

**MEMBERSHIP CONTACT DETAILS**

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**2015**  
**Club Policies and Procedures**

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## 1. MEMBERSHIP INFORMATION

It is a requirement for all Cycling Australia affiliated clubs to register all their members as outlined in the Cycling Australia By Laws.

Members are required to carry a membership card to all events as form of identification for registration.

### 1.1 Membership Categories

#### 1.1.1 Race Members (Gold Card)

All racing categories – This membership type is based on year of birth and is the required membership that allows participation in all forms of racing conducted by CA and its affiliated States and Clubs. Categories include Elite, Masters Under 65 (1-7), Masters Over 65 (8-10), U23, U19, U17, U15, U13, U11, U9.

This is a calendar year membership in line with the UCI regulations for racing (1 Jan – 31 Dec).

#### Elite Membership:

Unrestricted racing, allows entry in to OPEN category events including NRS as well as State and National Championships and all club racing. This membership will also allow riders to participate in recreational rides. This membership is suitable for Pro/Elite riders or anyone looking to enter OPEN category events.

#### Masters Membership:

A masters membership enables the rider to enter Masters category events as well as club or club-combined racing. This membership will not be sufficient for entry into OPEN category events, for any members looking to participate in those events an upgrade to Elite will be required.

These memberships are also categorised into 5 year groups, for example in 2014 a Race Masters 1 = born between 1980-1984.

#### Para-cycling Membership:

Para-cycling membership is a discounted membership available to members who have a disability to compete in racing conducted by CA and its affiliated States and Clubs. To compete in a CA sanctioned event outside of the local club, a classification must be completed by a qualified classifier. Classification is an assessment process that groups athletes into classes to provide a fair competition. A classification is not enforced by CA to participate in cycling generally or to race at a club level competition amongst fellow club members; however provisional classification (and national classification) is strongly encouraged. It is recommend that riders make themselves known to a club official prior to racing, particularly if it is their first time competing.

Para-cycling membership includes two high performance competition pathways:

1. The Para-cycling pathway for amputees, people with cerebral palsy, spinal injuries (handcycling) and people with a vision impairment (tandems)
2. The non Para-cycling pathway for people who are deaf/hard of hearing or have an intellectual disability

Class	Examples (Guide Only)
<b>Handcycle (H classes)</b>	There are four divisions of riders in this class, H1-5. This class includes cyclists with spinal cord injuries, cerebral palsy, amputees or other athletes with other disabilities that prevent the safe use of a conventional bicycle or tricycle.
<b>Tricycle (T classes)</b>	There are two classes in this category. Riders are assigned a class according to their level of ability. Riders in class 1 have less ability than riders in class 2.
<b>Cycle (C classes)</b>	There are 5 sub classes in this category. Riders are assigned a class according to their level of ability. Riders in class 1 have less ability than riders in classes 2-5 with class 5 being the most able class.
<b>Tandem bike (B class)</b>	Riders have a visual acuity at or below 6/60 or a visual field less than 20 degrees. Riders ride on a tandem cycle with a pilot at the front of the bike

For more information about inclusive club practices for members with a disability or the classification process, contact your state/territory association.

Regional Club Only Membership:

Regional Memberships are available at selected clubs. Previously available at all clubs, this Membership is for unique situations whereby riders, due to distance or location will not be provided with the opportunity to ride at other clubs. These clubs are at the discretion of the state and Cycling Australia.

VIP Membership:

Cycling Australia allocate 300 VIP (complimentary) memberships a year Australia wide, this is distributed to the State Associations to distribute amongst the clubs.

This membership type is designed for competitors under the age of 19 and for Elite/Masters Women. One VIP membership permitted per member. After obtaining one free VIP membership the member is required to purchase the membership for the following years.

Please contact your State Association for further questions about this membership type.

1.1.2 Recreational Membership (Silver Card)

This membership category is renewed on a quarterly rolling basis. This provides four renewal points each year: 31 March, 30 June, 30 September and 31 December.

