



Schools Event – Mass Participation Levy 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.

Contact Details

Name of School / Club: _____

Contact person: _____ Phone: _____

Position: _____ Email address: _____

Event Details

Name of event: _____

Date/s of event/s: _____

Event Discipline: DH XCO XCC XCM XCE GE CX

Event location: _____

Level 1 Commissaire appointed: _____

MTBA Medals Required: Gold: _____ Silver: _____ Bronze: _____ at \$2.50 per medal

Please ensure the following documentation is included 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	Event Management Plan				
2	Risk Management Plan				
3	Course Map showing: - Location of course marshals - Evacuation & Emergency access points - First aid location				
<p>Please return to: members@mtba.asn.au</p>		<p>Final approval: MTBA National Events Manager</p>			
		<p>Certificate of Currency issued: MTBA Member Services</p>			

School Agreement:

1. Agree to pay a levy of \$6 per participant per event to Mountain Bike Australia for the purposes of insurance coverage for all riders in the event.
2. Agree to appoint an MTBA accredited commissaire to ensure the event is run in accordance with MTBA regulations and policies.
3. Provide a full participant list to MTBA within 14 days of the conclusion of the event for insurance purposes.
Data required: Rider's first and last name, date of birth, Guardian Name, address, and email address.

MTBA Agreement:

1. Provides insurance coverage as per the Members Summary of Insurance available by [clicking here](#).
2. Provides MTBA branded school medals for events at subsidized cost (\$2.50 per medal).
3. Provides participation certificates to the school for distribution.
4. Provide welcome packs to individual riders post-event via Australia Post.