



Information & Resources for BMX Clubs

Version 10 17 A

Resources based on information
from Sport New Zealand



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CLUB KIT

Introduction

Building & maintaining good clubs is key for our sport to survive, grow & deliver world class athletes. BMX New Zealand role is to provide support to clubs to deliver the sport of BMX racing to its members & their local communities.

Who is this document for?

Anyone managing BMX as a sport, including club and regional bodies, plus anyone keen to get involved in the sport & work toward getting kids on BMX bikes & race tracks in New Zealand

What is in this document?

All content that is involved in running a club & managing our sport. A lot of the information here is based off Sport New Zealand ideals, so is in line with the documented goals of the government lead body of sport in New Zealand.

Need more information or want to talk to someone?

If you need some questions answered or need to talk to someone about BMX, please contact the following people;

BMXNZ Executive officer

Dion Earnest

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0212707199

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Committees, Roles & Meetings

Committees and your club's management team

Generally, the committee is a small group of people formed with the intention of leading and making decisions to move the club forward in the best possible direction or taking action on tasks and issues.

A club's main committee will be the management team. Your club may also have a number of different sub-committees who are in charge of specific events like fundraisers or events, health and safety, track maintenance etc. A sub-committee is usually answerable to the overall management of the organisation.

Committee members have set roles and jobs to complete. The main roles of people on your committee could be:

- president/chairperson
- secretary
- treasurer
- track manager
- health and safety officer

Job descriptions for these roles should be simple and straightforward. Tailor them to meet your club's needs and make sure they are encouraging – not daunting. Here's a basic guide to what they should include:

- the benefits for the volunteers such as companionship, giving back, new skills & the enjoyment of sharing knowledge
- a title that's clear and simple and identifies the role
- the importance of the role to the organisation
- primary objective – try to make them specific and achievable
- skills or qualifications required – those that are needed for the role
- police check/references if required
- for and to whom the role is responsible and other relationships
- limits and extent of authority
- time commitment required (hours and length of commitment)
- flexibility to encourage the volunteers' initiative and creativity
- what resources and support will be available – training, equipment, supervision (internal and external)

The more details, the better chance there is of recruiting someone suitable. Think about whether you'd want to apply. Are the expectations realistic? Keep it simple and preferably on one page, accompanied by basic information about your club.

Committees can be a lot of fun and are a great way of ensuring everyone is involved and able to make a contribution to your club. Don't forget that committee meetings can also be good social events! Remember to allow some social time, separate from the main meeting agenda.

Following are some base model job descriptions. You can use these & modify them as you need for your club;

President/Chairperson

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/clubkit/President-or-Chairperson-Job-Description.doc>

Secretary

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/clubkit/Club-Secretary-Job-Description.doc>

Treasurer

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/clubkit/Treasurer-Job-Description.doc>

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How to run a committee meeting

Along with deciding on your club's structure and putting together your management team (previous page), you'll need to create a plan for the type of meetings your club needs and decide on who will run these.

Within a club there are several different types of meeting that may be required. Some are informal, others are more formal such as an annual general meeting (AGM). General committee meetings should be held consistently & bi-monthly during the season is a good start. Other sub committee meeting can be held as needed for project or tasks.

The AGM is held annually, usually when financial reporting is needed & the new season committee is voted in. This is at the end of the BMX season & roughly two months prior to the BMXNZ AGM.

A good meeting will ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these.

Any meeting will need someone to be in charge or 'chair' it and another person to write down the minutes (the written record of a meeting). The minutes often give an overview of the structure of the meeting, starting with a list of those present, a list of the various issues discussed, and any responses/decisions that are made.

Informal meetings should still be managed, but they also encourage members to relax and join in. You might hold an informal meeting to:

- discuss new ideas
- solve problems
- gather opinions
- Plan events or track maintenance
- brainstorm ideas for development, process or fundraising .

Tips to running a good meeting

- Establish the purpose with a Meeting Agenda and desired outcomes of the meeting. Distribute an agenda (list of points to discuss usually distributed before the actual meeting) prior to the meeting if necessary
- Ensure everyone listens to each other carefully.
- Ensure only one person speaks at a time.
- Encourage everyone to be objective and keep discussion focused on the topic.
- Examine each option individually and objectively and reaching a conclusion for that option.
- Record all decisions & action points in the meeting minutes

Committee meetings usually begin with reporting about club. This means your club's, activities and finances are reported on at the meeting. Then any Agenda subjects can be discussed & decided on .

Meetings based around an agenda are easier to control, lack of prep can lead to long & disorganised decision making. The club's secretary usually prepares the agenda then your club's chairperson/president will run the meeting and make sure that it runs to the agenda .

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Here's an example of a straightforward agenda for an committee:

1. Opening by the chairperson – this starts the meeting off.
2. Apologies – from people who can't get to the meeting.
3. Confirmation of minutes of the previous AGM – a summary of what was discussed.
4. Correspondence – important letters, email and faxes to and from your club.
5. Chairperson's report – usually an overview of the activities and aims of the club.
6. Treasurer's report – usually an overview of the financial activities and the club's current finances.
7. General business on the agenda – anything that hasn't been covered by the chairperson or treasurer.
8. Additional Agenda Items - Items added to the meeting once it is started, discussed after the set agenda items are complete.
9. Confirming the date of the next meeting.
10. Close of meeting

Additional note for running a committee meeting

- Committee's probably needs to be an odd number for voting purposes and if tied then President has final authority on the motion or may have two votes, a casting vote and a deciding vote. But again this depends on the clubs constitution.
- Clubs really need to check and review their constitutions regularly and if on a committee know the constitution well. Constitutions are documents with rules & processes to protect the club, so these must be understood by the committee so it can be used effectively.
- Motions put to a meeting need to be put forward, they need a seconder before then going to a vote by the committee. Its either passed or not passed. Committee members can abstain from a vote but if they do this frequently then the chair or club president would have to question why they are on the committee. The committee process is about discussing opinions & making informed view or decisions for the good of the club.
- It is really important that all motions are minuted and documented so it creates trace ability for funders, charitable trusts and the charitable trust society should the club be audited or reviewed at some future point.
- Only the total vote for and against should be recorded not who voted for what.

CLUB KIT

Volunteers

Advice and tools to attract good volunteers and keep them.

Overview

People are at the heart of this section because clubs are all about people. The values that motivate people to volunteer in sport and recreation are things like generosity, love of sport, social connections and appreciation. When you're looking for volunteers for your club, it's crucial to make people feel welcome and to find out about the things that motivate them.

If your club is going to be successful in keeping volunteers, you need to maintain and build a good connection with them. It's important to identify the different types of jobs you have available and match your volunteers to these roles. This will make for happy volunteers, which can only be good for your club.

