



**AUSCYCLING**

**2022**

**BMX State/Territory Series**

**Host Club Guide**

Version 1 | 9 July 2021

# CONTENTS

1	INTRODUCTION.....	3
2	DATES AND DATE PROTECTION .....	3
3	APPLICATION PROCESS.....	4
4	EVENT NAMING .....	4
5	SPONSORSHIP .....	4
6	TECHNICAL GUIDE.....	4
7	SCHEDULE OF EVENTS.....	4
7.1	OFFICIAL RACE SCHEDULE .....	4
7.2	RACE FORMAT .....	5
7.3	ADDITIONAL EVENTS .....	5
8	THE VENUE .....	5
8.1	TECHNICAL INSTALLATIONS.....	5
8.2	OPERATIONAL SPACES .....	5
8.3	VENUE REQUIRMENTS .....	6
8.4	SUPPLEMENTARY VENUE INFORMATION .....	6
8.5	TRACK PREPARATION .....	8
9	WORKFORCE.....	8
9.1	OFFICIALS .....	8
9.2	VOLUNTEERS.....	9
9.3	MEDICAL COVERAGE .....	9
9.4	WORKFORCE CATERING .....	9
10	THE BUSINESS MODEL .....	9
10.1	AUSCYCLING – REVENUE AND EXPENDITURE .....	9
10.2	HOST CLUB – REVENUE AND EXPENDITURE.....	9
11	GOVERNANCE.....	10
11.1	FORMATION OF A LOCAL ORGANISING COMMITTEE (LOC) .....	10
11.2	EVENT PLANNING.....	10
12	RIDER LEVY .....	10
13	STATE/TERRITORY SERIES ROUND AWARDS .....	10
13.1	SPROCKETS/MINI WHEELERS .....	10
13.2	CHALLENGE, MASTERS, JUNIOR SUPERCLASS AND SUPERCLASS CATEGORIES.....	11
13.3	EXHIBITION CATEGORIES.....	11
14	SUMMARY OF RESPONSIBILITIES.....	11
15	FAILURE TO MEET DELIVERY STANDARDS .....	13
16	FURTHER INFORMATION .....	13

# 1 INTRODUCTION

This document provides an overview of the requirements for a club hosting a BMX State/Territory Series round. It is critical to read this document in line with the [BMX State/Territory Series Regulations](#), AusCycling Organisers Guide (General and BMX Specific) and AusCycling Technical Regulations ([General](#) and [BMX](#) Specific).

# 2 DATES AND DATE PROTECTION

The AusCycling events team will be responsible for setting the dates for the BMX State/Territory Series.

The following are the relevant date protection rules:

International Competition	UCI	During any events registered any UCI events no ST, S or R event can be run in the same State/Territory.
National Championships (Platinum)	CN	During CN events no ST, S, or R event can take place anywhere in Australia.
National Cup (Gold)	NC	During National Cup (Gold) events no ST, S, or R event can take place in the same State/Territory.
State/Territory Championships (Silver)	ST	During ST designated events no S or R event can take place within the same State/Territory.
<b>State/Territory Series (Silver)</b>	<b>S</b>	<b>During S designated event dates no R event can take place within the same State/Territory.</b>
Regional Events (Bronze)	R	During R designated event dates no other R event or club day can be run within the same Region*.

An event day is only considered to be the day on which racing takes place.

The following dates will be used for the 2022 AusCycling BMX State/Territory Series:

RD	ACT/NSW	Northern Territory	Queensland	South Australia
1	Sunday, 27 February	Saturday, 16 April	Saturday, 12 March	Sunday, 30 January (TBC)
2	Sunday, 27 March	Sunday, 17 April	Saturday, 23 April	Sunday, 13 February
3	Sunday, 1 May	Saturday, 30 April	Saturday, 28 May	Monday, 14 March
4	Sunday, 12 June	Sunday, 1 May	Saturday, 25 June	Sunday, 29 May
5	Sunday, 3 July	Sunday, 12 June	Saturday, 23 July	Sunday, 19 June
6	Sunday, 17 July	Saturday, 30 July	Saturday, 13 August	Sunday, 10 July
7	Sunday, 7 August			Sunday, 11 September
8	Sunday, 4 September			
RD	Tasmania	Victoria	Western Australia	
1	Saturday, 12 February	Sunday, 20 February	Sunday, 6 February	
2	Saturday, 19 March	Saturday, 5 March	Saturday, 5 March	
3	Saturday, 30 April	Sunday, 6 March	Sunday, 6 March	
4	Saturday, 21 May	Sunday, 3 April	Sunday, 3 April	
5	Saturday, 18 June	Sunday, 8 May	Sunday, 24 April	
6	Saturday, 20 August	Sunday, 14 August	Sunday, 5 June	
7			Sunday, 7 August	
8			Sunday, 4 September	