Recreational Membership entitles members to enter recreational rides, charity fun rides (sanctioned by CA), club training, coffee crew rides, grand fondo style rides, club skill development events and an overall introduction to cycling activities. It provides the same 24 hour insurance cover while on the bike as Race Membership with the exception of events limited to Race members, for which this member category is not entitled to participate in.

Recreational Membership are available in four stages according to age:

- Adult – 19 – 64
- Junior – Under 19
- Senior 65+ – Over 65
- KIDZ – is an inexpensive introduction to the club environment for under 13's (primary age groups) enabling skill development and modified activity that will ultimately lead into competitive membership. **This is the only membership type for riders aged 7 and below.**

### Three Month Membership

This membership is for a total period of 3 months (90 days) from the date of purchase. This membership is a RECREATIONAL MEMBERSHIP ONLY to try the sport of cycling at any club under the conditions of a Recreational/Ride Membership.

Following the 3 month period members can upgrade to a full Race or Recreational membership and receive a \$25 discount. This must be completed via the manual process, either at the club or directly with Cycling Australia.

#### 1.1.3 Non Riding Members (GREEN)

Non Riding Members is designed to accommodate our non-riding members who take up positions as officials (commissaires), coaches or administrators. The comparatively minimal joining fee accommodates consumable expenses in membership processing and professional indemnity insurance for carrying out their undertaken duties for the sport.

If members want to ride outside of these duties a Recreational membership is required if wanting to be covered by the Personal Accident Insurance.

### Non Riding Member

Strictly a membership for a person who does not get on the bike. Namely for Commissaires, volunteers and parents who support the club.

### Coach

For all coaches who do ride a bike in the context of their coaching.

This is a calendar year membership in line with the UCI (1 Jan – 31 Dec).

## 1.2 Upgrades

Members can upgrade at any time. They must contact Cycling Australia to find out the cost of their upgrade.

## 1.3 Family Membership

Family membership discount is available for:

- 2 adults (elite/masters) & 2 juniors (Junior Under 19 and below) or
- 1 adult (elite/masters) & 3 juniors (Junior Under 19 and below)

with the same surname and address and in the same category (i.e. 4 x race or 4 x ride)

Please note the family membership option is not yet available online. Families must complete the Manual Family Membership Form and submit to the club with payment.

Clubs then forward the state and national components onto Cycling Australia with the forms.

	CA	State	Club	Total
Family Gold	\$350.00	\$260.00	\$80.00	<b>\$690.00</b>
Family Silver	\$80.00	\$50.00	\$50.00	<b>\$180.00</b>

## 1.4 Six Month Membership

Six Month Discount is applicable to Racing membership purchased between 1 July and 30 September in any year

## 1.5 Temporary Memberships

### 1.5.1 3 Ride Permits

The purpose of the 3-Ride Permit is to provide access and opportunity at an inexpensive rate for novices, current recreational members and any potential new members thereby, increasing participation in all disciplines of cycling.

This 3-Ride Permit is valid for entry to three (3) races conducted within a period of three (3) months in a membership (calendar) year. The cost of this license is forty seven dollars (\$47) including GST. This permit fee is in addition to the entry fee that may be applicable for each of the three (3) events. Should a cyclist wish to upgrade to full Race or Recreational membership during the year, the \$47 fee for the 3-Ride Permit will be credited against the full licence fee.

The 3-Ride Permit is **restricted**. As a 'novices permit', it is not valid for National or State Championship categories or in any race that contributes points to a National Series. It is however, applicable for use in all classes at club level racing, novice or introductory events

The 3-Ride Permit is valid for three (3) months from the initial date of purchase; meaning that a rider has three months from the date of their first ride to participate in their second and third events. Once the permit has expired the rider may then take up the option of full or club membership if they wish to continue in the sport. **This membership upgrade may only be taken out with the club that the 3-Ride Permit was purchased from.**

Only one (1) 3-Ride Permit may be purchased per person and previous Cycling Australia Racing Membership holders are not eligible to purchase.

