

Event Organizers Guide (BOP 3)

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1. Introduction

Vision

To develop and promote KZN mountain biking in an organized and professional manner

Mission

We aim to uplift the profile of mountain biking in Kwazulu-Natal through the sanctioning of events, licensing of riders and adopting a professional approach, with open and clear communication to all stakeholders

KZN MBC 2009/10

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KZN-MBC is made up of affiliated cycling-clubs that have an active interest in Mountain Biking within KZN and would like to see the continued development and growth of the sport. The KZN-MBC is part of the South African Mountain Biking Commission (SA-MTB)

The aim of this booklet is to provide the organizer with as much information as possible about Mountain Biking in Kwazulu-Natal, to ensure a successful season that will be enjoyed by all.

The KZN MBC website is www.cyclingkzn.co.za

2. SA-MTB Mountain Bike Regulations (BOP 5)

The rules and regulations booklet is available on the website, and from the KZN-MBC. These rules are non negotiable to race organizers and will be enforced.

Further to these rules, and for clarity purposes, the rest of this document applies.

3. CSA/SA-MTB Licensing Requirements

All competitors taking part in events 15km or longer have to be licensed. CSA to advise further for 2010. It is the race organizers responsibility to make sure that all riders doing the event have either a CSA license or issue them a Temporary License for the day and to collect such fees. All the major online entry companies have agreed to check against the CSA data base if riders are indeed licensed and if not to collect such temporary fees online (please make sure that your online entry system complies). Race Commissaires will make sure that race organizers conform to the process and collect the necessary fees. Failure to do so will result in the rider levy being doubled to R20 for every rider.

4. KZN-MBC Race Number and Boards

KZN-MBC will issue permanent race numbers to all riders and these numbers must be used at all sanctioned events. KZN-MBC will provide all race organizers with the full names, ID number and race number, and age category to all event organizers.

Number Boards will be provided by KZN-MBC to race organizers. Number boards are free to riders the first time, and thereafter the rider will pay for new number boards. Race organizers are responsible for the distribution of these boards. No other boards may be used.

Advertising on number boards is as per clause 1.5 of SA-MTB Mountain Bike Regulations (BOP 5).

Riders who cut, fold or mutilate boards must buy new ones (clause 1.5.12)

5. Sanctioning of Mountain Bike Events

All Mountain Bike races that take place in KZN need to be sanctioned by the KZN-MBC. This can be done by filling in the sanction application form (BOP 10), and submitting it to the KZN-MBC calendar sub committee (Andrew Nicholson) for approval. The committee meets monthly in the first week of the month. The committee will only sanction an event once they are convinced that the event organizer will meet all the criteria of this document, and the SA-MTB Mountain Bike Regulations (BOP 5). Thereafter the KZN-MBC will invoice the relevant fees, and once payment has been received, sanction the event and place it on the calendar

KZN-MBC will provide a sanction certificate (required by municipalities for permits) and public liability insurance for a sanctioned event.

The KZN-MBC will “protect” events’ rights on the calendar by not sanctioning other events as per the details below.

Date changes need to be sanctioned by the committee and will attract an application fee of R500, irrespective of the success of the application. Please use the Calendar Change of date form (BOP 11).

Status	Event Types	Disc	Criteria	Zone	Calendar Fee
A	MTN Series	XCM	> 45km AND > R35 000 Prize fund	250 km exclusive radius on same weekend	R 5 000 per weekend day
	Marathons	XCM	OR > 1 000 riders		
	Stage Races	XCS	OR > 250 team XCS		
B	Marathons	XCM	Prize fund R15000 to R35 000 OR < 250 team XCS OR 500 to 999 riders		R 1 000 per weekend day
	Stage Races	XCS			
	Relays	XCR			
	Downhill	DHI			
	Other	- -			
C	All Event Type	All	Prize fund < R15 000 OR < 500 riders		R 500

6. Calendar

The calendar of sanctioned events, including sponsors, event organizers and race entry detail will be on the KZN-MBC website.

7. Registration

It is the race organizers responsibility to know who is actually doing the race and to make sure that they have completed the relevant indemnity forms and paid the relevant fees (entry, late entry, temporary license etc).

8. Seeding System

KZN-MBC will provide seeding data to race organizers so that events can be batch started. A detailed batching procedure (BOP 4) is available. The seeding structure will be kept up to date on the web site.

9. Commissaires

Commissaires are “race referees” and will be provided to all races. One commissaire is required per race longer than 15kms (there may be several races at an event) or for every 500 riders per race. The Commissioner for Commissaires Affairs will contact the race organizer to confirm the number of Commissaires that will be at the event, and ensure that the requirements of the commissaries are met.

The duties of the Commissaires are as follows

The Commissaires Report (BOP 6) is available to race organizers, and will be sent to the race organizer after the event.

10. Timekeeping

KZN-MBC is non prescriptive with regard the timing company used to time a particular event.

The timing company will be provided with the data base of all riders, including their names, ID numbers, age category and race number, which is the same as the number on the number board.

The timing company will be responsible for providing accurate results to the race organizer and commissaires for verification and prize giving. The timing company must also supply the results to KZN-MBC within 24 hours of the end of the race, in the same format as the data base was received.

Time Keeping and results are the responsibility of the race organizer, however timing companies that do not meet the requirements of KZN-MBC will be formally cautioned and even disqualified from timing sanctioned events. Race organizers that use timing companies that cannot supply the required results on time will be held liable for such actions. The race organizer to this extent must acquire written permission to use their preferred timing solution four weeks prior to the event.

At present, any timing company is acceptable, however manual timing options should not be considered with a field in excess of 500 riders.

