

Mountain Bike Australia

National Mountain Bike Series and Championships

A Guide to MTB Event Organisation and
Management

2006 Edition



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Philosophy

The sport of mountain bike racing evolved from recreational off-road cycling. It is in the spirit of self-contained self-reliant off-road cycling that mountain bike racing events are conducted.

This principal has some important outcomes:

- It encourages the industry to produce equipment that is reliable and easy to use.
- Competition rules are kept to a minimum and are straightforward to understand.
- It offers a healthy lifestyle sport that is suitable for families.
- The sport engenders respect for the land and for other land users.

How to use this Guide

This organisational manual will be used as follows:

1. As an aid to improving the organisational standards of all MTBA sanctioned events, in particular the national mountain bike series events;
2. As a definitive record of MTBA's mountain bike promotion requirements;
3. As a yardstick by which the organisation and conduct of each event will be measured and judged; and
4. Ultimately as a development tool for all future MTBA events.

This manual is organised in the way you may think about your event:

- **Pre event requirements:** the things that you should be thinking about when you plan your event;
- **Event requirements:** the things that you need to be aware of during the event;
- **Race requirements:** those things that you need to know about for the competition itself; and
- **Post event issues:** which is about the stuff that you need to do after the event has been run and everyone is home.

Reference

This guide is intended as a supplement to the MTBA technical regulations for the organisation of the MTBA national series events and the MTBA national championships.

Most of the important points from the MTBA technical regulations are repeated in this guide, however this does not mean that this guide can be used as a replacement to the MTBA technical regulations.

Please read the MTBA technical regulations and this guide carefully. References to the MTBA technical regulations are noted in the side-bar.

Extensive additional material is provided in the Annex pages that will help you think about your responsibilities for the safety of your participants and spectators. Some of these pages will be needed by the MTBA technical delegate, so you will need to have them completed when he/she makes a visit to look at your event.

Definitions

Race Director

The person charged with the responsibility of running of the event on the day. The responsibilities of the race director lie in the field of play.

Event Manager

The person charged with managing the event leading up to race day and looking after the event infrastructure requirements. The event manager will also manage volunteers and the responsibilities largely lie in front (the things that spectators and the general public see) and back (the area that includes the event administration or operational areas) of house matters.

Chief Commissaire and Technical Delegate

An appointed, qualified, official conversant with the MTBA Technical Regulations, and who is responsible for the enforcement and adherence to the rules during an event. He will also advise on risk management issues. The Technical Delegate will work in a constructive and collaborative manner with you, but have the final word on issues related to rules and risk management matters.

National Series

The series of national MTB events located at various locations throughout the year that MTBA specify as comprising the series.

Event

Any one round of the national series.

Race

Any one competition of a class within the event.

Class

- **Medal Classes** consist of elite, U23, expert, junior (U19), veteran, master, super master, sub-junior (U17, U15 and U13) age categories for both male and female.
- **Non-Medal classes** consist of sport, recreational and novice categories for both male and female.

Types of Competition

Cross Country: An individual or mass start competition which is held on a circuit course comprised of forest roads and trails which may be either wide or singletrack in nature.

Endurance Race: Events where the focus is on extreme endurance. Such events are Marathon events (60+ km, 3+ hours) and Solo 12 or 24hr races.

Downhill: A time trial of sustained descending occurring between a start line and a finish line that is located at a lower altitude.

MTNX: MTN X is a competition that consists of a qualifying round or rounds followed by a series or 'motos' where 4 qualifying riders compete on a shared short downhill type course. The winner and the second placed riders in each match qualify automatically for the subsequent round. Times are not taken into account except if used to determine the seeding list at the qualification stage.

Bicycle Trials: An event conducted over an obstacle course of natural or man-made hazards without putting down a foot or hand. Each dab adds a point to the riders score and the rider with the lowest accumulated points wins the event.

Stage Race: An event where competitors are required to contest a series of different stages toward a final total overall score or time. Each stage has a winner and competitors must finish each stage to progress to the next. The rider with the lowest accumulated time or highest point score wins the event.

MTBA Code of Conduct

MTBA, and you as a major event promoter on our behalf need to bring the MTBA Code of Conduct (*Code*) to the attention of all competitors, spectators and officials involved with your event. This *Code* applies to all aspects of the event. The full *Code* is available on the MTBA website and in the MTBA Technical Regulations. You should make sure that it is included in any of your hand-outs to riders, spectators and to the general public.

What is the Code of Conduct?

Simply put, the *Code* exists to ensure everyone involved gets a fair go.

All competitors, officials, spectators and local residents will not:

- Suffer property damage;
- Be subject to any forms of verbal or physical abuse;
- Suffer actions that denigrate aspects of religion, race, sexuality or ability.

What is the Code's purpose?

The purpose of the *Code* is to ensure that mountain biking is seen by the public and participants as a positive life model. It is to ensure those participating will want to keep participating at other MTBA events, to ensure local residents will want us back and finally, to ensure that the public will view mountain biking as a healthy, respectful, sporting and recreational activity.

How can you implement the Code?

In your participant information material make sure that you have the following:

- Remember that everyone attends your event for enjoyment;
- Show respect to your fellow competitors, the officials who give up their time to provide the event for you and of the public who have come to experience and share your achievements;
- Be aware of your surroundings. Swear only (if you must) amongst your friends but not in line for the sausage sizzle;
- Don't ruin the environment with rubbish, fires or massive skids (of either variety);
- If you drink a lot of beer, don't assume everyone wants to know... keep it together when in company. Even when you are drunk, you are still an ambassador for our sport. Don't be the person responsible for banning MTB in the area – don't drink to excess;
- Look after your mates;
- All local and state laws apply and the police will happily enforce them.

How the Code is applied:

If you break the *Code*, you have the right to attend any resulting MTBA disciplinary hearing and you also have the right to appeal. If you break the law, expect to be dealt with by the law. Know a good lawyer?

Parting words

Remember, the future of our sport at a competitive and recreational level is on the line, so don't even think for a second that the code won't be enforced. The town where you are conducting your event have us here as guests - respect their generosity and it will be happy days.

About MTBA.

The Australian Mountain Bike Association (AMBA) was established in 1987 as an independent entity to serve the interests of mountain bike cyclists. In 1993, due to the impending inclusion of the cross country discipline into the Olympic Games a motion was put to the Australian Cycling Federation Council (ACF) that paved the way for AMBA to be amalgamated into the ACF.

In 1999 a new body, Mountain Bike Australia, MTBA, established itself as an independent body to, again, serve the interests of mountain bike cyclists in Australia.

MTBA re-joined Cycling Australia as an affiliated association in April 2004.

MTBA has adopted, as its mission statement:

To develop and promote mountain biking in Australia for the benefit and enjoyment of all members.

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pre-event requirements

How is the venue selected?

In selecting a venue, consideration should be given to ease of access for participants, spectators and emergency personnel. Consideration should also be given to the needs of the competitors. Sites that are easily accessible are not always going to be able to provide high quality events, which is of paramount importance. Venues should be selected as close to city or town centres as possible to maximise the coverage the event can generate with the non-mountain biking community.

Bidding for a National Series Round

Separate documents are available that details the requirements to provide a bid document to host a round of the MTBA national series or championships. These documents state the obligations placed on you, as the event host, and MTBA. The rest of this document states more fully what is involved in planning, implementing and running your event. The full series bid document has further information about the information we require from you and provides information on how MTBA wishes to see your event presented and hosted. After reading the information in the previous chapter and in this guide discuss it with the relevant members of your club/promoting body. If you wish to proceed contact MTBA and request a copy of the current national series bid document.

If you are happy with the terms and conditions contained in it, the Race Director or other authorized person is asked to sign and return the relevant section to us by the date specified.

Only one bid can be submitted for each event. If you want to bid for a multi discipline round (such as both XC and DH) you only need to submit one bid that contains all the details needed for each discipline.

MTBA will not accept bids that do not specify the venue and all other relevant details for the venue site.

During the bid process, each promoter should:

- Communicate with the MTBA executive officer and seek advice as to the venue suitability. Do not hesitate to discuss your proposed venue with MTBA.
- Consider all sponsors needs.
- Make sure that the course(s) are acceptable to MTBA before the bid is completed.

A checklist is also provided at Annex 2 to help you satisfy the requirements found in this document.

Note that there are several additional forms that need to be completed by the Race Director and/or Event Manager. These need to be signed by the MTBA appointed Technical Delegate for your event.

If you are a private entity or your Club is not affiliated with MTBA you will need to affiliate before your bid will be accepted. Affiliation forms for clubs and private promoters are available from MTBA.

Entry Fees & Entry Forms

A draft of your entry forms must be sent to MTBA for approval before printing and distribution. Note that this includes when entry forms and information is to be placed on a website. Draft entry forms and event information must be sent by e-mail in an editable Microsoft Word file. The contact details for MTBA are found in Chapter 1. See later in this document for further information on your event entry form distribution.

Entry fees are set at the discretion of the event committee. However, MTBA reserves the right to intervene where it considers that the entry fee is excessive. We strongly recommend the use of discounts rather than late fees to encourage early entry. This not only makes people think they are getting a deal but also helps in softening the monetary expense for those that insist on entering on the day.

The following logos must appear in a legible size on the first page of entry forms. Electronic images of logos that MTBA are responsible for will be provided by MTBA in advance of your event. You are responsible for your event sponsor logos.

- MTBA logo or the MTBA national series logo
- MTBA derived series sponsors (also see the section on sponsorship)
- Event host derived sponsor logos

Logos used must be of a suitable resolution so that will render clearly on a computer screen and in print.

- **Your entry form must use the waiver wording given in Annex 1 without modification.** If additional clauses are to be added MTBA must give its approval. This waiver is available electronically from MTBA upon request.

Additionally, entry forms must also include the following wording (as appropriate):

- “ I agree to submit a urine sample for drug testing to the Australian Sports Anti Drug Agency (ASADA) if required.”
- “The use of full-face helmets is compulsory and body armor is strongly recommended in all Downhill events.”
- "All riders must present a current MTBA membership card. Annual memberships are available through club secretaries. Day permits, valid for whole event, will be available at registration. Day permits cost \$15."

The competition age is determined by the participants age as at the 31st December of the year in which the current season's MTBA national series is concluded. If the current national championships is held in another year then the age determination for the national championships is the age as at the 31st December of the year in which it is held.

- This must be stated on the entry form, usually as “Age as at 31/12/xxxx”

Entry forms must be posted to all mountain bike clubs or made available on the event website and sent electronically to MTBA well in advance of close of entries (definitely more than one month prior to the entry closing date). Mailing labels will be supplied to you with the addresses of all mountain bike specific clubs if requested. These addresses must receive entry forms as a minimum.

- Many of you will have experienced problems with mail going to club secretaries and not reaching the club members. Consider other ways to promote your event, such as advertising and placing your entry form in cycling publications.
- Consider developing a web site for your event. Entry forms could also be down-loaded from this web site. Potential sponsors will also find this an attractive method of advertising. Send MTBA your entry forms as well so that your event information can be made available to people you may not usually reach.

Course Design

Cross Country.

- When designing your cross country course, please bear in mind the policy of 'E.R.A'. This stands for Enjoyable, Rideable and Achievable, which suggests that all courses need not contain climbs and technical sections that are so extreme as to discourage new or less skilled or unfit riders.
- Try not to include get-off sections in your course. Aim for a course that is 100% rideable and riders will enjoy your course a lot more than one that contains bike carrying and walking. Aim for a course that is at least 95% off road.
- It is very important that your course design takes into account the likely effect of wet weather. Build several course variations into your plan so that a course change can be made quickly and seamlessly if required by the Technical Delegate.
- Plan your course keeping in mind spectator access. Plan alternative routes by which spectators can reach viewing areas without walking on the racecourse. Make sure these routes are marked on the map in the event booklet, possibly identifying the spectator routes with different colored arrows or tape.
- Provide a warm-up area for competitors near to the start/staging area.
- Make sure that the assembly area for riders about to start their race does not interfere with riders still racing. Side chutes near the start line have worked well in the past.
- Use hard fencing on either side of the start and finish lines (for at least 30m before and 30m after - as absolute minimums) to ensure that spectators and the public do not interfere with finishing riders at the critical area.
- Use distinctive names for different parts of the course. Doing so will enable the officials and spectators to better identify the section of course when discussing it. This will also assist the placement of marshals by locating their stations on the course map.
- At least one feed zone must be located at a convenient location close to the village area. If the temperature is likely to rise above about 30 degrees you should have plans for the location of a second feed zone about half way around the course. You must have transport planned to enable the set-up of the second feed zone if required.
- The location of marshals around the course must be planned and considered by the time the Technical Delegate or MTBA representative(s) inspect the venue.
- Your course must also be environmentally friendly. Please take the time to set a race course that is environmentally sustainable. For hints in this area see Chapter 7.

Marathon

- A marathon event is a very testing event to participate in and as such there is no need for significant technicality to be employed along the course.
- If there are technical elements included they should be located towards the beginning of the event so that riders are fresher and more able to cope.

- The start area needs to have a large space to allow for the mass of people ready to start their event.
- The start of the course needs to be at least 6m wide for a few kilometers. Where the lay of the land makes an extended distance of wide (greater than 6m) track impossible, a wave start may be permitted but in which case at least five minutes must be allowed between each wave and the race time for each participant will be calculated on the exact start time of his or her wave.
- You need to ensure that you know who starts your event, so make sure that you have some way of ticking off participants from the registration list.
- The course must be marked with distance to go signs which are clearly visible to the rider. These must be placed at each 10km mark until the final 10km point where they will be placed at 1km intervals till the finish.
- Each intersection of the course must be marked with directional arrows and clearly marked with a cross for all but the course direction. Use plastic or paper tape which is brightly colored to mark the course in between arrows or distance markers. These should be placed at every 500m. If you use biodegradable tape then you will not have to remove them after the event.
- You need to make sure all participants know how the course will be marked, so make sure that you have a compulsory riders briefing before the start of each race wave (if used).

Downhill

- Downhill courses will have a minimum winning race time of between 3 and 5 minutes.
- Downhill courses should be as close to 100% downhill as possible. The emphasis should not be on all out straight-ahead speed but on a mixture of speed and technical skill.
- It is very important that your course design takes into account the likely effect of wet weather. Build several course variations into your plan so that a course change can be made quickly and seamlessly if required by the Technical Delegate.
- Consider using 'alternative lines' in very technical sections of your course so that all levels of rider can complete the course in safety. Do not make the alternative routes too much longer to negotiate than the direct line. The idea is to provide routes that have similar time costs but have varying degree of flow and interest, but at the same time provide for less experienced riders.
- Corners and turns are generally safer than straight ahead speed. A rider who crashes on a turn will fall on their side, whereas a rider who crashes going straight ahead will go over the bars and possibly sustain head or spinal injuries.
- If jumps are included as part of the course construction, make sure that they are safe and that the exit point is clear of obstacles. Jumps should NOT be part of any high-speed section.
- Plan your course keeping in mind spectator access. Plan alternative routes by which spectators can reach viewing areas without them walking on the racecourse. Make sure these routes are marked on the map in the event booklet, possibly identifying the spectator routes with different colored arrows or tape.
- Use hard fencing on either side of the finish lines (for at least 30m before and 30m after - as absolute minimums) to ensure that spectators and the public do not interfere with finishing riders at the critical area.
- If you can reasonably expect sections of your course to have a high spectator load make sure that you assign sufficient marshals there to manage the crowd. These areas will

usually be areas that have some significant technical aspect to them and the marshals should also have good contact with medical services.

- Your course must also be environmentally friendly. Please take the time to set the course appropriately. There are techniques that you can use, even in DH events to minimize the effects on the environment. See also Chapter 7 or contact MTBA.

MTNX

- The course must be open enough to allow riders to pass each other. Ideally, the course should be set up on moderate slopes with regular gradients. Gradients less than 5% and greater than 15% should be avoided. It must also include a mixture of jumps, humps, berms, dips, natural tables and other special features. It may include banked turns. The course will not include any extended uphill sections.
- All jumps, humps etc must be generally rounded in shape. Specifically no hard obstacles are allowed to be exposed on the course at any time during practice or competition.

Observed Trials

- The Observed Trials competition consists of a track on which sections are arranged.
- The sections are arranged in close proximity to each other so as to maximise spectator interest. In this case care should be taken to ensure that there is suitable room at the beginning, end and around each section for the riders to observe their fellow competitors without hindering the competition.
- Generally at least 5 sections are established.
- Each section has a preceding neutral zone of between 2m - 3m in length and an exit line drawn 2m away from the end of the section.
- Each section should differ substantially from each other and show variety.
- Each section should try and combine elements of varying degrees of difficulty
- Each section should be a maximum of 20m in length and 1m wide as a minimum.
- Lines must be drawn to define the start of the neutral zone and the beginning of the section.
- Each section must be clearly marked with suitably colored pointers that indicate the course to be taken by each class. The markers should conform to the following scheme:

Class	Marker Colour
Pro-Elite	White
Elite	Red
Novice	Blue
Sport	Yellow

- Each section must also be clearly delimited along its entire length by some means. In previous OT competitions plastic ribbon (red on the right and blue on the left side) has been used. If the ribbon breaks it must be re-fastened at the same position before another rider enters that section.
- If jumps are employed the maximum jump distance is 2m.
- Spectators must be managed by employing crowd control measures 2m away where riders are less than 1m off the ground and at least 3m away when riders are on obstacles over 2m in height.
- You may consider offering competition for junior riders.
- Each rider must be given a penalisation card. This card is 50mm x 180mm in dimension. A sample card is seen at Appendix 6. You can photocopy this sheet onto card for your

event. Make sure that you use coloured paper corresponding to the marker colour and class detailed above.