3-Ride Permits can be purchased from your respective state association. Monitoring the distribution to clubs or promoters is the responsibility of the state association. States must record the numbers of permits as they are issued and obtain an acquittal of permits sold – all unsold permits must be returned.

The permit card must be completed by the rider and the full forty seven dollar (\$47) fee paid and receipted by the appropriate race official or club secretary, before the rider may compete. The official must record the number of the licence issued to each respective rider and mark the date and sign the box against the first event. The cyclists must retain the permit card and it must be dated and signed by a race official at each of the subsequent (second and third) events entered to validate the permit.

### 1.5.2 Gold Day Permits

The purpose of the Gold Day Permit is to increase participation in the sport of cycling by providing access and opportunity for potential new members.

**The Gold Day Permit is restricted.** Gold Day Permits are suitable for **racing** events only\*. However they are **not** valid for entry to:

- National Championship events where medals are presented
- Categories of national series events where national ranking points are awarded
- State Championships

A single Gold Day Permit will not cover an event that extends beyond one day – e.g. official training on course, stage race, weekend carnival of multiple races etc, subject to prior approval sought from CA or your State Association if it is a state event.

The cost of a Gold Day Permit is thirty five dollars fifty cents (\$35.50) (GST inclusive) for each event entered. This permit fee is in addition to the entry fee that may be applicable. The fee also includes insurance that covers the rider for the duration of the race plus any official trial run or warm-up that is directly related to the specific event.

#### 1.5.3 Silver (Recreational) Day Permits

The purpose of the Recreational Day Permit is to increase participation in the sport of cycling by providing access and opportunity for potential new members.

**The Recreational Day Permit is restricted.** Recreational Day Permits are suitable for **ride** events only\* e.g. Amy's Gran Fondo, B2B. It is **not** valid for entry to any **racin**g event. A single Recreational Day Permit will not cover an event that extends beyond one day – e.g. official training on course, stage race, weekend carnival of multiple races etc, subject to prior approval sought from CA.

The cost of a Recreational Day Permit is ten dollars (\$10) (GST inclusive) for each event entered. This permit fee is in addition to the entry fee that may be applicable. The fee also includes insurance that covers the rider for the duration of the race plus any official trial run or warm-up that is directly related to the specific event.

### **Administrative Process for GOLD/SILVER and 3 Ride Permits**

1. Permits are purchased from your state office.
2. The nominated Permit Form must be completed by the rider and the fee paid and receipted (on the form) by the appropriate race official or club secretary, before the rider may compete.
3. Gold/Silver Permits: The original (white) copy should be given to the applicant as confirmation of being licensed and receipted. The yellow copy is to be passed on to the state association. The yellow copies must be retained and filed within the state association office
4. 3 Ride Permits are given the card
5. Green copy remains in booklet, which is returned to the Cycling
6. Cycling Australia shall be responsible for acquiring insurance cover

### **Responsibilities for Gold/Silver and 3 Ride Permits**

The club/promoter must be aware of their duty of care to make sure all competitors are licensed to compete – via appropriate licence or permit. Failure to do so may result in the event being deemed illegal, the consequence of which is that the club/promoter may be liable for costs and or damages associated with an unlicensed rider in the case of injury or accident. It is imperative therefore, that the competitor must complete and purchase any Permit **BEFORE** they participate in an event.

The club or promoter is fully responsible for the permit or permit books while in their possession – this includes all permits sold, unsold, lost or damaged – and are liable for the full cost for all permit forms unaccounted for. Accordingly, permit books should be treated as would cash or other valuables and be kept secure until required.

### **Responsibilities of the Chief Commissaire**

In addition to the fundamental responsibility of the appointed commissaire in charge to ensure the event is conducted fairly and in accordance with the rules and technical regulations of cycling, they are also responsible for:

1. Overseeing the registration of all competitors and ensuring that they are appropriately licenced or holders of permits.
2. Ensuring that all competitors have appropriate equipment and are suitably attired to provide for safe participation.