### 3 APPLICATION PROCESS

---

AusCycling will call for Expressions of Interest (EOI) from clubs wishing to be considered to host a round/s of the BMX State/Territory Series. As part of the EOI process, the club will be required to include:

- Host Club Information
- Preferred date from dates available
- Venue Information, including site plan
- President of the Commissaire Panel (PCP) report from the previous year (Gold, Silver or Bronze event)
- Proposed Event Budget

### 4 EVENT NAMING

---

The following naming convention will be used for all BMX State/Territory Series rounds:

[Year] AusCycling [Host State] BMX [State/Territory Series] RD [1] – [Host Location]

*Example: 2021 AusCycling Queensland BMX State Series RD 1 – Atherton*

All BMX State/Territory Series naming rights are the exclusive property of AusCycling and will use the following naming convention:

*Example: 2021 HutSix Northern Territory BMX Territory Series RD 1 – Red Centre*

### 5 SPONSORSHIP

---

The Event Naming Rights of the BMX State/Territory Series are the exclusive property of AusCycling.

Host Clubs may sign Supporting Partners and Category Sponsors, subject to the following requirements:

- They do not conflict with any AusCycling exclusive partners.
- The sponsor is not offensive in nature, carrying offensive messages or disallowed (tobacco, alcohol, pornography, violence, political) or any other sponsorship which might bring AusCycling or the sport into disrepute.
- All agreements with Sponsors must be in writing, with the agreement between the Host Club and the Sponsor and submitted to AusCycling prior to the event. For a template agreement, please [click here](#).

AusCycling will provide a sponsorship prospectus that the Host Club can use for the BMX State/Territory Series.

### 6 TECHNICAL GUIDE

---

A Technical Guide is required to be developed for all rounds of the BMX State/Territory Series. The template Technical Guide must be used, with event specific information adapted to suit the event.

### 7 SCHEDULE OF EVENTS

---

#### 7.1 OFFICIAL RACE SCHEDULE

The appointed Race Director will develop the official race schedule for the BMX State/Territory Series, in consultation with the Host Club. The final schedule must be approved by AusCycling.

## 7.2 RACE FORMAT

Current UCI Rules apply using Scrambled Moto transfer system for all categories except for participation. Block format may apply pending rider entries. Gate positions for Motos will be random computer drawn. Top points to end of motos followed by Qualifiers and Finals. Gate positions for Qualifiers and Finals is in order of lap time from the previous Stage or Round. Category of one full gate or less, each competitor rides the same number of motos, then, each competitor rides an extra moto with awards/prizes being awarded on total accumulated points.

## 7.3 ADDITIONAL EVENTS

The Host Club is encouraged to run any fundraising (i.e. 50/50 draws or raffles) at the BMX State/Territory Series and may retain any revenue made from that fundraising.

# 8 THE VENUE

## 8.1 TECHNICAL INSTALLATIONS

The following minimum technical installations are required to host a BMX State/Territory Series round:

Technical Installation	Minimum Requirement to Host Event
Starting Hill Dimensions	<ul style="list-style-type: none"><li>• Height: 2.5 – 5m</li><li>• Width: 10m</li></ul>
Minimum Width of Track	<ul style="list-style-type: none"><li>• 1st straight: 8m</li><li>• First corner: 6m</li><li>• All other straights and corners: 5m</li></ul>
Surface Material of Turns and Finish Area	<ul style="list-style-type: none"><li>• Asphalt or concrete</li></ul>
Starting Hill and Gate	<ul style="list-style-type: none"><li>• Asphalt or Concrete</li><li>• Electronic Barrel gate</li><li>• Covered</li></ul>
Surface Material of the track	<ul style="list-style-type: none"><li>• Dirt compacted with a weather protection top surface.</li></ul>
Length of Track	<ul style="list-style-type: none"><li>• 300m – 400m</li></ul>