Technical Delegate Inspection

At least three weeks prior to your event, the Technical Delegate and/or MTBA representative(s) will inspect your course/s. The Technical Delegate will also discuss with you the Checklist at Annex 2. This checklist is for you to start thinking about things that may not have been obvious previously. Not all the items will apply to your event. However, the MTBA Technical Delegate will request that the Event Checklist at Annex 8 be fully completed when the site visit occurs.

- For the course inspection the accommodation costs for the Chief Technical Delegate and/or the MTBA Representative are the responsibility of the event organisation.
- For the event the accommodation costs for the Technical Delegate are the responsibility of the event organisation.
- In both cases MTBA will pay the travel costs.
- The Technical Delegate has the power to change sections of your course if she/he feels that they are dangerous or do not comply to the MTBA Technical Regulations or the Organisation Guide. Any changes that may be requested by the Technical Delegate must be effected in time for your event.

Volunteers

Your event will only be successful by engaging a band of people (voluntary or otherwise) who provide their time and expertise in helping you deliver the best event that is possible. Mostly these people will be volunteers. As members of the event staff the volunteers provide the face of the event to the public and the media for the event hosts, MTBA and the regional area in which the event is conducted.

Some tasks needed at your event for its successful staging may be better contracted out to other organisations. For instance first aid is often better given over to a specialized first aid provider such as St. Johns or First Aid Australia; parking management could be given to a service organisation like Rotary or Lions. Be very clear when you do this so that you and they know what is being provided and, in particular the extent of your involvement; what do you need to provide them.

There are, however, some tasks volunteers with an intimate knowledge of mountain biking are better equipped to do. These may include (but not an exhaustive list by any means):

- Course marshals
- Course managers
- Registration staff
- Finish scribes
- Podium and presentation managers

It is important to mention here that in most cases volunteers at your event must be over the age of 18 years for legal reasons.

Every volunteer is unique and each brings with them their own set of expectations about their experience and contribution to your event. The trick is to know what these are and to respond accordingly.

If volunteers are not happy or their expectations are not met, quite simply they will not turn up - or worse still may take their colleagues with them. It is thus very important that all volunteers are carefully selected for the job that they may be assigned to and trained in meeting your needs and expectations for the job. Placing a volunteer in a job that meets their motivation for helping you in the first place is perhaps the single biggest factor in ensuring that your volunteers have their expectations met.

Volunteers and Motivation¹

Motivation can be defined as the willingness of an individual to exert high levels of effort to reach a goal. Goals differ from person to person and some goals require greater effort to achieve them. It is difficult to conceive of the person who has 'no motivation', but everybody has different levels of motivation depending on the situation they are in. For example, you may be motivated to read a novel at one sitting, but struggle to read one chapter in a textbook. One of the reasons this occurs is that for most of us, levels of motivation are often driven by need. An unsatisfied need creates an internal pressure within us that drives (or motivates) us to satisfy that need.

Understanding that the same things do not motivate us all at the same time will help you in your role to find ways to enthuse and increase motivation among your volunteers and ultimately their performance at your event. Some of the best known theories are those of Abraham Maslow (Hierarchy of Needs Theory published in 1943) and the Three Needs Theory developed by David McClelland (published in 1961).

In brief, Maslow hypothesised that within every human being there exists a hierarchy of five needs and that a person cannot move from one layer in the hierarchy until each successive set of needs is satisfied. These needs are (from lower to higher order):

1. **Physiological needs:** such as hunger, thirst, shelter and other bodily needs.
2. **Safety needs:** such as security and protection from physical and emotional harm.
3. **Social needs:** such as affection, belonging, acceptance and friendship.
4. **Esteem needs:** This can be expressed as *internal* esteem factors such as self-respect, autonomy and achievement and/or *external* factors such as status, recognition and attention.
5. **Self-actualisation needs:** such as growth, achieving one's potential and self-fulfilment, the drive to become what one is capable of becoming.

The implication of Maslow's theory is that the most basic needs of you and your volunteers (the physiological needs) need to be satisfied before you are motivated (or able) to focus on anything else. In the context of your event, that means that if you are not warm and well fed, you are unlikely to give your attention to helping others, being personable and perform at your best. As more needs are met, your motivations and the focus of your actions change.

¹ Adapted from "Event Leadership, M2006

McClelland's Three-Needs Theory also suggests that people are broadly divided by one of three key drivers or needs. These needs are listed in the table below.

need	outcome
Achievement	People with a compelling drive to succeed want: <ul style="list-style-type: none"> • to excel • to achieve in relation to a set of standards • to strive to succeed • personal achievement rather than for the rewards of success as they are defined by others • to do something better or more efficiently than it has been done before • situations in which they can attain personal responsibility for finding solutions to problems • rapid feedback on their performance in order to know whether they are improving or not • situations which allow them to set moderately challenging goals
Power	People with a high need for power want: <ul style="list-style-type: none"> • to make others behave in a way that they would not otherwise; to have impact and be influential • to be 'in charge' • situations that are perceived as having 'status or prestige'
Affiliation	People with a high need for affiliation enjoy: <ul style="list-style-type: none"> • friendly and close interpersonal relationships • being and working in cooperative situations rather than competitive ones • being liked and accepted by others. They work well in work situations with others when there is a high degree of mutual understanding

Some of the motivations for volunteers at your event may be contained in these three needs.

What does this mean for you?

Knowing that situations can be the difference between feeling highly motivated or not is a useful clue when assigning or re-assigning volunteers to tasks or roles at your event.

Get to know what motivates them by observing them when at peak performance, noting what they say, what they don't or hold back on and how they interact with others. It may be also a good idea to discuss or ask them what motivates them.

It is thus a good idea to have a meeting with all your volunteers a week before your event to assign tasks, and to go through the factors that will ensure they have a positive experience. This meeting will go through such things as:

- Uniform collection

- Job statements - what are your expectations for the job they will do
- Collection of volunteer handbook, course maps, volunteer locations etc
- Details of the event schedule and rostering requirements
- Sign on and sign off procedures at the event site
- Instruction on appropriate radio use
- Listening to questions or concerns from your volunteer staff

Medical Provisions

MTBA encourages all event directors to use the form at Annex 7 for submission of a medical and event emergency plan with the event permit. Event directors and race directors are welcome to add additional detailed information if necessary.

Please keep a copy of this list on hand at your event registration area for reference in an emergency.

Planning For Medical Emergencies

Competitive mountain biking can be a very exciting and fast-paced sport full of action with thrills and even spills. In planning your event, event directors and their staff must consider not only how they will handle minor injuries such as cuts and bruises, but also major catastrophic injuries that will require full attention from trained medical personnel.

In the planning process for any event, time must be spent on considering medical emergencies.

- Will there be trained paramedics, doctors or an ambulance on site?
- Will the event rely on first aid administered by volunteers or staff?
- How far is the nearest hospital?
- Is there an air ambulance service available?
- Can emergency vehicles reach all points on the course?

These are only a few of the questions that should be carefully considered in the development of a full medical plan that can be referred to in an emergency.

At your event, designate one staff member as the medical coordinator. This person will be responsible for the implementation of the medical plan and oversee any emergency evacuations. Medical plans should cover all participants, spectators and staff and cover all days of the event, including any officially designated practice days.

Any occurrences at an event, no matter how seemingly minor, should be noted on a MTBA Report of Occurrence (Annex 7) must be submitted to MTBA as soon as possible after the conclusion of your event.

Risk Management

The Promoter must be aware of, and undertake to fulfill their responsibilities for duty of care and risk management in the process of conducting the event.

Part of this involves managing the health and safety of the volunteers, spectators and the public so that injuries and illnesses are prevented. When faced with a hazard your first obligation is to determine if it can be eliminated. If not then you will move to the next best solution, substitution and so on. The following table - the hierarchy of control - will help.

Hazard control area	Suggested remedies
Personal protective equipment	Equipment to minimize exposure to damage such as ear plugs, high visibility vests, sunscreen etc
Administration	Policies and procedures for safe work practices
Engineering	Install a device to make an item safer
Substitution	Replace one substance or activity with a less harmful one
Elimination	Control the hazard at the source

All event managers are expected to follow safe working practices and all the procedures laid down in this manual. It is your responsibility to ensure that your volunteers and members of the public have a safe environment in which to work and observe the sport of mountain biking.

While competition courses are expected to be challenging, they must be constructed within reasonable levels of contestability by all competitors. This may require separate courses or course sections for different categories in recognition of the skill level of riders in those categories.

The Technical Delegate carries ultimate responsibility for adjudicating on the suitability of courses and as a result, any concern in this area may require the promoter to amend the course for the purpose of maximising rider's safety.

The event promoter must make every effort at all times to ensure the safety of competitors, officials and patrons.

Further questioning will help evaluation and consideration of the identification of potential risks as they pertain to your event. For example:

- When, where, why, and how might risks arise?
- Who might be involved?
- What are the immediate and long-term effects?
- What controls currently exist to mitigate this risk?

Some consideration of the factors that may increase or decrease the likelihood of a risk such as those mentioned above is inevitable in the identification process. It is important to note these points for consideration in the assessment and treatment of risk.

With the exception of those risks that may be considered fanciful, all risks should be documented in a format that allows evaluation and treatment to be noted. This provides a useful reference and demonstrates sound management.

The second part of risk assessment is an evaluation to decide whether the level of risk is acceptable, or not, within the context of your event. Careful consideration of the context is essential with particular regard to:

- The controls already in place to manage the risk;

- The cost of managing the risk or of leaving it untreated;
- The benefits and opportunities presented by the risk;
- The degree of risk borne by other stakeholders (eg insurance)

Although simple criteria can be defined to reduce some of the imprecision of qualitative evaluation, ultimately the answer to whether a risk is acceptable or unacceptable rests with those responsible for the evaluation and relies on their knowledge and experience for its integrity and respect.

Analysis is based on possible consequences and likelihood. The level of a risk can be expressed as a combination of how it may impact upon your club and what it is trying to achieve (the consequences), and the likelihood of those consequences occurring.

Any evaluation of the risks you make is likely to be mostly qualitative. This being the case you must guard against bias and inconsistency. To counter this, basic criteria can be used as part of establishing the context of the risk to your event in terms of possible consequences or the risk likelihood.

A simple way to approach this is to define what is unacceptable in terms of consequences or likelihood. For example:

The following consequences may be unacceptable.

- Injuries resulting in inability of a participant or spectator to play or work for more than 1 day or a week or month;
- Financial loss exceeding \$500 for one occurrence;
- Any adverse publicity for the event; or
- Any legal action against your club (or for that matter MTBA!).

In terms of likelihood the following may be unacceptable.

- Frequent minor injuries or a single significant injury;
- Occurrences that would frequently interrupt the conduct of your event
- Some environmental impact.

Some descriptions of the various categories of likelihood and consequence should help to focus your thoughts towards assigning the appropriate level.

Likelihood of Risk Occurring

Likelihood	Personal description	Time description
Almost certain (5)	The incident will occur on an annual basis	Will occur once a year/or more frequently
Likely (4)	The incident has occurred several times or more in your career	Will occur once every three years

Possible (3)	The incident should occur once in your career or could occur at any time	Will occur once every ten years
Unlikely (2)	The incident has not yet occurred but could occur at some time	Will occur once every 30 years
Rare (1)	Heard of something like this occurring elsewhere	Will occur once every 100 years

Consequences of Risk

Extreme (5)	The consequences would threaten the survival of not only the program or activity, but also your club or MTBA, causing major problems for participants.
Very High (4)	The consequences would threaten the survival or continued effective function of the event, or require the intervention of top-level management.
Medium (3)	The consequences would not threaten the event, but would mean that the administration of the event could be subject to significant review or changed ways of operating.
Low (2)	The consequences would threaten the efficiency or effectiveness of some aspects of the event, but would be dealt with internally at a local level.
Negligible (1)	The consequences are dealt with by routine operations at a local level.

Level of Risk

The table provides a quick and easy way of relating the likelihood and consequences of a risk to determine the level of risk. It will help provide consistency particularly for processes where a range of risks is being considered.

Likelihood	Consequences				
	Negligible (1)	Minor (2)	Medium (3)	Very High (4)	Extreme (5)
Almost Certain (5)	moderate	moderate	major	severe	severe
Likely (4)	moderate	moderate	moderate	major	severe
Possible (3)	low	moderate	moderate	major	major
Unlikely (2)	low	low	moderate	moderate	major
Rare (1)	low	low	moderate	moderate	moderate

The risk levels highlighted in this table (major and severe) need to be addressed aggressively and will be a significant aspect of the Technical delegate's visit to you prior to the event being run.

Severe	Almost certain to threaten the survival of your event, its administration and your club either financially or politically.
High	Likely to threaten the survival or continued effective function of your event or your club financially or politically.
Major	Likely to cause some damage, disruption or breach of controls.
Moderate	Unlikely to be a threat to the efficiency and effectiveness of your event.
Low	Unlikely to threaten some aspects of your event.
Trivial	Risks have negligible impact on your event.

Risk priority scales

The assessment of a risk will enable priorities to be established that correspond to the level of risk indicated. Those responsible for management in the area of the risk must then determine what action is appropriate to treat each risk.

Risk priorities can be rated according to:

- The potential loss or damage impact;
- The degree of urgency required to treat the risk or the type of intervention to treat the risk; and
- The level of importance in taking action to manage the risk.

Priority	Level of Risk
1	Severe risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Moderate risks that are likely to arise or have serious consequences requiring attention
4	Low risks unlikely to arise and of low consequences that may be managed by routine procedures

Using all this risk assessment information prepare a risk assessment schedule that will help you work through the risks in an orderly manner. This schedule will also be your record of how you have addressed the risks attached to your event for statutory authorities. A comprehensive risk assessment schedule is available from MTBA upon request.

Reporting Incidents

A working definition of an 'incident' is anything that occurs that is not routine. Some examples of incidents are:

- injury or illness of volunteers, participants or members of the public
- loss or theft of personal property
- issues relating to public safety
- specific event related issues, for example ambush marketing, illegal merchandise, ticket-scalping, etc.

An incident is also anything that has a potential impact on people. As previously mentioned, these may include:

- discrimination
- harassment
- assault
- near miss accident or safety issue
- death
- unacceptable volunteer performance or behavior within the event staff
- fraud
- breach of security

When reporting an incident, the first person volunteers must contact is your event manager or the volunteer manager. If they are unavailable, or this is inappropriate in the circumstances, then contact should be made to MTBA directly.

When reporting an incident it is useful to have at hand the following information.

- What is happening/what has happened?
- Is medical assistance required?
- Who is involved?
- Where is the incident occurring?
- What is the current status?
- Who you are and your role/who else is there?
- When: date and time.

A sample card is at Annex ???. Give each volunteer a card and request that they follow any instructions given to them and the actions agreed between yourself and the person/organisation issuing the instructions.

When the immediate threat or issue is under control, record the information about the incident on the incident form (see sample at Annex ???). Incident forms are also available from MTBA. You should also record any action you have taken. As soon after the incident as possible, hand in your Incident Form to the event or volunteer manager who will forward it to MTBA.

You may be required to complete further information at a later stage. Find out whether you are required to provide further information, take additional action or answer questions before returning to your duties.

Managing Competing Priorities

Organising an event is sometimes like a juggling act. You will often be required to do a lot of things, seemingly simultaneously, and when the event actually starts you will be bombarded with requests from spectators and your other event managers. Learning to prioritize will help you manage your time to the best effect.

One way to decide on your priorities for any given allocation of time is to apply a simple test to each task. If it is something that you can do easily and quickly then:

- **Do it now**
If it is not something that can be done quickly but is something that only you can do then,
- **Decide when to do it**
If it is something that you can't do quickly but is something that someone else could do then,
- **Delegate it - upwards, sideways, downwards**
An finally if it's not urgent, if it can't be done quickly or it can't be delegated then,
- **Defer it** - it will soon become apparent how urgent the task really was.

Another technique involves deciding what is important and what is urgent. Often they are not the same thing. For instance in your event planning determine:

- What is important **and** urgent
- What is important but **not** urgent
- What is **not** important but **is** urgent
- What is **not** important and **not** urgent

This can be represented another way:

(1) Important and Urgent	(2) Important but not Urgent
(3) Not Important but Urgent	(4) Not Important and not Urgent

- **Quadrant 1** represents things that are totally reactive. A fire fighting episode at your event would be an example of this
- **Quadrant 2** represents the proactive area for managing priorities. Such things as developing relationships with your volunteer team could be an example of this area.
- **Quadrant 3** represents the 'comfort area for most people and given a choice most people would spend most between 50 - 75% of their volunteer time in this area.
- **Quadrant 4** represents the trivia area. This area is where all those trivial matters would be dealt with.

The efforts of you and your volunteers are most productive when priorities are worked through in order 1 - 4.

event requirements

Race Village

Pay special attention to your race village. This is where your competitors, spectators and media will get their first and lasting impression of your event.