*\*Cycling Australia withholds the discretion to change these conditions at any time*

#### **1.5.4 Private Promoters**

Cycling Australia offers organisations and individuals insurance cover to run cycling event around Australia. There are two parts to the approval of this cover:

#### **Private Promoters License**

The event organiser must either be aligned with a State Cycling Association (e.g. affiliated cycling club) or a Private Promoter. Organisations or individuals that do not meet this criteria must take out a Private Promoters License with Cycling Australia.

By completing this form (<http://www.cycling.org.au/Membership/Member-Insurance>) and providing the supporting documentation Cycling Australia will offer the event Public Liability Insurance of \$20,000,000. The cost of the Promoters License will depend on the level of event

- State Events \$240 (events run on the state calendar, or participation events run at local and state level),
- National Events \$1650 (events that are on the National calendar, NRS events or National Championships)
- World Events \$10 000 (events that are included on the UCI calendar)
- Charity Events \$600

*\*to be confirmed*



### **Rider Personal Accident Cover**

The second part of the approval process for Cycling Australia to cover cycling events is that all riders are Cycling Australia members, be it full Recreational license holders, or temporary members with Recreational (Recreational) Permit.

The temporary or full memberships can be organised for riders that are not a current member of Cycling Australia at the cost of approximately \$7.00 (Recreational/Recreational Permit - one day ride only), \$27 (3 Month License - unlimited rides for 3 months), or approximately \$90.00 (full yearly membership - unlimited rides for a calendar year) and the outline of the cover can be found here ([http://cycling.org.au/Portals/10/Insurance/CA%20MB%20Australia\\_insurance.pdf](http://cycling.org.au/Portals/10/Insurance/CA%20MB%20Australia_insurance.pdf)).

### **1.6 MTBA/BMXA/Triathlon Upgrades**

A MTBA/BMXA/TRI member requires CA membership in the following circumstances:

- To participate in road and track events conducted under the auspices of CA
- To accumulate UCI ranking points
- To purchase an International Licence to participate overseas.

Current MTBA/BMXA/TRI members are entitled to a discount on a CA membership. Applications can only be made manually either directly through CA or through the local club. To be eligible for the discount CA require that there is at least three months validity remaining on the primary membership (MTBA/BMA/TRI) and sufficient proof must accompany application – copy of MTBA/BMXA/TRI card or receipt of membership.

As riders are already affiliated with a local MTBA/BMXA/TRI club, CA **does not require additional club membership** and applications can be submitted directly to CA. Should a member wish to join a CA club, application must be submitted to that club with any additional club fees owing. **Applications made through a club must also be accompanied with proof of MTBA/BMXA/TRI membership.** If a member has paid the club fee, this MUST be noted on the membership form to ensure the club's name is printed on the membership card.

For current prices please visit:

[www.cycling.org.au/Home/Membership/2015-MTBA-BMXA-TRIATHLON-AUSTRALIA-UPGRADES](http://www.cycling.org.au/Home/Membership/2015-MTBA-BMXA-TRIATHLON-AUSTRALIA-UPGRADES)

The fee listed on this page does include a recommended club component, if your clubs charges additional to this please factor the additional cost on top.

### **1.7 Additional Upgrades**

Memberships that can be upgraded at the club or national level include:

3 Month Recreational: Recreation, Race

Non Ride Members: Recreation, Race

Recreational: Race

Masters: Elite

The fee is determined by CA as there are factors that need to be considered such as expiry dates for recreational members and club fee's. It is best to call CA if you have any queries on price or direct the member to CA to discuss directly.

## 1.8 Transfers

Any member with current CA membership or expired within two years wishing to transfer between clubs is required to complete a Transfer Form. A transfer between clubs when renewing will not incur any additional fees. For the transfer to be processed the form must be completed and signed in all required sections, in accordance with the form.

**NB – Victorian Clubs who have elected not to use the transfer process please disregard.**

Mid season transfers will attract a fee of \$50.00. This fee covers reprinting of membership card, postage and administration costs. Once again, the Transfer Form needs to be completed and sent to the Cycling Australia office with payment for processing.

