

Adelaide Mountain Bike Club Incorporated



## PROCEDURE MANUAL



**Adelaide Mountain Bike Club Incorporated**

# PROCEDURE MANUAL



## PROCEDURE MANUAL

### CONTENTS

<b>Procedure</b>	<b>Title</b>	<b>Revision</b>
AMBC-RM-1	Assessment of Risk	June 2018
AMBC-RM-2	Managing the Risk of Fire Before or During an Event	Dec 2020
AMBC-RM-3	Managing Climatic Extremes During an Event	Dec 2020
AMBC-RM-4	Managing the Risk of the Malfunction, Loss or Theft of Equipment/ Technology	June 2018
AMBC-RM-5	Managing the Risk of Physical Factors	June 2018
AMBC-RM-6	Managing the Risk of Ill Health of Key Personnel	June 2018
AMBC-RM-7	Managing the Risk of Human Error in the operation of Plant and Equipment	Dec 2020
AMBC-RM-8	Managing the Risk of Club Activities to Relationships	June 2018
AMBC-RM-9	Managing the Risk Associated with Young Riders	June 2018
AMBC-RM-10	Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events	June 2018
AMBC-RM-11	Managing the Risk Associated with Rider Ability and Trail Difficulty, Recreation Rides	June 2018
AMBC-RM-12	Medical Support at Race Events	June 2018
AMBC-RM-13	Emergency Evacuation, Race Events	June 2018
AMBC-RM-14	Child Safety	April 2023
AMBC-RM-15	Technical Regulations	Dec 2020
AMBC-RM-16	Managing Competitor Parking at Events	June 2018
AMBC-RM-17	Managing Non-competitors at Events	June 2018



## PROCEDURE MANUAL

### Revision History

Section	Revision	Date
All	Initial Release	March 2004
AMBC-RM-9	New Procedure	June 2005
AMBC-RM-10	New Procedure	
AMBC-RM-11	New Procedure	October 2005
AMBC-RM-12	New Procedure	October 2006
AMBC-RM-13	New Procedure	
All	Formatting changes	June 2018
AMBC-RM-2	Added detail to Risk Mitigation	
AMBC-RM-3	Added reference to MTBA Bushfire policy	
AMBC-RM-3	Added reference to Sports Medicine Australia hot weather guidelines	
AMBC-RM-9	Simplified and added reference to MTBA Junior Participation policy	
AMBC-RM-12 & 13	Added reference to MTBA incident report form	
AMBC-RM-14	New Procedure	
AMBC-RM-15	New Procedure	
AMBC-RM-16	New Procedure	
AMBC-RM-17	New Procedure	
AMBC-RM-2	Update references to include Aus Cycling links	December 2020
AMBC-RM-3		
AMBC-RM-15		
AMBC-RM-7	Include reference to club SWPs	
AMBC-RM-14	Child Safety – updated Code of Conduct, legislation references and simplified	November 2021
AMBC-RM-14	Child Safety – Simplified in line with Child Safe Policy	April 2023



## Procedure AMBC-RM-1

### Risk Assessment

#### 1. Purpose

This procedure is intended to provide uniformity in the assessment of the level of risk associated with specific aspects of club operation.

#### 2. Procedure

2.1 Identify specific sources of risk associated with club activities, related to, but not limited to natural events, equipment/ technology, relationships, human factors and the activity of mountain biking itself.

2.2 Determine the areas of club operation likely to be affected by each risk.

2.3 Assign a risk identification number to each risk.

2.4 Determine the likelihood of occurrence of each risk, as certain, probable, possible or unlikely.

2.5 Determine the consequences of each risk as minor, moderate or major, with respect to the nature of the risk.

2.6 Refer to the risk assessment matrix in Diagram 1 to assess the specific risk.

Likelihood	Certain	Medium	High	High
	Probable	Low	Medium	High
	Possible	Low	Low	Medium
	Unlikely	Low	Low	Low
		Minor	Moderate	Major
		Consequences		

Diagram 1 – Risk Assessment Matrix

2.7 Determine a control measure aimed at minimising or negating the risk. All risks are to be considered but specific risk mitigation strategies will only be developed for medium and high risk activities.

2.8 Assign an Action identification number to all medium or high risk areas.

2.9 Assign a priority to the timeliness of treatment of each risk, based on the potential impact on the club.

#### 3. Documentation

All assessment data shall be recorded in the Risk Assessment Manual for future reference.



