



Mountain Bike Australia Race Report

For the prerace report complete this form with the Event Manager. These answers will assist in writing the race report to MTBA after the event. When writing the report attached further detailed comments according to section headings.

Event Details

Event Name: _____
Location: _____
Event Dates: _____
Discipline: _____
Class of Event: _____
Number of Competitors: Men: _____ Women: _____
Number of Spectators: Expected: _____ Actual: _____

Event Permits

Has written permission been granted to use the course? Yes No
Has written notice been submitted to property owners? Yes No

Personnel Details (Name, Phone Number & Email Address)

Event Organiser: _____
Race Director: _____
Technical Delegate: _____
Chief Commissaire: _____
Assistant Commissaires: _____
Other Commissaires: _____

Course Manager: _____
Registration Manager: _____
Marshal Manager: _____
First Aid Provider: _____
Transport Manager: _____

Did event staff receive training in their duties? Yes No
Did marshals receive training in emergency situations? Yes No

Medical Support

Were First Aid personnel on site? Yes No
Did First Aid wear visible vests/uniforms? Yes No
Did First Aid have a tent sign? Yes No
Was the nearest hospital notified? Yes No
Was the ambulance service notified? Yes No
Was a response plan distributed? Yes No

Course Inspection

Inspected by: _____

- On foot By bike Other _____
 All the course Part of the course No inspection

Give reasons: _____

Course Condition

Type of event/Discipline: _____

Course distance: _____ Elite Lap Time: _____

- Type of markings: Bunting Arrows Fencing
- Were hazards adequately marked? Yes No
Was the safe/fall zone free of undue hazards? Yes No
Were intersections adequately marked? Yes No
Were man made features sturdy? Yes No
Was there safe zone bunting on fast corners? Yes No
Was there a course map with First Aid and Marshal points displayed? Yes No

Problems with the Course

Were problems with the course identified? No Request for Correction

Course Notes/Improvements: _____

Warm Up Area

Was the area suitable for the discipline? Yes No

Start Area

In accordance with MTBA Regulations? Yes No
Start line marked on the ground? Yes No

Finish Area

In accordance with MTBA Regulations? Yes No
Finish line marked on the ground? Yes No
Adequate run out after the finish line? Yes No

Comments on Start/Finish: _____

Event Facilities

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| Was the village layout effective? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Covered area for registration? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there a notice board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there adequate water available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adequate toilet facilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Adequate rubbish bins? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Showers/change rooms? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ample parking? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Catering? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Spectator and Race Control

- | | | |
|--|------------------------------|-----------------------------|
| Was there a briefing for event officials? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there spectator signage and control planned? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there a marshal briefing? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were marshals set at: | | |
| Major intersections and course crossings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Significant course hazards? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Communications

- | | | |
|--|------------------------------|-----------------------------|
| Was there a PA System? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was there an announcer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were there enough radios for commissaries, event official, marshals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did radios have coverage over the entire site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Did mobile phones have coverage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Registration

- | | | |
|---|------------------------------|-----------------------------|
| Who was responsible for rego? _____ | | |
| Were they checking day licences? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were there sufficient day licence books? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were MTBA/Club membership forms available? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was rego data ready on time for timing to do start lists? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were competitors seeded correctly | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were there errors on the start list? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
- _____
- _____

Rider Specific Checks

- | | | |
|---|------------------------------|-----------------------------|
| Were helmets check for the compliance sticker? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were riders wearing the appropriate safety equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were bikes check for working brakes and handlebar plugs? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were race plates correctly mounted and readable? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Was a rider briefing conducted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Were DH riders marked after first track check? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| How long was the course open for practice? _____ | | |
| How many bikes per hour were transported to the DH start: _____ | | |

Schedule Changes

Were there any schedule changes to the start times? Yes No

If yes, for what reason? _____

How were the schedule changes communicated to the competitors? _____

Timing Service

Which Commissaire oversaw timing? _____

Did the timing service provide the start list on time? Yes No

Were lap boards and bell lap use for XC? Yes No

Did timing print sufficient copies of the results? Yes No

Was there a notice board for results? Yes No

Was an electronic version available on race day? Yes No

Were results submitted to the media? Yes No

Presentation of Awards

Who was responsible for presentations? _____

Was there a prize list of merchandise and cash? Yes No

Race Stoppages

Were there any race stoppages? Yes No

Reasons: _____

Incidents

Were Incident Reports completed for each incident? Yes No

Details of incident/s: _____

Penalties

Were there any verbal warnings, fines or penalties imposed? Yes No

If yes, for what reason? _____

Complaints

Were there any complaints received?

Yes

No

If yes, for what reason? _____

Weather

What was the weather like during the event? _____

Did it impact the event?

Yes

No

If yes, how so? _____

ASADA

Did ASADA conduct drug testing at the event?

Yes

No

Were acceptable facilities provided?

Yes

No

Additional Documents to Provide

- Incident Reports
- Course Photos
- Event Result list/link
- Schedule for registration, practice, & racing
- Map of Location
- Map of Course

Overview of Event

Commissaire Name: _____

Commissaire Signature: _____

Date: _____