Process

A basic process for signing up and retaining volunteers is:

Find your club a volunteer coordinator. This could be someone on the committee. But it should be someone familiar with your club and its systems and requirements. Their task is to ensure your club is volunteer-friendly. They can do this by developing a volunteer management plan, which will ensure your club (as well as the volunteers themselves) can make the most out of the time spent at the club. For more information on this see 'Managing volunteers' on the link here; <http://www.sportnz.org.nz/managing-sport/search-for-a-resource/guides/volunteers-managing>

- **Ask people to volunteer.** It might sound too simple, but studies have shown that simply asking people to volunteer is a very effective way of recruiting people. People love to be asked for help and are flattered when you do so.
- **Follow-up on expressions of interest immediately.** The sooner you can define what their needs are & how they can fit in with the club, the more likely it is that they will continue through the process of becoming a volunteer.
- **Selecting the right volunteers for the job.** Some volunteer roles like coaches or team managers need police checks, these are necessary under the sports child protection act. As the sport is mostly children, clubs need to make sure they are doing the best for all their members.
- **Provide orientation and training.** If you have the volunteer coordinator (or someone else as appropriate) it is always best to provide an orientation so they feel like they belong as quickly as possible. Provide task-specific training as appropriate.
- **Find out what your club can do for the volunteer.** It may be things like friendship, recognition, skills improvement, training or other motivating reasons. Where possible, try to accommodate these reasons for volunteering. If they feel they are getting something back from their experience, they are more likely to stay on volunteering.
- **Provide support.** Providing ongoing supervision and support through mentoring or regular debriefs (formal or informal) will give the volunteer feedback so that they know they are doing a good job.
- **Respond to issues and improve performance.** Ensure volunteers know where to get any help they feel they may need. If the club can make the volunteers life easy, they will keep helping out!

CLUB KIT

Volunteers

Additional info on screening volunteers & police checks

Screening ensures you have the right people for the job. This section deals with how you can screen your potential volunteers and make sure that the people who volunteer with your club are the best possible fit.

Why screen?

Your club has a responsibility to meet a duty of care to its members, particularly young and/or vulnerable people. This means making every practical effort to ensure the safety of the club and its community.

Depending on what sort of responsibilities a volunteer will undertake, self-vetting and police checks are all common ways to screen volunteers. The types of screening you use should fit with the volunteer's role. If someone is not going to be in a position where they can abuse responsibility, it may not be necessary to screen them. For example, someone volunteering to fix a fence during the off-season probably won't need a police check.

Screening doesn't guarantee unsuitable volunteers will be screened out. But we need to our best for your membership.

Self-vetting means volunteers may screen themselves out

Screening is a two-way process. There are ways for potential volunteers to screen themselves out if they think they are not right for the job, or the job is not right for them. For example, if people are made aware that a police check is part of the process before they begin, and they know that they have a criminal record, they can choose not to apply. This is self-vetting.

Police checks

CNZ & BMXNZ does have a policy on police checks. The Police vetting process should be through BMXNZ so there is a measure of traceability and accountability. If there is an issue with someone's police vetting then the correct process needs to be gone through.

If you decide that police checking is something you need to do then please contact the following person to assist in the process:

BMXNZ Executive officer
Dion Earnest
dion@bmxnz.co.nz
0212707199

To do a police check volunteers must fill out a consent form in which they agree to disclose their information. Your club must respect the confidentiality of potential volunteers.

CLUB KIT

Volunteers

Recognition and saying thank you

People volunteering want to feel appreciated and have their efforts recognised. They also like to be thanked and are more likely to keep up the good work if their work is acknowledged. Rewarding people can be done in a couple of different ways.

One style is the "thank you" and "goodies" type rewards. Examples of these include: prizes, access to events, discounts or vouchers, a trophy or a function/party. These are more explicit types of rewards & set a expectation of return for effort given. Care should be taken when using this process.

The other types of reward are less obvious and are known as implicit rewards. They can be built into the volunteer roles though support and training, valuing their experience and consulting with volunteers. Support and training is a great way of saying "You are on the radar and your work counts".

However your club chooses to reward volunteers, it sometimes helps to ask them about what they are most comfortable with.

Responding to issues and performance enhancement

It's not enough to simply recruit a volunteer and welcome them, then leave them to their own devices for the duration of their role. As part of your ongoing support of your club's volunteers, you should address any issues that arise and provide encouragement and support to enable them to do their job better.

Responding to issues

If problems arise, deal with them as soon as possible, so they stay small problems and don't turn into larger ones.

- It's usually best to get someone who is not directly involved to help solve a problem.
- An open and supportive approach is important. Begin by getting everyone to agree to solve the problem.
- Bring the key people involved 'to the table' at a time, place and space that is most comfortable for all.

Agree on a plan going forward, in which everyone agrees to maintain the basics of cooperation and politeness while trying to solve the issues.

Tips on improving volunteer performance

To help them get better at what they are doing, your club committee needs to talk with its volunteers. This is likely to involve discussing how well they are doing in their role. Some key things to remember when you are working with volunteers are:

- they are not paid employees - volunteers are in it for passion and fun and they give their time up for free
- improving performance is a two-way street - look at improving the way the club supports and manages its volunteers
- if you are giving feedback on an individual's performance you should include both positive appraisal and constructive critique - it should never be just criticism alone

Working together as a club where you are all volunteers is key to success. The committee's role in giving feedback to volunteers can happen in formal or informal sessions - but remember you are all there for the same goal, kids riding bikes!

CLUB KIT

Running a Club Night

Advice and tools to run a successful Club night.

Club nights can be run in any way that the club sees fit to cater for its members. Some clubs run an open gate night, others have training, then some organise racing. There is no right or wrong format here. What is best though is to find something that will build the club environment so that it will be something that will entice riders to join the club & then enough to hold them into the club.

BMX is about racing, so there is the logic that you should race on Club nights, then this builds the environment of racing for club riders. This is key to building new rider up in your local area to be racers. So once they become fully able to race & what to expand beyond the club they can then buy a Challenge Licence & start racing at other clubs & weekend BMXNZ Calendar meetings.

If there is no racing put on at club level, then clubbies don't get the experience of racing, prior to riding out & the shock of getting beaten by experience riders can most of the time be disheartening to the point of deciding not to ride further. So the club race environment is KEY to the sport.

Set the Club night

Work in conjunction with other local clubs if there are any to set a week night to have club racing. Set the start time & make sure you meet this every time. Consistency of running of the club night makes it easy for clubbies to know they then to be there & can plan to attend.

Sort the groups for racing

BMXNZ have all the rules for racing in the Rule & Regulations of the Sport document. Club racing can follow these rules or if you have a smaller club with fewer riders there is a Hotshot race system that allows riders to ride against riders of their own speed & ability. Again the club need to find a system the suits the club. The only critical requirements are to keep within the health & safety regulations of the sport.

Race for a purpose

While the race is the to Finishline, if there is no real goal, club nights can become less meaningful. Some clubs have a club series or run all club night for points so that at the end of the club season point are totalled & a class or club winner is crowned. This again creates a club environment where there is reason to come & race. It can be as simple as an excel sheet with finish results or you can use the BEM system to run a series. Use what suits the club.

Club environment

Apart from racing the club night is about socialising & enjoying riding your bike.

