

**2022/2023**



**BYLAWS AND  
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#### EXECUTIVE MEMBERS

President	Kerry Wakaluk
Vice President	Eric Colberg
Treasurer	Stephanie Griffiths
Secretary	Amber Hitchcock

### RED DEER BMX ASSOCIATION

#### OBJECTS

##### **Article 1. Name**

This organization shall be known as the

Red Deer BMX Association

##### **Article 2. Objectives**

- A. To provide an opportunity for everyone (regardless of age) in the Red Deer area to participate in the sport of BMX racing regardless of social standing, race, color or creed.

- B. To organize, supervise and govern BMX racing in accordance with the CCA (Canadian Cycling Association), and the ABA (Alberta Bicycling Association).
- C. To stimulate the development of other tracks in Alberta.
- D. To improve the caliber of BMX racing in the Red Deer area by upgrading the standards of coaching and training.
- E. To provide a united, recognized voice to Alberta BMX.
- F. To assist with the aims and objectives of Alberta BMX, the CCA (Canadian Cycling Association), and the ABA (Alberta Bicycling Association).
- G. To promote and encourage goodwill, sportsmen like conduct and attitudes amongst riders, coaches and parents in the sport of BMX racing.

## **RED DEER BMX ASSOCIATION**

### **BYLAWS**

#### **Bylaw 1) MEMBERSHIP and FEES**

- a) The Red Deer BMX Association shall be a member of Alberta BMX, Alberta Bicycling Association and the Canadian Cycling Association.
- b) Registration fees shall be set at the executive meeting in November for the next upcoming season. Date/ time and place to be determined.
- c) A member of the Red Deer BMX association will be a rider who holds a current U.C.I. racing license and his/her parents or legal guardians.
- d) Membership in the Red Deer BMX Association lapses if the annual fee is not paid in full. Members can also resign by letter or a simple phone call or Facebook message to any executive member.
- e) In the event of noncompliance to the rules of conduct set forth in the following section, any member of the Red Deer BMX association may be subject to disciplinary action up to and including the expulsion from the Association.

## **Bylaw 2) MEETINGS**

- a) The Red Deer BMX Association shall hold a min of 3 general meetings during BMX season. The annual general meeting shall be held prior to December 31, end of racing season.
- b) The executive committee shall meet as necessary to operate the Red Deer BMX Association according to the Objects, Bylaws and Regulations. [L] [SEP]
- c) A special meeting shall be called any time two thirds of the executive committee OR one third of the general membership request one. [L] [SEP]
- d) Members will be notified of general & annual meetings by email, or in writing at least 10 days prior to the meeting.
- e) The order of business shall be:
  - 1) Call to order [L] [SEP]
  - 2) Reading/approval of the last minutes [L] [SEP]
  - 3) Additions/approval to the agenda
  - 4) [L] [SEP] Declaration of Conflict of Interest
  - 5) Treasurers report [L] [SEP]
  - 6) Presidents report [L] [SEP]
  - 7) Vice Presidents report [L] [SEP]
  - 8) Directors reports [L] [SEP]
  - 9) Old Business - business arising from the minutes [L] [SEP]
  - 11) New Business [L] [SEP]
  - 12) Correspondence [L] [SEP]
  - 13) Elections (AGM) [L] [SEP]
  - 14) Adjournment

[L] [SEP]

## **Bylaw 3) QUORUM / VOTING**

- a) A quorum shall be present before a vote is valid.

- b) A simple majority of the board members in good standing shall constitute a quorum at any meeting of the membership.
- c) Voting eligibility – Each family in good standing and in attendance shall be entitled to one vote. All such votes must be made in person and not by proxy. Families may only hold 1 vote as either;
  - A racer 18+ years old. OR
  - A Parent or guardian of registered racer(s).
- d) Each executive officer shall have one vote except the chairperson, who shall only vote in the event of a tie.
- e) Election of the executive officers shall be by secret ballot.
- f) Executive members must only vote as a family or as an executive officer but not both.

