

## SDVA Trusted Member/Track Steward Program Application

As the San Diego Velodrome Association (SDVA) is a volunteer organization, with no paid staff, it's particularly important that those members who enjoy special privileges at the Velodrome become active in helping with this responsibility.

There is no fee to become an SDVA Track Steward, which brings with it special privileges, however there are duties and responsibilities as set forth below.

### Eligibility guidelines. Track Stewards should:

- Be a member in standing for the current year, and for the previous 2 years.
- Be familiar with all SDVA rules, as well as commonly known track riding and racing rules and etiquette.
- Have a history of volunteerism and positive interactions with the SDVA membership and the community at large.

### Benefits of accepting Track Steward Status:

- ONLY Track Stewards will have keys to the drive-in gate.
- Track Stewards may drive in at most times, and allow others to drive in also. However, they must keep in mind their responsibility to secure the gate when they leave.
- Track Stewards will have access to the electrical panel for the lights

### Those who are expected to apply for Track Steward Status :

- Anyone who runs coaching classes or sessions at the track must be a Track Steward
- Anyone who wishes to keep a motorcycle at the Velodrome must be a Track Steward

### Track Steward Responsibilities and Duties:

1. Ensure All Riders Sign Waiver or are Member: Ensuring that EVERYONE who is riding the Velodrome is a current member, OR has signed a waiver. **Ignorance is not an excuse.** It is the job of the steward to ask any unknown persons if they are a member, and if ever in doubt ask them to sign a waiver. Track Stewards should **carry a supply of waivers with them.**
2. Provide Signed Waivers to SDVA Secretary: Track Stewards must provide all waivers to the Secretary of the current SDVA Board of Directors.
3. Ensure Rule Compliance: Track Stewards shall be knowledgeable of Velodrome rules and etiquette and shall have the authority **to enforce such rules.**

**The Required Approach** to resolve a breach is:

1) politely acknowledge the inappropriate action and explain how it can be corrected.

2) If this does not work, ask the offending person (SDVA member or otherwise) to leave.

3) Inform the offending individual that they are trespassing and call the police and/or park ranger 619-235-1121 / 619-235-1122

**Should an Incident occur** with a Track Steward present, the Track Steward is responsible for filling out an Incident Report (available on the SDVA website) and submitting the report to the BOD within 24 hours of the incident.

4. Secure the Facility: When the LAST Steward leaves, it is their responsibility to walk through the entire facility and lock and check the following:
- Lock Drive-In Gate
  - Lock Walk-in Gate
  - Turn Off Lights
  - Lock Bathroom
  - Lock Any Container Opened
  - Lock Emergency Supply Box

Track Stewards are representatives of/for the SDVA, and will behave as such. They will represent the SDVA in a positive manner at all times.

Abuse of steward duties and responsibilities may lead to loss of Track Steward status and related privileges. Extreme or severe cases of abuse or negligence of Track Steward privileges or responsibilities may result in a loss of membership privileges pursuant to the SDVA Bylaws. Any loss of Track Steward Status shall be provided to the Steward in writing. There are no appeals to the loss of Track Steward Status. The below list of abuses shall constitute grounds for Board of Directors consideration of revocation of Track Steward Status.

- Failure to ensure that all track users are either members, or have a waiver on file.
- Sharing or allowing unauthorized use of keys and/or clock combinations.
- Inappropriate enforcement or misrepresentation of rules.
- Allowing non-members to ride more than 5 times/days a year.
- Failure to ensure the gate is secured, or the lights turned off.
- Interaction with the public, city officials, or riders which brings the SDVA into disrepute.

Notes:

The updated membership list will be distributed to the Track Stewards via email once per month.

Track Steward names will be published on the Velodrome website.

Track Stewards may allow any individual non-member to ride the track during open hours up to 5 times/days per calendar year, provided a waiver has been signed. If in doubt, the steward should get an additional copy of the waiver.

Any rider wishing to ride the track more than 5 times/days per year must buy a membership.

All Track Steward applications must be approved or denied in writing by the Board of Directors at the Board meeting immediately following application submission. Once an application is approved, a member shall retain Track Steward status for as long as the Track Steward maintains a current membership or the SDVA revokes Track Steward Status, or the member withdraws from the Track Steward program in writing.

If SDVA members wish to have access to the drive-in gate or the lights, they must apply to the Track Steward program. BOD members may have Track Steward privileges revoked and may be sanctioned, just as any other member or Steward may lose privileges or be sanctioned.

## SDVA Trusted member/Track Steward Program Application

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a current SDVA member, and have you been a member for the previous 2 years? Yes / No

If not, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your history of volunteerism with the SDVA:

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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Track Steward guidelines available on the SDVA website. I am familiar with the rules of the SDVA and track etiquette in general. I understand that a Track Steward has special responsibilities and privileges, and that Track Steward status may be revoked for failure to enforce Velodrome rules, or for other reasons as listed under the Track Steward guidelines available on the SDVA website. Abuse of steward duties and responsibilities may lead to loss of Track Steward status and related privileges. Extreme or severe cases of abuse or negligence of Track Steward privileges or responsibilities may result in a loss of membership privileges. The above sanctions shall require a vote by the board of directors. Applications shall be forwarded to the SDVA BOD. A majority of “yea” votes is required to approve trusted member status, and the applicant will be notified of application status within 30 days of submission.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_