A BBQ is almost a given on most club nights, it is income for the club & the members can have dinner while racing & then head home for the evening after racing. Include the parents where possible & add fun races or include them in the volunteering of staging or marshalling. Paring up volunteers is always better to remove the drag of being lonely on a corner with a flag & people can enjoy the night.

Club is King

This caption is the ideal of making the club environment the best it can be. This covers everything, the facility, the environment, the people the training & racing. To some riders the club nights are their world & that is why they come to BMX. There is not an absolute need for riders to race out if the club environment is great. Riding club can have good racing, it is cheap & efficient for families & great for people with limited funds. So Clubs that build the complete BMX world at club level will gain & keep members more so that Clubs that don't offer the BMX experience unless they travel & race out.

CLUB KIT

Health & Safety

Ensuring that your club provides a safe and enjoyable environment for its members is straightforward. You just need a clear and common sense approach.

What is health and safety?

Health and safety is about the hazards that exist in your usual club environment. Are there emergency exits? Are there enough toilets and hand-washing facilities? Do you have a first aid kit and people trained in its use? What will you do in the event of an accident or civil defence emergency? Do you have contact numbers for your members' next-of-kin to ensure they can be contacted in the case of an illness or injury?

However big or small, the club should have plans in place to deal with health and safety issues. How extensive these plans are will vary, depending on the size and structure of your club. But even if the club is small, it's still important that these issues are considered.

The club's legal requirements are to provide and manage their own Health & Safety Plan. The following guidelines are a step to ensure everyone remains healthy and safe while participating in club activities.

Developing a policy

Essentially, the club must comply with the Health and Safety at Work Act 2015. The Act aims to prevent harm to all people at work and to others who are in, or in the vicinity of, workplaces. This means that employers and others (you and the club) must maintain safe working environments and implement sound health and safety practices.

The club does not employ anyone, but depends on a group of volunteers, it is still important that reasonable steps are taken to ensure the health and safety of members, participants and volunteers.

An important way of ensuring your club is working inline with the Act is to work in with the BMXNZ H&S Plans. Appoint a health and safety coordinator to develop the generic sport Risk Management Plans (RMPs) for club use and ensure this is upheld. This includes hazard management, accident reporting, safety checklists, emergency procedures and accident reporting. The generic RMPs are available online at www.bmxnz.co.nz under the Health & Safety tab.

Appointing a coordinator

Your club should ensure that someone on the committee is given the role of health and safety coordinator. This does not have to be a separate position, but can be if preferred. It's the health and safety coordinator's role to ensure the club's health and safety policies are followed. This includes hazard management, accident reporting, safety checklists and emergency procedures. Following is a link to a sample job description for a health and safety coordinator. Have a look on www.bmxnz.co.nz in the Health & Safety section for a H&S Coordinator job description.

Training courses

There are lots of first aid and safety courses available. Red Cross New Zealand or St John New Zealand both offer a variety of health and safety training courses around the country. There are also BMX Specific training courses available to help you apply the health and safety in the BMX environment. Contact BMXNZ or CNZ to find suitable courses near you.

CLUB KIT

Codes of Conduct & Child Protection Policy

Develop codes of conduct

Codes of conduct outline an agreed standard of behaviour for everyone including administrators, coaches, officials, riders and parents. For help creating your own codes of conduct, contact BMXNZ or your regional sports trust (RST) about specific codes that you may be able to adopt. To view the BMX New Zealand Codes sampled below use the following links;

Rider/Member - <https://www.cyclingnewzealand.nz/media/945/945.pdf>

Parent/Guardian - <https://www.cyclingnewzealand.nz/media/944/944.pdf>

BMX RIDER / MEMBER

CODE OF CONDUCT

The Purpose of the Code of Conduct is to highlight the required behaviour which BMX New Zealand (BMXNZ) wishes to promote and encourage. All member riders of any affiliated clubs are responsible to these requirements upon accepting a BMXNZ Race Licence.

KEY PRINCIPLES

BMXNZ wishes to operate in an environment:

- That is smoke, alcohol & drug free
- that is free from harassment
- where people show respect for others and their property
- that is non-discriminatory.

Members who display an unwillingness to meet the Code of Conduct will be subject to disciplinary action, suspension or membership exclusion from the sport's events, facility and gatherings.

AS A MEMBER OF A BMXNZ AFFILIATED CLUB

I WILL:

- Practice good sportsmanship and conduct myself in a professional manner at all cycling and non cycling events where I am representing my club.
- Operate within the rules, policies, procedures and guidelines of the club both on and off the bike.
- Wear appropriate safety gear, including a safety approved helmet, at all times and present my bicycle in a safe racing condition.
- Obey all traffic regulations as enforced by local and national authorities while on individual or group training rides or as instructed during club events/races.
- Respect official's decisions. If I disagree with a decision I will take the necessary measures to inform the appropriate person.
- Display modesty in victory and graciousness in defeat.
- Participate for my own enjoyment and benefit, not just to please parents and coaches.
- Thank the coaches, officials and other volunteers who give their personal time to conduct the club/event.
- Respect the rights, dignity and worth of all people involved in the club/event, regardless of their gender, ability or cultural background.
- Treat people's property with respect and due consideration of its value.
- Comply with anti-doping policies as outlined under Drug Free New Zealand's anti-doping policy.

I WILL NOT:

- Partake in alcohol/smoke/drugs or act in a way that becomes a public nuisance, or creates a disturbance, while in the confines of a club facility or gathering during a BMX event.
- Verbally or physically abuse, use foul language or obscene gestures towards another rider, official or any other person involved in the club/event. This includes on all forms of social media.

PARENT / GUARDIAN

CODE OF CONDUCT

The Purpose of the Code of Conduct is to highlight the required behaviour of which BMX New Zealand (BMXNZ) wishes to promote and encourage. All parents & guardians of all BMXNZ affiliated clubs are responsible to these requirements upon accepting a BMXNZ Race Licence for your rider/member.

KEY PRINCIPLES

BMXNZ wishes to operate in an environment:

- that is smoke, alcohol & drug free
- that is free from harassment
- where people show respect for others and their property
- that is non-discriminatory.

Parents or Guardians who display an unwillingness to meet the Code of Conduct will be subject to disciplinary action or exclusion from the sport's events & gatherings.

AS A PARENT/GUARDIAN OF A BMXNZ AFFILIATED CLUB MEMBER

I WILL:

- Encourage my child to compete within the rules and respect officials and coaches decisions.
- Teach and encourage my child to respect the efforts of their competitors.
- Remember that children learn by example, so I will applaud good performances, display control, respect and courtesy to all riders, officials and people involved in the club/event.
- Check my child has the appropriate safety gear, including a safety approved helmet, at all times and make sure their bicycle is presented in a safe racing condition.
- Give positive comments that motivate and encourage continued effort.
- Thank the coaches, officials and other volunteers who give their time to conduct the club/ event.
- Help when asked by an official, coach or other club volunteer.
- Respect the rights, dignity and worth of all people involved in the club/event, regardless of their gender, ability or cultural background.
- Treat people's property with respect and due consideration of its value.