**NB: Transfer forms that have incomplete information will not be processed.**

## 1.9 Replacement Cards

Replacement cards can be ordered directly from Cycling Australia. Members are to complete the Credit Card Form and submit to CA via fax, email or post. The fee is **\$18.00**.

## 1.10 International Licence

Any rider looking participate in a UCI (International Cycling Union) event will need to purchase an International Licence.

To obtain an International Licence, a cyclist must be a member of Cycling Australia (Governing body).

Applications must be submitted to Cycling Australia one month prior to departure. If the application is received 2 weeks or less from the date of departure, a late fee will be payable.

International Licence Application Forms are available from

[www.cycling.org.au/Home/Membership/International-Licences](http://www.cycling.org.au/Home/Membership/International-Licences)

**NB: If all information is not provided (a check list is on the form), or the form is not submitted on time the licence cannot be processed. It is the responsibility of the member applying to ensure all documentations are provided at the time of application.**

The procedure for how to make a claim for International Licence Holders is available on the CA website

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## 2. MEMBERSHIP PROCEDURES

*Please note that a club official can be any member of the Club Committee as it has been notified to Cycling Australia.*

The club is responsible for taking manual membership applications for new members to the club, as well as renewing, upgrading and transferring members. All manual membership forms are legally required to be completed correctly and clearly. The membership form is to be filled out in full by the member. If the rider is under 18 years of age, the form must be filled out by a parent or guardian. Ensure that the disclaimer is signed and any medical issues that the member may have, are noted. Encourage the member to supply their email address, as this is the best method of communication for renewal reminders, event entries and cycling news.

Once the form has been completed, the club official is to double check that all information has been provided and must sign the club verification section at the bottom of the form. When the form has been filled out in full, the member keeps the pink copy for their records. This pink copy can be used as proof of membership until the new card arrives at the member's home address.

If any part of the form is not correctly completed, there will be a delay in processing and incomplete or incorrect forms can be sent back to the club. If the club ensures that the form is correct, then it will be easier for the data to be imported and the membership card can be processed and sent to the member sooner. For new members, a copy of their identification must be sighted by the club official e.g. Birth Certificate, Drivers Licence, Proof of Age card.

All new memberships will be dated from the day the membership form is signed by the club official. The carbon copies are to be split the following way:

- Original White - must be sent to CA and accompanied by a membership summary sheet that is to be filled out in full, including listing the club name and any relevant notes
- Yellow – issued to the state
- Green – remains at the club
- Pink - given to the member to use as proof of membership until the card arrives

Membership forms must be sent **directly** to the Cycling Australia office within two weeks of members joining – even if there is only one membership form. Once Cycling Australia receives the membership form, the member can expect their new membership card to be sent to their home address within two-three weeks (or four-six weeks in peak period).

Alternatively, urge members to join or renew online. The membership is instantaneous as the member is provided a receipt that they can use until the card arrives in approximately 14 days after payment. This is also allows for less burden on the club office bearers to maintain paperwork and providing cheque payments via the post to CA.

### 2.1 Payment

If a member is making a payment for membership directly to the club, the club is responsible for taking payment of the total membership fee that includes the club, state and national components. Payment of manual memberships can be taken in the following ways (depending on the facilities the club has available):

- Cheque
- Cash
- Credit Card/Eftpos
- Money order

Once payment is made, please follow the following steps:

1. The form should be signed by a club official
2. A payment receipt issued to the member
3. A membership receipt (pink copy of the membership form) issued to the member to use as proof of membership until the membership card arrives
4. If the member has filled in a printed version of the form, three additional copies are to be made – one of these is for the member to keep

Once the payment is taken at the club, a club cheque or Direct Deposit is to be sent to Cycling Australia, along with the membership forms and Membership Summary Sheet.

