when requested
 - Includes photo uploads, opening of Dirt X entries, ensuring all information is up to date and valid
- Ø Manage and Monitor all Social Media Accounts – Facebook and Instagram
 - Act as Administrator of these pages

Coaching Coordinator

- Ø Shall be responsible for managing all Kickstart and coaching programs



- Ø Submit permits to MNSW for these events
- Ø Shall follow through with new Kickstart members
- Ø Shall assist at training and coaching days (Minikhana an MX)

Events Coordinator

- Ø Co Ordinate all events including Xmas Party, any promotional events, come and try days in conjunction with the Coaching Coordinator
- Ø Submit permits to MNSW for these events
- Ø Helping with organising and running of Regional event with assistance from Club Captain
- Ø Arrange committee Christmas party and invite others who have shown commitment to the club, subject to committee approval
- Ø Arrange a venue and book dates for committee meetings

Transponder Coordinator

- Ø Ensure transponders are in sound working order
- Ø Arrange data transfer with support of Dirt X coordinator
- Ø Set up and dismantle transponders with support from Committee/club members on Dirt X Rounds
- Ø Train members of how to work the system

10.2 Members/Parents/Guardians/Carer's

- Ø Attend Working Bees organised at the club, or at other grounds when required
- Ø Assist in the running of Club ride days as needed, e.g. marshalling, track maintenance, canteen, BBQ, etc.
- Ø Undertake official or coaching training (paid for by the Club) to ensure the Club is able to continue to operate and offer riding to its members
- Ø Help with fund raising efforts, as needed
- Ø Attend Parent and Committee meetings