## 8.2 OPERATIONAL SPACES

The following minimum operational spaces are required to host a BMX State/Territory Series round:

Operational Space	Minimum Requirement to Host Event
Administration Office	<ul style="list-style-type: none"><li>• Joint office sufficient</li><li>• Minimum 3m x 6m</li><li>• Requires sufficient power, internet access, tables &amp; chairs.</li></ul>
Media Office	
Officials Office	
Registration Office	<ul style="list-style-type: none"><li>• Joint office sufficient</li><li>• Minimum 3m x 6m</li><li>• Requires sufficient power, internet access, tables &amp; chairs.</li></ul>
Scoring Office	
Video Room	
First Aid Tent/Office	<ul style="list-style-type: none"><li>• Can be a clubroom or minimum 3m x 6m marquee with sides.</li><li>• Needs to be easily accessible from the track and for ambulance access.</li></ul>
Anti-Doping Testing Area	<ul style="list-style-type: none"><li>• A lockable toilet to house 2 persons (i.e. accessible toilet).</li><li>• An additional lockable room, with 1 table, 8 chairs, fridge and 24 bottles of water.</li></ul>

## 8.3 VENUE REQUIREMENTS

The following minimum venue requirements are required to host a BMX State/Territory Series round:

Venue Requirement	Minimum Requirements to Host Event
Track	<ul style="list-style-type: none"> <li>A high-quality BMX racing track meeting AusCycling and UCI Track Guide specifications.</li> </ul>
Track Maintenance	<ul style="list-style-type: none"> <li>A track maintenance crew should be appointed to manage track maintenance in the lead up to the event.</li> <li>A track maintenance crew of 2 – 3 persons required during the event.</li> </ul>
Track Barrier	<ul style="list-style-type: none"> <li>A barrier should be in place all around the track to keep spectators off the track.</li> <li>The barrier must be 2m from the edge of the racing line.</li> </ul>
Start Gate	<ul style="list-style-type: none"> <li>UCI 'Random Start Mechanism' including air compressors and tanks as needed to operate the starting gate; back-up RAM and compressor for gate.</li> <li>The electronically controlled gate must be outfitted with a system of appropriately coloured starting lights located to be clearly visible from all starting lanes without disadvantage to any rider who is in the “riders ready” position.</li> <li>The starting gate should have a cover which shelters the riders positioned on the gate.</li> </ul>
Finish Line	<ul style="list-style-type: none"> <li>Must provide an area to be marked with fencing and funnel into a small area for officials to stop riders if required.</li> <li>Transponder loop which aligns with the finish line marking.</li> <li>Surface past the finish line should be firm with no loose debris.</li> </ul>
Warm Up Area / Cool Down Area	<ul style="list-style-type: none"> <li>Allocated warm up / cool down area.</li> <li>Minimum 40m x 40m area.</li> <li>Surface should be firm with no loose debris.</li> </ul>
Staging Area	<ul style="list-style-type: none"> <li>Staging should be covered as much as possible up to the starting hill cover.</li> <li>The Staging Area should have space for 8 lanes for riders.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>For the event to be held into the late afternoon/evening it must meet the <a href="#">AusCycling BMX Track Lighting Guidelines</a>.</li> </ul>
Transponder System - Power	<ul style="list-style-type: none"> <li>There must be sufficient power (240v) located at the start gate and finish line to accommodate the transponder system.</li> </ul>
Public Address (PA) System	<ul style="list-style-type: none"> <li>Must have a PA system that can be heard clearly through all parts of the venue, but not facing the starting gate.</li> <li>It should be able to appropriately manage both commentary and music.</li> <li>Must also have a separate PA system in the staging area.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>Should provide at least one (1) parking spot per participant.</li> <li>All officials must be provided with a parking spot.</li> </ul>

## 8.4 SUPPLEMENTARY VENUE INFORMATION

### 8.4.1 SPECTATOR SEATING

The required space for marquees and spectator seating is generally dependant on the anticipated number of entries. It is important that designated spectator areas are identified on the site plan and are able to accommodate the expected attendees during the BMX State/Territory Championships.

