**Rider Development Policy**

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**Central Australian Rough Riders**

**Member Development Policy**

# Purpose

CARR supports the development of its members in all areas which benefit the members and the club.

The purpose of this policy is to outline how CARR provides funding support to members for development of their mountain bike and associated skills.

# Description

CARR members can apply to the CARR committee for support to develop their mountain bike and associated skills.

Mountain bike skills are defined as improving riding ability. Examples of funding to improve mountain bike skills are competition at major races or attendance at skills courses.

Associated skills are defined as skills which will give the club a direct benefit over the three years following the skills development. Examples of associated skills are attendance at coaching courses, first aid courses, event organisation courses and commissaire training.

Funds will be paid up to the level agreed after the applicant has provided reasonable evidence to the committee of expenses incurred (i.e. receipts) and submitted a race report to the committee.

The committee will endeavour to consider each application at the first meeting following its receipt.

Any skills for which the applicant receives a fee or payment for (e.g. paid coaching services) are not eligible for funding.

# Eligibility for Development Support

The applicant must be a financial member of the club.

The applicant must demonstrate that the activity is a development activity.

The applicant must make or have made a recent positive contribution in return for the development support. Examples of a positive contribution are; organising a race or social event on the event calendar, co-ordinating a series of social rides or substantial assistance with events or membership of the club committee.

Examples of what does not constitute a contribution to the club under this policy are; training, wearing club kit, going on social rides or any fully paid activity.

The committee will normally require that the successful applicant agree to make a positive contribution, such as organising an event, in return for funding.

Where relevant the applicant should wear club kit and represent the club in a positive manner.

# Application Process

One application must be submitted per person for each development activity.

Applications must be submitted on the attached application form.

Funding support should not be an expectation; the meeting of performance standards, though essential, is not the only deciding factor in the approval process. The onus is on the member to justify the appropriateness and merit of their application, and any relevant supporting information should be included at the time of submission.

Applications must be made 30 days prior to the event to give the Committee time to consider each application.

## Steps in applying

The applicant and club must follow the steps below:

1. Applicant to email or deliver completed application to the club Secretary or President;
2. An email acknowledgement will be sent to applicant
3. Fully completed applications will be tabled at the next Committee Meeting
4. Applicant will be advised via email of the outcome of their application as soon as practical including any conditions associated with the funding such as requirement to organise an event, present a talk to members or prepare a race report.

# Payment

Payment of funds to the level agreed will be provided in the form of reimbursement upon proof of expenditure and submission of race report or meeting of other conditions, as appropriate.

Payment will not necessarily be made in advance unless specifically requested and approved by the Committee.

Payment will only be made by electronic funds transfer.

In the event that the applicant does not undertake the development activity for any reason the club will require any funding to be refunded to the club.

Any funds not used for the activity described in the application must be returned to the club.

# Evaluation of applications

The committee shall not allocate more than 15% of available club funds in any one year.

Any committee member who has a conflict of interest shall not take part in the evaluation. Conflict of interest includes application for support by committee members, family member or partner. Any conflict of interest should be declared prior to the evaluation.

The primary criteria will be that the activity is a development activity which has a direct benefit for the rider or the club.

Members who have demonstrated a commitment to assisting with the organising or running of club events, the club or club activities will be given higher preference for development support.

Track record of the applicant in supporting and representing the club should be considered in the evaluation. Applicants who have not met their contribution obligations with previous funding occasions will be considered less favourably.

The requested amount does not have to be allocated. The committee should decide on the appropriate level of funding for each application, taking into account all factors.

Applications may be considered outside of Committee Meetings. Any application considered outside of a Committee Meeting must be ratified at the next meeting and duly recorded.

# Maximum level of support provided

The maximum level of support for any one activity is $500. The total support that can be provided to a member in any one financial year is $1500.

# Facilitation of policy

To facilitate this policy CARR will undertake to:

* Endeavour to spend not less than 15% of current funds on member development;
* Monitor expenditure against this budget;
* Keep records of development support funds provided to members;
* Evaluate and review this policy and levels of support provided on an annual basis;
* Review this policy as needed from time to time.

**CARR Development Support Application Form**

**Submitting an application**

The member or parent/guardian of the member must complete the application form and seek the endorsement of the coach/delegate completing all relevant sections of Section 1. The member or delegate is responsible for seeking the endorsement of the coach prior to submitting the application, Section 2.

Submit applications to CARR Development Delegate or Club Secretary. [Email:](mailto:alicespringscc@cycling.org.au) carr.mtb@gmail.com **Section**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Member seeking support (only list one member) |  | | | |
| MTBA Membership Number |  | Membership Type | |  |
| Name of person completing this application and relationship to member |  | | | |
| Contact details (Phone/email) |  | | | |
| Name of activity you are seeking support for: specify date/s and details of activity. |  | | | |
| Sum of support requested |  | | | |
| Please describe how this activity qualifies as development support |  | | | |
| Please describe what contribution/s you will make or have made to the club in return for development support |  | | | |
| Bank details for deposit of funds for successful applicants: | Bank Name:  BSB: Account Name:  BSB: Account #: | | | |
| Signed by member, parent or guardian |  | | Date | |

If a member is unable to compete in the event/s listed above they must inform the club as soon as is practical.

Funds not used for the purpose as described above must be returned to the club.

**To be completed by CARR Officer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date application received |  | CARR Response to application | Approved | Not Approved |
| Amount of funding agreed to be provided | | $ | Date funds to be provided |  |