- Try and create atmosphere by selecting a site that gives good access and viewing for spectators.
- Provide site maps for spectators so that they will be able to find all the amenities and signpost them clearly. Provide spectators with a start list as part of the event booklet as well as a site/course map with 'hot' spectator areas marked.
- Make sure you arrange good quality catering facilities to provide spectators, officials and competitors alike a choice of hot or cold food and drinks.
- Make sure you cater for the needs of your event and MTBA sponsors. They will enjoy the experience more if they have an area to sit down and watch the action in relative comfort.
- Toilets must be provided at about 1 per 150 expected users per day. A minimum of 6 should be provided at any national level event. If you are using portables make sure you get them cleaned once a day. Place one at the DH and XC start areas, one near the timing area and several near the team area. A toilet at the feed zone is also a good idea. Consider placing some around the course at areas of high spectator interest. Make sure that you have made arrangements to have the toilets cleaned once a day and to have someone check throughout the day that there is toilet paper available.
- Loop your cross country course so that riders pass through or near the village more than once per lap.
- A tent with chairs and tables for Technical Delegate and commentary must be placed at the start/finish line.
- All national events must have crowd control measures in place on both sides of the finish straight.
- Please organise for food and drink vendors to be at the race village. Quality food that riders/spectators will enjoy eating is essential. High carbohydrate foods like baked potatoes; rice, pasta, chilli and filled rolls and a **coffee cart** are recommended. Any food or drink vendors must have an official and valid local ordinance certification to operate in your state, as well as liability insurance. You must be able to see both these documents.
- All MTBA events are completely **SMOKE FREE**. Please have sufficient signage to that effect at registration areas, around the start/finish area, car park entrances etc. Regular announcements should also be made during the day by your announcer.

An effective sound system with one or two microphones (preferably wireless) must be supplied. Arrange for music, either by playing pre-recorded music or tuning into a local radio station (this may also provide sponsorship opportunities). Ensure that the sound system is able to be heard at all staging points of the event. If you intend to play commercially available music as background music you must obtain an event permit from Australian Performing Rights Association (APRA).

Registration and Timing

All entries and entry fees shall be received by the race organiser or his / her nominee.

All national events should have an electronic results timing/compilation system with manual back-up. The timing resolution for all XC styled events must be at least 1 second, the resolution needed for DH events must be at least 1/100th of a second.

Race Numbers

National series race numbers will be provided to you in advance of your race to facilitate number allocation. The top 20 male and 10 female elite and U19 level riders and the top 5 from each other race category derived from the current rider rank in each discipline contested at your event must be allocated numbers that reflect their current standing. The current rider rankings will be sent to you about 2 weeks prior to your event to facilitate this.

If you supply your own number plates they must measure at least 21cm wide and 14cm deep. This is approximately A5 size. Any race numbers used must be at least 180pt in size, sans serif (not roman) and be normal shape (not italics). The numerals used must be of a very dark color on a light background (black on white for instance). Race number plates that use a rider's name as the only main distinguishing mark are specifically banned.

The number plates are divided into three sections. The actual number, the top site and the bottom site. The top site is reserved for MTBA series sponsors or the national series logo, and the bottom site is blank.

- If you have a sponsor(s) for your race, you may apply to use the bottom section of the number plate for their logo. You are responsible for the removal of all logos from the plates prior to their return if stickers are used.
- Applications for the use of the bottom site must be made in writing to MTBA at least two weeks before your event.
- The ability to use any part of the number plate supplied by MTBA for event sponsor(s) purposes is at the discretion of MTBA.

Categories should have exclusive number ranges for easy identification. These are:

Elite/ Elite U23 Men	1 - 99
Expert Men	101 - 199
Sport Men	201 - 299
Elite/Elite U23 Women	301 - 349
Sport Women	351 - 399
Veteran Men	401 - 479
Veteran Women	481 - 499
Masters Men	501 - 549
Super Master Men	551 - 589
Master Women	591 - 599
U19 Men	601 - 679
U19 Women	681 - 699

U17 Men	701 - 749
U17 Women	751 - 799
U15 Men	801 - 829
U13 Men	831 - 859
U15 Women	861 - 879
U13 Women	881 - 899
Recreational (XC) or Hardtail (DH)	901 - 999

You must provide a means of securely attaching the number plate to the bike. In the past zip ties or plastic coated wire (like that used in gardens) has worked well.

You must provide cutters at your number return area so that riders can remove the zip ties without damaging the number plates.

On-Site Registration and Licenses

All events must have a rider communicate board in the rider registration area. This is to be used to display course maps, number of laps, prize money lists etc.

All events should use the packet pick-up style of registration. This system is the most efficient and will reduce queues and stress at your registration. Use these tips to streamline the registration process:

- Design your registration area with care. Registration can be a complex and confusing time for staff and riders alike, so a well designed registration area helps the process enormously. A good registration area design would be a large room with tables and chairs along two adjoining sides where registration staff are located.
- Make sure that those that have taken the trouble to pre-register have a streamlined way of going through the registration process. Set up a separate line for them so that they can get in and out quickly.
 - From your race entry database, print labels that list relevant information such as name, races entered, race numbers, money owing etc.
 - Stick these onto paper bags and make up the packet with the relevant race numbers plus zip ties, race program and any promotional material you may want to distribute, then file the packets alphabetically ready for registration.
 - Check the contents of each packet against the label as they are handed out.
- Have a table located at the other end of the room where day permits are filled out so that they do not interfere with the registration process.
- Make sure that you have direction and information signs in the room to help people know where they need to go and what they need to do.

All riders must be licensed, and they must prove this either by presenting their valid MTBA membership card, a receipt from MTBA for membership, or by purchasing an MTBA day permit. It is important to understand that your registration staff are responsible for the sale and management of the day permit sales at your event. MTBA will supply, on request, a list of current MTBA members so that riders who attend without their card can be verified as holding a

valid MTBA membership. Any rider not presenting proof of holding a valid MTBA membership or who does not appear on the list of members provided by MTBA must purchase a day permit.

The cost of a day permit for all competitive based events is \$15. Day permits can be sold by your registration staff. Day permit books will be supplied to you prior to your event upon request.

The day permit covers the individual for public liability, and importantly, covers the organising club for public liability claims against them.

The rate of insurance claims made by cyclists against promoting clubs and individuals is increasing –

DO NOT UNDERESTIMATE THE CONSEQUENCES OF HAVING UNLICENSED RIDERS COMPETING IN YOUR EVENT.

Equipment Checking

- All riders need to present their competition helmets and their bicycles to a bike check area for checking of:
 - helmet standard compliance
 - handle bar ends plugged
- Helmet compliance is as noted in the policy on helmet standards compliance acceptance issued by MTBA from time to time. At the time of printing the list is:
 - AS/NZ 2063
 - ANSI Z90.4;
 - Snell "B" or "N" series;
 - ASTM F-1447.
 - Canadian CAN/CSA-D113.2-M;
 - U.S. CPSC standard for bicycle helmets;
 - European CEN standard for bicycle helmets (EN1078)

Other international standards may be added from time to time. Compliance is indicated by the helmet having a sticker with one of the above standard notations attached to the helmet. Helmets that do not possess such a sticker or, on visual inspection, has cracked inner foam must be rejected from use and registration and entry to your event denied.

You must allocate a place for this to occur close to the registration area and make sure that event officials are present while ever the registration office is open.

Drug Testing

ASADA (Australian Sports Anti-Doping Authority) is supplied with a copy of the national series calendar prior to the start of every season. They have performed drug testing at national series events in the past, and will continue to do so in the future.

ASADA may contact you prior to your event and inform you that they intend to drug test at your event. If they do, you must have a suitable drug testing area set up, with adequate cold drinks available. ASADA will inform you of their exact requirements. Note that ASADA will require you to supply at least 24 unopened 500ml bottles of still water.

An example of a drug testing area is shown in Annex 3. Generally, a hotel room close by or other room that can be secured and has a private toilet will be satisfactory.

Maps

A high definition map of the whole venue must be provided in the race village. Other maps must also be made available that will be issued to volunteers and medical staff.

Course Maps.

Maps of the course(s), venue and surroundings are critical. Each map should be clearly drawn and have the following information:

- Elevation, highest and lowest points and amount of climbing per lap or elevation drop
- Distance marked each kilometer and total distance
- Start/Finish
- Event staging areas
- Access roads
- Spectator areas and spectator access routes
- Type of going (single track, wide track, road)
- Names of any special locations on the course(s)
- Locations of first-aid stations

Evacuation Maps.

Maps prepared for the emergency services and/or ambulance/first-aid providers must include the above information as well as:

- Clearly identifying entry and egress points to the course(s)
- Route to be taken to any part of the course
- Location of marshal positions

race requirements

Personnel

A smooth running race depends in the main on having meticulous preparation, cool headed people in the main jobs and well prepared and well trained staff. All the volunteer staff must be available for practice sessions as well as competition days so that they can get accustomed to their role.

All volunteers and other event staff should be dressed in a distinctive uniform that makes them readily identifiable as event staff. Uniforms say something about the culture of your event, send the message of a common branding and are highly visible.

The various jobs to successfully stage an event can be broken down into the following key positions:

Race Director and/or Event Manager

- All events must have one, and only one, race director. This is the person who signs the Promoter/MTBA Agreement, and is the person who is ultimately responsible for the conduct of the event.
- Larger events should also have an event manager. This is the person who will look after the provision of the event infrastructure and manage the volunteer staff that actually runs the event.
- Neither the event manager nor the race director may compete in any race in their event.
- The event manager is responsible for providing enough appropriately trained personnel to effectively manage:

- **registration**

Assign this job to the club secretary or some other person who has access to the mail so that the entries can be processed quickly as soon as they are received. This person is ultimately responsible for the integrity of the entrant list and may be involved in the preparation of start lists. This person will collect the postal entries and enter the participant details into a database which will form the basis for preparing the start lists.

- **timing**

You might want to seriously consider obtaining the assistance of a professional timing organisation to perform this job at your event. If you decide to do the event timing yourself assign a crew of people to this task and no others. Do not underestimate the number of scribes, observers and runners you will need. You will need to provide at least two (2) other people for the timing crew to record race numbers in sequence as they pass the finish line. A recording sheet is available from MTBA upon request.

- **all race courses for training and competition**

Assign a course coordinator to this task. His job will be to assemble a group of people to prepare the courses and to groom the courses after practice sessions have been run.

- **first aid and emergency services**

You must have some qualified medical staff on site during all practice and competition sessions. You will probably sub-contract this out to a First-Aid provider such as St. Johns or First-Aid Australia. You will also probably have already developed a relationship with

the local emergency services people. They will usually be able to provide valuable backup to your club volunteers. They may be able to provide the communication system your event also requires.

- **ASADA requirements**

ASADA will contact you if required. They will tell you what they require in terms of facilities. If suitable facilities are not available onsite a motel room a short distance from the venue may be acceptable.

The Race Director is responsible for the field of play matters once the event has started and is responsible for ensuring that the timing staff are able to perform their job, that the volunteers are in place in the correct positions and that the race is run on time and well.

Technical Delegate

For all national level events the technical delegate is appointed by the MTBA.

- Costs associated with the technical delegate are the responsibility of the promoter.
- The role of the Chief Technical Delegate is to ensure that the event and its participants adhere to the MTBA Technical Regulations at all times. The Technical Delegate may also make recommendations to the event manager or race director in situations where participant risk matters need looking at.

Marshals

You may want to use emergency service personnel as well as club members and perhaps members of the public for your marshal duties. Regardless of who you use keep in mind that proper marshaling is a key element in reacting correctly in an emergency. With this in mind make sure that:

- A marshal briefing is held prior to the start of each day of practice or racing. Cover details at this time such as likely weather patterns for the day, special requirements during the day, the day's schedule etc.
- Course marshals with radio contact to race organisation and first aid crew shall be stationed around the course. There must be sufficient marshals in place to ensure that the course is sufficiently supervised.
- Course marshals have course maps that reference not only their correct position around the course but also the positions of First-Aid providers and evacuation routes. This information will be vital for locating where an accident has occurred and thus will enable help to arrive in a timely fashion.
- A system of taping an alternate access should be employed to ensure that spectators use the race course as little as possible to move around. Where the spectator access crosses the race course marshals must be in place to ensure that spectators cross quickly and at the appropriate time.
- Take special care of your volunteer marshals. Ensure that they have sufficient food, drinks and appropriate clothing. They should also have a radio and a whistle. MTBA strongly suggests that your volunteer people be supplied a distinctive uniform to enable their rapid identification by the general public.
- In the past marshals often station themselves at the wrong place on the course. Use a dedicated marshal coordinator whose tasks include taking the marshals to the correct

location. Alternatively mark the marshal locations on the course with an identifying mark or label and then mark the marshal maps accordingly.

- MTBA have developed and published a volunteer guidebook that will help your volunteers do their job with confidence. These are available from MTBA upon request.

Medical Support

All events must take serious action to prepare for any medical emergencies that may occur at their events. Please also refer to the Medical Checklist at Annex 7. You will need to have completed this form before the MTBA Technical Delegate makes a site inspection. The following is the minimum that must be provided:

First Aid

- Sufficient first aid officers shall be based in a central first aid location, as well as additional first aid officers in inaccessible sections or sections of particular danger.
- Emergency vehicles shall be available for the evacuation of injured riders from the course, and provision shall be made for the transportation of any such riders to the nearest doctor's surgery or hospital.
- Medical support staff must attend the daily briefing so that they will know what to expect.
- Advise local hospitals and doctors well in advance of your event so that they can be better prepared in the case of an emergency.

Maps

A map of all courses shall be produced and distributed to all first aid officers, course marshals and race officials. The maps shall be a detailed topographic map, showing:

- The race course/s (where there are two courses, a separate map shall be produced for each course)
- All marshal and first aid points, which shall be numbered for easy reference.
- Access routes for emergency evacuation.

Evacuation Plan

A detailed action plan for the evacuation of injured riders shall be documented. The plan of action should make reference to the procedures for the evacuation of riders from all sections of the course. It should also take into account specific details pertaining to evacuation during racing - eg. Emergency vehicle access that does not use the race course, method of stopping riders in a downhill when the rider is obstructing the course. Pre-assess any ambulance and air evacuation to evaluate the response time.

At all times during practice and competition, the course must be considered as in full race mode, and as such, adequate marshaling and medical support must be provided.

Risk Assessment

You should prepare a detailed risk assessment of your event so that all your key staff will have a very clear idea of what to do in an emergency. Going through this process will also allow you to think more broadly about the various risks that are faced by your volunteers, spectators and participants.

Communications

A network of two ways radios shall be employed to ensure that all race personnel can remain in contact while working on the event.

- Radios must be tested to ensure that coverage is available on the entire course.
- Sufficient batteries must be provided, and a method shall employed to distribute fresh batteries during the course of each day.
- Inadequate radio communication will threaten the safety of your competitors and the overall standard of the event

Announcers

MTBA strongly recommends that event organisers employ a professional announcer, whose job it will be to:

- Entertain and inform the spectators, media and competitors alike by calling the race action.
- Give series and local event sponsors their required exposure.
- Call up classes and competitors for their start.
- Make regular announcements about race information.
- Announce at regular intervals where the results notice board is and when preliminary results have been posted.

Make sure your announcer has a script of helpful information which would cover (at least):

- Various sponsor messages.
- Various event messages.

Make sure your announcer has:

- Knowledge of the local riders and their recent history.
- Knowledge of who the sponsors are and what they can offer prospective clients.
- Information about the day's schedule and what is going to happen tomorrow.
- Make sure your announcer has an up-to-date start list.
- Major event happenings.
- Thorough knowledge of the MTBA rules and regulations.
- Information about the history of the event.
- Information about future clinics and information about how to start in the sport of MTB.
- Information about the expo exhibitors.
- Thank-you messages to the deserving.

Make sure you supply your announcer with food and drink throughout the day.

All sponsors and MTBA will be referred to in a positive light. No references will be made to drugs or alcohol and no derogatory references to any gender or sexual preference will be made. The announcer is not to get into aggressive discussion with organisers or spectators or competitors 'on air'.

Give your announcer positive feedback for his efforts at your event. If there was a dull period sometime during the day let him know that so that he may be able to ensure that next time he

keeps the talking up. It may be because he had nothing more to say, so also think about the information you give to him so that he can do his job.

Categories

Cross Country (XCO) and Downhill (DHI).

- Below are the categories that can be offered at all national series events for down hill and cross country:

Category	Age In Years
Elite/Expert Men	23 - 29 yrs
U23 Men	19 – 22 yrs
Elite Women	23 - 29 yrs
U23 Women	19 – 22 yrs
Veteran Men	30 - 39 yrs
Veteran Women	30 - 39 yrs
Masters Men	40 - 49 yrs
Masters Women	40+ yrs
Super Masters men	50+ yrs
U19 Men	17 - 18 yrs
U19 Women	17 - 18 yrs
U17 Men	15 – 16 yrs
U17 Women	15 – 16 yrs
U15 Men	13 – 14 yrs
U15 Women	13 – 14 yrs
U13	Less than 13 yrs
Sport Men	Open Age
Sport Women	Open Age
Recreational (XC), Hardtail (DH)	Open Age, Combined gender

- U23 men and women will be run in conjunction with the elite classes above. Separate podium places must be allocated for these age divisions if there are more than four U23 participants in each gender.
- If less than four U23 male or female participants compete no separate podium places will be recognised but ranking points for the national series will be allocated.

Short Course Cross Country (XCC)

The minimum classes offered should be Open men, Junior men and Open women.

Mountain Cross (MTNX)

For MTNX events a minimum of Elite men, Open women, Junior men and Sport men will be conducted.