I WILL NOT:

- Put undue pressure my child in anyway.
- Partake in alcohol/smoke/drugs or act in a way that becomes a public nuisance, or creates a public disturbance, while in the confines of a BMX facility or gathering during a BMX event.
- Verbally or physically abuse, use foul language or obscene gestures towards another rider, official or any other person involved in the club/event. This includes on all forms of social media.
- Criticise or ridicule my child's or another's performance in front of others. This includes on all forms of social media.

Child Protection Policy

The sport of cycling is governed by Cycling New Zealand & BMX is supported by many of the process they have created for Cycling in General. The Sport of BMX is inherently a kids sport & so BMX Clubs should have a committee member aware of the Sports Child Protection Policy. To view the this document please use the following link;

<https://www.cyclingnewzealand.nz/media/850/850.pdf>

CLUB KIT

Grants & Sponsorship

Information for clubs about fundraising, sponsorship and grants

Many sport and recreation clubs operate with limited finances and need to raise additional funds through fundraising, sponsorship or grants. There is often money available through local businesses, charities, sport and recreation governing bodies and government agencies, but clubs and other groups also compete for it.

What are grants?

Grants are funds received from statutory, voluntary or philanthropic agencies established with the primary purpose of giving grants. They give grants to meet their own objectives and strategies, such as government policy, community development, or supporting the local community.

Grants are not the same as sponsorship or fundraising as there are usually strict criteria that an organisation must meet to qualify for one. It is therefore important to complete any application forms correctly with as much detail as has been requested. To be successful, applications should be well prepared and clearly written. Grant applications must demonstrate that the project is feasible and meets the appropriate policy goals or priorities of the particular grant agency. Although specific criteria may vary with each grant scheme, most grant applications require similar information:

Clubs that are successful in attracting grants usually:

- prepare a yearly calendar of closing dates for all funding sources
- request application forms well before the closing date
- prepare the application in advance
- pay careful attention to the details required and the presentation of the application
- clearly outline the goals and objectives of the project
- describe why the project is needed and support this with facts and figures
- detail the methods used to conduct the project
- indicate the expected outcomes of the project
- consult advisory officers
- submit applications before the closing date.

Sourcing grants

The most common grant agencies include the government, charitable trusts, foundations and businesses:

- **Government.** Local and regional councils are most likely to be able to help you at club level. Contact your local regional sports trust (RST) or council to see what they have available.
- **Charitable trusts and foundations.** Most charitable trusts and foundations provide financial assistance to clubs that can offer the a tax deduction. They will help disadvantaged groups, such as sporting organisations for people with a disability. Checking a directory can determine whether there is a match between the interests of your club and the funding agency. Several grants directories are available in New Zealand.
- **Corporate/businesses.** Some corporations like [AMP](#) and [Telecom](#) have established foundations that provide grants for particular causes. These foundations cannot be used to promote the business interests of the corporation, nor can they seek sponsorship benefits like signage and naming rights.

CLUB KIT

Grants & Sponsorship

What is sponsorship?

Sponsorship is when businesses and companies provide funds, resources or services to a club in return for rights and/or associations with the club. These rights or associations help the business commercially. This may take the form of a logo on a football, signs at an oval, or free advertising in a newsletter.

Sponsorship links a club with a sponsor in a mutually beneficial relationship and it is not just about money. A good sponsor can add considerable value by, for example, becoming the club's primary promoter. In the longer term, this may be of more value than the sponsorship income initially received.

It can be useful to think of sponsorship in this way: "Don't ask what your sponsor can do for you, ask what you can do for your sponsor". Remember that donations are different to sponsorships. Businesses or individuals do not expect any commercial advantage in return for their donation.

Types of sponsorship

Marketing sponsorship promotes products and services to very specific target markets or niche markets. Corporate sponsorship is the provision of cash or in-kind services for an independent activity not directly related to the company's normal business. Often companies sponsor in this manner to develop a positive public perception, to communicate to a defined target market, or to build or maintain a desired image. Philanthropic sponsorship is a donation or a gift from a sponsor who wants little or no return.

Who to approach

- **Club members, family and friends.** Start locally with your members, friends and relatives. If people know the club and understand what you do, then they are more likely to listen and give the support required. There may be someone in the club who has a small business and is willing to offer sponsorship.
- **Local businesses and suppliers.** Check with suppliers of sports clothing, food and equipment. Research local businesses and target those who could benefit from a partnership with your club.
- **Larger organisations.** They may have more resources, but bear in mind they may not have the interest or commitment the club needs. Your club may be too small to attract enough value for their sponsorship. Unless you have a contact, it may be more difficult to approach them as they are often inundated with requests for sponsorship.

Preparation

Before embarking on a sponsorship drive, the club should identify:

- the type of support, for example, cash or in-kind services
- the types of businesses that could provide appropriate support
- the benefits offered to sponsors
- if members of the club have links with any potential sponsors.

CLUB KIT

Grants & Sponsorship

Sponsorship proposals

At some stage in the club's life a sponsorship proposal with need to be prepared. The proposal is an offer to do business. It is extremely important that it is a well-presented and concise business document that contains enough information for a company to understand what they are being offered. Be aware that you are not the only club out there looking for sponsors so make sure your sponsorship proposal stands out from the rest.

Tailor the proposal to the individual needs of the company being approached. Do your homework. Find out as much as you can about the business you are approaching, for example, its desired image, products and services, its corporate objectives.

Writing proposals, contacting companies and making your approach can be time-consuming. It is important to decide how much tailoring of the proposal will take place to meet the specific requirements of potential sponsors. Be aware how much time is required per proposal.

Below are examples of typical contents for sponsorship proposals:

- **A cover letter.** Address the proposal to the most appropriate person in the sponsor's organisation.
- **Overview.** Provide an outline of the project and/or the club. What are you asking sponsorship for? What and where does it happen? Relevant statistical information in sponsorship proposals can help the assessor get a picture of the club or event and identify cost benefits. Market demographics define your membership, public and audience. Identify niche markets the club can deliver to, as this makes it easy for a product or company to be matched to a particular audience.
- **Objectives.** Outline the objectives of the project and/or the club.
- **The investment.** Outline the funding amount or in-kind support being sought. What is it going to cost the sponsor and for how long, that is, what is the period of the agreement?
- **Sponsorship benefits.** This is a critical component. Look to include benefits such as naming rights, promotion strategies, signage, media, brand awareness opportunities, articles in newsletters or websites etc. For 99% of companies, media exposure is an important part of sponsorship. Wherever possible outline how you can get radio, TV and newspaper coverage, as well as community access in the sponsorship proposal.
- **Target market.** Outline who the project is aimed at or provide a membership profile. Identify how it matches the target market of the proposed sponsor or how it could benefit them. A successful outcome is more likely if you tailor the proposal to a specific sponsor.
- **Exclusivity.** Detail other sponsors and/or supporters of the project or the club. Make sure sponsors are not in competition with each other.
- **Servicing the sponsor's needs.** Outline how you will cater to their needs. Identify a designated employee or volunteer to be the contact for the sponsor.
- **Evaluation strategy.** Outline how you plan to evaluate and measure the success of the agreement.
- **Conclusion.** Summarise the proposal, identify a follow-up procedure, and supply contact details.