#### **Bylaw 4) EXECUTIVE COMMITTEE / TERMS OF OFFICE**

- a) The executive committee shall consist of president, vice president, secretary, treasurer, and 8 directors. <sup>[ ]</sup><sub>{SEP}</sub>
- b) The management and full control of the affairs, funds and property of the association shall be vested in the board. The board shall present to the membership at the next general meeting all proposed major program activities for ratification.  
<sup>[ ]</sup><sub>{SEP}</sub>
- c) Elections shall take place at the annual general meeting, (AGM), in September or October.
- d) All terms of office shall be two years. <sup>[ ]</sup><sub>{SEP}</sub>
- e) The president, treasurer and four directors, (fundraising, training, groundskeeper, track operator), shall be elected in even numbered years. The vice president, secretary and four directors, (track maintenance, bingo-casino treasurer, moto shed, concession), shall be elected in odd numbered years. <sup>[ ]</sup><sub>{SEP}</sub>
- f) The executive committee may appoint members to fill any vacancies until the next annual general meeting.
- g) Should an executive or director step down from a position before their term is up, they cannot run for another position that year. It is imperative that once you are in a position you remain committed to that position for the entire durations, unless unforeseen circumstances prevent you from continuing.
- h) Any member of the executive committee who misses three consecutive general meetings or three consecutive executive meetings can be removed from their position with a majority vote from the executive committee. <sup>[ ]</sup><sub>{SEP}</sub>

- i) Any member of the executive committee who does not perform their duties as per their duty description can be removed from their position with a majority vote from the executive committee.

## **Bylaw 5) EXECUTIVE & DIRECTORS DUTIES**

### **EXECUTIVE**

#### **President**

- a) Preside at all meetings and perform the duties usual of a president. [L]  
[SEP]
- b) Act for the executive committee in an emergency when it is impossible to obtain a [L]  
[SEP] committee vote, and such decisions must then be presented at the next general [L]  
[SEP] meeting for ratification. [L]  
[SEP]
- c) Be responsible to assemble the agenda at all executive and general meetings. [L]  
[SEP]
- d) Be responsible for the proper and efficient operation of the RED DEER BMX [L]  
[SEP] ASSOCIATION. [L]  
[SEP]
- e) Be chairperson of any appeals committee. [L]  
[SEP]
- f) Be a member of all committees. [L]  
[SEP]
- g) Have signing authority on RED DEER BMX cheques. [L]  
[SEP]
- h) Race Director (Over seer of all track racing). [L]  
[SEP]
- i) Over sees head track operator and head track official. [L]  
[SEP]
- j) Responsible for ensuring insurance, lease and special permit dates are met; correspond with secretary

## **Vice President**

- a) Have the authority and perform the duties of the president in his/her absence. [L] [SEP]
- b) Perform such duties as requested by the president. [L] [SEP]
- c) Have signing authority on RED DEER BMX cheques. [L] [SEP]
- d) Be a member of the appeals committee. [L] [SEP]
- e) Be chairperson of the discipline committee. [L] [SEP]

## **Secretary**

- a) Keep minutes of all executive, general, annual general and special resolution meetings. [L] [SEP]
- b) Send minutes and meeting notices to all involved. [L] [SEP]
- c) Be responsible for all of RED DEER BMX'S correspondence [L] [SEP]
- d) Work with the Webmaster to ensure proper information goes on the site.
- e) Have signing authority on Red Deer BMX cheques [L] [SEP]
- f) Develop and maintain a current member's phone list. Ensure that all executive are updated and that the updated lists are made available to the general membership.
- g) Handling of club emails and direct messages on Facebook messenger
- h) Work with webmaster, relay communications from fundraising and promotions to ensure proper information goes on the website.
- i) Add current insurance renewal deadlines, lease agreements, special permit deadlines to club email calendar & advise board of dates @ 1<sup>st</sup> meeting in the new year

## **Treasurer**

- a) Record all receipts and expenditures. [L] [SEP]
- b) Prepare / present financial statements for general meetings. [L] [SEP]
- c) Prepare a year-end financial statement, which shall be reviewed by the executive [L] [SEP] committee before the annual general meeting (AGM). [L] [SEP]
- d) Have signing authority on RED DEER BMX cheques. [L] [SEP]
- e) Prepare and present a budget for the next racing season, to be presented at the April general meeting. [L] [SEP]
- f) Upload financial statements, receipts & expenditures into DropBox.