Observed Trials (OT)

For Trials Events a minimum of Open Men in both 20” and 26” wheel sizes should be run. Junior, Sport and Novice classes should also be run if there are enough competitors.

General Age Rules

- Riders are not permitted to race outside their age category, with the following exceptions:
 - Veteran or master may race in elite
 - U23 may race in Elite (and be recognised as an elite rider)
 - Masters may race in veteran
 - Super Master may compete in master
 - Sub Junior age groups may compete in an older age group (the limit is elite/U23).
 - When an age category is not conducted, for instance in MTNX or OT events.

Riders will be ranked in only one (1) class. For instance, during the course of a series of events, a rider may have entered both expert and master men. The rider will be ranked in only one of these, by virtue of the class in which most events were raced, or in the case of an equal split, by virtue of the class that is recognised by MTBA as being the more difficult (in this case expert men).

Riders at the national championships are required to ride in their appropriate age category at all times and participants may only enter one (1) event in a single discipline, ie expert men or master men but not both.

Prize Money

There are no mandatory prize money requirements for events on the MTBA national series calendar. The national championships has a minimum cash prize pool of \$10,000 over the 4 disciplines: XC, DH, MTNX and OT.

It is, however, recommended that all categories **must** be awarded either cash or product prizes to a minimum of the first 3 places. The levels of prize money or product is left to the event organising committee to decide. In general we recommend that the lowest paid podium awardee be given the cost of entry in cash. If product is awarded then the retail value must be at least 3 times the full entry fee for the lowest placed award.

If cash prize money is awarded you need to ensure that it is distributed in a fair manner that reflects the racing category and effort. A distribution template has been prepared for this purpose and is based on a prize purse of \$1000. If you have more or less than this simply multiply the prize figures by the appropriate factor.

Table 1. All race categories other than Sport and U15 (\$dollars)

	1st	2nd	3rd	4th	5th
Elite Men	70	50	40	30	25
Elite Women	70	40	25	0	0
U23 Men	40	30	25	20	0

U23 Women	40	25	0	0	0
Expert Men	20	10	10	0	0
U19 Men	40	25	15	0	0
U19 Women	40	20	0	0	0
U17 Men	25	20	10	0	0
U17 Women	20	10	0	0	0
Veteran Men	25	15	10	0	0
Veteran Women	20	10	0	0	0
Master Men	25	15	10	0	0
Master Women	20	10	0	0	0
Super Master Men	20	15	10	0	0

Total 1000

Table 2. Only Elite, U23 and U19 race categories (\$dollars)

Elite Men	105	75	60	45	37
Elite Women	105	60	45	0	0
U23 Men	65	45	37	27	0
U23 Women	65	37	0	0	0
U19 Men	50	37	25	0	0
U19 Women	50	30	0	0	0

Total 1000

The cash prize pool or the sponsored prize list must be displayed on the riders communicate board in the riders registration area. If the cash prize list is not finalized and is dependent on the number of entries received, then you must display a minimum cash prize list subject to increase.

Cross Country Requirements

Course Marking.

Mark your course adequately with tape and directional arrows. Examples of appropriate course signs are at Annex 5. Wooden stakes or similar must protrude at least 1meter from the ground, and must be angled away from the riders in fast areas and on corners.

- Riders may take the shortest possible route between two course markings, so mark the course well where it is open to interpretation.
- The inside of corners are particular problem points. If you do not tape the inside of a corner, especially a hairpin, riders can ride straight ahead, completely missing the intended turn. This has caused many problems in past seasons, so ensure that your course is only open to the interpretation that you intended.
- The tape used must not present a danger to riders. Blue or yellow packing tape has been used in some events in the past - this tape is designed not to break, and could cause injury if a rider rides into it. This type of tape must not be used in any circumstances.

- Each intersection must be clearly marked by an arrow placed 10 - 20m before the intersection, at the intersection and 10m after the intersection.
- In potentially dangerous sections of the course 1 or more arrows placed in a downward pointing position will be used. The more downward arrows the more severe the danger is. The arrows are placed 10 - 20m before the danger point and at the danger point.

Lap Times.

Following are the target times for cross country events.

Class	Target race time (h:mm)
Elite Men/U23	2:00 - 2:15
Expert Men	2:00 - 2:15
Elite Women/U23	1:45 - 2:00
Veteran Men	1:30 - 1:45
Veteran Women	1:15 - 1:30
Masters Men	1:15 - 1:30
Masters Women	1:00 - 1:15
Super Master men	1:00 - 1:15
U19 Men	1:30 - 1:45
U19 Women	1:15 - 1:30
U17 Men	1:15 - 1:30
U17 Women	1:00 - 1:15
U15 Men	1:00 - 1:15
U15 Women	0:45 - 1:00
Sport Men	1:00 - 1:15
Sport Women	0:45 - 1:00
Recreational Men & Women	0:45 - 1:00

- The number of laps needed to achieve the target race times above must be advertized to the riders at least the day before their race and prior to the start of official practice.
- The number of laps for each category is decided by the Technical Delegate. You should have an idea of the lap time, and the Technical Delegate will use this as a guide when determining the number of laps. The winning time should fit within these times.
- In general a winning lap time for elite men should be targeted at about 20 minutes.
- The smaller the lap time the easier it will be to fix the correct number of laps to achieve the target lap times. If you cannot achieve the correct target lap time err on the high side of race duration, but the difference between the calculated race duration and the targets above must never be more than 5 minutes.
- A start loop may help in achieving the correct race time. Do not use more than one (1) lap of any start loop used.

Practice.

- The fully marked cross country course must be available for practice at least 24 hours before the start of competition.

- Official practice times must be communicated to competitors on the race notice board and in the official event brochure.
- The official XC practice sessions should be fully supervised in terms of medical support and fully manned by course marshals.

Scheduling Classes.

Take care to avoid scheduling incompatible categories to use the course at the same time - for example starting sport men while senior women are still racing will cause problems if the sport men catch the senior women.

- The less categories you have on course at one time the better. This makes it easier for spectators, media, commentary, timing and most importantly, the competitors.

The compulsory start order for an Olympic format XC race in a national series round is:

08:00 – 09:00	Registration and practice
09:30	all female categories (Elite, Veteran, U19, Master etc)
11:30	Master men, U17 men, Super-Master men, U15 men, Recreation
12:45	Elite Men, Expert Men
15:00	U19 Men, Veteran Men, Sport Men
17:00	Presentations

- Events that are run in formats other than XCO can have different start sequences.
- Registration may be available earlier on the afternoon of the previous day to race day, so please look at the individual event information notes to check. It is the absolute responsibility of all participants to have pre-ridden the course at least once prior to racing.
- Where races are combined in a single start time the individual race categories will start in the order given above with at least 2 minute intervals between race categories.
- It is a good idea to have presentations for the morning classes take place before the start of the elite and expert men. This keeps the riders who ride in the morning around, but make sure that you say so in the information notes for your event and announce it during the day.
- No registration for participants should be allowed after 9.00am on race day, regardless of the time they race during the day.

Starting.

Under no circumstances should a starting race impede finishing racers. Give thought to the riders who may still be completing their race. A corridor for these riders should be provided so that they may finish their race without being impeded by riders lining up for another race.

- All competitors, except sport and recreational classes, will be called up to the start line or assembly point in an order determined by their current national series ranking.
- The top 20 riders in elite men and top 10 in elite women shall start at the front on the start line. The top 5 - 10 riders in all other classes will be similarly seeded.
- For the first race of the season, the final ranking from the previous year's national series shall be used for seeding.

- Special provisions apply for the start line grid at national championships where there is a specific order in how riders are called up to the start line.

A lap board and a bell must be used to inform riders of their lap status. One of the most common complaints from riders is that they do not know what lap they are on, and it is your responsibility to inform them. You may need to allocate one person to do this job and nothing else.

- Lap boards are displayed as “laps to go” NOT “laps ridden”.
- A bell is rung as a rider passes the finish line with 1 lap to finish. **NB: The less categories you have on course the easier this will be.**

Feed Zone Design

Place feed zones in an area with a slight incline and on a relatively smooth and wide part of the course. It should be about 70m – 100m in length and at least 5m in width.

Riders may be fed from either side of the feed zone area. However only one side must be chosen and traditionally this has been the right hand side. This allows those riders not wanting a feed to pass through the feed zone unimpeded. After feeding a rider the feeder must move clear of the feeding zone, this will allow plenty of room for other feeders.

The best way to achieve this is to place 2 lines on the ground (plastic tape, lime flour, degradable paint etc) for the length of the feed zone area. The first is located at the edge of the race course margin. The second is located 1m away from the first. Feeders will step into this area when they need to feed a rider and must step out of this area when finished.

- Feeders usually stand on the right hand side of the zone. The whole length of the feed zone must have a clear line of sight of the on-coming riders. To achieve this a feed zone on a slight left hand bend is the best. Feed zones should be also placed on a slight uphill gradient to moderate the speed of the riders as they pass through.
- Follow the feed zone with a section of course that is relatively smooth and less technical so that riders can take on the fluid and food they have just received without risk.
- The feed zone must be clearly marked with a ‘start’ and an ‘end’.

Feed Zone Etiquette

Rider managers *are permitted* to do the following in a feed zone.

- Hand up food, drink or eye wear in a feed zone. This is hand-to-hand only.

Rider managers *are NOT permitted* to do any of the following in a Feed Zone.

- Make physical contact between riders and feeders. This will be considered as technical assistance. This includes a pat on the back etc.
- To place water bottles on to the bike or CamelBaks onto a rider. They must be handed to the rider. Food or other items must be handed to the rider. They may not be put into the riders mouth or the pockets on the riders shirt.
- Hand sponges, wet towels etc to the rider. If additional cooling is required the riders may be handed an open drink bottle so as to pour water over themselves. Feeders are not permitted to pour water over the rider.
- Run in the feed zone. This is not permitted under any circumstances, to prevent collisions and interference with other feeders.

- Bring tools, bikes, spares, etc into the feed zones.

Rider managers who will be feeders must be issued with a pass, 1 pass for up to 3 riders for access to the feed zone. This pass must be clearly displayed by the feeder.

Failure to comply with the above requirements may result in the feeder being removed from the feed zone and the rider may be penalised and/or fined.

Short Course Cross Country

Course and Course Marking

- The course should have an ideal race time no longer than 1 minute 30 seconds.
- The race course should not attempt to replicate a traditional XC race course. It should be relatively wide or the entire length and not encompass any technical aspects to any significant extent. However, different elements such as berms, sweeping bends can link sections of the course together.
- This is also a good event to bring MTB racing to towns or built up areas. It is low impact environmentally and quite often you could use a hard surfaced start finish straight and a couple of corners.
- The idea is to get riders to draft and ride closely together. Use mostly wide track or fire road.
- If single track is used make sure it is in the last half of the circuit otherwise you will end up with huge traffic jams at the start, however generally the track should be at least 2 bike widths wide for the entire length.
- The course must be fully taped for the entire length and if spectator crossing points are used, these must be manned by at least 2 marshals.
- The start and finish straight should be at least 6m wide.
- The finish straight should be at least 100m long and devoid of any obstacles that would prevent easy identification of riders as they approach the finish. The race course must include a suitable section where lapped riders can be removed from the course with the minimum of effort.
- It is a good idea to have some hard fence barricading, especially where the crowds would be.
- There should be places where spectators can cross the course in safety. make sure that these are placed on sections of the course with good view of the track and have course officials on both sides to manage the crossing process.
- It is advantageous to be able to see the course from any point.
- This style of racing is very good for sponsors as the promoter could incorporate certain businesses within the course.
- It is important to keep the entry fees low as to encourage many riders to participate.
- It is a good idea to have knowledgeable commentators and sometimes it pays to have them at each end of the course.

Practice

- The course must be available for practice for at least 1 hour prior to the start of the race.

Starting

- Riders will be seeded in some fashion and called up to the start in seeding order - highest to lowest.
- Possible mechanisms for seeding include:
 - Time trial run just prior to the class in question. In this case all riders entered into a class should be raced individually on the race course being used. No passing or overtaking of riders during the time trial seeding race should be possible. Riders will not start at intervals of NOT less than 30 seconds.
 - Using race times from a previous race. In this case, where a XCC is run in conjunction with an XCO race, the lap times of the XCO event may be used to form a seeding list. Ideally each riders fastest lap during the XCO event will be considered for seeding purposes.

Competition

- Racing time will be:
 - Open men - 20 minutes + 3 laps (Maximum total race time 25 minutes)
 - Open women - 15 minutes + 3 laps (Maximum total race time 20 minutes)
 - Junior men - 15 minutes + 3 laps (Maximum total race time 20 minutes)
- If there is concern regarding the lap length with regard the recommended maximum lap time, the technical delegate may, at their discretion before the race starts, determine to time the first lap of the race and then by dividing the maximum permitted race time for that class determine an optimum number of laps to achieve an overall race time that will not exceed the maximum total race time. In this case the technical delegate will then count down the pre-determined number of laps and follow the normal finish procedure when the final 3 laps are reached. It will not be necessary for the technical delegate to notify the riders which system is being used.
- Course marshals will keep track of the leaders and the last few riders on each lap. Any rider that is lapped or any rider that is in contention of being lapped during the course of the next lap will be removed from the race course.
- For this to work well, position an observer about half way along the finish straight. This observer will note when the lead rider enters the finish straight and also notes any riders on the finish straight that appear to be losing ground to the race leader. These riders will be notified to a marshal at the place where riders will be taken off the course. These riders will be removed from the race at that location.
- At the conclusion of the time part of the race the timers will blow a whistle and display a race lap board for "3" laps to go. Each lap after this will have the race board displayed with "2" laps and then "1" lap to go. The timers will also ring a bell when there is "1" lap to go.
- The race ends when the race leader crosses the finish line at the end of the + 3 laps.
- All riders who are still left in the race when the winner crosses the finish line will be recorded in the order they cross the finish line. Riders who are lapped or pulled out of the race will have their lap number recorded at the time of their withdrawal.
- In a situation where one rider laps all remaining riders in the field then the technical delegate will immediately fire a gun to declare the race finished. The rider who has lapped the field will be declared the winner. In this case the minor medals for 2nd and 3rd places will go to the last 2 riders caught by the race leader in the order of their being

lapped (the last to be lapped will be 2nd overall and the 2nd last to be caught will be declared 3rd).

- In a situation where two riders lap all remaining riders in the field then the technical delegate will, unless it has already occurred and regardless of the time in the race, at the end of the lap on which these two riders pass the last of the remaining riders in the field, blow the whistle to indicate the immediate start the final 3 laps of the race. In this case only the remaining 2 riders will then contest the final 3 laps to determine 1st and 2nd place. In this case 3rd place will be awarded to the last rider to be caught by the 2 leaders.

Downhill Requirements

Course Marking.

All courses must be adequately taped and marked. Samples of the type of course marking required is at Annex 5. Riders can take the shortest route between two course markings. You may know where the course runs, but unless it is obviously taped, you will encounter problems with course cutting.

- The inside of corners are particular problem points. If you do not tape the inside of a corner, especially a hairpin, riders can ride straight ahead, completely missing the intended turn. This has caused many problems in past seasons, so ensure that your course is only open to the interpretation that you intended.
- On corners that are likely to have course marking knocked out, officials, spectators or competitors often replace the marking in a different position. This can dramatically change the corner to a rider traveling at speed, and can lead to complicated protests from riders. In these areas it is wise to implement a marking system. This can be a lime or (non-toxic) paint marks in the correct tape positions Ensure that the markers do not pose a safety risk to the riders.
- The tape used must not present a danger to riders. Packing tape has been used in some events in the past - this tape is designed not to break, and could cause injury if a rider rides into it. This type of tape should not be used in any circumstances.
- In particular appropriately sized safety zones must be provided on any part of the course where it is reasonably expected that a rider may crash. This would include fast sections, sections with any possibility of the rider and bike being airborne and on all corners - in particular the outside of the corners. All spectators **MUST** be kept out of the safety zones.

Transport.

All national series races must have a system for transporting riders to the top of the downhill. This can be either by ski lift in ski resorts, or bus shuttle with suitable trailers for bikes.

- For events which utilize a DH shuttle service, it is your responsibility to ensure that accidental damage to bikes while being transported is minimized. This includes making sure that the front and end bikes on the transport trailer are securely tied down, that all overhanging branches on the access road are removed or trimmed and that the transport drivers do not drive at excessive speed. For more information, contact MTBA.
- The costs of DH transport for both compulsory practice and competition must be included in the race entry.
- The minimum capacity for DH transport at national level events must be **100** riders per hour for national series events but **200** riders per hour for the national championships.
- Allowance must be made for difficult weather in your transport arrangements.

- The following table (based on national championships requirement of moving 200 bikes per hour) should be used to calculate transport requirements based on turnaround time and the number of bikes and riders being carried per vehicle:
1. Calculate accurate (and realistic) turnaround time, including expected loading and unloading.
 2. Determine number of bikes and riders being moved per vehicle
 3. Read the table to determine how many items of transport you will need. This table is set to the transport volume needed for the national championships (200 riders per hour). For national series events divide the items of transport by half.

		Riders per Vehicle and Number of Bikes							
		10	12	14	16	18	20	25	30
Turnaround Time (mins)	15	5	5	4	4	3	3	2	2
	20	7	6	5	5	4	4	3	3
	25	9	7	6	6	5	5	4	3
	30	10	9	8	7	6	5	4	4
	35	12	10	9	8	7	6	5	4
	40	14	12	10	9	8	7	6	5
	45	16	13	11	10	9	8	6	5

Note: If moving bikes and riders in separate vehicles, double the number of vehicles needed.