CLUB KIT

Planning for the Club

Planning is the key to the long-term success of a club. Whether at a national or local level, your club needs to make long-term plans to progress and grow.

What does planning do?

- It looks at where your club has come from and where it is now, where it wants to go, and how it is going to get there.
- It identifies the main objectives of your club.
- It encourages members to get involved in the development of the club.
- It adjusts to take into account changes that have an impact on your club.
- It ensures that resources (human, physical and financial) are used properly.
- It evaluates your organisation, and brings order to the hectic business of running a sporting organisation.

What are strategic plans and operational plans?

A strategic plan is a document that contains the long-term (two to four year) objectives of the club. It lays out the overall mission and direction of the club and how objectives will be achieved. It also takes into account the strengths and weaknesses, as well as the external opportunities and threats, and outlines some strategies to address these. In general, a strategic plan incorporates the following items:

- vision and/or mission statement
- core business areas of your organisation
- goals/objectives related to these business areas
- strategies and/or tasks to achieve the goals/objectives
- timelines for the completion of the strategies/tasks
- resource implications, that is, what will it cost in people and financial terms?
- performance indicators, that is, how will you know when the strategy/task is completed?
- priorities for action - what should be undertaken in years one, two and three etc?

All the tasks to be completed in the short term (within the next 12 months) are separated out of the strategic plan and placed into another document called an operational plan. The operational plan will guide your members or volunteers in their work during this period.

Preparing a strategic plan

There is no right or wrong way to prepare a strategic plan and they can vary from a few pages to a complex document with images, charts and diagrams. It should reflect the size and scope of your club. If you are new to preparing a strategic plan, we suggest that you keep it simple. The plan can grow and evolve over time as the club grows. There are some basics elements, however, that must be considered:

- Does the plan provide a clear basis for the direction of the club?
- If a new member picked it up, could they easily use it to find out where the club is going in the next few years?
- Does the plan provide detail on how the objectives are going to be achieved, that is, does it prioritise the strategies and tasks, and include resource allocation and target setting?
- If the national sports organisation or recreational sports organisation for the club has a strategic plan, does it refer to and reflect the priorities of the national plan or is it a separate document with no reference to the national plan?
- Has your planning involved input from members?

CLUB KIT

Marketing & Media

Marketing is the ability to tell people about what makes BMX & club unique and appealing to the community.

Who does marketing?

Everyone in the club should be involved in informal marketing whenever they can. Encourage your members to tell their friends and family about what the club can offer.

For formal marketing, it's useful to appoint a marketing and promotions officer, or a small team to oversee the development and implementation of the club's marketing strategies. It helps you find out more about potential members needs, how you can develop new and existing services to keep up with their needs, and how to let them know about this.

A marketing plan should not be complicated or difficult to develop. It is important to be realistic about the club's marketing objectives as some marketing strategies can be costly to implement and may not have the desired effect.

There are many ways to develop a marketing plan, but before you start it may be useful to raise it with members at a club meeting. Discuss what sets your club apart from other clubs, what it offers that other clubs don't, and what the benefits of joining your club are.

A simple plan for a small club would contain some basic elements including:

- **Objectives.** These should be specific, measurable and achievable eg. recruiting twenty new junior members by the start of a particular competition.
- **Situation analysis.** What's the club current situation? It could be helpful to do a SWOT analysis to establish your clubs strengths, weaknesses, opportunities, and threats.
- **Strategies.** These are the tools and activities to address the club's particular situation e.g. not enough members. These tools and activities must be targeted at specific markets. Target marketing is the practice of designing and directing services at specific individuals or groups of customers. Try to think about the most effective way of communicating with your target market – what do they like, what do they read, where do they go, how can you attract their attention.
- **Budget.** Develop a realistic marketing budget within the club's capabilities. Focus on low-cost or no-cost strategies to begin with.
- **Evaluation.** Make sure you have a chance to evaluate the strategies. Have they met your objectives? Some activities such as a membership drive are easy to evaluate. But it won't be possible to evaluate others until after the event.

Collect copies of press clippings or media coverage, records of attendances at functions or competitions, and any feedback the club receives - positive or negative.

Marketing, communication and promotional techniques

There are lots of techniques that your club can use to market and promote itself.

1. Use the club logo on letterhead, signage, and other promotional material.
2. Websites are a simple and effective way to communicate to your members, supporters and the local community. Ask around. Club member may have the skills to design and write the club's website. Basic websites should include: what your club offers, a calendar of events and meetings, membership information and your club's contact details
3. Link your website to related sites. Ask your local council, schools, and recreation centres to provide a link to your site. If you have the resources, consider discussion forums and other functions on the site. Assign someone to update pages and add new information.

Continued on next page

CLUB KIT

Marketing & Media

4. Social Media sites. These are invaluable at this point for promoting & informing people about your club. Creating home sites in Facebook & then updating media in Instagram & Twitter can be very successful if managed well. If not managed it is something that would be lost & then site online with incorrect information to confuse people.
5. Newsletters provide information to members about club events, activities, and news. Ask around members – you may have a club member with the skills to design and write your club's newsletter. Bear in mind it is less expensive to email your newsletter to members rather than printing it. Don't forget to publish it on your website too.
6. Signage with club name and logo should be used at registration days, presentation days, competitions, and promotional events.
7. Flyers and brochures that outline the club's services or competitions, membership fees, and contact information. Use your local community notice boards, library, recreation centres, primary schools, or letter box drop to distribute these.
8. T-shirts and uniforms can enhance a club's image while promoting a club at events and activities. Caps, socks and T-shirts can be sold to raise funds and promote the club at the same time.
9. Advertising is paid information that appears in different forms of media eg. newspapers, radio, and television. You control what's included in the advertisement. However, it is costly so it's wise to consider cheaper forms of marketing first. If you want to advertise then choose the most appropriate advertising method for your target market or audience.

Using the media to promote your club

Promoting the club this way can be as simple as ringing your local newspaper with an interesting story or information on an event. Find out what they're interested in covering and how you can give them the information. Check their deadlines and requirements. Developing a good relationship with your local media can be useful for raising the club's public profile. Once this relationship is established, future contact will be a lot easier.

The media is more likely to publish or broadcast stories that will appeal to their audiences. Work out ways to make your information more interesting and find angles to attract attention. This is more likely to get your club in the news.

If you have an event or an interesting story to tell, contact the following people.

- **Local or community newspapers.** Your local paper is most likely to be interested in covering your event but sometimes they don't have the staff to do it. So if the paper cannot send someone to cover the club's event it may be happy for you to send them a story. Media releases are the standard way to provide information to the media. See the sample media release below – they are not difficult to write. Take some photos and offer to send those too.
- **Radio.** Make contact with your regional radio station to let them know who you are, what the club is doing, and the types of events coming up. Your local radio may have a regular community events notice that can include your club's events.