11. Organizers Fees

The following fees apply to all races sanctioned by KZN-MBC

1. Calendar Booking Fees are payable to ensure that your event is sanctioned. Existing races are required to pay this fee before the end of September the year preceding the event. See table in Section 5, Sanctioning, for fee structure.
2. Rider levy of R10 per rider (KZN R8, CSA R2)
3. Day license fees for unlicensed riders at R35 per rider (R5 stays with the race organizer)
4. Commissaires at R500 per day per 500 riders
5. Insurance at R500 per day

12. KZN–MBC Super Classic Series

This series is made up of 15 races in KZN of which 9 count for points. This series also offers a “sub-junior series”, which is raced as part of the intermediate event (20km) and is a separate start batch to the intermediate event and started 15 minutes before the intermediate event. Organizers are to ensure that the timing company is aware of these age categories and required results.

13. Prize Categories

Race organizers should give prizes to the following categories for both male and female riders. The required number of riders participating to make up a category are described in the SA-MTB rules and regulations (BOP 5)

- Seniors and older in the Marathon or longest event
- Youth to Juniors in the half marathon
- Nippers to Sub-Juniors in the intermediate event (20km). Super Classic Series only.

14. Race Categories and event distances

Race Distances

- Ultra Marathon is any distance in excess of 100km on any one day event
- Marathon is any distance in excess of 60km, usually 75km
- Half Marathon is any distance in excess of 35km or approximately half the distance of the marathon event staged on the same day or same weekend.
- Stage Race is any event that is judged on results from several races of the same or differing disciplines of racing taking place over two or more days

Age restricted events

- Junior Men and Junior Women (17 – 18 yrs) will not be permitted to ride a distance of more than a Half-Marathon
- Youth Men and Youth Women Categories (15 - 16 yrs) will not be permitted to ride a distance of more than a Half-Marathon
- Sub Juniors and younger [14 yrs and younger] may not ride Half-Marathon or longer.
- Stage races – no rider may ride such an event if under the age of 19 years. The only exception will be if a specific youth race is incorporated, which will not exceed two days duration and no single stage will exceed 50km in distance

Categories

Nipper	under 11 (Super Classic Series only)
Sprog	11 – 12 (Super Classic Series only)
Sub-Junior	13 – 14 (Super Classic Series only)
Youth	15 - 16
Junior	17 - 18
Senior	19 - 29
Sub-Vet	30 - 39
Veteran	40 - 49
Master	50 - 59
Grand Master	60+

Each rider is classified according to his or her age on 31 December of the year of the competition

15. Course Marking

Courses need to be marked in accordance with the SA-MTB rules and regulations (BOP 5).

In addition to this all markings need to be removed within one week of the event or sooner as per agreement with the land owners. KZN-MBC does not allow the use of spray paint for marking of the route, with the following two exceptions, and with the written permission of the land owner. In places where there is no other alternative, a rock can have an arrow painted on it, but this rock must then be either cleaned, or turned upside down after the event so that the paint is not visible. Secondly to mark a hazardous rock or stump that is not clearly visible on otherwise fast flowing track.

16. Joint Operation Center (JOC)

All races should have a Joint Operations Center (JOC) which is manned throughout the event, and until the last person has left the event. The JOC should be in a prominent and accessible area.

The JOC's main function is that of communication, and should thus have radios, telephone and even internet access is possible. For large events the JOC will have direct communications with the local traffic department, SAPS and the Medical service provider.

The JOC can also be used as a rider information center, lost and found area, and a place where riders can see results.

17. Medical

The provision of adequate medical rescue services is the responsibility of the race organizer. The following points need to be adhered to and evidence of this provided to the Race Commissaire before they will allow the race to start.

- Sufficient personnel at the event (minimum of 2 for a maximum of 500 riders – so 750 riders requires 4)
- Sufficiently trained personnel (minimum of 1 ALS paramedic for a maximum of 1000 riders)

- Personnel need access to the route and need to be strategically paced out on the route. (quad bikes or vehicles need to be able to reach all parts of the route)
- Personnel need maps of the route
- Personnel need communication with the race organizer (cell phones are acceptable if they work on the entire route, otherwise radios are required)

Race organizers should also have the following in the JOC

- Contact details for all medical personnel
- Contact details of the medical service providers operations center
- Medical Aid details for all riders
- Contact details of all hospitals in the area
- Contact details of local doctors
- Contact details of other ambulance and rescue service providers
- Contact details of air ambulance
- Contact details of local municipality and the regional disaster management center

18. Indemnity for Organizers

Indemnity clauses should be displayed at each registration table as well as prominently on the notice boards or tent sides. Copies should be made to be handed to riders should they require it, or used as part of the entry process.

Below is an example, but needs to be agreed to by the organizer, land owners, sponsors and other parties first.

"Mountain biking is dangerous. Participants in this event and all functions and events related thereto take part entirely at their own risk and agree, by their participation as well as by their signature hereto, that they and their dependants do not have, and will not institute, any claims whatsoever against, and do hereby indemnify and hold harmless from all liability, the CSA, mountain bike commissions, organizers, other participants, sponsors, individuals, officials, marshals, assistants, helpers, agents, contractors, landowners, local authorities or employees of such persons and any person associated with the event in respect of any loss whatsoever which participants may suffer arising from any cause at all, regardless of whether or not the same shall have been caused

directly or indirectly by negligence, albeit gross, of any person. Persons signing this form for or as a guardian of a minor consent to such minor being bound by the foregoing and further indemnify the organizers and aforementioned parties to the extent, if any, to which such minor is not bound"