Practice.

Downhill practice is compulsory at all MTBA national series events. At least one compulsory practice run is required.

- Organisers must allow a period of time before official practice starts for the race course to be available for a walk-through. This is so the initial stress and anxiousness of the riders can be dissipated prior to their first bike practice and will allow the riders to prepare themselves for the course.
- All practice sessions must have an event official present at the start line to manage start gaps.
- Practice sessions often have more accidents than the actual race so encourage your downhill start officials to suggest that riders take it easy on their first ride.
- Organisers must indicate on the entry form the periods of compulsory practice.
- Provide your DH start and finish officials with small stickers to adhere to competitors bikes when they complete a compulsory DH practice run.
- The DH practice sessions should be divided into two or more groups to minimise congestion on the course and ensure that all participants have a reasonable practice session without being hindered by considerably slower classes or overtaken by faster classes. The following group of classes has been used previously with success:

Group A: Elite and Expert Men, Elite Women, and U19 Men

Group B: U19 Women, U17 Women, Veteran Men, Masters Men, Super Master Men, Veteran Women, Masters Women, Sport Men, Sport Women and Hardtail

- A minimum of 4 hours of practice time must be allocated to each of the groups.
- It is recommended that some time is made available immediately prior to competition starting for a final practice on the course.
- Ensure that the people you have loading the trailers for bike transport are aware of the number ranges of the group that has access to the course for practice. Some riders may try to practice outside of their allotted times. This often has become very contentious. Make sure your officials monitor the number ranges carefully.

All categories except Elite men and Elite women shall have one timed competition run. At least the top 50% of Elite men, Elite women and U19 men from the first timed run shall race in a final. MTBA suggests that if time permits the U17 age group also be given the opportunity to have a second timed run.

Scheduling

The following race schedule should be considered to be the minimum possible for national level DH events.

Saturday	09.00 – 16.00	Registration and Practice A-group practice 09.30 - 12.30 B-group practice 13.00 - 16.00
Sunday	08:00 – 12:00	Registration (till 09.00) and Official Practice
	13.00	Racing starts
	Approx 15.30	Racing ends
	Approx 15.30	Final race for elite men, elite women and U19 men
	Approx 16:30	Presentations

Seeding.

For categories where a national series ranking is in place, the riders shall be seeded and started in their first timed run in the following manner:

- At least the top 10 riders in all national series categories (except elite men) shall start first - therefore the No 1 ranked rider starts first, the No 2 ranked rider starts second and so on.
- At least the top 20 riders in elite men shall start first - therefore the No 1 ranked rider starts first, the No 2 ranked rider starts second and so on.
- For the first race of the season, the final ranking from the previous year's national series shall be used for seeding.
- For categories with no national series ranking, a random order will be used for seeding.

A downhill start list shall be produced and posted on the communicate board at least 2 hours prior to the start of competition. The start list shall show all riders' names, race numbers and start times. The start time shall be shown as either time-of-day or minutes from start time.

Starting Order.

The starting order shall be:

1. Elite men (first run)

2. U19 men (first run)
3. Elite women (first run)
4. Sport women
5. Veteran women
6. Masters women
7. U19 women
8. U17 women
9. Hardtail
10. U17 men
11. U15 men
12. Sport men
13. Veteran men
14. Master men
15. Super Master men
16. Expert men
- 17. Elite women (top 50%)**
- 18. U19 men (top 50%)**
- 19. Elite men (top 50%)**

- The gap between competitors must be at least 30 seconds, except for the second run finals, which must be 1 minute. Care should be taken with the gap between race categories. In general, the gap between categories must be at least 3 minutes. In some longer courses it would be best to ensure a longer gap is used.

Finals

Please give special consideration to the running of the final. If there is too long a gap between the expert men and the finals, spectators and competitors may lose interest. There should be someone working out the finalists from the first run while the other categories are competing. There should be no more than 15 minutes break between the last single run group and the finals, and if it is possible, they should be run straight after that group.

- The finals are run in reverse order based on the race times from the seeding race - ie slowest to fastest.
- Ensure that all of your course marshals are aware of the finals format. Often spectators do not know that the finals are on, and begin walking down the course when the single run groups are finished. Marshals must remain in their designated area until all competition ceases, and ensure that spectators do not enter the race course.
- Ensure that whatever transport system you use to get riders to the top of the downhill is immediately ready to take the finalists to the start once their names have been announced.
- Make sure your announcer knows about the format of the finals, who is competing, what the fastest time for the course from the timed runs was.
- Make sure your announcer keeps the spectators in the village area up to date with the final race times and how they compare with the fastest time in the heats as the running of the finals unfolds.

MTNX race requirements

MTNX is an event where 4 riders compete side by side on the same downhill course. The nature of this competition is such that some unintentional contact between riders may occur. This will

be tolerated by the Technical Delegate in charge, as long as he judges it to be within the spirit of the race, fair play and sportsmanship towards the other competitors.

Mountain Bikes vs BMX Bikes

This is a difficult and often contentious issue but the answer is simple. MTNX is designed and run under MTBA rules for mountain bikes. To allow the most flexibility in this ruling we have implemented a bicycle acceptance scheme as follows:

- All bikes used in MTNX competition must have two working brakes, one front and one rear.
- All bikes must be fitted with handlebar plugs.
- All bikes must, additionally, have at least 2 of the following 3 characteristics:
 - 26" wheels front and rear.
 - Functional front suspension.
 - More than one working rear gear.

Course Marking

- The time taken to cover the course should be ideally between 30 and 40 seconds.
- The first 10 metres of the race course must be free of any obstacle, and must be marked with white lines (using tape, biodegradable paint or flour) to split the course into four equal width lanes. Any rider crossing or riding on these white lines will be disqualified.
- At least the following markings must be provided:
 - Gate markers in bamboo or as used for alpine skiing (PVC) of 1.5 to 2 metres in height are to be placed on each of the technical elements of the course to define the left and right extremities of the course. Riders are required to ride within these gate markers.
 - The last gate on the course must be located at least 10 metres from the finish line.
 - The course must be taped off on both sides for the entire length.
- There must be at least a 20m run out area after the finish line.
- The organiser must provide a raised platform from which the race judge has an unobstructed view of the entire course. The platform will be located in a zone to which spectators do not have access.
- Spectators must be excluded from the outside of berms and any part of the course where it could be reasonably expected a rider may travel off the race course. In general hard fencing should be used and placed sufficiently far away from the likely crash zone as to be no danger to the rider and provide protection to the public.

Marshals

- The start gate must have at least 2 course marshals - one to operate the start gate mechanism and one to observe the start lanes. Riders that cross the lanes within the first 10m are disqualified. Other marshals are also needed to organise the riders for each moto.
- Four marshals are located at the finish line to record and judge the finish. They will indicate to the first 2 places that they are promoted to the next round and that the last 2 finishers are eliminated. The number plate for them should be removed from the bike.
- Additional marshals must be located at each technical element of the course to judge that all riders race within the gates. If a rider fails to race within a gate that rider's race number is relayed to the finish marshals and that rider is disqualified and riders finishing after (if any) are promoted up one finishing place.

- Make sure that the marshals at the start gate have a list of the motos that are about to be run. This will ensure that riders get their correct start position and allows the other marshals to correctly call riders up to the start gate.

Practice and Qualifying

- The times and duration for practice will be defined by you but must take place on the same day as the finals. A minimum of 4 hours practice should be allowed for.
- All practice sessions must be conducted with full medical services on site.
- No rider will be allowed to practice without having a valid race number displayed.
- No rider is allowed to walk or ride in the opposite direction to the race direction during practice.
- The event organisers are not permitted to adjust the course or the start gate during the final 30 minutes of practice
- The qualifying session that will be used to determine the finals competitor list must take place the same day as the finals and will take the form of either:
 - a timed run over the course by each rider, or
 - three or more heats of 4 riders at a time where points are awarded for the place gained in each heat, 1st - 22 points, 2nd - 16 points, 3rd - 11 points and 4th - 9 points.

A single timed run is quick and easy but requires the investment of a timing system capable of timing down to 1/100th of a second. The multiple-moto method is time expensive and requires specialized computer software, but does not require any timing for the event and gives great value for money to the riders and spectators.

Competition

Once the ranking list has been constructed and the number of riders to contest the final is determined:

- A list of participants will be drawn up based on the times achieved for an individual run or based on the total points gained in the qualifying heats. This list is called the ranking list and all riders must comply with the ranking list. After the qualifying session, the fastest 64, 32, 16 or 8 riders shall qualify for the finals depending on the number of initial entries in each race category. Riders entered who fail to contest the qualifying race (s) are deemed not to have qualified or will be relegated.
- The groups of riders will be drawn in order to ensure that the highest placed rider in the ranking list will only meet the second highest placed rider in the final. The final's draw is available in the MTBA Technical Regulations.
- The riders in each group of four may choose their starting position in order of their position in the ranking list. The highest placed rider shall get first choice.
- The riders shall start from a standstill. A forward movement of the bicycle resulting in contact with the starting gate shall result in a disqualification for this round. Contact will be deemed to have occurred if the rider causes a malfunction of the gate or other starting mechanism by touching it or by forcing it open before the start signal. Breaking the starting gate shall be grounds for disqualification.
- If part of the front wheel passes the start line before the official starting signal the rider shall be disqualified.
- If a rider crosses his or her marked lane within the distance prescribed from the start gate then the rider is disqualified.

- The riders are required to pass through each gate without straddling it; ie both the wheels of the bicycle must follow a path inside each gate. The gate judges located along the course will check the correct route is followed. A missed or straddled gate will result in the rider's disqualification unless the rider goes to the trouble of returning to pass it correctly.
- If the four riders fall or fail to cross the finish line in a preliminary round, the winner will be the rider who covered the largest part of the course.
- The riders finishing below 12th place are ranked on the basis of the round which they reached followed by their qualifying time.

Observed Trials Requirements

The object of Bike Trials (or Observed Trials) is to ride over obstacles without any part of a rider's body touching the ground. A competition takes place on a "course", which is composed of five to ten "sections", each marked by tape. Riders are observed through each section, and after a specified number of laps of the course (usually 2 to 4), the rider with the lowest overall number of penalty points (dabs) is the winner. Sections can consist of natural terrain, or man made obstacles.

Most of what follows here will be managed by the bike trials community itself is only added here for event organisers to understand more of what goes on with the view of you being better able to provide the infrastructure bike trial competitions need.

Course set-up and marking.

The observed trials competition will consist typically of at least 5 sections, natural or artificial, with a section length of between 20m and 60m.

- The number of observed sections, the number of laps, as well as the course closing time must be posted before the event at the riders' registration area.
- The Race Director and Technical Delegate or their appointee shall ensure that the course is of an appropriate degree of difficulty. The sections used in a competition should differ substantially from each other and show variety.
- The method used to mark the section must not present an added danger to the competitors.
- Sections shall be clearly marked. Minimum and maximum spacing between right and left boundary markers is 1 and 3 metres respectively. All sections must use continuous marking.
- Each section shall have "Section Start" and "Section End" signs in their respective positions. There shall also be a section number beside the "Section Start" sign.
- Any two sections may be continuous. In this case, riders may not stop after the first section without incurring a failure in the second section. Scores in the first section do not influence scores in the second section.
- Riders are expressly forbidden from making modification to the sections. A rider kicking an obstacle to check if it moves is not considered modification under this rule.
- If sections are placed close to other sections, neither must be a hinderance to the other. A rider in one section must not be able to interfere with a rider in a section in close proximity.
- Sections are marked according to class with different colored arrows.
- Sections may be separated by a short distance called a neutral zone in which riders are not scored in any way.

- Sections will also have spectator areas clearly set out such that the scoring Technical Delegate's view and the riders' progress is not impeded.
- Thought should be given to crowd control. Spectators should be set away from the course boundaries by at least 2m for any obstacle between 1m and 2m high and at least 3m back for any obstacle over 2m in height.

Bicycle specification.

In both classes of wheel size the following must be observed:

- The brake lever ends must not present a hazard.
- The bike must have effective front and rear brakes.
- tread and width of tires is unrestricted
- the handlebars must be enclosed
- the bike frame, stem or handlebars must have no visible cracks
- **20" bicycles**
 - apart from the wheel size being a maximum of 20" the rest of the bike will have no restrictions.
- **26" bicycles**
 - wheel size being 26"
 - functioning rear derailleur
 - minimum of six speed rear cluster.
 - only one chain-wheel protecting disk, fitted to the chain-ring side.
 - All major parts should be commercially available.

Practice

- Sections may be inspected by the competitors on foot prior to attempts. Altering the course whilst on a walking inspection will result in immediate disqualification.
- Practising any section by bike is strictly forbidden and will result in disqualification.

Competition

- Any section that has not been tried and/or refused by all competitors must be deleted.
- At the Technical Delegate's discretion riders may start at any section.
- Unless directed otherwise, competitors are to ride the sections in their correct order.
- The scoring Technical Delegate must advise the rider when there is 60 seconds remaining in time limit for that section, and again when there is 30 seconds remaining in that section. The section time limit is generally 2 minutes 30 seconds, but the organisers may extend this time depending on the difficulty of the section.
- If a rider is severely distracted or has his line blocked by other riders, spectators or officials he may claim a "balk". The rider may then re-ride the section if the scoring Technical Delegate confirms the balk.
- At the discretion of the Race Director, all sections may be repeated several times and be known as "laps". Each lap must contain all observed sections. There will be a maximum time to attempt each section, fixed equally for all sections of the event. This time will not exceed 180 seconds.
- The wearing of helmets is compulsory.

Time Limits

- **Section Limit**

The time limit for each section is two and a half minutes. Within that period, there is no time limit on any individual lap.

- **Course Limit**

The regulations do not mandate an overall time limit. The Event Organiser is strongly encouraged to set a time limit however, so that the event finishes in a reasonable time. It is recommended that the overall competition time not exceed six hours per day.

- Define a time limit based on the following formula: Total time = number of laps x number of riders x 2 1/2 minutes. Add about 1/2 hour as a grace period, and after that, do not accept scorecards at the event control. (N.B. the above formula is based on 2 1/2 minute time limits)
- Riders must exit the section immediately upon scoring five points.

- **Guidelines for numbers of laps**

Based on the number of riders and sections and the time available, the ideal number of laps can be calculated using formula given above: number of laps = total time / (2 1/2 minutes x number of riders).

Riders should do between 12 and 20 sections in total, so given five to ten individual sections, they should do either two or three laps.

Judging

- If there are no qualified MTBA Observed Trials Technical Delegate in attendance, observers must be appointed and be conversant with the applicable rules to carry out the role of scoring Technical Delegate. It is acceptable for riders to judge each other.
- At least one scoring Technical Delegate must be allocated to each section. If the scoring Technical Delegate cannot see the entire section, further scoring Technical Delegate must be placed so that the entire section is observed. Where there is more than one scoring Technical Delegate, at the completion of each rider's attempt, the scoring Technical Delegate must meet and agree on their scores before punching the rider's card.
- The scoring Technical Delegate shall indicate the points lost by the rider during the section and shall mark out the appropriate square for the section attempt at the end of the section. If an error is made in the punching, the scorer must make a note of the rider's number, section number, lap number, and the correct score, as well as advising the rider of the error.
- Any protests must be made to the Race Director no later than 15 minutes after the conclusion of the competition. Each protest must be accompanied by the protest fee (as prescribed by the race director).
- The observer must endeavor to score all riders at a section the same way and strive to be as impartial as possible.

Scoring

- Scoring shall commence once the front axle passes the start markers and shall end when the front axle passes the finish markers.
- The maximum time for a section will usually be 2 minutes 30 seconds and must be the same for all sections at the one competition
- The longitudinal axis of the bicycle must not pass over the section boundary markers, such a breach is deemed out of bounds.

- Dabbing outside the section is permitted but will be scored the same as dabbing within the section.
- A rider who elects not to attempt a section will receive a failure score for that section.
- At the finish of a section should the rider fail to have his score card punched then he will incur the maximum point loss.
- Punch-type score cards shall be supplied by the Race Director and carried by all riders. The cards shall have markings of 0,1,2,3, and 5 for each section of each lap.
- Scoring will be based on the points lost system as listed in the MTBA Technical Regulations
- Additional penalties, that only the **technical delegate** can impose in agreement with the panel, can be added to the other penalty points.
- Any rider exceeding the set duration of the race shall be penalized by half a point for each minute or part thereof in the default time.
- Any rider exceeding the default time shall be excluded from the classification.

Classification and results

- In the case of tied scores, the competitor with the most cleans or zero points lost shall be declared the winner. If there is still a tie, the winner shall be the rider with the most 1's, and so on. If the score is still tied, a ride off will take place.
- There must be at least four (4) riders in a category. If there are not then riders may be combined with the same skill category but in the other wheel sized class.
- All protests will be made to the race director in writing with the required protest fee within 15 minutes of the provisional results being made available.
- The observers are only obliged to listen to the rider in the case of a protest.
- Abusive language or behavior directed at any observer (or any spectators or riders) is not allowed and will result in disqualification.