CLUB KIT

Communication within the Club

Each club is different and will have efficient ways of communicating with their members. The responsibility for communication may be shared by everyone in the club or one person may be dedicated to it. The important thing is that communication is kept up. A few simple systems will ensure everything runs smoothly.

Correspondence

All sorts of information will arrive in the mailbox and email inbox of a club. Someone will need to sift through this information and distribute it to the relevant people in the most effective manner.

Official circulars/bulletins

Clubs may receive regular e-mails or bulletins from BMXNZ. Someone in the club needs to ensure that officials and members are made aware of the relevant news, deadlines, opportunities etc.

Records and databases

Ideally the club database should be organised to allow for specific targeted communication:

- committee
- Sub committees (events or track or training)
- all members
- Members Parents
- Race teams
- external contacts
- sponsors and VIPs.

The database should be compatible with the club's email system to allow for targeted emails.

Some clubs assign their secretary to manage their membership database. There are many options to do this, some a simple spreadsheet to online club management systems offered by volunteers within the BMX sport.

How is everything communicated?

1. Newsletters are the most common and direct way of communicating with members, especially if it is via email. Newsletters should be clear and easy to read. A good newsletter needs to get all relevant information to the right people in a timely and accessible fashion.
2. General emails make communication between clubs and their member incredibly easy. But be thoughtful about what you are sending out to your members. It is more effective to send out a single notice with five or six key points than five or six separate emails especially if this follows a committee meeting. When sending out mass emails list all the email addresses in the "bcc" box not the "to" box or the "cc" box. This prevents everyone on the list seeing every email address and avoids privacy and spam problems.
3. Websites and the internet have become the single most powerful communication tool. They are cheap and effective ways to get information out to existing and prospective members alike. It is great if your club can maintain a vibrant, informative and up-to-date club website.

CLUB KIT

Sport Officials

The sport is run to the Rules & Regulations of the sport. The team which guide the sport using the rules are the National Officiating Panel (NOP) who set the stage from the top & the processes to implement the rules filter down through the events to the club level races. The same basic processes & rules that are or can be instigated at club level are used for National events.

General hierarchy of BMX officials

The following list shows how the officials arrange in level of experience & delivery of officiating in the sport.

National Officiating Director
National Chief Commissaire

National Officiating Panel

National Commissaires
Regional Commissaires
Local commissaires

Event Officials

These teams run the three major BMXNZ events & the members run the meeting at the regional & local level.

Chief Commissaire & Commissaire Team
Staging Head of Department & Staging volunteer officials
Starter HOD & Starting volunteer officials
Finishline HOD & Finish line volunteer officials

Admin Commissaire
Points Hut HOD & Points Hut volunteer officials

Race Director
Rider Advocate
PR Officials

These roles are applied in a non-formal way at club level to run racing. People who volunteer at this level can build up experience & attend some training to allow them to assist at higher levels of events, where they fall into the structure above. Volunteering as an official allows people to really give back to the sport & assist the sport to run well & deliver racing to the riders.

Officiating Training

BMXNZ & CNZ are in the process of formulating a training process to accredit official for local, regional & national levels. If club have keen people, please contact BMXNZ to help upskill & assist these people to assist the sport.

CLUB KIT

Sport Officials - Job Descriptions

The following descriptions of the Officials is taken from the BMXNZ Rule Book.

1.003 Race Director

The Race Director shall be responsible for the following: Establishing and maintaining a timetable of events.

Enlisting and organising of all commissaires, officials and administrative staff in numbers commensurate with the requirements of the event.

Arranging for the equipment necessary to conduct a race, acquiring, displaying and presenting trophies and other awards. The period of responsibility for any meeting shall be from the close of entries until the completion of prize giving.

For most NZ meetings the Chief Commissaire will also carry out the duties of the Race Director.

1.004 Race Commissaires

The race commissaires shall be responsible for assuring the observance of all rules governing any event. All race commissaires should be made known to, or should wear some form of distinctive clothing so that they may be readily identified by, competitors and club team managers.

One commissaire shall be designated as the Chief Commissaire and shall rule on all disputes and protests involving riders, commissaires, officials and club team managers. The Chief Commissaire may be assisted by one or more Assistant Chief Commissaires.

1.005 Chief Administration Commissaire

The Chief Administration Commissaire shall be responsible for the registration and classification of all riders at the event, the processing and posting of the moto sheets, and the processing of all results (both intermediate and final results). The Chief Administration Commissaire shall be assisted by a sufficient number of administrators.

1.006 Finish Line Commissaire

The Finish Line Commissaire shall be responsible for determining the accurate finishing order of the race, in accordance with the prescribed method of scoring used. The official finish results shall be transmitted to the administrator(s) for notation on the score sheets.

1.007 Officials

Inspectors or Scrutineers

Responsible for inspecting every rider's bicycle and safety equipment prior to practice to assure compliance with these rules.

Starter

Responsible for conducting the start of each race. The starter shall operate the starting gate, and perform such other actions as are necessary and appropriate to assure that each race has a safe and fair start.

The starter may recommend to the Chief Commissaire that a rider obstructing the starter from carrying out their duties be penalised. When a timing system is utilised, the starter must first confirm with the staging official any rider who fails to take their position at the start gate and then ensure that the operator of the timing system and equipment is ready before beginning the starting procedure of a race.

CLUB KIT

Sport Officials - Job Descriptions cont.

Race Officials (Marshals)

Responsible for monitoring the conduct of the riders on the track and for notifying other officials of conditions on the track, which may warrant their attention. The Chief Commissaire shall determine the number of race officials necessary for an event. Race officials shall be stationed along the track as positioned by the chief commissaire. Race officials shall make written notes of any rule infringements or incidents that they witness. These notes shall be made available to the Chief Commissaire upon request.

Administrators

Responsible for receiving and checking for conformance with entry regulations, all riders' entry forms and/or permit applications as well as establishing a list of entrants in each class of racing and sequentially ordering the classes.

Also, dividing the total number of entrants in each class into motos of not more than eight riders and for recording their names on the appropriate moto sheets.

Staging Officials

Responsible for directing riders into the proper staging lanes. They shall announce each race number, age group, and the full names of every rider in each race. A copy of the moto sheets shall be made available to the senior staging official.

Start Hill Officials (Staging)

Responsible for directing riders from the staging lanes to the starting gate during all rounds of racing. They shall position themselves at the rear of the starting hill and permit only those riders in the next scheduled moto to proceed up the hill to the gate. Start hill officials shall report to the Chief Commissaire, any rider whose safety equipment does not conform to regulations.

Points Hut Officials

Responsible for recording rider placings after each moto.

Head of points hut records any DNS or DNF calls from the starter or track commissaires. Coordinates with finish line and camera regarding any reviews on finishing position. Coordinates the flow of points posted for rider review. Adjusts placings in regard to any change found by camera review.

Finish Line Area Control Officials

Responsible for controlling the passage of riders and other persons into and out of the finish line area.

They shall be stationed at each point of access or exit to the finish area and prevent the entry of parents, team managers and spectators except where medical emergencies warrant their presence. Finish line area control officials shall also be responsible for maintaining order among the riders waiting at the finish positions following their races.

