



Audax Australia Cycling Club

Position Description – International Brevet Secretary

Introduction

Audax Australia Cycling Club is a non-profit national cycling Association established to promote and run Audax Cycling – long distance cycling events. Volunteers work across Australia in a variety of roles to support the Club's operation.

Position Description

The International Brevet Secretary works closely with the Regional Brevet Secretaries and the ACP (Audax Club Parisien) and LRM (Les Randonneurs Mondiaux) correspondents to effectively homologate all BRM, LRM and Fleche rides.

Responsibilities and Duties

The International Brevet Secretary is the ACP Representative and LRM Representative for France. All direct correspondence with ACP (Audax Club Parisien) from Australia is via the International Brevet Secretary as stated in Chapter IV Article 9 of the ACP Partnership Agreement.

Knowledge and skills required

Ideally the International Brevet Secretary is someone who is:

- Well informed on the ride processes
- Methodical and well organised
- Experience with Excel is essential
- Can communicate effectively and keeps tabs on the events within the region
- Ability to communicate in written French is desirable

Time Commitment and Term

The International Brevet Secretary is appointed by the National Committee of Audax Australia and ratified by the ACP and LRM.

The estimated time commitment required is 1 -2 hour per week when processing incoming brevet information. 2-3 hours every month when processing outgoing results to regional brevet secretaries. It is extremely important to be punctual and consistent with submitting rides for homologation, if this is not done frequently extreme time delays in processing will result.

Relationships

The International Brevet Secretary works closely with all the regional brevet secretaries.

The International Brevet Secretary works closely with the ACP representative, LRM representative and other ACP office bearers in their specific roles.

The International Brevet Secretary presents a report to the Chair of Homologations every 2 months before the convening of the National Committee meeting.

The International contacts include:

ACP Representative: Jean-Gualbert Faburel

Fleche Opperman results: Robert and Suzanne Lepertal

ACP Randonneur 5000 applications: Genevieve Faburel

LRM homologations: Jan-Pieter Broekhoven

Detailed Duties

The International Brevet Secretary ensures that the correct information is transferred to the submitted spreadsheet.

The International Brevet Secretary must routinely:

- Process the incoming national ride BRM and LRM information which includes:
 - Maintaining International Brevet Status report online regularly through google docs.
 - Merge data into one ride results spreadsheet for France as per proforma *Appendix 1* for BRM and LRM *Appendix 2*.
 - Email BRM results monthly to ACP Representative in France
 - Email LRM results soon after a 1200km ride is completed to LRM president in France
- Process the outgoing national ride brevet information which includes:
 - Match homologation stickers to ride results spreadsheet for each region.
 - Post homologation stickers, stamps, ACP/LRM medallions (if ordered) and ride results sheet to the corresponding regional brevet secretaries.
- Fleche Opperman results are reformatted as per proforma *Appendix 3* and sent yearly before 31st October.
- Manage Randonneur 5000 Applications yearly.
- Format the Australian Audax ride calendar to the required proforma *Appendix 4* (after the National Calendar Co-ordinator has completed all ride details) and send to the ACP Representative by October each year.
- Provide advice and guidance on interpretation and application of the rules of BRM, LRM and Fleches.
- Maintain accurate records of all ride information.

Appendix 1: BRM Homologation Format

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - ACT		211501				
			Audax Australia - ACT	211501			
			Audax Australia - ACT	211501			
			Audax Australia - ACT	211501			
			Audax Australia - ACT	211501			

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - NSW		311501				
			Audax Australia - NSW	311501			
			Audax Australia - NSW	311501			
			Audax Australia - NSW	311501			
			Audax Australia - NSW	311501			

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - VIC		411501				
			Audax Australia - VIC	411501			
			Audax Australia - VIC	411501			
			Audax Australia - VIC	411501			
			Audax Australia - VIC	411501			

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - WA		511501				
			Audax Australia - WA	511501			
			Audax Australia - WA	511501			
			Audax Australia - WA	511501			

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - SA		611501				
			Audax Australia - SA	611501			
			Audax Australia - SA	611501			
			Audax Australia - SA	611501			

Ride Name:				Organiser:			
N° Homologation	CLUB ORGANISATEUR		code ACP	DATE	DISTANCE	INFORMATIONS	
	NOM	PRENOM	CLUB DU PARTICIPANT	CODE ACP	TEMPS	Médaille (x)	Sexe (F)
	Audax Australia - QLD		711501				
			Audax Australia - QLD	711501			
			Audax Australia - QLD	711501			
			Audax Australia - QLD	711501			
			Audax Australia - QLD	711501			

Appendix 2: LRM Homologation Format

HOMOLOGATION					
	country / pays :				
	name of the ride / nom de l'épreuve :				
	date (yyyy/mm/dd / aaaa/mm/jj) :				
	distance (km) :				
	organizer (name) / organisateur (nom) :				
	time limit / temps max. :				
	club :				
(réservé)					
n° RM	NOM	PRÉNOM	TEMPS	PAYS	M/F
RM No	<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>TIME</i>	<i>COUNTRY</i>	

Appendix 3: Fleche Opperman Homologation Format

ACP		PROVINCES	CODE ACP	TEAM NAME	Sexe	SURNAME	Name	K 24 H	Departure	Arrival
Homologation									00 hr	24 hr
	AA	Victoria	411501							
	AA									
	AA									
	AA									
	AA									
	AA	NSW	311501							
	AA									
	AA									
	AA									
	AA									

Appendix 4: Calendar Format

PAYS COUNTRY	CLUB ORGANISATEUR ORGANISER CLUB NAME	ACP CODE	RESPONSABLE RIDE ORGANISER	ADRESSE EMAIL EMAIL ADDRESS	DATES DES ORGANISATIONS EVENTS CALENDAR										
					200	300	400	600	1000	200 et	Fleche				
Australie Nouvelle Galles du Sud New South Wales (NSW)	Sydney	311501													