Observed Trials Definitions:

- Clean Section - A section completed by a rider without point loss.
- Continuous Progress - Purposeful travel within the course.
- Course - The area within and including the boundary markers.
- Dab - Any contact which provides support between the rider's foot (or any other part of the body) and a supporting surface or object, while maintaining continuous progress toward the end of the section.
- Gate: The area between the red and blue boundary markers at the start of each section and the end of each section through which the rider must pass.
- Failure because of:
 - Out Of Bounds - Any contact of the bicycle with an area not part of the course.
 - Stop - A complete unquestionable loss of continuous progress toward the section end for longer than one second (counted out loud by the scoring Technical Delegate in a normal cadence "one thousand and one" etc). Unassisted balancing is permitted.
 - Dismounting - Both feet touching the ground on same side of the bike.
 - Walking - Both feet on the ground on either side of the bike simultaneously or dabbing with alternate feet when dabs are not separated by evidence of control.
 - Gate Foul - Failure to negotiate a gate in sequence or passing to the left of a blue boundary marker or the right of a red boundary marker.
 - Time Penalty - Exceeding time limit for the section.

- Dabbing - While wheels are rotating backwards.

Stage Race Requirements

Make-up

- A Stage race may consist of a combination of any of the following components:
 - Prologue
 - Point-to-Point
 - Cross country
 - Short course XC
 - Downhill
 - Uphill.
- Each of these stages will be conducted under rules specific to that stage except where over-ruled by the specific Stage Race rules as noted in the Technical Regulations.
- At least three stages must be utilised and at least one of those stages must be a Point-to-Point or large distance circuit race.
- A Stage race must be held over multiple continuous days and up to a maximum of 5 continuous days. Most stage race events will be held over a weekend.
- Variations on the type of events that make up a Stage race are possible – contact MTBA for advice.
- The final place for the event can be decided by either accumulated time (lowest time wins) or accumulated points (highest points wins).

Courses Descriptions

Prologue: A short time trial lasting between 1 and 2 minutes and having a total length of between 500 and 800m.

- Practice on the course is allowed.
- The prologue is an ideal opportunity to present your event to the public and gain valuable media exposure. Consider staging it in a city centre or high visibility area.
- Have a music system and a knowledgeable announcer to keep the spectators interest up.
- Make sure that the course is fully bunted or barricaded to minimise pedestrian conflict.
- Have marshals spaced all around the course if required. Marshals must be in place for both practice and competition.
- Make the prologue interesting for your participants. If you are using an urban area, try to utilise stairs, gutters or small grassed areas to put berms on to keep the overall speed up.
- Start competitors at pre-determined times and at 30 second or 1 minute intervals.

Point-to-Point: This element is usually either a race from the start area to another location for the finish or a single large loop that will return to the same location as the start.

- The target time for the point-to-point race should be around the same time required for a normal cross country event (approximately 2 hours for elite men). Race time for the other race categories should be similar to that stated previously for cross country.

- Maximum distance allowable is up to 60km, and no part of the course should be used more than once.
- If you are using a large single loop consider where you can turn off the lower class riders to satisfy the required riding time.
- If you are using a finish in another location you might want to consider making the course you use less difficult and add in some extra course closer to the finish area for the higher class riders. This will enable the lower class rider to get to the finish but also allow the higher classes to do some extra time or some more technically demanding riding.
- The Starting order will be:
 - Elite/Expert Men
 - U19 Men
 - Veteran Men
 - Sport Men
 - U17 Men
 - Master Men
 - Super Master men
 - U15 Men
 - Elite Women
 - Veteran Women
 - Masters Women
 - Sport Women
 - U17 Women
 - U19 Women
 - Other classes such as Recreational
- Start each of the classes at about 5 minute intervals. The final women's classes may be started together if required. Classes with a small number of competitors can be started at the end of a previous class if required.
- If you are using public land consider using directional arrows that are painted on the ground surface with a 10:1 mix of water and acrylic house paint. This method of marking is very robust and cannot be tampered with. The painted arrows will decay within a month.
- If you are utilising open forest land and public roads make sure you liaise with the local police to ensure that you have their support and assistance. You may need to enlist the aid of the local Emergency Services people as well to provide any temporary road closures that you need. You may need the police to provide a car to travel in front of the riders if you are using public roads.
- Provide course maps at the time of registration so that the riders support crew will be know where the feed station is located.
- At least one feed station must be provided and located at approximately the half-way point.
- Make sure you sweep the course after the last rider has left to pick up any stragglers.

Cross country, short course cross country and downhill: These elements are run in the same fashion as already described and requires no further comment.

Rules

Organisers who wish to apply to run a stage race should contact MTBA to discuss the various options and to develop a race specific set of rules that will specify how each stage will be conducted.

Scoring

- Each element of the stage race will have a winner in each of the classes contested.
- The overall winner is the rider that has the lowest overall time or the highest overall points in each class contested. This is called the General Classification (GC).

Marathon

General

The mountain bike marathon is essentially a long-distance cross-country endurance event. Cross-country rules and regulations outlined in the MTBA Technical Regulations are to be adhered to except where over-ridden here.

General characteristics of a MTB Marathon

- Marathon events will have **both** minimum distances and winning times as follows:
 - **Normal events including marathon series events** - distance: must be at least 60km, winning time: must be more than 3 hours.
 - **Marathon championships** - distance: must be at least 80km, winning time: must be more than 4 hours.
- The course must challenge the athletic performance and skill of each participant.
- The course must include an adequate number of sections where competitors can pass each other. Extended sections of single or narrow track should be avoided.
- No part of the course may be used more than once. A single long loop is permissible.

Participation

- Riders will be classified as “race” or “recreation” on the entry form.
- The marathon may be contested by individual riders and teams. The categories for both the race and recreation marathon will be as follows:
 - Men (18 years and over)
 - Women (18 years and over)
- In view of the physical difficulty of competitions in this format, riders of less than 18 years of age will only be permitted to start in the marathon under very strict circumstances:
 - Parental consent **and**
 - Bona fide coaches approval. The riders coach must have been coaching the rider for more than 6 months and be at least an accredited level 2 under the ACAS. For more information see MTBA Policy on Endurance MTB Events.
- Subdivisions within the male and female categories of both classifications are permissible, so age classifications are possible.
- The course is identical for men and women in both classifications.
- In the absence of any wave starts a single start will be given for these two broad categories (male and female). Men and women will start together based on the distribution determined in section “Starting Grid”.

- If sub-categories are available they will start in the same fashion (single start for male and female) at times 15 minutes separated from each other.
- The recreation classification will start 15 minutes after the race classification.

Organisation

- You must have checkpoints set up along the course. An adequate number should be provided to ensure that riders have minimal chance of going the wrong way and to ensure a suitable method of keeping checks on the health and safety of the riders.
- Each checkpoint should have adequate first aid available and have in all cases excellent communication to the race organisers in case emergency attention or evacuation is needed.
- At least 3 feed zones or water stations must be provided. These could be located with checkpoints.
- Feed and pit zones must be easily accessible by routes that do not involve the racecourse so as to allow the support staff of riders rapid and easy access without undue interference with the riders.
- No following vehicle other than those used by the organisers shall be permitted.
- The organisers must be able to have complete control of any road used in the event. All property owners along the route must be informed about your event. A lead vehicle is recommended. If used it must remain a suitable distance ahead of the leaders so as to not cause undue discomfort with dust and noise.

Rider Safety and Clothing

- An approved helmet will be required to be worn at all times.
- Additional recommended protective articles are:
 - Sun Block/Screen
 - Sunglasses
 - Jersey with sleeves
 - Gloves
 - Water or hydration pack

Starting grid

For the race classification the following procedure will be used to assemble the start grid.

- The first forty places on the start line will be reserved for riders on the following basis:
 - The first riders to be called to the start line will be the reigning men's marathon champion followed by the reigning women's marathon champion (2).
 - Next to be called up is the reigning male and female national marathon series leaders (2).
 - Next on the first start row will be the reigning men's and women's elite MTBA national XC champions and national XC series leaders (4).
 - All former elite men's and women's national XC champions or marathon champions shall be given places on the first (if space permits) or second start row.
 - The subsequent rows shall be used for the remaining slots up to the forty places reserved (male and female) in the general elite ranking of the current MTBA MTB series.
 - Lastly individual riders who are not ranked in any MTBA MTB marathon or national XC series and are entered into the elite race category will be placed as they arrive for the start after the first forty allocated places.

- Riders not entered into the Elite race category will be lined up on the grid in an order determined by the race organisers. Generally this would be in order of race ability. An example could be:
 - Veteran men
 - Sport men
 - Master men
 - Super Master men
 - Veteran Women
 - Masters Women
 - Sport Women
 - U19 Women

For the recreation classification riders will be assembled as they arrive for their start. The recreation classified riders will be placed behind the race classified riders and be started 15 minutes after the start of the race classification, or if waves are employed, after the last race classified rider starts.

Procedure

- Riders must finish the race using the same frame and race number.
- It is the rider's responsibility to ensure that the correct course is followed. Riders who take short cuts will be disqualified.
- Riders will be checked off as they pass through checkpoints set around the course. It is the rider's responsibility to ensure that they pass through all checkpoints.
- Food and drink can only be handed to riders in predetermined feed zones which will be a combination of official feed zones managed by the organisers and neutral feeding stations provided by the organizers.
- Technical re-supply is permitted but can only take place in predetermined pit areas provided by the organizers and approved by the technical delegate. There must be an adequate number of pit areas. The pit zones may be an adjunct to the feed zones. Riders will be able either to stock up on spares, or to carry out repairs on the spot. Technical re-supply is limited to supplying riders with small tools for repairs (such as chain tools, tyre levers, spanners, pliers) or spare parts (such as inner tube, tyre, chain, cables or inflation devices). Any rider receiving re-supply outside the approved and defined pit areas will be pulled out of the race and a DNF recorded.
- All repairs made during the event must be performed by the rider or, if a member of a team, a team member may assist, however recreational riders are allowed, within the spirit of their participation, to get any help from other riders as they need.

Cyclo-Cross

Participation

- A rider's category for the entire season will be the same as his category on of the 1st of January that is included in that season.
- Except, depending on the decision of MTBA, national championships, elite men and Under 23s shall compete in the same races.

Venue

- The finishing judge's stand shall be covered and placed preferably on the left.
- The organiser shall provide the Commissaires Panel with at least 3 radios. One channel shall be allocated exclusively for Commissaires while a second channel shall be available for Commissaires wishing to contact the organiser.

Course and obstacles

- A Cyclo-Cross course shall include roads, country and forest paths and meadowland alternating in such a way as to ensure changes in the pace of the race and allowing riders to recuperate after difficult sections.
- The course shall be rideable in all circumstances, whatever the climatic conditions.
- Clay or easily flooded areas, such as fields, should be avoided.
- The course shall form a closed circuit of a minimum length of 2.5 km and maximum 3.5 km, of which at least 90% shall be rideable.
- Over its full length, the course shall be a minimum of 3 metres wide and be well marked and protected.
- The use of harmful elements, such as wires (barbed or not), and metal poles shall be forbidden. Moreover, the course shall not approach any object that could constitute a danger for riders.
- An assembly point for starters (roll-call zone) shall be provided and marked off behind the starting line.
- Perpendicular to the start line, eight lanes with a width of 75 cm and a length of 10 m shall be marked out in order to facilitate the riders' starting order.
- The starting stretch shall be at least 500 metres long and at least 6 metres wide. It shall be as straight as possible and not run downhill. The first narrowing or obstacle after the starting stretch may not be abrupt but shall allow all the riders to pass easily. The first bend shall be less than a full right-angle turn.
- The finishing stretch shall be a straight line. It shall have a minimum length of 200 metres and a minimum width of 6 metres. It shall be flat or uphill.
- The starting and finishing stretches shall be free of obstacles.
- The course shall comprise a maximum of 4 obstacles that oblige riders to dismount their bike. The length of an obstacle should not be longer than 80 metres.
- Steps may not be placed on downhill stretches.
- The course can comprise one artificial obstacle. This artificial obstacle may consist of 2 wooden planks that shall be 4 m apart. The planks shall be filled in for their full height and may not be metallic. They must be 40cm high and shall stretch the full width of the course.
- The course may cross bridges or footbridges provided that they are a minimum of 4 metres wide and that there is a protective barrier on both sides. A non-slip surface (carpet, wire mesh, or special antislip paint) shall be used on bridges and footbridges.
- A separate footbridge shall be provided for spectators.
- No acrobatics on the part of the riders shall be required to overcome obstacles.
- Having consulted the Organiser, the Technical Delegate may decide that artificial obstacles shall be removed if the circuit is unusually slippery.
- Up to 4 races may be run per day over the same course.
- The organiser shall take measures to prevent the public from damaging the circuit. From the start of the race, the circuit may be used only by the riders involved in the race.

Equipment pits

- The equipment pit is the part of the circuit where riders can change wheels or bicycles.
- Two equipment pits shall be provided judiciously placed around the course, in places where speeds are not high but not on stony or downhill stretches. They shall be straight and free of artificial obstacles.
- If, during each lap, riders pass two points sufficiently close to each other, just one pit - known as a double pit - may be set up at that point.
- In the equipment pits, the race lane and the pit lane shall be separated and distinctly marked out, by tape at the very least. A rider may use the pit lane only in the event of a change of bicycle or wheel. Any rider using the pit lane without changing his bicycle or wheel shall be immediately disqualified.
- The equipment pits shall be sign-posted and precisely marked by means a yellow flag at the beginning and the end of the course split between the race and pits lane.
- In the pit lane shall be an area of a minimum depth of 2 metres reserved for mechanics.
- Each rider shall have the right of accreditation which will be delivered by the organiser for one or two attendants, in accordance with the number of equipment pits.
- The attendant must hold a licence as a mechanic, assistant, or paramedical assistant issued by MTBA.
- A supply of water for cleaning equipment shall be available in the immediate vicinity of the equipment pits. The water supply and connections for high-pressure cleaning equipment shall be made freely available.
- The equipment pits shall be at least 60 metres long.
- Only one accredited person per rider shall be allowed in each box at any one time.
- If there are two equipment pits, the change of bicycle is only permitted in one equipment pit. In the second equipment pit only the change of wheel(s) is allowed. The rider can change the bicycle or the wheel only in the designated pit. If the course has a double equipment pit, the change of bicycle will be allowed in each pit.
- A rider may use the pit lane only in the event of a change of bicycle or wheel.
- Wheel or bicycle changing shall be effected within the equipment pits and at the same point.
- The rider who arrives at the end of the equipment pit must continue until the following equipment pit in order to change the bicycle or wheel.
- Any rider going through the course lane inside the area marked with the yellow flags who suddenly needs to go to his/her pit will need to go backwards on the course in order to find the pit lane.
- The exchanging of wheels or bicycles between riders shall be forbidden.

Starting order

The riders shall assemble in the roll-call zone a maximum of 10 minutes before the start.

Duration of races

- Races shall last as close as possible to:
 - 30 minutes for Women
 - 40 minutes for Junior Men
 - 50 minutes for Under 23s
 - 60 minutes for Elite Men and for races in which the Elites and Under 23s race together.

- The number of laps to be ridden shall be determined on the basis of the time of the first rider to complete 2 full laps. From the 3rd lap on, the laps to go will be displayed on a board at the finish line.
- The last lap to be covered shall be indicated by a bell.

Riders dropping out

- A rider dropping out of the race shall immediately remove his body number and armband.
- He shall immediately leave the course and may not cross the finishing line.

Classification

- Any rider lapped before the last lap shall leave the race.
- The rider who is lapped during the final lap of the race shall be stopped at the beginning of the finishing straight line and shall be classified in accordance with his placing.
- Any rider crossing the finishing line after the winner shall be deemed to have ended the race and shall be classified according to his position.

Race Cancellation

Having consulted the Team Managers/riders and the organiser/race doctor, the Technical Delegate may decide to cancel a race in the event of extreme atmospheric conditions (i.e. strong winds, heavy snowfalls, temperatures of -15° and below or temperatures over 40°).

post event requirements

Results

The effort that goes into producing results and their distribution is just as important and in some ways more important than all that has gone before. The timely availability of accurate results is the hallmark of a successful event. Do not underestimate the goodwill generated by your competitors being able to find out their results in a timely fashion. Likewise do not underestimate the aggravation that can occur when the results are wrong. Here are some tips to help you make this part of your event less stressful:

- Results should be posted no later than 1 hour after the conclusion of a class.
- Designate a race notice board location and mark on your venue map where it can be found.
- When you initially post the results mark them 'PRELIMINARY' so that any disputes can be resolved before 'FINAL' results are posted.
- Make sure your announcer is aware of when race results have been posted.
- All events must present a complete set of results in electronic form to MTBA within 24 hours of your event concluding in the prescribed format. **This stipulation forms part of your contract with MTBA.**
- Listing your event's results with AAP is an effective way to get into the newspapers. AAP will only use fresh news, so you need to get your results to them on the evening of the running of your event. You can call AAP on 1 800 251 293 or 02 9322 8679

Call the event "MTBA National Mountain Bike Series Round X", and list the top 3 finishers by category for each of the disciplines you catered for. They will also want to know a winning time, race distance and the home state of the rider. See later for more information about the media.

- Email the results through to results@cyclingsnews.com.

Protests

- Protests must be made within 15 minutes of the preliminary results being posted and should be made to the Technical Delegate.
- Protests must be made on the appropriate form and include a refundable (\$50) fee if the protest is upheld.
- Protest forms are found at Annex 9. This form is the only type of protest application that will be used at MTBA national level events.

Sponsors

- Make sure you write to all your sponsors and inform them of the success of your event and how their sponsorship helped you run the event.
- If they gave product for you to give as prizes inform them of how their product was distributed.
- Provide them some feedback on how their product was accepted by those that received it.