Appeals Commissaire

An Appeals Commissaire will be stationed at the Finishline area and is responsible as the liaison between Club Team Managers and the Officials.

Track Announcer

Responsible for making formal announcements concerning the competition and for informing riders, spectators, commissaires and officials of any changes to the race schedule.

CLUB KIT

Sport Officials - Job Descriptions cont.

Course Commentator

Provide a commentary of all races for the benefit of the spectators. The commentators shall not comment on any matter that is opposed to the interests of the UCI, BMXNZ or to the sport of BMX in general. Commentators shall not pre-judge the official results of any race, comment or offer judgement on possible rule infractions or offer any prejudicial commentary to riders on the track.

First Aid Officials

At least one first aid unit and an adequate number of first aid staff shall be in attendance during all practice and race sessions. First aid personnel must be stationed in the infield and a clear exit route for the ambulance leading to a public thoroughfare must be provided and maintained throughout the progress of the event.

Safety Marshals (Security)

The host organisation shall provide a sufficient number of marshals to ensure the safety of the riders and spectators.

Meeting Manager/Race Director

Responsible for the overall organisation and maintenance of the facilities and arrangements prior to handing over to BMXNZ or the race director on or before race day.

CLUB KIT

Facility & Track Maintenance

BMX is about racing & for that you need a track. But clubs need an environment that will attract members, so there need to be more than just a track, clubs need to aim to deliver a facility around the track to cater for the clubs members & event needs.

The track it self is built around the basic measurement regulations of BMXNZ, for it to be a approved standard to hold BMXNZ race meetings. What is contained within those measurement is up to the club & their builders.

The format & features of the track should be made to suit the club needs, so that they can develop their rider ability & skill.

Most tracks are made of a clay base which the shapes of the corners & features are created. Then multiple layers of lime are applied, to create the race surface. The larger & most used tracks then tar-seal the corners to minimise accidents & also minimise a huge amount of maintenance that lime corners demand.

The start ramp & gate are a key feature to any track. The start ramp again is regulated in the BMXNZ rules around the base measurements, height & width, but the construction of all other points can be up to the club. The ramp should be built to suit the club needs, remembering that you need to cater for the needs of all club members rather than the few.

The Gate is a very controlled feature, there is a international standard that all BMXNZ club should keep to. BMXNZ also have a requirement for all gates accessible to challenge class riders to be safety style gate. This requirement is part of the sports responsibility to the health & safety of its rider, mostly of whom are children under 15.

A UCI track guide is available here;

http://www.uci.ch/mm/Document/News/News/18/23/58/UCIBMXTrackGuide2017_English.pdf

Track Surface. There are many options for a track surface. With a dirt or clay base, the top surface material is there to make it weather proof & give some form of grip. The main used option is lime. This is applied in thin layers to produce a think coverage. Once set the lime layer forms a hard surface. The amount of oxide (hardner) that is added to the lime, can alter the 'hardness' of the layer. Generally clubs coat a track prior to the season to touch up the track for that season & then coat it again at the end, to protect it for the winter. Patching can be done to cover soft spots or to protect important sections, like the faces of jumps. The quality of lime does vary & finding other clubs that are happy with their supplier, could be a good starting point to sourcing quality lime.

Whole Facility. Clubs should aim to continue building on what is at hand, so that the BMX facility is to a quality that people like coming to & enjoy being at. The track is for riders, but generally the riders are taken their by parent or family that don't ride. Thought needs to go into these people too, who are important part of your club. Viewing options, seating, cover from the rain, paths to walk on in wet weather, all should be thought about & implemented over time & as priority allows.

Clubs should also think about rider flow, access & eventing, to make the facility to work well.

Security is another thought. Having an open & viewable facility, minimises hidden spots for people to use for non-bmx opportunities. It also allows users to feel safe and not hidden away.

Signage. This is a great way to pass on the recommended safety gear for track use. It also allow the club to advertise Club nights & membership. Other instruction around track use & etiquette is a good thing.



CLUB KIT

Coaching & Rider Training

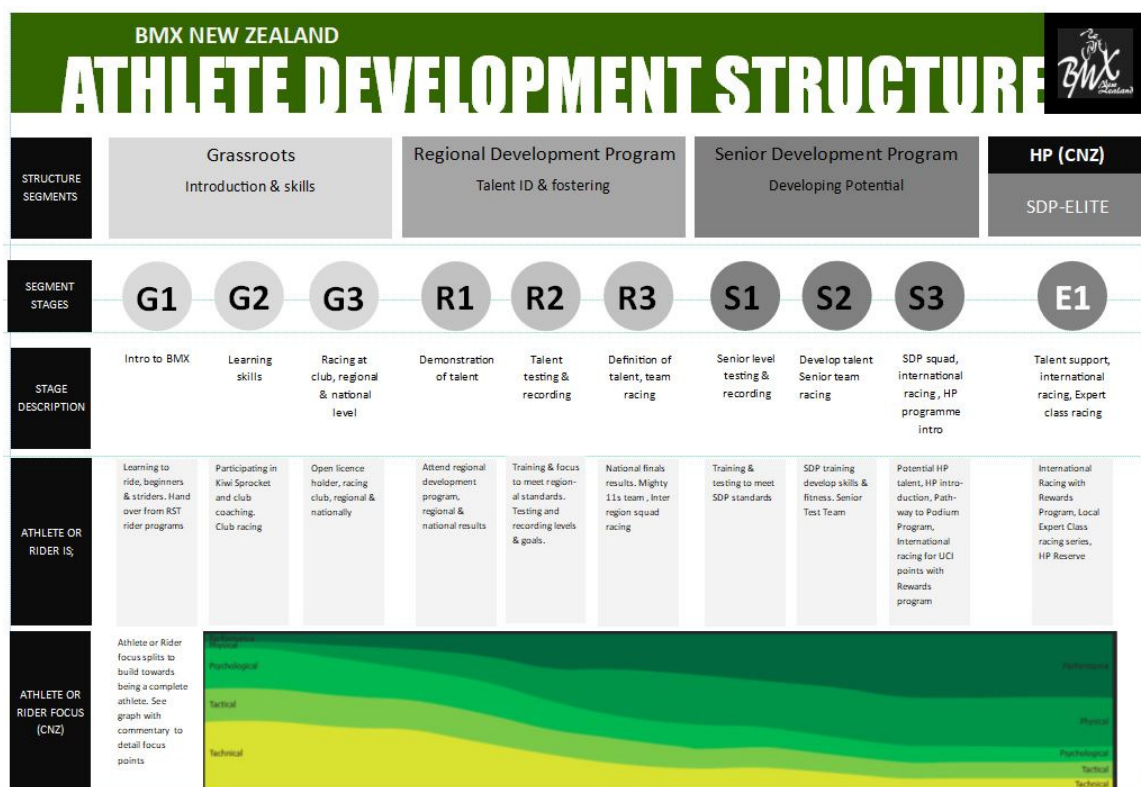
Coaching & rider training for the grassroots riders is based at club level. This is run by club coaches & are there to get kids skills & fitness up to a level where they can enjoy racing without excessive exhaustion at the end of each lap.