**No personal cheques will be accepted at Cycling Australia** as they are difficult to trace in the event of a dishonor.

**A fee of \$25.00 will be charged if a cheque is dishonored**

## **2.2 Online Membership**

IMG Sports Technology provides the framework for the Cycling Australia Membership database. Online memberships are available in all states for new and renewing members. If you are not yet online and would like to be, please contact Cycling Australia to find out how.

On a weekly basis (Friday midnight) IMG Sports Technology Group settles the membership payments taken online. The money is then released by between Monday-Wednesday of the following week into the nominated club bank account.

If your club bank details change at any time during the membership year, a form must be submitted to Cycling Australia advising the new bank account details.

If your committee details change at any time during the membership year, a form must be submitted to Cycling Australia advising the new committee details.

## **2.3 Reports**

IMG Sports Technology Group System provides clubs with the ability to report on the current members at any day or time.

If you are experiencing any difficulties please contact Cycling Australia who will be able to take you through the process.

## **2.4 Informing New Members**

Keeping members, and parents of younger riders notified of what is happening can ensure they maintain their membership. Providing members with a list of Club contacts is important ensuring this is kept up to date and members are notified of any changes.

General information all members should be informed about include:

- Your club rules
- Where they can expect information e.g. notice board, newsletter, emails)
- Your committee meeting nights
- Your club meetings – days, times, entry close etc
- Training and coaching days
- Safety requirements for training/racing
- What is required from members (e.g assistance at meetings, etc.)
- Explain any scoring system you use at meetings
- Explain any qualifying system for State and National events.
- Your club racing calendar
- The importance of their membership card

It is also extremely important to ensure you have contact information for the riders, especially an emergency contact, and also information on the rider's medical history should anything happen while they are riding with your club. Organising social opportunities for the whole family at your club is a great way to develop a good rapport with families and a community atmosphere. Barbeque nights can be easily organised and can provide crucial social opportunities.

#### Communicating with Members

*Website* – Setting up a club website is a great way to communicate with your members and keep them up to date with club information. The website can also be used to attract new members, so ensure you include information such as contact details, club location, membership information, club events etc.

IMG Sports Technology Group are able to help you create your very own website free of charge. Or if you currently have a website and are looking to upgrade they can assist you with the transfer process. For more information please call the IMG Sports Technology Group support desk on 03 9426 2600

*Newsletters* – Newsletters are a great way of getting information directly to members. These can be e-newsletters via their email, or actually sent out to them. They can be sent out weekly, monthly, or quarterly, depending what works best for the club. Keeping members up to date with what is happening will make the members feel more included in the club.

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### 3. GENERAL CLUB INFORMATION

#### 3.1 Volunteers, Officials and Coaches

Volunteers, Officials and Accredited coaches are required in the club to train the riders. States have different requirements for what a club must have, please contact your state for more information.

#### 3.2 First Aid

All clubs should have a well stocked first aid box, which is replenished regularly, and checked to ensure all contents are in date. At all club meets a first aider should be present. All accredited coaches should have a first aid qualification, however it is recommended that the club ensures that there is another first aid qualified person present in case of an accident occurring.

#### 3.3 Working with Children Checks

Please note that all club volunteers, administrators, officials and coaches are required to follow the guidelines for working with children in their State/Territory and possibly undergo a police check to receive authorisation to work with children. To check the working with children check for each State/Territory please visit the Play by the Rules website ([www.playbytherules.net.au](http://www.playbytherules.net.au)).

#### 3.4 Insurance

##### 3.4.1 Accidents

If an accident occurs during a Club Event an Accident Report Form must be lodged with Cycling Australia within 7 days. A copy of this form must also be attached to any claims that are lodged from the accident. The club should keep a copy of this, and forward a copy to Cycling Australia. Cycling Australia will then keep this on record, for insurance purposes. **(Accident Report Form available on the Cycling Australia website – Membership – Membership Forms)**

##### 3.4.2 Claims

Please advise any members that would like to make a claim for any injury sustained whilst riding to contact Cycling Australia for further details.

