



## Private Promoters Event Checklist

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 Private Promoter: \_\_\_\_\_

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: \_\_\_\_\_

Appointed Event Commissaire: \_\_\_\_\_ MTBA Membership No: \_\_\_\_\_

**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	Private Promoter Application Form, Signed Deed & associated Payment (if MTBA Affiliation expires before event date) <b>Note: New Promoters also require Certificate of Registration of Business</b>				
2	Event Management Plan to include: - Event personnel roles & responsibilities Incl. 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 (risk assessment matrix)				
4	Course Map showing: - Location of course marshals - Evacuation points - First aid location - Emergency access points				
5	Event website correlates with event details				
<b>Please return to: Mountain Bike Australia (MTBA) Ltd.</b>  PO Box 377 Varsity Lakes QLD 4227 <a href="mailto:members@mtba.org.au">members@mtba.org.au</a>		<b>Event plan reviewed and Certificate of Currency issued by Mountain Bike Australia</b>			

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

Once event plan has been submitted, insurance cannot be changed otherwise a \$50 administration fee will occur.