Guidelines for researching and evaluating your event

Evaluation is an important part of the event planning and marketing process to determine whether your event is successful in meeting its objectives. The following is a simple overview of the types of questions that need to be answered, and how the answers can be obtained.

Essential questions

- How many people attended the event?
- Why did they attend the event?
- How many people were spectators, participants, officials or casual opportunity takers such as holiday-makers?
- How long did they stay at your event, in the area?
- How much did they spend? How did they spend it?
- Where do they live?
- What type of accommodation did they use while in the area?
- What type of transport did they use (a) to get here and (b) to get around your area?
- Were they satisfied with the event?
- What are their demographic details (age, gender, income bracket, etc.)?
- What other activities did they undertake whilst in your town or region?
- What is the likelihood of them returning next year?
- What suggestions did they have for improving the event?
- Was the primary reason for them coming to the your State to attend your event?

The answers to these questions will enable you to:

- estimate the economic value of your event
- describe the impact of your event on the locality
- identify the types of visitors who are attracted to such events
- ascertain where these people live, so future events can be appropriately promoted
- demonstrate to the local community how special events can bring benefits to the whole region
- more effectively plan for future events
- satisfy sponsors and authorities
- determine visitor satisfaction with your event

Methods

The answers to the above questions can be obtained by using one or more of the following methods:

- face-to-face interviews
- mail questionnaires
- locally distributed questionnaires
- turnstile counts
- ticket sales
- vehicle counts
- market area surveys

A media audit detailing television, radio and newspaper coverage received for your event would also be useful.

An example survey for your event is reproduced at Annex 12. This form is also available electronically if required.

sponsorship and media

Series and Event Sponsors

MTBA owns all marketing rights for the series, and any designations associated with the series and series logo. Sponsorship shall be in three levels:

Major Series Sponsors - Major Series sponsors shall receive naming rights for all national series events. For National events, they shall receive primary signage on course, start-finish area and start-finish structure, as well as logo placement on entry forms. They also have the option of setting up an expo site at each event. Major series sponsors will be sourced by MTBA.

Event Sponsors - Event sponsors shall receive signage on course, start-finish area and start-finish structure, as well as logo placement on entry forms. Sourcing event sponsors are the responsibility of event promoters.

Minor Series Sponsors - Minor series sponsors shall receive signage on course, start-finish area and start-finish structure, as well as logo placement on entry forms. They also have the option of setting up an expo site at each event in exchange for product which shall be given to the race organisation. Minor series sponsors will be sourced by the MTBA.

MTBA shall provide all signage for major and minor series sponsors to event organisers in advance of the event.

Signage placement is the responsibility of the race director in consultation with MTBA.

Event organisers must notify MTBA of any event sponsors prior to finalising any sponsorship deals.

- Event sponsors for national events cannot be direct competitors of major series sponsors.
- No event sponsor may be offered exclusive rights to a round of the national mountain bike series without the express permission of MTBA.
- If a major series sponsor is not available the event organisers are free to offer their event sponsors the naming rights to their event provided that the words “MTBA National MTB Series” is also included in the resulting name.

Media

MTBA owns all pay and free-to-air television rights for all events in the national series. For local media coverage, local television radio and press should be contacted and kept up to date on developments leading up to the event. MTBA should be kept up to date with any television coverage you may organise so that we can alert the wider MTB community.

The Cycling Promotion Fund has produced a very informative manual on working with the media. Copies are available from MTBA. Here are some of the more salient points:

- Whatever the reason for wanting publicity, the bottom line is that getting positive cycling stories in the news helps increase its legitimacy in the eyes of land managers and policy makers.
- To be of interest to the media your story needs to be newsworthy and current.
- You need to communicate your cycling message in a way that will interest the Joes and Joans reading, listening to, or watching the news at home on the couch, while jogging, in the car or at work.
- Choose the angle that will get your cycling story the most media attention: link it with an issue of public interest; use a trigger word or emphasise the story's human-interest aspect. If you have a famous person contesting your event make sure that the media knows about it.
- Anticipate people's perceptions of cycling and try to counter negative perceptions to ensure that people receive your story in a positive light.

Preparing a Media Release

- Print on letterhead, if you have it.
- Type on clean paper, on one side.
- Use an easy-to-read font. Times New Roman is ideal, in at least 12-point size. Sans serif fonts (ie, fonts without the squiggly bits at the top and bottom of letters), such as Arial, are fine for headings and addresses, but are generally harder to read in slabs of text.
- Use one font or, at the most, two: one for the text and one for the headline and contact details.
- Don't underline words for emphasis: use bold or larger point sizes.
- Use wide margins and 1.5 or double line spacing.
- Write up the top what it is, ie, MEDIA RELEASE.
- Keep the release to one page.

Media Release Checklist

- Is the story newsworthy? (Will it grab the media's attention?)
- Media Release is written at the top
- Release is dated
- Headline is attention-grabbing
- First sentence (lead sentence) sums up the most newsworthy part of the story in about 25 words or less
- Following sentences flesh out the details, the Who, What, Where, Why, When and How
- Most important information is detailed first and least important information is detailed last
- Language is simple, sentences are short, abbreviations are spelt out at first mention and jargon is avoided or explained
- Dates, facts & figures, names and phone numbers are correct
- Contact name and number of spokesperson is included
- Text is spell checked and grammar checked
- Someone other than the author has read the text to ensure spelling and grammar is correct
- Release is typed and neatly laid out (use plenty of white space)
- Typeface is readable
- Letterhead is used, if available
- Your club's executive has authorized you to write and distribute this media release

Make sure you've ticked everything off this checklist before sending out your release but before you do, read it carefully and ask yourself:

- Is it topical, newsworthy, funny or unusual?
- Would Joe or Joan Public be interested in reading or hearing about this story? (unless you're sending your story to a cycling magazine, in which case you can ask 'Would I be interested in reading or hearing about this story?')

If the answer is 'No' to either of these questions, don't send out the release. Rewrite it from a different angle or start thinking of another topic instead.

environmental considerations

Environmental concerns for mountain bike competitions have been recognised by the UCI and MTBA. It arises, in part, from the desire of many different user groups often seeking access to the same land at the same time.

MTBA is committed to the policy of environmentally sustainable use of the natural environment.

MTBA also recognises that mountain bike competitions raise special issues. These include:

- The concentration of large numbers of competitors and spectators in a small location over a short period of time. This may become significant in areas of high natural beauty or sensitivity.
- The overall image of mountain bike can easily be affected by the publicity associated with mountain bike competitions. Adverse publicity can last for a long time and can lead to undesirable constraints in access.

Consider carefully the significance of:

- Locality, the characteristics of the terrain and its ecological features. Plan for wet weather - will you re-route or re-schedule.
- Ease of restoration of the ground including repair to trails and regeneration of vegetation. make sure that there are places on the race course where water is able to escape gently and not be forced to run down the track for extended distances.
- Capacity of the venue to support and cater for the number of visitors you expect. Make sure that car parking areas are placed on suitable ground.
- Significance of your event on the local economy.
- Accommodation infrastructure.
- Safety aspects including the availability of Emergency service personnel.
- Marshals should be made responsible for their local section of the course and whilst in the area should ensure it is clean and tidy when they leave for the day.
- Make sure that you know and understand the IMBA principles of trail construction so that your race course can last for more than one event.

annex 1

MTBA Waiver

Please Read Carefully Before Signing

TO: Mountain Bike Australia Inc.

In consideration of Mountain Bike Australia Inc. ("MTBA") accepting my participation in the MTBA National XC Series, Downhill Series or any individual event sanctioned by MTBA ("the event") which may involve a significant risk of physical harm, I agree to this release of claims, waiver of liability and assumption of risk. I am aware that mountain biking is a recreational activity which may involve, in addition to usual and inherent risks, personal injury, obvious risk, danger to myself, the possibility of injury and harm and physical exertion for which I may not be prepared, remoteness to normal medical service, weather extremes subject to sudden and unexpected change and evacuation difficulties if I am disabled.

I accept all of the inherent and obvious risks and that mountain biking is a dangerous recreational activity and the possibility of personal injury, death, property damage or loss resulting therefrom. I acknowledge that the enjoyment and excitement of mountain biking is derived in part from the inherent risks incurred by the activity beyond the accepted safety of life at home or work and that these inherent risks contribute to such enjoyment and excitement being a reason for my participation.

I hereby release and forever discharge from all liability and agree not to sue MTBA and its officers, employees, volunteers, agents, contractors, public bodies, land holders and sponsors from any and all claims, suits, demands, expenses, costs, damages or proceedings of any nature whatsoever arising from any personal injury, death, property damage or loss sustained by me as a result of my participation in the event.

I hereby indemnify and hold harmless MTBA, its officers, agents, contractors and sponsors from and against all claims, suits, demands, expenses, costs, actions and proceedings of any nature whatsoever arising from any injury, loss or damage sustained by me or any injury, loss or damage suffered by any other person as a result of any act, omission, neglect or default on my part in connection with my participation in the event

I agree that if I suffer injury MTBA can at my cost arrange medical treatment and emergency evacuation services as MTBA deem essential for my safety. I hereby agree that I am responsible for my own medical and ambulance insurance.

I confirm that I am an age of legal consent (that is 18 years or older in Australia) and that I have read and understood this Assumption of Risk and Waiver of Liability Agreement prior to signing it and agree that this agreement will be binding upon my heirs, next of kin, executors, administrators and successors.

Print Name of Participant

Signature of Participant

I, _____ parent/guardian of the above participant consent to my son/daughter participating in the event organised or sanctioned by MTBA and confirm that I have read and understood this agreement prior to signing it.

Print Name of parent/guardian

Signature of parent/guardian

annex 2

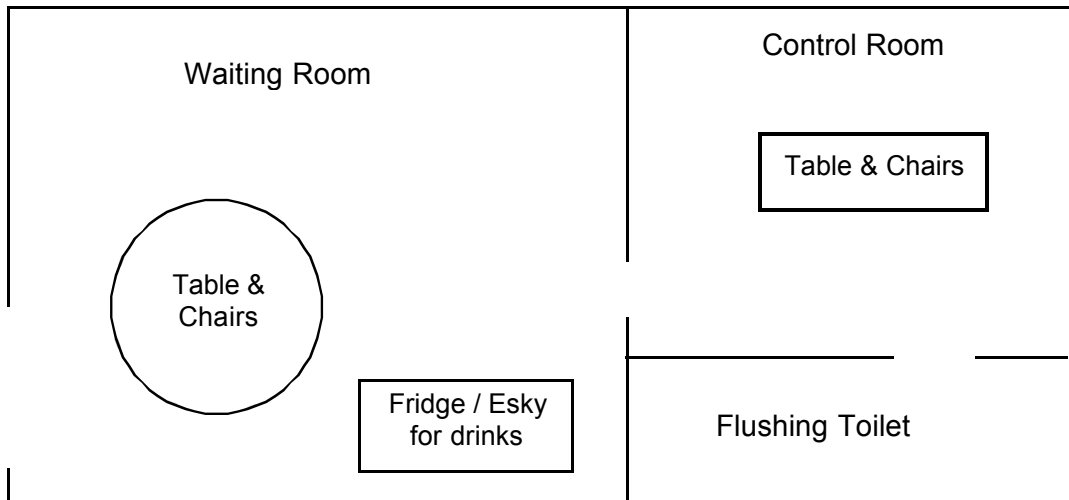
MTBA National Series Event Checklist

Event Facilities:		Parking:	
Cross Country course	<input type="checkbox"/>	Officials, VIP's	<input type="checkbox"/>
Downhill course	<input type="checkbox"/>	Team managers, support staff	<input type="checkbox"/>
MTNX courses	<input type="checkbox"/>	Cyclists	<input type="checkbox"/>
Event barriers, markers etc	<input type="checkbox"/>	General public	<input type="checkbox"/>
Start/finish structures	<input type="checkbox"/>	Parking attendants	<input type="checkbox"/>
Observed Trials layout	<input type="checkbox"/>	Signs	<input type="checkbox"/>
Timing equipment	<input type="checkbox"/>	Tickets/vouchers – mail-out	<input type="checkbox"/>
Rider numbers	<input type="checkbox"/>	Advertising & Promotion:	
Competitor transport	<input type="checkbox"/>	Posters	<input type="checkbox"/>
Commissaires transport	<input type="checkbox"/>	Radio campaign	<input type="checkbox"/>
Operation Facilities:		TV campaign	<input type="checkbox"/>
Officials tent/enclosure	<input type="checkbox"/>	Print News advertising	<input type="checkbox"/>
Meeting venues	<input type="checkbox"/>	Merchandising	<input type="checkbox"/>
Drug testing facilities	<input type="checkbox"/>	Launch, event stories	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	Media:	
Results computer	<input type="checkbox"/>	Site facilities	<input type="checkbox"/>
Photocopier	<input type="checkbox"/>	Catering, hospitality	<input type="checkbox"/>
Event Presentation:		Travel, accom. arrangements	<input type="checkbox"/>
Medals presentation podium	<input type="checkbox"/>	TV requirements	<input type="checkbox"/>
Flag poles	<input type="checkbox"/>	TV Highlights packages	<input type="checkbox"/>
State flags	<input type="checkbox"/>	Rider profiles Media kit	<input type="checkbox"/>
PA system	<input type="checkbox"/>	Marketing:	
National anthem	<input type="checkbox"/>	Naming rights sponsor	<input type="checkbox"/>
Stage flowers	<input type="checkbox"/>	Media sponsors	<input type="checkbox"/>
Officials apparel	<input type="checkbox"/>	Hospitality packages	<input type="checkbox"/>
Champions jerseys	<input type="checkbox"/>	Contra facilities	<input type="checkbox"/>
Other amusements	<input type="checkbox"/>	Contra motor vehicles	<input type="checkbox"/>
Public Liaison:		Program advertising	<input type="checkbox"/>
Local/state Govt. approvals	<input type="checkbox"/>	Signage	<input type="checkbox"/>
Police	<input type="checkbox"/>	Staff & Officials:	
Security	<input type="checkbox"/>	TD appointments	<input type="checkbox"/>
Community Impact	<input type="checkbox"/>	Other officials	<input type="checkbox"/>
Event advice signage	<input type="checkbox"/>	Course attendants	<input type="checkbox"/>
Catering arrangements	<input type="checkbox"/>	Course layout labour	<input type="checkbox"/>
Public Adverts newspapers	<input type="checkbox"/>	Signage erection/dismantle	<input type="checkbox"/>

Sponsors:		Administration:	
Advert bromides, Logos etc	<input type="checkbox"/>	Timetable	<input type="checkbox"/>
Program advert plan	<input type="checkbox"/>	Entry details – mail-out	<input type="checkbox"/>
Sign infrastructure	<input type="checkbox"/>	Entries closed	<input type="checkbox"/>
Signs, banners production	<input type="checkbox"/>	Presentation dignitaries	<input type="checkbox"/>
Sign transport	<input type="checkbox"/>	Presentation protocol	<input type="checkbox"/>
Sign layout plan	<input type="checkbox"/>	Executive, staff travel/accom.	<input type="checkbox"/>
Seating	<input type="checkbox"/>	Officials travel/accom.	<input type="checkbox"/>
Promotion commitment	<input type="checkbox"/>	Prize money	<input type="checkbox"/>
Other Check contracts	<input type="checkbox"/>	Results proforma	<input type="checkbox"/>
Hospitality:		PA announcer(s)	<input type="checkbox"/>
Site approval	<input type="checkbox"/>	Managers meetings	<input type="checkbox"/>
Accom./marquee/tent	<input type="checkbox"/>	Official Program:	
Furniture, equipment etc	<input type="checkbox"/>	Proposed layout	<input type="checkbox"/>
Food catering	<input type="checkbox"/>	Print run / Printer quotes	<input type="checkbox"/>
Beverage catering	<input type="checkbox"/>	Confirm printer	<input type="checkbox"/>
Invitation printing	<input type="checkbox"/>	Deadline	<input type="checkbox"/>
Mail-out	<input type="checkbox"/>	Cover	<input type="checkbox"/>
RSVP's, nametags etc	<input type="checkbox"/>	Articles	<input type="checkbox"/>
Presentation Protocol	<input type="checkbox"/>	Course maps etc	<input type="checkbox"/>
Invitation List, Guests	<input type="checkbox"/>	Timetable of events	<input type="checkbox"/>
ACF officials	<input type="checkbox"/>	Rider lists and numbering	<input type="checkbox"/>
MTBA officials	<input type="checkbox"/>	Key Rider profiles	<input type="checkbox"/>
Key politicians	<input type="checkbox"/>	MTBA sponsor adverts	<input type="checkbox"/>
Sponsors	<input type="checkbox"/>	Event sponsor adverts	<input type="checkbox"/>
ASC / AIS	<input type="checkbox"/>	General advertising	<input type="checkbox"/>
Key Media	<input type="checkbox"/>	Copy to printer	<input type="checkbox"/>
Life members, Noted cyclists	<input type="checkbox"/>	Proofread	<input type="checkbox"/>
Personalities	<input type="checkbox"/>	Delivery / Pick-up	<input type="checkbox"/>
Potential sponsors	<input type="checkbox"/>	Distribution	<input type="checkbox"/>

annex 3

Example of a drug testing area



Waiting Area

The waiting area should contain:

- Seating for competitors & their representative.
- Refrigerator or esky containing suitable sealed drinks for competitors. These must be unopened cans of beverages that do not contain caffeine or alcohol. You need to have at least 24 unopened 500ml bottle of still water available for ASADA use.
- Garbage bin

Drug Control Room

The drug control room should be secure and private, and contain:

- Table or desk to complete paperwork
- 3 chairs (Drug Control Officer, the competitor and competitor's representative)

Access to the drug control Room must be limited to:

- The competitor
- The competitor's representative
- The ASADA Drug Control Officer
- The ASADA Chaperone

Only one athlete is permitted in the drug control room at any time

annex 4

National Series Points

Cross Country and Downhill				
Pos.	Points		Pos.	Points
1	80		26	5
2	65		27	5
3	55		28	5
4	48		29	5
5	43		30	5
6	38		31	4
7	33		32	4
8	29		33	4
9	25		34	4
10	22		35	4
11	20		36	3
12	19		37	3
13	18		38	3
14	17		39	3
15	16		40	3
16	15		41	2
17	14		42	2
18	13		43	2
19	12		44	2
20	11		45	2
21	10		46	1
22	9		47	1
23	8		48	1
24	7		49	1
25	6		50	1

Mountain Cross and Bike Trials	
Pos.	Points
1	80
2	65
3	55
4	48
5	43
6	38
7	33
8	29
9-16	20
17-32	10
33 - 64	3

annex 5

Course Markings for Mountain Bike Events

- Note that some of these arrow pictograms are only used in DH events



straight on



turn right



turn left



straight on
care needed



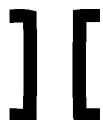
straight on
caution needed



straight on
extreme caution
needed



wrong way



bridge ahead



water crossing

annex 6

Bike trial penalty cards

category				size	
name					
number					
0	1	2	1	3	5
0	1	2	2	3	5
0	1	2	3	3	5
0	1	2	4	3	5
0	1	2	5	3	5
0	1	2	6	3	5
0	1	2	7	3	5
0	1	2	8	3	5
0	1	2	9	3	5
0	1	2	10	3	5

0	1	2	1	3	5
0	1	2	2	3	5
0	1	2	3	3	5
0	1	2	4	3	5
0	1	2	5	3	5
0	1	2	6	3	5
0	1	2	7	3	5
0	1	2	8	3	5
0	1	2	9	3	5
0	1	2	10	3	5
signature				total	

annex 7

Medical Checklist

Will there be emergency services, a first aid provider and/or ambulance on site?