## **DIRECTORS**



## **Bingo / Casino treasurer**

- a) Be responsible that all paperwork is filled out properly and in a timely manner in accordance with all Alberta Gaming regulations / board requirements.
- b) Prepare / present financial statements for general meetings.
- c) Ensure that workers are aware of and abide by the rules as set out by Alberta Gaming and the RED DEER BMX ASSOCIATION.
- d) Have signing authority on RED DEER BMX cheques.
- e) Provide the club with copies of all reports sent to Alberta Gaming.

## **Track Maintenance**

- a) Be responsible for the track - (includes grooming, weeding, start gate, everything on the track).
- b) Be responsible for the compressor - (This includes season start up and shut down).
- c) Prepare reports for general meetings.

## **Moto Shed**

- a) Be responsible for inventory & sign out of loaner bikes, gloves, and helmets (includes the safe storage over winter).
- b) Loaner bike maintenance.
- c) Anything to do with the moto shed except registration and the compressor.
- d) Prepare reports for general meetings.

## **Training**

- a) Be responsible for rider training.
- b) Develop / help develop summer and winter training programs.
- c) Be responsible for coaches. Work with the coaches to ensure training program is effective and being followed.
- d) Work with the riders. Communicate with parents / riders if problems occur.
- e) Attend all training sessions or ensure training is available on scheduled nights.
- f) Complete all necessary coaching programs under Alberta Bicycle regulations.
- g) Prepare reports for general meetings.

## **Fundraising**

- a) To acquire financial support (prizes, signage, brochures, newsletters, sponsors).
- b) Build & maintain relationships with ALL sponsors & donators. Send thank you cards within 30 days of receipt.
- c) Organize 2 major fundraisers per year.
- d) Keep an updated list of all cash & supply sponsors in DropBox.
- e) Prepare reports for general meetings. [SEP]
- f) Keep brochures up to date

## **PROMOTIONS**

- a) Responsible for promoting track functions, organizing membership drives, and communicating information to newspapers and local businesses.
- b) Anticipated commitment includes the development and delivery of fliers
- c) Communicating with local businesses, schools, other tracks, and parents when necessary
- d) Commitment to communication of information to local newspapers
- e) Organization of promotional events including activities and materials
- f) Projected promotional events:
  - o Season opener
  - o Membership Drive/ Bring a Friend Race
  - o Assistance with end of year party as necessary
  - o BMX day
- g) Be responsible for social media accounts & ALL public communications on (Facebook, Instagram & Twitter)

## **Grounds Keeper**

- a) Be responsible for all grounds maintenance (including cutting lawn, weeding, flowers on start hill, the stands, garbage- everything except the track).
- b) Portable Potty cleaning schedule.
- c) Prepare reports for general meetings.

## **Track Operator**

- a) Over sees total track and racing from an administrative point of view. This includes finish line, race & club registration.

- b) Keeps in contact with Alberta Bicycle for calculating points, rider advancements, etc.
- c) Be responsible for prizes/handouts (stickies) for club races.
- d) Prepare reports for general meetings.

### **Concession**

- a) Responsible for purchase of all concession supplies including First Aid Supplies. [L] [SEP]
- b) Keep budget of all items purchased and inventory of items. [L] [SEP]
- c) Responsible for nightly cash outs and filling out formal cash out slips. [L] [SEP]
- d) Responsible for opening concession nightly on race nights at from 6pm – until racing has ended. Or having committee workers in place to operate concession.
- e) Organize food requests for club BBQs, provincial races and club functions.
- f) Prepare reports for general meetings.

### **Bylaw 6) BORROWING POWERS**

- a) The RED DEER BMX ASSOCIATION may not borrow money without a special resolution of the general membership.

