



## BULLETIN

**TO:** ALL CLUBS

**FROM:** Rick Gill, Executive Director

**DATE:** 12 January 2016

**SUBJECT:** General Update

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Please find below an update on a number of matters of value to your club

### Safety Testing for Prohibited Substances

Safety testing has commenced this year, and will extend to all disciplines at any level including practice. Last year did not return any positive tests. Our Safety Policy mandates that any positive tests results in the rider not being permitted to start at that event. Please pass on to your members the need to keep any prohibited substance from our sport. A complete list of substances can be found on the ASADA website. Prohibited substances include alcohol and some prescribed medications.

Please further note the MWA Safety Testing being carried out is designed to purely prevent riders and officials from being involved in our sport while potentially being affected by substances. The application of penalties remains the domain of ASADA who will continue to carry out independent drug testing at selected events.

### Forms

It has come to our attention that some clubs are still using superseded forms. Can you please check that the latest forms are being used, the main culprits are injury form, Stewards report and occasionally licence application forms.

Members should be encouraged to go online to renew riding licences, however for members unable or unwilling to complete an application online it is very important that the forms are filled out completely and all requested supporting information provided. Forms not being filled out completely or missing information are being returned to riders, to avoid disappointment please pass on to members how to fill out the application. If in doubt please contact the office we are only too pleased to help.

## **First Aid**

MWA reminds all clubs that at all times there needs to be a reasonable medical response at all events, including practice. While the MA Medical Guidelines have not yet been released it is expected they will mandate that at all practice events a minimum first aid response of basic first aid qualification needs to be in attendance in a non-riding capacity. Where there are less than 25 riders this can be one qualified first aider. MWA congratulates our clubs and members in meeting the challenge to have an adequate response at our smaller practice events.

For practice that is organised and where it is reasonable to expect that more than 25 riders are going to be in attendance the medical response should be at least 2 first aiders who need to be appointed to the role and actively on duty (not engaged in other roles). A first aid room or designated first aid area needs to be in operation. Consideration is required where higher numbers are expected, remember, should the medical team be occupied treating patients, activities must cease immediately until at least 2 of the medical team are available to respond to any new incident.

MWA considers this a reasonable risk response and we wish to advise all clubs to consider a greater response in your own risk management planning.

## **Noise Testing**

Noise testing is now compulsory. MWA has been busy training machine examiners as Sound Control Officers, and there are several courses. Clubs need to be planning to implement testing at ALL competitive events. Testing forms a part of the Stewards report that is returned to MWA, where testing is not carried out clubs will be asked to explain why.

Sound meters are available from MWA as a kit for around \$350, please contact Peter Smith in our office to order.

This initiative has been introduced by MA with the support of all states to help protect the sport from venue closures.

## **Permit Applications**

Clubs and promoters are reminded that it is a requirement for permit applications to be in advance a minimum of 14 days for Club and Interclub events and 8 weeks for Open and Special Interclub events. These deadlines are to ensure enough time is provided to check on officials and to help locate new officials or to work through other issues if they arise. MWA processes over 800 permits each year.

**Late applications will incur a fee of \$100.** Of course circumstances will arise where it is not possible to meet these deadlines and the fee will be waived in these cases.

We would encourage our clubs and promoters to apply for your event permits in bulk at the beginning of your season rather than as each event arises. Should your officials change from the original application please advise the MWA office so that we can amend your permit.

Permits will be issued to clubs and promoters 1 week prior to your event. If you have not received your permit in this time frame contact the MWA office, please do not wait until the morning of the event to discover you have no permit in place.

## **Return of Reports**

Clubs are reminded that all reports must be returned within 5 working days of the event, or end of the month for monthly practice permits.

Please be reminded that even if no activity has taken place we still require notification. Practice reports require as a minimum

- Rider sign on sheets
- Official sign on sheets

Clubs are responsible to ensure all riders sign on, all riders hold the correct and current licences and all officials hold the correct and current licences. MWA do audit the reports with the fine that is attached going to the club, not the rider. Audits are also occurring at practice events.

MWA congratulates all clubs to date for a high level of compliance in this area.

Competition reports require as a minimum:

- Race Secretary Remittance (as a cover sheet to ensure your club is invoiced correctly)
- Stewards Report
- Clerk of Course Report
- Machine Examiner report
- Rider sign on sheets
- Copy of program or rider list if there is one
- Volunteer and sign on sheets, with the WWC check FULLY completed
- Injury reports, if any, with the location of the injury clearly marked on a copy of your track map.
- Protests, determinations, charges, if any
- Results for Open and State events.

Event return policy

- Event reports more than 14 days from date of event completion – letter advising 7 days to return report and an estimated invoice will be issued if not received. Permits suspended until returned if not received within 7 days.
- Event reports more than 21 days from date of event completion – letter advising all permits are suspended and an estimated invoice attached (estimate is average + 20%).

## **Invoices**

MWA staff would like to convey their appreciation for the increasingly timely payment of invoices.

Current policy is payment **within** 40 days of the date of the invoice. Whilst 40 days is extended, this is a courtesy to clubs to ensure there is time to go through the club approval process and we do expect payment as soon as possible.

To avoid permits being withdrawn and interest being added we recommend payment as soon as they are received and approved through your club process.

Should you have any difficulty in meeting payment on time, please contact Keith at our office to make alternate arrangements.

### **Outstanding Invoices Policy**

- Invoices are issued with a 40 day terms to clubs
- Invoices issued with a 14 day terms to commercial organisations
- Payment not received within 7 days from end of terms email sent as a reminder, and interest to be charged if not received within a further 7 days.
- Payment not received within 14 days from end of terms, statement sent with 10% interest added, and attached letter advising if not received within a further 7 days all permits (if applicable) will be suspended.

### **Rider Sign On Forms**

It is important that ALL rider and official sign on forms are printed two sided, that is, with the sign-on on one side and the indemnity on the other. This is important as the sign-on forms refer to the indemnity 'on the reverse'. It is a loop hole that requires your help to close. MWA recommend using the rider sign on books designed for this purpose, and available from MWA at no cost. Please contact Nathalie or Keith to order.

### **Venue Inspections**

This year sees the introduction of a new process in venue inspections which should make your club volunteer life easier. Information has been sent earlier on how this will work. MWA would like to compliment all clubs on the improvement in presentation of their venue, and the quick follow up to rectify items requiring compliance. This reinforces why WA leads the way in venue quality in Australia. For more information on venue inspections or the process contact Peter Smith in our office.

RICK GILL  
CHIEF EXECUTIVE OFFICERS