



Club Mass Participation Coversheet

Please complete the checklist and lodge along with all relevant documentation to Mountain Bike Australia for each event approval request. Event applications will not be approved and insurance cover granted until this Form has been lodged with all supporting documentation meeting the required MTBA standards. Event plans need to MTBA a minimum of 3-weeks prior to the event.

Contact Details

Name of Club: _____
 Contact person: _____ Phone: _____
 Email address: _____ Website: _____

Event Details

Name of event: _____
 Date of event: _____ Event Disciplines: DH XCO XCC XCM XCE GE CX
 Event location: _____
 Expected no. of riders: _____ Expected no. of spectators: _____ Mass Participation Insurance request: Yes No
 Interested parties to be listed on Certificate of Currency: _____

Please ensure the following documentation is included (at a minimum) when lodging your event application to ensure the fastest possible processing.

	Required Documentation	Included (Please tick)	Mountain Bike Australia Office Use Only		
			Member Services Received	National Events Manager Sign-off	Date
1	Club Application Form & associated Payment received (if MTBA Affiliation expires before event date) Note: New Clubs also require Certificate of Incorporation				
2	Event Management Plan to include: - Event personnel roles & responsibilities Incl. Commissaire and Race Director - Event Registration portal details - Emergency management procedures - Evacuation procedures - First aid & medical information - Event safety measures - Traffic management plan - Communication procedures - Location map (in relation to closest main town/city) - Village Site map - Website details				
3	Risk Management Plan				
4	Course Map showing: - Location of course marshals - Evacuation points - First aid location - Emergency access points				
5	Event website correlates with event details				
			Event plan reviewed and initial invoice issued by Mountain Bike Australia		

**Please return to:
 Mountain Bike Australia (MTBA) Ltd.**

PO Box 377 Varsity Lakes QLD 4227
admin@mtba.asn.au

Event plans sent for approval within 2-weeks of the event will incur a \$50 administration fee.

Mountain Bike Australia Ltd

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