

AMGA Policies and Procedures

Updated April 2020 (original October 2016)

Branches

- Send through membership lists to AMGA Secretary after the first competition of the year and at least once a quarter/ or after each competition. Updated membership lists also to be sent in before Australian Championships. (Lists to include members' names, addresses, contact details and joining date)
- Send through payment of AMGA subs to AMGA Secretary after initial competition of the year and then at least quarterly
- Inform AMGA Secretary of members of Branch Committee after Branch AGM each year
- If a rider from another Branch is going to ride at a Branch competition check that they are a financial member of the branch
- If a member informs you that they are going to ride at another branch let that branch know.
- Encourage members to have Ambulance insurance and Personal Injury Insurance

Members

- If a rider is intending to ride at another branch they contact their branch secretary and advise them
- If a rider is intending to ride in another country they contact their branch secretary and advise them. The branch secretary will then advise the AMGA Secretary.
- If a member wishes a rule to be changed/added they initially speak to their branch and then the branch puts the motion to the Committee. Motions will then usually be taken to the other branches for consideration before being passed.

Organising an AMGA Australian Championships

- Set date and venue

- Set Games list and send it to AMGA for approval. Included in this should be designated races to be dropped from each session, if lack of time to complete all games becomes a problem.
- Arrange referee/referees and send the names to AMGA for approval. It is advisable to have non riding referees. Appointing at least 2 Referees. There needs to be continuity for the age groups in who referees them.
- Organise entry form (or online entry) and send details to Branch Secretaries or to AMGA Secretary to send to them
- Organise scorers and helper roster, including First Aid.
- Organise ribbons/rosettes and awards
- Find out who received Perpetual Trophies the previous year and arrange for them to be returned.
- For the initial session GamesPro will be used to decide which riders/teams are in which heat. Be aware that if, for example GamesPro puts all Victorians in one heat you pick another of the combination GamesPro generated.
- Run-offs will only take place when 2 riders/pairs/teams finish on equal first in the Finals and when 2 riders/pairs/teams are on equal points to go into the finals. Count back will be used to decide other placings. The exception to this will be if 2 riders/pairs/teams are on equal points and have the same number of 1st, 2nd, 3rd in the final.
- In the event of a run-off the race to be used is Flag Flyers.
- At Teams and Pairs Championships finals for each group may be held separately with the A or Open final being last. In Individuals a suggested combination is U12, U15 and 25 and Over, followed by U 18 and Opens.
- Presentation to be mounted for all riders (unless exceptional circumstances)

Elections

Positions are declared vacant after a 2 year tenure as per our Constitution.

-When the Secretary's position is up for re-election the proxies go to the AMGA President (Alternate years they go to the AMGA Secretary).

-When nominations close the AMGA Secretary informs the Branch Secretaries of the nominations and Branch Secretaries inform their Branch members

INTERNATIONAL REPRESENTATIVE

-In addition to the positions listed in the Constitution the International Representative will be appointed by the AMGA Committee every 2 years (The same year as the Secretary). Nominations for this position will be sent in by the Branches and the Representative selected from these.

SELECTIONS For International competitions

See separate policy.

All selected riders selected will pay \$250 towards the costs incurred by Coach.

WWC/WWVP Policy Statement (to be added)

Government and Local Government Regulations that apply/are adopted by AMGA

Smoking is banned in Spectator areas (approximately 10 m from arena) for the duration of an organised Sporting event.

See **AMGAs Alcohol policy**

All dogs must be on a lead and tied up or held on Competition days. Dogs must not be in the arena.

Also see **Code of Behaviour**

Also see **AMGA Policies and Procedures , AMGA By_Laws, AMGA Concussion Policy and Selection Procedures document**

WWC/WWVP Policy (to be added)