### **Bylaw 7) FISCAL YEAR / REVIEW OF ACCOUNTS**

- a) The RED DEER BMX ASSOCIATION'S fiscal year shall be from January 1 to December 31 of the current year. [L] [SEP]
- b) The RED DEER BMX ASSOCIATION shall appoint two members at large or an accountant every year at the annual general meeting (AGM), to review and audit the financial statements and records of the just past racing season.

### **Bylaw 8) ASSOCIATION RECORDS**

- a) The secretary and treasurer shall keep past records of the RED DEER BMX ASSOCIATION in a safe place such as DropBox for easy accessible reference. [L] [SEP]
- b) The general membership may inspect the minute books and financial records at any time appropriate to the secretary and treasurer. [L] [SEP]
- c) All documents must be kept in such a fashion that they are easily presented to the board upon request.

### **Bylaw 9) AMENDMENTS / MOTIONS**

- a) The bylaws and objectives can only be changed by a SPECIAL RESOLUTION of the members. Special resolutions are to be passed at the annual general meeting of the
- b) ASSOCIATION with no less than 21 days notice to the membership and must be passed by no less than 75% of the membership in attendance at this meeting.

### **Bylaw 10) RACING SEASON**

- a) Racing license season is from January 1 to December 31 of the current year. [SEP]
- b) Racers must have a valid UCI license before they are allowed on the track.
- c) RED DEER BMX ASSOCIATION'S official racing season is from May to the end of September. Weather permitting the track may be opened before May and / or after September for FUN racing or for just riding the track.

### **Bylaw 11) REMUNERATION**

- a) No person or persons holding the position(s) of director or executive member will be paid for services as a director or executive member.

### **Bylaw 12) SOCIETY SEAL**

- a) The RED DEER BMX ASSOCIATION has no society seal.

## **REGULATIONS**

### **1) OPERATING RULES**

\*The RED DEER BMX ASSOCIATION shall operate under the rules and regulations of the Canadian Cycling Association (CCA), Alberta Bicycling Association (ABA), Alberta BMX Association (ABBMX), and the RED DEER BMX ASSOCIATION.

### **2) CONDUCT**

\*Profanity, the use of drugs and alcohol are prohibited at ALL races, practices or on the track at any time.

\*ALL racers, coaches, officials and members shall conduct themselves in a polite and sportsmanlike manner at all times.

\*Will not willfully damage any RED DEER BMX property.

\*Will not willfully damage any associate racer's property.

### **3) VOLUNTEER POSITIONS (For the racing season)**

#### a) Head Track Official

\*Responsible for activity on the track, officials, starter and staging.

The person who officiates the race and ensures the rules are followed.

\*reports to the track operator

#### b) First Aid Person

\*Over see first aid at all club races. [SEP]

\*Be responsible for the first aid kit. Update as needed. [SEP]

\*Fill out all incident reports within 7 days of incident and present report to head track operator.

#### c) Volunteer coordinator

\*Keep track of volunteer requirements regarding membership.

### **4) REGULATION CHANGES**

\*A notice of motion form must be submitted to the executive at least 21 days before the Annual General Meeting (AGM). The motions will then be sent out to all members.

\*New "notice of motion" will not be accepted at the Annual General Meeting (AGM).

\*These "notices of motion", would be discussed and then formally voted on at the Annual general Meeting by a simple majority vote. [SEP]

\*Motions can also be made at general meetings but require two thirds majority vote of those persons present. (Remember only one vote per family). [SEP]

\*Motions that have been discussed and voted on cannot be re-visited for three months.

## 5) **DISCIPLINE COMMITTEE**

\*At the beginning of each season, a three-person committee will be set up. Two members at large (volunteers) and the Vice President.

\*Voted on by the executive committee at the first meeting in April, volunteers selected will be in good standing.

\*This committee will be responsible to hear/look into any grievances, problems and concerns of riders, parents and/or members of this club.

\*This committee must put together a report of their findings and recommendations and present them to the executive committee for action. This process must be done within 5 days of receiving the complaint. [SEP]

\*Problems, grievances and concerns can consist of anything other than the race/racing itself. The racing format must conform to UCI, CCA, ABA, RDBMX rules. Concerns and problems of this type must be addressed on the track by the head track official.