## 8.4.2 CAR PARKING

Spectator and participant car parking and associated vehicle movements should be carefully considered in pre-event planning.

Parking needs for the event must be accommodated with appropriately located sites, directional signage and traffic controllers/event traffic marshals. Event parking should include parking areas for cars, motorcycles, bicycles and buses, as well as locations for any essential or emergency vehicles, participants, officials, spectators, media, accessible parking, traffic controllers/event traffic marshals and medical vehicles. Reserved parking spaces for VIP's and Officials must be provided.

If existing parking facilities at the event location are inadequate, consider parking availability nearby. If you need to set up additional parking facilities, traffic controllers/event traffic marshals may be required. Easily accessible parking spaces close to the event should be provided for people with disability.

## 8.4.3 TOILETS

There must be a sufficient number of toilets at the venue, including male, female and accessible toilets. Cleaning/servicing for toilets should also be arranged for the duration of the event.

The below table outlines the recommended minimum number of toilets on site (i.e. including existing toilet blocks and portaloos) based on the expected attendees during the BMX State/Territory Championships:

Number of Attendees	Male	Female	Accessible
<500	2 toilets	6 toilets	1 toilet
501 - 1000	4 toilets	9 toilets	1 toilet
1001 - 2000	8 toilets	12 toilets	1 toilet
2001 - 3000	15 toilets	18 toilets	2 toilets
3001+	25 toilets	30 toilets	2 toilets

The Host Club must determine if additional toilets are required for the event, in accordance with the table above, and if so, the Host Club must source them.

## 8.4.4 CATERING

Appropriate catering facilities (i.e. Host Club canteen and/or additional food vendors) should be available during the BMX State/Territory Series, to provide a range of catering options for spectators and riders.

The Host Club may run their canteen for the BMX State/Territory Series and will keep all revenue made, however they will be responsible for any expenses incurred in relation to the canteen.

The Host Club should determine if food vendors, in addition to the Host Club canteen, are required for the event, and if so source them.

## 8.4.5 CLEANING AND WASTE

Cleaning/servicing for toilets should be arranged by the Host Club for the duration of the event. Cleaning of other high traffic areas throughout the Venue should also be arranged.

An adequate number of bins must be supplied and emptied daily.

## 8.4.6 ACCESSIBILITY

Accessible facilities including accessible parking, spectator area and toilets should be available at the Venue.

## 8.5 TRACK PREPARATION

Track updates or minor alterations must be undertaken by the Host Club at the direction of, and approved by AusCycling to ensure the track meets current [UCI regulations](#).

**Please Note:** No major track changes are permitted within 4 weeks of an event unless authorised by a Regional TD.

### 8.5.1 VENUE AND TRACK MAINTENANCE

The Host Club must ensure that the BMX track is well maintained and is in excellent condition in the period leading up to their allocated round of the BMX State/Territory Series. Below are some examples of pre-event maintenance that should be implemented prior to the Host Club's allocated round of the BMX State/Territory Series:

#### Venue:

- Clean up of the spectator areas, including sweeping / washing away of debris and rubbish clean-up.
- Cutting grass, including removal of grass clippings.
- In dirt areas, drainage of puddles, measures taken to eliminate accumulation of mud in case of rain in rider areas.

#### BMX Track:

- Cutting grass on the back sides of the corners, and along the edges of the jumps (if applicable) and removal of grass clippings.
- Clean-up of debris and rubbish.
- Removal of any objects that could represent a safety hazard within the track infield, paying particular attention to the areas between the straights, and back sides of corners (or procurement of adequate, tidy-looking padding for any objects that can't be removed).
- Maintenance of the track surface to ensure that it is smooth and hard, without loose gravel or rocks and that any top layer such as soil-tech or 'slurry' is repaired and fully cured.
- Cleaning dust / dirt out of corners and from the start hill Repair of any significant cracks or holes in the corners.
- Repainting of track boundary lines.