Part of the offer of a club is to upskill riders, so either an experienced rider or parent is the easiest place to start. If there are no experienced person available, some club hire in trainers to do less frequent, but longer weekend sessions. This comes at the cost to the club, which most pass on to their members.

How to coach is a personal formula that ranges from coach to coach. BMXNZ work with CNZ who have foundation courses for coaches to learn the basics of being a coach, which they can then apply the BMX needs to this. All club should explore ways to upskill people within the club to become club coaches & so deliver more for their members.

If clubs need basic training formats or a season long training schedule, please see the Club Resources section on the BMXNZ website, there are samples there to use.

BMXNZ has formulated an athlete pathway for sport to understand where BMXNZ is building structures to assist the different levels of the sport. For more information talk to BMXNZ & they can send detail on this.



BMXNZ & CNZ are in the planning stages to produce a High Performance Hub. This is a place where riders aiming for Elite carding can find support & direction to help achieve their goals. These plans look to have the Hub in action from early 2018. Watch this space.

IMPORTANT THOUGHT:

There is lots of stuff available on training but BMXNZ does want to mention that it still needs to be fun. Fun for all of the riders of all ages and abilities. Not just the small percentage of the sport looking to develop to national and international level.

CLUB KIT

The Sport Rules & Regulations

The sport is run to the Rules & Regulations of the sport. These rules are based off the format of BMX delivered by the UCI, which is then customised to the sport here in New Zealand. ALL racing is run to the BMXNZ Rules & Regulations, with exception of UCI sanctioned meetings which run to the UCI rules.

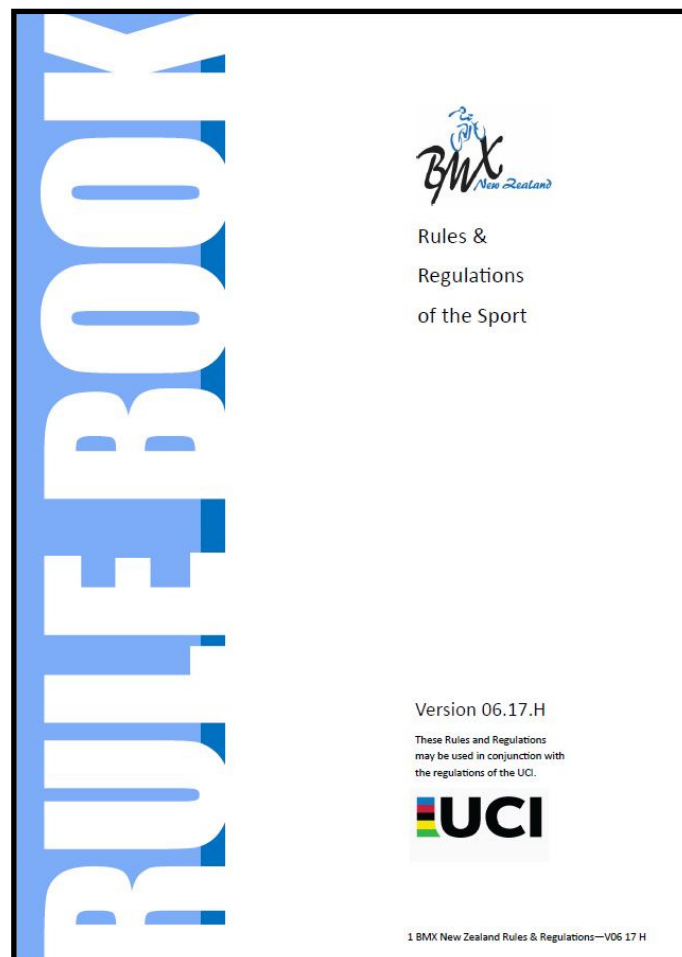
BMXNZ Rules & Regulations

The latest version of the BMXNZ Rules & Regulations are to be found online at www.bmxnz.co.nz

All riders should have a basic understanding of the rules & if unclear should ask their club officials or contact the BMXNZ officiating team at officiating@bmxnz.co.nz

Further Regulations

Additional to the Rule book there are lots of other regulations that assist the sport to be structure & consistent for the riders. The regulations cover things like Health & Safety, Selection of Championship Riders, Codes of conduct, etc. All formal regulation documents are held online at www.bmxnz.co.nz



CLUB KIT

BMX New Zealand Incorporated



Who is BMXNZ?

BMX New Zealand Inc. (BMXNZ) is the recognised National Sporting Organisation (NSO) of the BMX Racing in New Zealand. It is a founding Member Organisation of Cycling New Zealand, which is the UCI recognised National Federation for Cycling in New Zealand.

What is BMXNZ

BMXNZ is a body of volunteers & one employee who look after the sport. The structure of BMXNZ follows;

BMXNZ Board (maximum of 7 members)

Chairman

Vice Chair

Board Members

Non-Board Executive

Treasurer

National Officiating Director

Executive Officer (employed position)

The BMXNZ Board are voted on positions that are reviewed each AGM. The direct members of BMXNZ are the thirty-two clubs (as of January 2017). Once voted on, the members serve a 2-year term before standing down or looking for re-election.

What does the BMXNZ Board do?

The Board members each have portfolios that they manage & work with the Executive officer to deliver better services to the sport in each of those portfolios. The BMXNZ board is a high-level team looking at the drivers of the sport, directing it with a long-term view and on path forward for the greater good of the sport.

The non-Board team are the people who work on the detail to make the strategy of the sport happen.

To see the Strategic Plan of the sport on the BMXNZ website - www.bmxnz.co.nz

If you have any question about the Board or the sport in general please contact the following person;

Dion Earnest

BMXNZ Executive Officer

021 2707199

dion@bmxnz.co.nz

PO Box 11641, Ellerslie, Auckland 1542

CLUB KIT

BMX Race Management System (BEM)

The sport of BMX is based on short point to point races called motos. BMX Events or Meetings consist of multiple moto rounds which lead to finals to get a end result. These results are recorded in the BEM system to manage & deliver results, so that the riders can navigate through a race meet to get a final result.

BEM is a programme that is built from a combination of Visual Basic & Excel 2000 macros.

BEM has been built over many years specifically for BMX & provides a great deal of flexibility & provides for the formats of race meets that are held in New Zealand & Internationally. The system support the multiple BMXNZ race formats & also the UCI std rules & regulations.

For every BMX race meet, BEM uses an event file to store all the data & setting or formats of that race meeting. BEM when run at the event adds the results & delivers race orders & calculates finals positions for the rounds & finals. It then outputs the final rankings for each Age group or class.

BEM is also used for multiple race meets which can be created into a series with an over all result.

BEM is licenced product that can be purchase for each club. Training can be arranged within your regions combining people from multiple club for the best effect.

For more information on BEM the following contact is the New Zealand distributor & Trainer;

Norm McCann
bemsoftwarenzl@gmail.com