## 6) **SUSPENSIONS**

\*First offence - Verbal warning [SEP]

\*Second offence - written warning, (to be signed and acknowledged by a parent / guardian, unless the person in question is an adult). [SEP]

\*Third offence - suspended from the track for one full week. [SEP]

\*Fourth offence - suspended indefinitely - a hearing must be held for reinstatement.

\*Under extreme circumstances racers, officials and the public at large can be suspended from the track immediately until a hearing can be held. The hearing must be held within 48 hours. The discipline committee will conduct the hearing.

## 7) **RACER REGISTRATION**

\*There are three basic ways one can race: [SEP]

**CLUB...**Racing at your local track once / twice per week.

**PROVINCIAL...**Racing at any or all of the provincially sanctioned races.

**NATIONAL...Racing at any or all of the CCA sanctioned races, (interprovincial)**

\*In the last two cases you must have a valid UCI racers license. These can be purchased at <sup>[ ]</sup><sub>SEP</sub> any time throughout the racing season for a fee from the registration window, or registration meeting. The racing fee will be set as outlined in Bylaw 1, paragraph (b), for the next racing season.

\*RED DEER BMX Association's racing season is from May to the end of September. Weather permitting the RED DEER BMX Association may open the track before May or after September, for fun racing and open track only.

\* RED DEER BMX Association will hold two major registration meetings per season. The dates, times and place are to be announced.

**8) RACING REGISTRATION**

\*Races will take place Tuesday and Thursday evenings.

\*Each rider must register on race night. Make sure you have your valid UCI license with you in case it is needed. Registration will be held from 6:00 PM to 6:30 PM at the moto shed.

\*Rider's sheets will be posted shortly after the registration window closes and it is the rider's responsibility to check the rider's sheet and make sure that all information is correct. Please check the following:

- License number
- Plate number
- Spelling of your name
- Age group

\*Race motos will be posted by 6:50 PM (ASAP) <sup>[ ]</sup><sub>SEP</sub>

\*It is the rider's responsibility to check the moto sheet and make sure that all information is correct. Please check the following:

- License number
- Plate number
- Spelling of your name
- Age group

\*In either case, if information is wrong on the sheets, the moto shed must be notified immediately.

\*Racing starts at 7:00 PM <sup>[ ]</sup><sub>SEP</sub>

\*The club reserves the right to change race start times for any safety reason.

## 9) **NUMBER OF RACES**

\*There will be no training on weekends that Provincial or National races occur.

\*Club races will be held every Tuesday and Thursday evening during the months of May to September, (weather permitting) or otherwise posted.

## 10) **RACE POSTPONEMENTS / WEATHER**

\*Races that were postponed or cancelled due to bad weather can and may be made up by rescheduling to the last Sunday of the race season, or rescheduling a later race as a double points race, and moving forward or subsequent race cancellations. The executive committee will discuss this situation on an as needed basis and they will announce any decisions they make.

## 11) **BINGO/ CASINO ACCOUNTS**

\*During the course of the year, our club works several bingos and one casino to help fund the track and race costs for racers. Each and every registered family may be required to do one or more bingos, as a requirement to their membership. In the case of underage riders, their position may be taken by their parent / guardian. The number of bingos required by each family, and when they may begin building their race account, will be set at the same time the race fees are set for the following year. The casino profits will go solely to the club.

\*Rider proceeds will go into a named account administered by the bingo / casino treasurer.

\*Riders may use their monies for provincial and national race registrations. [SEP]

\*Riders may use their monies for the club membership fee and Alberta Bicycle license fee as allowed by Alberta Gaming.

\*Riders may use their monies for training courses sanctioned by ABA, CCA, or RDBMX.

\* Receipts must be received & reviewed by the treasurer prior to any funds being released. [SEP]

Who can work?



\*Riders must be 18 years of age and older to work at any bingo hall or casino. [SEP]

\*The bingo chairperson is responsible for all bingo workers. If problems arise where disciplinary actions are required the worker(s) in question will be asked to leave and no credit will be issued for working any portion of that bingo.

