



Audax Australia Cycling Club

Position Description – UAF 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 UAF Brevet Secretary works closely with the Regional Brevet Secretaries and the UAF correspondents to effectively homologate all UAF rides.

Responsibilities and Duties

The UAF Brevet Secretary is the UAF Representative for France. All direct correspondence with UAF (Union des Audax Français) from Australia is through the UAF Brevet Secretary as stated in the "UAF Protocol of Agreement".

Knowledge and skills required

Ideally the UAF 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 not essential

Time Commitment and Term

The UAF Brevet Secretary is appointed by the National Committee of Audax Australia and acknowledged by the UAF.

The current estimated time commitment required is 1½ – 2 hours per month when processing incoming and outgoing brevet information, including results to regional brevet secretaries. It is extremely important to be punctual and consistent with processing rides for homologation, if this is not done timely delays in processing will result.

Relationships

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

The UAF Brevet Secretary works closely with the UAF representative and other UAF office bearers in their specific roles.

The UAF Brevet Secretary presents a report before the convening of the National Committee meeting.

The International contacts include:

L'UAF President: Bruno Danielzik

L'UAF Calendar Co-ordinator: Jean-Luc Treberne

Detailed Duties

The UAF Brevet Secretary ensures that the correct information is transferred to the submitted spreadsheet and maintained in order.

The UAF Brevet Secretary must routinely:

- Process the incoming national ride UAF information which includes:
 - Transfer data from incoming Regional Brevet Secretaries into the homologation register spreadsheet as per proforma *Appendix 1*
 - Email UAF results monthly, or as determined by the ride calendar, to the UAF President in France in the format as per *Appendix 1*
 - Maintaining the UAF Brevet Homologation Register
- Process the outgoing national ride brevet information which includes:
 - Process homologation stickers locally and assign homologation stickers to ride results spreadsheet for each region
 - Post homologation stickers, stamps, UAF awards (if ordered) and ride results sheet to the corresponding regional brevet secretaries
 - Submit this information simultaneously to the Brevet Editor of Checkpoint at results@audax.org.au
- Format the Australian Audax ride calendar to the required proforma *Appendix 2* (after the National Calendar Co-ordinator has completed all ride details) and send to the UAF representative by September 30 each year
- Provide advice and guidance on interpretation and application of the rules of UAF
- Distribute UAF brevet cards to Regional UAF representatives or ride organisers when requested
- Maintain accurate records of all ride information