## 9 WORKFORCE

---

### 9.1 OFFICIALS

AusCycling will appoint the following officials:

- PCP
- Race Secretary
- Race Director
- Regional Technical Delegate

The Race Director will work with the Host Club and Regional Technical Delegate to appoint the remaining officials. The exact officials will be dependent on the size of the event, but the below list of officials will be used as a guide:

- PCP 2
- PCP 3
- Assistant Race Director
- Assistant Race Director
- Starter 1
- Starter 2
- Berm Coordinator
- Berm Assistants
- Registration Coordinator
- Scoring Coordinator
- Staging Coordinator
- Assistant Staging Coordinator
- Technical Coordinator
- Rider Advocate
- Video Coordinator



## 9.2 VOLUNTEERS

The Host Club will need to provide canteen volunteers, parking assistants and any other volunteers for which they deem necessary to fill their responsibilities as outlined in this document.

The Host Club will also be responsible for providing a track management crew to work under the direction of the Technical Delegate or PCP.

## 9.3 MEDICAL COVERAGE

AusCycling will source the required medical coverage for all rounds of the BMX State/Territory Series, with the aim of creating a bulk booking and more competitive rate for all. AusCycling will then issue the Host Club an invoice post event for the medical coverage.

Should the Host Club have a provider they have previously used that has provided them with a good rate and appropriate coverage, they should advise AusCycling once receiving confirmation of their appointment to host a round of the BMX State/Territory Series and AusCycling will then work with the Host Club directly in relation to this.

## 9.4 WORKFORCE CATERING

It is the responsibility of the Host Club to provide all Officials and volunteers (including Medical) with a meal (lunch and/or breakfast) as well as water or other drinks throughout the day.

# 10 THE BUSINESS MODEL

---

## 10.1 AUSCYCLING – REVENUE AND EXPENDITURE

AusCycling will receive the following revenue:

- 100% of the AusCycling Rider Levy (refer to section 12 for more information)

AusCycling will be responsible for the following expenses:

- Series Awards/Prizing

## 10.2 HOST CLUB – REVENUE AND EXPENDITURE

The Host Club will receive the following revenue:

- 100% of Entry Fees (less the AusCycling Rider Levy)
- 100% of Supporting Partners and Category Sponsors
- 100% of Tent Fees
- 100% of Site Fees (Pro Shops etc)
- 100% of pre booked training and gates practice
- 100% of Canteen revenues
- 100% of any fundraising delivered (i.e. 50/50 draws or raffles)
- 100% of Parking Fees

The Host Club will be responsible for the following expenses:

- Canteen
- Fundraising
- Medical
- Parking Management
- Track Maintenance

- Temporary Overlay (Toilets, marquees, site sheds etc, that need to be brought in to meet the requirements of this document)
- Round Awards
- Officials Meals and Water
- Scoring (Fee from Sqorz is \$2 per rider)
- Event Fee from EntryBoss

A [Host Club Budget template](#) is provided to assist the Host Club.

## 11 GOVERNANCE

---

With an event of this size, certain governance standards are required to ensure the success of the event.

### 11.1 FORMATION OF A LOCAL ORGANISING COMMITTEE (LOC)

The Host Club will be responsible for the organisation of the LOC. The LOC will include members of AusCycling, key officials and Host Club committee. The organising members will be determined by AusCycling however should include:

- Representative/s from the Club Committee or nominated Club Event Lead
- AusCycling Staff
- AusCycling Regional Technical Delegate – BMX
- Race Director - once appointed
- President of the Commissaire Panel (PCP) - once appointed

### 11.2 EVENT PLANNING

The Host Club should develop an Event Management Plan for the BMX State/Territory Series.

An Event Management Plan template can be found [here](#).

## 12 RIDER LEVY

---

The Host Club will be charged a rider levy of \$5 per entry (includes all event categories\* required to be delivered) into the BMX State/Territory Series event. AusCycling will invoice the Host Club for this fee post event.

\*For clarity all event categories includes the following:

- |                            |                     |
|----------------------------|---------------------|
| • Mini Wheelers            | • Masters           |
| • Sprockets                | • Junior Superclass |
| • Challenge (Standard 20") | • Superclass        |
| • Challenge (Cruiser 24")  |                     |

## 13 STATE/TERRITORY SERIES ROUND AWARDS

---

For each round of the State/Territory Series the Host Club will provide the awards. Information pertaining to the exact awards being issued for each round will be outlined in the Technical Guide.

Below are the recommended awards that should be presented for each round:

### 13.1 SPROCKETS/MINI WHEELERS

All Sprockets/Mini Wheelers will receive an award for participation.

