



# Human Powered Vehicle Guidelines

## Purpose

St Mary's College has invested significant resources into HPV racing, and it is a popular team sport at the College. A responsible and equitable approach to these resources must be maintained.

## Rationale

The purpose of these guidelines is to enable the longevity of HPV racing at St Mary's College and to provide clarification of the roles and responsibilities of all involved. These guidelines are aligned with St Mary's Mission, Vision and Values and establishes equitable guidelines to sustain the HPV program at St Mary's College.

## Team Membership

HPV team members will be chosen from SMC students. Students from other schools may be allocated to a SMC HPV team at the discretion of the Principal.

Team members include riders and pit crew. All SMC rules of behaviour apply to participating students at race events and trainings. Ability to participate safely, follow expected rules of student behaviour and academic progress will be considered when determining student involvement in HPV teams.

Students chosen for HPV team membership will be allocated into teams by the College HPV coordinator.

## Allocation of HPV Bikes to Teams

The College shall determine the allocation of bikes to teams. Bikes will be allocated to students in accordance to the size, capability and year level of team members.

## Races

At the start of each calendar year, SMC Senior Leadership shall determine which HPV races College teams participate in, taking into account:

- other College curricular and co-curricular events,
- available staff,
- team manager interest,
- assessment calendars,
- travel distance, costs, available accommodation; and
- age/year level of participating students.

Not every HPV team will necessarily compete in all races attended by St Mary's College. As a school sport, the College is responsible for the registration of teams into specific races.

## Team Managers/volunteers

Team managers and team volunteers shall be adults who are all either parents, caregivers or older siblings of current SMC students. All team managers and volunteers are required to complete the St Mary's College Volunteer Student Protection training package. Any team manager or volunteer who is not a biological parent of a student is also to hold a Blue Card or appropriate Blue Card exemption.

Team managers are responsible for the organisation and running of the individual HPV team at team trainings and race events. This includes operational decisions in relation to rider order and completion of rider licences.

## **Fees and costs**

Participation in HPV is a voluntary co-curricular activity that is user pays.

## **Student Contribution**

HPV students (riders and pit crew) will contribute to the costs of HPV to ensure the sustainability of the HPV program.

The amount of student contribution may vary each year.

In 2020, the HPV student contribution shall be \$50 per HPV student. This student contribution is non-refundable and secures the student's position in a HPV team. Failure to pay the student contribution may result in the filling of that team position by another student.

## **Maintenance Levy**

In addition to the student contribution all HPV students competing in more than one race for the year will pay an additional maintenance levy to assist the College to meet the on-going costs of maintenance of the HPV bikes. This maintenance levy is \$25 per student per race.

## **Maintenance**

Whenever possible College HPV bikes will be maintained and repaired by the College.

Team managers should notify Mr Kerry McDonald at the College of maintenance requirements and arrangements for the necessary maintenance shall be made. If it is not possible for the College to undertake the maintenance of the HPV bikes due to the available time, expertise or equipment required, Mr Kerry McDonald will advise the team manager and make other arrangements accordingly. Expenditure in excess of \$100 will require a SMC signed purchase order.

If during race events, repairs are required then team managers may in consultation with the SMC attending staff member organise the repair of the College HPV bike.

Each HPV team will be allocated a maintenance budget to ensure the fair distribution of resources across the HPV program. This maintenance budget shall be controlled by the College Finance Officer.

Reimbursement of maintenance expenses paid for by Team Managers may occur however, application for reimbursement on presentation of receipts in a timely manner is at the discretion of the College and not automatic. Team Managers are therefore encouraged to always receive College approval for expenditure through a purchase order prior to expenditure.

## **Sponsorship**

Teams may obtain sponsorship. A sponsorship letter on College letterhead signed by the Principal is available for use by teams seeking sponsorship. All sponsorship monies are to be paid to SMC for the on-going longevity of the program and equitable distribution across SMC teams.

Sponsorship money will be distributed as follows:

- 30% St Mary's College HPV long term fund to ensure the longevity of the program. This fund will be used for significant expenditure such as purchase of new bikes and large-scale equipment;
- 40 % for normal maintenance expenses on HPV bikes
- 20% for team uniforms.
- 10% for HPV bike wrapping/decoration/painting.

Names of all sponsors for each team will be advertised on every bike.

## **HPV Training and Racing**

Safety of students is paramount at all HPV trainings and race events. Students will comply with the HPV rules of racing at all races and trainings. Students will comply with all race rules including safe driving of HPV bikes and use of designated safety equipment.

During trainings riders will wear a bike helmet, gloves, eye protection and use the seat belt.

All training on HPV bikes will take place at the Velodrome at Tinana and on the race tracks at race events as and when designated by race organisers. HPV bikes will not be used at any other public place without the prior approval of the Principal.

### **Use of College Resources**

All items purchased by the College directly or purchased by managers and later reimbursed by the College remain the property of the College.

Any item donated by sponsors shall also remain the property of St Mary's College and are to be returned to the College at completion of the race.

### **Team Names**

Team names shall be determined by SMC HPV Coordinator

### **Team Uniforms**

Team uniform consists of the following items:

- Racing shirt
- SMC Sports Shorts
- SMC Hoodie
- Hat (College Sports hat or hat provided by sponsor)

College sports shorts, hoodie and hat are provided by students at their own expense from the College uniform shop.

In 2020 each HPV team shall have a team racing shirt. Team racing shirts purchased in 2020 shall be printed without reference to the year of racing.

From 2021 all SMC HPV teams shall have a consistent SMC team shirt with standardised College design with variation in colour only to help identify individual teams.

Riders may wear comfortable shorts/leggings while riding the HPV. SMC sports shorts shall be worn by students when students are not riding.

The SMC Hoodie may be worn by students. St Mary's College has a sun safe policy. Students must wear a hat during daylight hours at events. The St Mary's College sports hat is suitable for use.

### **HPV Bike Decoration**

All College HPV bikes will be decorated/painted/wrapped in a manner consistent with College values. Team decoration, painting or wrapping of HPV bikes will only occur after the design has first received approval from the SMC HPV Coordinator.

From 2021 all SMC HPV bikes shall have consistent decoration, painting or wrapping design which will allow for College identification as well as some team individuality.

<b>Responsibility for Implementation:</b>	Staff, Students, Parents
<b>Policy Status:</b>	New
<b>Key Stakeholders:</b>	Staff, Students, Parents
<b>Endorsement Body:</b>	Senior Leadership Team
<b>Policy Author:</b>	APRE
<b>Date of Review:</b>	2019
<b>Date of Scheduled Review:</b>	2022

The content of this policy can be changed at the College's discretion at any time without notification.