YES NO

If not on site, how will emergency medical staff be notified?

Phone (landline) Phone (mobile) Radio Driving victim to hospital

Other (specify):

Are there event staff or certified volunteers with first aid training? YES NO

If yes, what training? Basic Advanced CPR

Identify staff:

Is there a first aid kit on site? YES NO

Will police or security services be on site? YES NO

If yes, who? (name of police station or security firm)

Are emergency medical staff at event site clearly identified? YES NO

How?

Are first aid and emergency medical stations identified? YES NO

How?

Does course design allow easy access for emergency medical staff and emergency vehicles?

YES NO

What is the designated emergency medical transportation?

Who is the designated driver? What is their phone number (mobile preferably):

Name: _____

Phone number: _____

City/Location of nearest hospital:

Distance from event: Kilometers: _____ Minutes: _____

Has hospital been notified of the event? YES NO

Is there emergency air transportation available? YES NO

Response time: Minutes: _____

How will air transport be notified? Phone (landline) Phone (mobile) Radio

Ambulance/First Aid

What is the plan for suspending or postponing the event if a serious injury occurs?

Who will compile and submit MTBA Reports of Occurrence for all injuries at the event?

Event Director MTBA Official Medical Staff

Name and contact details for the person completing reports of Occurrence:

MEDICAL PLAN NOTES

HOSPITAL PHONE NUMBER: _____

AMBULANCE PHONE NUMBER: _____

POLICE PHONE NUMBER: _____

ADDITIONAL INFORMATION:

Technical Delegates Event Checklist

This form must be completed by the Event Organizer and the Technical Delegate for all National Series events sanctioned by MTBA. The Technical Delegate will return this form with his/her report on the event to MTBA.

Be certain to sign the completed form where indicated before forwarding to the Technical Delegate.

RACE NAME _____

PERMIT NO. _____

LOCATION _____

EVENT DATE(S) _____

EVENT DIRECTOR _____

1. Who is the Race Director? _____

2. Estimated number of event participants and spectators: Participants: _____ Spectators: _____

3. Event Flier:

- a. Does the flier list:
- event contact information? race location?
 entry fees? prize list? registration time?

b. How will/was the flier distributed?

Organizer Comments: _____

Official Comments: _____

4. Organizer's Support Staff:

- a. How many support staff will be/were present? _____
- b. Will/has the support staff receive/received training in their duties? YES NO
- c. Will/has the support staff receive/received training for emergency situations? YES NO

Organizer Comments: _____

Official Comments: _____

5. Medical Support:

- a. Will an ambulance be on site? YES NO
- b. Has a local hospital been contacted? YES NO
- c. Will medical locations be set up? YES NO
- d. Is a medical support plan prepared? YES NO
- e. Will/has medical plan be/been distributed to the appropriate parties? YES NO
- Organizer Comments:

Official Comments:

6. Event Permits:

- a. Has written permission been granted to use the course? YES NO
- b. Has written notice been submitted to property owners (private or govnt)? YES NO
- Organizer Comments:

Official Comments:

7. Spectator and Race Control:

- a. Is there a spectator control plan in place? YES NO
- b. Have course marshall locations been set?
1. Major intersections YES NO
 2. Intersecting roads YES NO
 3. Significant course hazards YES NO

Organizer Comments:

Official Comments:

8. Race Course Conditions:

- a. Type of event XC DH MTNX OT
- b. Course distance (in kilometers) and estimated lap time (Elite Men):
Lap Distance: _____ Lap Time: _____
- c. Type of markings: ribbons arrows fencing other
- d. Are hazards adequately marked? YES NO
- e. Are intersections adequately marked? YES NO
- f. Is there a course map available? YES NO

Organizer Comments:

Official Comments:

9. Event Water or Fluids:

- a. Is there adequate water or fluids available for participants? YES NO
- b. Is there adequate water or fluids available for spectators? YES NO

c. Is there an identified feed and water zone for participants? YES NO
Organizer Comments:

Official Comments: _____

10. Communications:

a. Amateur Radio Operators YES NO
b. Citizen Band Radios YES NO
c. Business Band Radios YES NO
d. Mobile Telephones YES NO

Organizer Comments: _____
Official Comments: _____

11. Event Entry Fee and Participant Licensing:

a. Were MTBA guidelines followed in determining entry fees? YES NO
b. Will participants receive extra amenities with their entry? YES NO
c. Who will be responsible to check annual licenses at registration?
d. Who will be selling one-day permits? _____

e. Do you have sufficient day permit booklets? YES NO
f. Who will be selling annual MTBA/Club memberships? _____
g. Do you have sufficient club memberships forms available? YES NO

Organizer Comments: _____
Official Comments: _____

12. Prizes and Award Presentation:

a. Is there an identified prize list for the event? YES NO
b. Is the prize list stated on the event flier? YES NO
c. Has cash and merchandise been separated on the event flier? YES NO
d. Is there a plan for distributing the awards? YES NO
e. Will there be an awards ceremony? YES NO

Organizer Comments: _____
Official Comments: _____

13. Event Results:

a. Has a results process been established? YES NO
b. Will electronic timing and/or computers be used? YES NO
c. Who will do the event timing? _____

c. Will a MTBA Official oversee the timing and scoring? _____

YES NO

d. Has an area been identified where the results will be posted?

YES NO

e. Who will handle protests?

f. Will results be submitted to the media? _____

YES NO

Organizer Comments:

Official Comments:

Organizer's Signature: _____ Date: _____

Technical Delegate's Signature: _____ Date: _____

annex 9

Protest Form

Instructions: Fill out this form fully. The protest period is immediately following the race and up to 15 minutes following the posting of provisional results for the class listed below. No protests will be accepted after this period.

A \$50.00 FEE IS TO BE SUBMITTED IN CASH WITH THIS PROTEST.

Event Name _____

Event Location _____ Event Date(s) _____

Protesting Rider _____ License # _____

Class _____ Race Number _____

Address _____

City _____ State _____ Postcode _____

Home Phone _____ Work Phone _____

Protest is with regard to:

Statement of protest:

Redress sought:

Placing (fill out this section if your protest is with regard to placing only)

Where should have you been?

Riders ahead of you? _____

Riders behind you? _____

FOR OFFICIAL USE ONLY

Name of Technical Delegate:

Ruling: _____

TD's Signature

MTBA License Number _____ Date _____

Technical Delegates Race Report

Please send to:

MTBA
PO Box 17, Mirani QLD 4754
info.mtba@mtba.asn.au

Confidential when completed

This form must be completed by the chief commissaire or technical delegate for all national championships and national series events sanctioned by MTBA. The chief commissaire will return this form to MTBA on completion of the event.

RACE NAME _____
PERMIT NO. _____
LOCATION _____
EVENT DATE _____

CHIEF COMMISSAIRE

Name: _____
Email: _____
Address: _____
Phone: _____

ORGANISER

Name: _____
Email: _____
Address: _____
Phone: _____

TECHNICAL DELEGATE

Name: _____
Email: _____
Address: _____
Phone: _____

OTHER TECHNICAL DELEGATES

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

NAME: _____

- International
- National
- State/Club

RACE DIRECTOR: _____

Course

Course inspection done by: _____

- On foot
- By motorcycle
- All of course
- Part of course. Please give reasons.
- By bike
- By quad

No inspection. Please give reasons.

Course distance and estimated lap times (elite men):

Lap distance _____ Lap time _____

Type of marking ribbons arrows fencing other

Are intersections adequately marked YES NO

Are hazards adequately marked YES NO

Is there a course map available YES NO

Comments

Start Area

Cross Country

In accordance with MTBA regulations YES NO

Staging area well organised YES NO

Start line marked on the ground YES NO

Downhill

In accordance with MTBA regulations YES NO

MTNX

In accordance with MTBA regulations YES NO

Are corridors marked on the ground YES NO

Comments

Finish Area

In accordance with MTBA regulations YES NO

Is the finish line marked on the ground YES NO

Comments

Problems with the course

None Request for correction (Explain)

Corrections done YES NO

Schedule Changes

Were there any schedule changes to the start time YES NO
If yes for what reason

Intervention during the race

Explain

Number of Participants

Men: _____ Women: _____
Winning time Men: _____ Women: _____

Does the flier list: Contact Information Location
 Entry Fee Prize List Registration Time

How was the flier distributed: _____

Comments

Organizer's Support Staff

How many support staff will be present: _____

Has the support staff received training YES NO

Comments

Medical Support:

Will an ambulance be on site	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has the local hospital been contacted	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will medical locations be set up	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is a medical support plan in place	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has the medical plan been circulated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Comments

EVENT PROCEDURE

Event Facilities:

Sheltered area for the technical delegates	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Covered registration area	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Adequate toilet facilities	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Showers/Change rooms	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Adequate riders warm up area				
Cross Country	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Down Hill	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Bike wash area	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Ample parking available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Comments

Event Permits:

Has written permission been granted to use the course? YES NO
 Has written notice been submitted to the property owners
 (private or government) YES NO

Comments

Spectator and Race control

Is there a spectator control plan in place YES NO
 Have course marshal locations been set
 Major intersections YES NO
 Intersecting roads YES NO
 Significant course hazards YES NO

Comments

Event water and fluids:

Is there adequate water or fluids available for participants YES NO
 Is there adequate water or fluids available for spectators YES NO
 Are feed zones properly signed and identified YES NO

Comments

Communications:

Amateur Radio Operators YES NO
 Citizen Band Radios YES NO
 Short Wave Radio YES NO
 Mobile Telephone YES NO

Comments

Event Entry and Licensing:

- Were MTBA guidelines followed in determining entry fees YES NO
- Did participants receive extra amenities with their entry YES NO
- Who is responsible to check annual licenses at registration _____
- Who will be selling one-day permits _____
- Are there sufficient day permit booklets YES NO
- Who will be selling MTBA/Club memberships _____
- Are there sufficient Club membership forms YES NO

Comments

Prizes and Awards Presentation:

- Was there an identified prize list for the event YES NO
- Was the prize list stated on the event flyer YES NO
- Was cash and merchandise separated on the event flyer YES NO
- Is there a plan for distributing the awards YES NO
- Was there an awards ceremony YES NO

Comments

Event Results:-

- Has a results process been established YES NO
- Was electronic timing and/or computers used YES NO
- Who will do the timing _____
- Will a MTBA Official oversee the timing and scoring YES NO
- Has an area been identified where the results will be posted YES NO
- Who will handle protests _____
- Will results be submitted to the media YES NO

Comments

Race Stoppages:

Were there any race stoppages

YES NO

Reasons

Injuries and penalties:-

Were there any injuries suffered or reported

YES NO

Were there any fines or penalties issued

YES NO

Details

Antidoping:

Did ASADA conduct drug testing at the event

YES NO

Were acceptable facilities provided

YES NO

Comments

Commissaires lodging:

Close to race venue

YES NO

Acceptable

YES NO

Club/Promoter Race Report

Please send to:

MTBA
PO Box 17, Mirani QLD 4754
info.mtba@mtba.asn.au

Name of person filling out Report: _____

Event and Date: _____

Race Information

Name of Race: _____ Date/s of Race: _____

Event Category: _____ No. of Men _____ No. of Women: _____

Person in Charge / Race Director: _____

Address: _____

Phone (h): _____ (w): _____

Fax: _____ (mob): _____

Email: _____

Event Host

Organising Club / Private Promoter: _____

Address: _____

Promotion & Publicity

How was the event promoted? What forms of media were used?: _____

Was the media in attendance?

Was there support from the public?

Was there support from Sponsors?

Prizes

Was the prize list displayed in the program or on a notice board? _____

Please attach a copy of the prize list:

Event Overview

Particular Problems: _____

General Comments: _____

Please attach full result sheets.

Signature: _____ Date: _____

annex 12

Example Event Survey Form

Please Note: Word files of this form are available from MTBA on request.

place logos etc here

[EVENT NAME] VISITORS SURVEY

The organising committee of the [Event Name] is conducting this survey to obtain information on the event.

Information supplied in this survey will be treated confidentially and the results will be presented only in the form of aggregated data.

Please complete this questionnaire at your convenience. If you are uncertain of an answer to any question, please give what you consider to be your most likely response.

Thank you for your cooperation.

How to complete this questionnaire.

- Answer the questions by ticking the appropriate box or by writing in the answer.
- Please add any comments you feel are necessary to clarify any of your answers.
- **Do not** complete this questionnaire if you are under 15 years of age.

1. Are you:

Male

Female

2. What is your age?

Under 15 years (no more questions)

15-25

26-35

36-45

46-60

60 or more

3. Did you do anything else in [Your State] other than participate in [Your Event]?

4. Did you need to contact us before the event?

Yes

No

If Yes, did you receive the information you needed?

Yes

No

How would you rate our customer service? (Please circle one number.)

1 = Poor

5 = Satisfactory

10 = Excellent

1 2 3 4 5 6 7 8 9 10

Comments:

5. Was the [*Your Event*] entry fee value for money?

Yes

No

Comments:

6. How would you rate your overall experience of [*Your Event*]? (Please circle one number.)

1 = Not rewarding

5 = Moderately rewarding

10 = Extremely rewarding

1 2 3 4 5 6 7 8 9 10

Comments:

7. What could we do to add value to your experience? _____

8. Did you feel there was sufficient support at the event? (eg refreshments, sound, food, bike service, race progress info etc). (Please circle one number.).

1 = Unsatisfactory support

5 = Moderate support

10 = Excellent support

1 2 3 4 5 6 7 8 9 10

Comments:

9. Who did you recognize as key sponsors of [*Your Event*] and what did they provide?

<i>Sponsor</i>	<i>What they provided</i>

10. Would you participate at [*Your Event*] again?

Yes

No

Unsure

11. Would you recommend [*Your Event*] to others?

Yes

No

Unsure

12. Do you have any other comments about [*Your Event*]?

13. Where do you usually live?

ACT

NSW

VIC

TAS

SA

WA

NT

QLD

Overseas

(If you live in [Your State] – thank you, the survey is complete. Otherwise please continue with the following questions)

14) How many nights in total did you stay in the [Your State]?
nights _____

15) Was the [Event Name] your primary reason for visiting the [Your State]?
Yes
No

16) *This question is about your estimated expenditure in [Your State/Town] during your entire visit.*

*Please include **all spending made by you and all members of your family** (if another member of your family receives a questionnaire, you should still include their expenditure on your questionnaire). Remember to include payments made by **cheque, bankcard and credit cards**.*

a) How many people does this expenditure cover?

Number of adults _____

Number of children _____

b) On your visit to the [Your State], could you estimate how much you (and your partner/family) spent on the following:

Accommodation \$ _____

Meals, food and drink \$ _____

Event tickets \$ _____

Other entertainment costs (eg nightclubs, movies, museums) \$ _____

Transport (eg taxi fares, petrol, car hire) \$ _____

Personal services (eg hairdressing, laundry, medical) \$ _____

Other expenditure (eg films, souvenirs, books, cigarettes) \$ _____

Total expenditure \$ _____

If you require any assistance with this questionnaire, please see one of the interviewers who handed it out. Please hand the questionnaire back to the interviewer or post it back in the reply paid envelope supplied. Thank you for your assistance.