It is recommended that all clubs provide a medal to Sprocket / Mini Wheeler participants.

This medal should have the following:

- Medal Front – Club Logo
- Medal Back – Event Name (see section 4 of this document)
- Lanyard – Club Colours

AusCycling can obtain these medals for Host Clubs at a competitive rate from our supplier. Please contact [events@auscycling.org.au](mailto:events@auscycling.org.au) if you would like us to put you in touch with the provider.

### 13.2 CHALLENGE, MASTERS, JUNIOR SUPERCLASS AND SUPERCLASS CATEGORIES

For Challenge, Masters, Junior Superclass and Superclass categories, the following recommended prizing should be provided by the Host Club:

Category	Prize	Placing
Challenge (Standard 20" & Cruiser 24")	Trophy/Medal	1st Place – 8th Place
Masters	Prize Money	1st Place (33%), 2nd Place (23%), 3rd Place (14%), 4th Place (8%), 5th Place (7%), 6th Place (6%), 7th Place (5%), 8th Place (4%)
Junior Superclass	Prize Money*	1st Place (33%), 2nd Place (23%), 3rd Place (14%), 4th Place (8%), 5th Place (7%), 6th Place (6%), 7th Place (5%), 8th Place (4%)
Superclass	Prize Money	1st Place (33%), 2nd Place (23%), 3rd Place (14%), 4th Place (8%), 5th Place (7%), 6th Place (6%), 7th Place (5%), 8th Place (4%)
<i>* must be 25% of Superclass</i>		

For Superclass, Junior Superclass and Masters categories, where the Host Club is using payback, it will be based on the entries per gender (i.e. 50% of male Superclass entry fees will go into the male Superclass prize pool, and 50% of female Superclass entry fees will go into the female Superclass prize pool).

**Please Note:** In the event that categories are required to be merged, the BMX State/Territory points will be awarded based on the original category that riders entered into. Any round awards issued will be awarded based on the category run on the day (i.e. the category will not be split back out for prizing).

AusCycling can put your Club in touch with our provider who will be able to work with you and your budget to cover any trophy/medal requirements. Please contact [events@auscycling.org.au](mailto:events@auscycling.org.au) if you would like to get in touch with them.

### 13.3 EXHIBITION CATEGORIES

Should the Host Club elect to run any exhibition categories (in accordance with the [BMX State/Territory Series Regulations](#)), they should determine appropriate prizing that should be awarded at the event.

## 14 SUMMARY OF RESPONSIBILITIES

Workforce & Officials	AusCycling	Host Club	Notes
Regional Technical Delegate	✓		
Appointment of PCP	✓		
Appointment of Race Secretary	✓		Will oversee and/or manage entries/start list/ results.
Appointment of Race Director	✓		Will assist the Host Club in the organisation / delivery of the event.
Appointment of all other Event Officials		✓	The Race Director will work with the Host Club and State Technical Delegate to appoint the remaining officials.
Event Volunteers		✓	e.g. Canteen Volunteers, Parking Assistants, Track Management Crew
Appointment of Venue Announcer		✓	