\*Any family who fails to work their scheduled Bingo or cancels within 72 hours of scheduled date will forfeit their Bingo privilege.

## 12) BIKE INSPECTION / TYPE OF BIKES

\*Bike inspections will be held on an as needed basis and problems will be brought to the riders / parents attention. These problems must be remedied to ensure the bike is safe to operate on the track. No kickstands, quick connects, bells, fenders, tassels, reflectors etc.

\*Riders will be required to wear proper safety gear as per UCI, CCA, ABA, RDBMX regulations. These are mandatory and include:

- Long sleeve shirts with sleeves rolled down
- Long pants with pant legs rolled down [SEP]
- Full finger gloves [SEP] Full face helmet
- Proper tie on type of shoes, (no sandals or open toed shoes) [SEP]

\*Class 1 - 12 inch, 16 inch, 18 inch and 20 inch tires including multi speed bikes \*Class 2 - 24 inch and 26 inch tires including multi speed bikes

## 13) AWARDS

### Top Rider Awards [SEP]

- The top ten boys, top five girls and top five cruisers, all according to rider count.
- At the discretion of the executive committee and family / rider must be in good standing.
- Club points determine top riders [SEP]
- Ties are broken by counting the number of first place finishes. [SEP]
- If still tied add one point per rider in each moto. Top points wins.

### Dedication Awards

- Riders who have participated in at least 75% of the years (current season) Red Deer BMX races will receive an award. This award is for dedication to the sport, always willing and wanting to be on the track. Final decision on participation awards will be up to the executive and board.

#### Top Rookie Award

- This award is given at the discretion of the executive board & is based on points to riders who make significant advances through the skill levels in one racing season. This usually takes a great deal of effort and skill from the riders and congratulations are in order.

#### Other Awards

- May be given at the discretion of the executive and board to any or all Red Deer BMX registered riders in attendance of the award ceremony for being a Red Deer BMX member and supporting the clubs ongoing efforts.

### **14) TRAINING**

\*Training schedule will be announced and posted at the beginning of the race year as decided by the executive on the advisement of the training director.

\* Training is part of the BMX racing program. Riders are encouraged to attend. There is NO EXTRA CHARGE for this training and is open to any rider holding a valid Red Deer BMX membership.

\*From time to time “special” training programs may become available. This would be an extra cost and would be on a first come basis. These programs will be announced and posted at the track and posted on the club web site.

### **15) OTHER REQUIRED VOLUNTEER POSITIONS**

### Finish line

- Assist with tracking first, second, third and so on at the finish line for races.

### Gate Starter<sup>[SEP]</sup>

- Run the gate at races. Ensure that racers are in the gate set up properly and drop the gate.

### Concession workers

- Work in concession.
- Handle food and cash.

### Staging<sup>[SEP]</sup>

- Call out motos, assign lanes and send racers up to the starting gate.

### Track Officials<sup>[SEP]</sup>

- Be on track during racing and or warm up.
- Watch out for race infractions.<sup>[SEP]</sup> Help younger racers as needed.<sup>[SEP]</sup>
- Watch for accidents. Assist first aid person if / when needed.
- (Alberta Bicycle Association rules require three accredited commissaires to be on the track during any race.)

### Grounds and Track maintenance workers<sup>[SEP]</sup>

- Assist the Groundskeeper and Track Maintenance directors as needed.

### Trainer / Coach<sup>[SEP]</sup>

- Work with the Training Director and riders in all aspects of the training / coaching program.

**2021/2022**  
**RED DEER BMX EXECUTIVE**  
**&**  
**BOARD OF DIRECTORS**

**EXECUTIVE**

President Kerry Wakaluk

Vice President Eric Colberg

Treasurer Stephanie Griffiths

Secretary Amber Hitchcock

## **DIRECTORS**

Bingo/Casino Coordinator      Dennis Van Nieuwkerk

Promotions      Marty Nish

Fundraising      Mitch Rush

Moto Shed      Scott McLean

Grounds Keeper      Katherine Boll

Concession      Liz Bulic

Track Maintenance      Richard Boerger

Training      Jason Riley

Track Operator      Janis Wakaluk