The Summary of Coverage can be found:

[http://www.cycling.org.au/Portals/10/Insurance/CA%20MB%20Australia\\_insurance.pdf](http://www.cycling.org.au/Portals/10/Insurance/CA%20MB%20Australia_insurance.pdf)

The Claim Form can be found:

<https://info.willis.com/site/cycling/SitePages/Home.aspx>

##### 3.4.3 Certificate of Currencies

Contact your State/Territory Association for more information.

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#### **4. IMPORTANT THINGS TO REMEMBER**

Recommend any cycling websites to your members (especially [www.cycling.org.au](http://www.cycling.org.au) which has all the latest cycling news and links to all state and club websites).

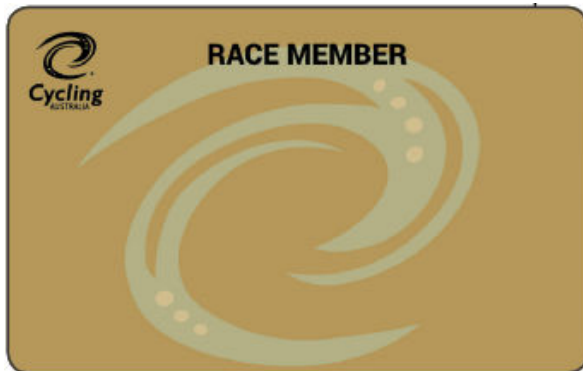
Do not hesitate to call Cycling Australia on 02 9339 5800 if you are unsure of any of the procedures.

All other relevant Club Forms can be found on the IMG Club Portal. Please download and copy as required.

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## 5. 2015 MEMBERSHIP CARDS

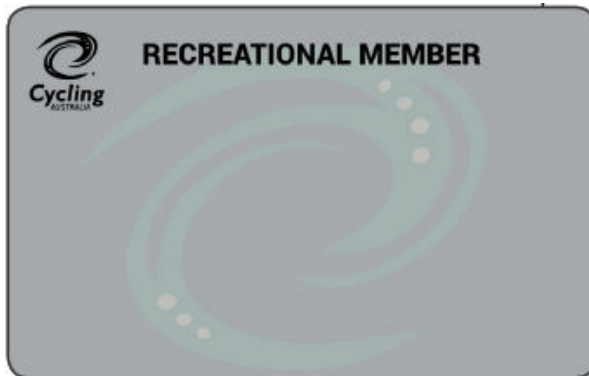
Race Card



Regional Race Card



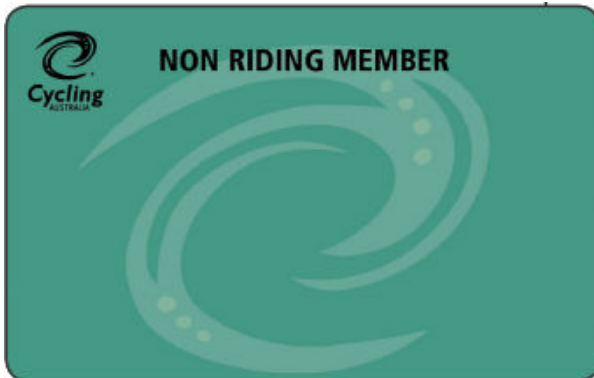
Recreational Card



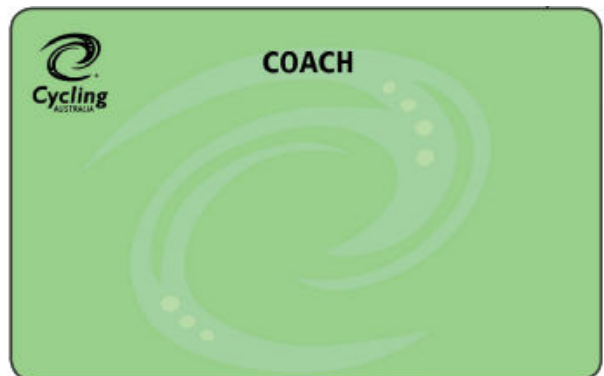
Audax Card



Non Riding Member Card



Coach Card



International Card