<b>Workforce &amp; Officials</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Appointment of Race Commentator		✓	
Medical Coverage	✓		AusCycling will engage a suitable provider and ensure the appropriate medical coverage is provided for each event.
Cleaning Staff		✓	e.g. rubbish and toilets
<b>Venue</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Venue Booking		✓	If applicable, the Host Club shall ensure venue is booked and liaise with landowner, including coverage of any venue hire fees.
All space allocations (including scoring, registration, media, medical and Doping Control Offices)		✓	Where existing infrastructure does not exist, or does not meet the minimum standards outlined, the Host Club must organise and cover the cost of temporary overlay.
Track Preparation and Maintenance		✓	In accordance with minimum standards outlined.
Start Gate & Compressor		✓	In accordance with minimum standards outlined.
Finish Line		✓	In accordance with minimum standards outlined.
Warm Up / Cool Down Area		✓	In accordance with minimum standards outlined.
Covered Staging Area and Covered Start Hill		✓	In accordance with minimum standards outlined.
Lighting		✓	In accordance with minimum standards outlined.
Venue PA System & Staging PA System		✓	In accordance with minimum standards outlined.
<b>Venue</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Car Parking		✓	Host Club to manage parking. Must provide allocated car spaces for Event Officials, Event Volunteers, AusCycling, Medical and Anti-Doping.
Toilet Facilities		✓	Where existing infrastructure does not exist or is not at the standard required the Host Club must organise and cover the cost of temporary overlay.
Waste Disposal		✓	Must ensure adequate bins are provided throughout the venue.
Accessible Areas (parking, spectator area and toilets)		✓	In accordance with minimum standards outlined.
Event Day Track and Venue Inspection	✓		Completed by appointed Technical Officials and forwarded to AusCycling.
Safe Venue		✓	Host Club must ensure the venue is safe prior to riders/spectators being on site.
Site Activations		✓	Host Club must provide AusCycling or AusCycling based partners, a space on the site plan to activate. Attendance at each event will be at the sole discretion of AusCycling or its partners.
<b>Equipment and Materials</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Video Equipment	✓		
Registration, Scoring & Timing Systems	✓	✓	If Host Club has their own, they should provide, otherwise to be provided by AusCycling.
Radios	✓	✓	If Host Club has their own, they should provide, otherwise to be provided by the AusCycling.
Laptop and Printer		✓	For registration & scoring.
Consumables		✓	e.g. cable ties, paper, printer ink
<b>Catering</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Workforce Catering (Officials)		✓	Each Official/Volunteer must be provided with a meal and water throughout the day.
Spectator Catering Options		✓	Host Club to ensure there are sufficient catering options for the number of people expected, and source additional catering options if club facilities are not sufficient.
<b>Prizing / Awards</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Series Prizing / Awards	✓		As per the BMX State/Territory Series Regulations.
Round Prizing / Awards		✓	As per the BMX State/Territory Series Regulations.
<b>Governance &amp; General Management</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Development of State/Territory Series Calendar and EOI Process	✓		
State/Territory Series Regulations	✓		

<b>Governance &amp; General Management</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Management of Series Scoring	✓		
Formation of a Local Organising Committee		✓	
Event Management Plan		✓	
Event Schedule		✓	Will be developed by the Race Director in collaboration with the Host Club, and approved by AusCycling.
Site Plan		✓	Will be developed by the Host Club in collaboration with the Regional Technical Delegate/Race Director, and approved by AusCycling.
Online Registration System	✓		EntryBoss. AusCycling to assist with the set up to ensure consistency across all rounds and States/Territories.
Scoring Platform	✓		Sqorz. AusCycling to assist with the set up to ensure consistency across all rounds and States/Territories.
Technical Guide		✓	Using AusCycling template, Host Club to input event specific information in collaboration with the Race Director, and approved by AusCycling.
Event Delivery		✓	In accordance with the BMX State/Territory Series Regulations, Technical Regulations and other AusCycling Policies.
<b>Finance</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Event Budget		✓	Development of Event Budget and submission to AusCycling post event.
Naming Rights Sponsorship	✓		
Event and Category Sponsorship		✓	Pending no conflict with AusCycling sponsors.
Entry Fees		✓	Less the AusCycling Services Fee
<b>Finance</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Catering Income, Tent Fees, Site Fees, Parking Fees		✓	Parking Fees subject to venue and arrangements with venue owner.
At Event Fundraising		✓	
Pre booked training and gates practice		✓	On the day prior to the event (if applicable). Fees are at the discretion of the Host Club.
Track Maintenance, Fundraising, Catering & Temporary Overlay Expenses		✓	
Sqorz and EntryBoss Fees		✓	
Refunds		✓	Host Club to provide refunds in line with the AusCycling refund policy.
<b>Promotion</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
AusCycling Calendar Listing	✓		
General Promotion	✓	✓	
<b>General</b>	<b>AusCycling</b>	<b>Host Club</b>	<b>Notes</b>
Series Wide Enquiries	✓		
Event Specific Enquiries		✓	

## 15 FAILURE TO MEET DELIVERY STANDARDS

Failure to meet the minimum delivery standards listed will result in a one-year suspension of the rights of a club to host any Bronze Level (“Category R/Open”) event or above and may place the event insurance coverage in jeopardy.

## 16 FURTHER INFORMATION

For further information please contact the AusCycling Events Team.