## Procedure AMBC-RM-2

### Managing the Risk of Fire Before or During an Event

#### 1. Purpose

This document is aimed at identifying and minimising the risks associated with bush fire before or during a Club event.

#### 2. Sources of Risk

Risk assessment has identified the likely effects of a fire before a Club event, in terms of event success, the quality of the event, people, physical assets and the environment. In terms of the latter three areas, the risk has been identified as low, and no action is required.

However, a fire before an event will impact negatively on the likely success of the event, and ultimately on the quality of the event. In addition, fire during a Club event presents the greatest risk to people, physical assets, event success, the quality of the event, and the environment.

*Reference should be made to Procedure AMBC-RM-13 for instructions regarding evacuation in the event of fire.*

#### 3. Strategies

Management of the risk associated with fire will be in accordance with AusCycling Extreme Weather Policy: [https://assets.auscycling.org.au/s3fs-public/2020-11/auscycling-extreme-weather-policy\\_0.pdf](https://assets.auscycling.org.au/s3fs-public/2020-11/auscycling-extreme-weather-policy_0.pdf)

The Strategies outlined below supplement the AusCycling policy.

Decisions regarding action taken by the club, made prior to an event, shall be endorsed by the Committee in the first instance. If a committee decision is not practical a decision may be made by the President.

All decisions made at an event shall be made by the Race Director, however input from other committee members may be sought as required.

##### 3.1 Fire before an Event

Depending on the time before the event, the severity of the fire, and how soon the fire is brought under control, the action taken by the club shall be as follows:

- Where time permits, reconstruction or re-routing of the course shall take place.
- Where the above is not practicable, the event shall be relocated to an alternative venue.
- Where neither option is practicable, the event shall be cancelled.
- Members shall be notified of any changes by e-mail, the website and social media.

The Committee shall be responsible for the decision making and notification process as described.



## Procedure AMBC-RM-2 Managing the Risk of Fire Before or During an Event

### 3.2 Risk Mitigation

#### Firefighting Equipment

The club shall have basic firefighting equipment such as; a water backpack, a fire extinguisher and rakes to control small fires.

#### Vehicle Parking

Vehicle parking areas at events shall be considered to avoid vehicle exhausts coming in to contact with dry grassed areas. In higher risk conditions additional signage and parking marshals may be utilised in conjunction with internet and social media notifications prior to the event.

#### Generator

At many events a generator is required to power the timing and PA systems. The following applies to use of the generator at events:

- Generator to be re-fueled prior to an event.
- If required during an event, refueling to be undertaken in an open area such as a fire road with a second person on hand with a fire extinguisher.
- Generator to be used in an open area such as a fire road with 2m clear of vegetation all around and preferably visible from race HQ.
- A fire extinguisher is to be available, outside the 2m clearance zone, at all times when the generator is in use or being re-fuelled.
- After use the generator is to be allowed to cool prior to placing into a vehicle.

### 3.3 Fire During an Event

The priority, should a fire occur during an event, shall be to ensure that all people on site are removed to a safe location, as quickly as possible. Refer AMBC RM-13 for Emergency Evacuation Procedure

### 4. Documentation

All actions taken shall be recorded in the Committee meeting minutes at the next Committee meeting.

**Procedure AMBC-RM-3****Managing the Risk of Climactic Extremes Before or During an Event**

### 1. Purpose

This document is aimed at identifying and minimising the risks associated with climatic extremes before or during a Club event.

### 2. Sources of Risk

Climatic extremes shall be identified as heavy rain, hail, strong winds, very low or very high temperatures, and severe electrical storms.

Risk assessment has identified the likely effects of climatic extremes, in terms of event success, people, the environment the quality of the event and physical assets. In terms of the latter two areas, the risk has been identified as low, and no action is required. However, climatic extremes can impact negatively on people, the likely success of the event, and ultimately on the quality of the event.

### 3. Strategies

Management of the risk associated with climactic extremes will be in accordance with AusCycling Extreme Weather Policy: [https://assets.auscycling.org.au/s3fs-public/2020-11/auscycling-extreme-weather-policy\\_0.pdf](https://assets.auscycling.org.au/s3fs-public/2020-11/auscycling-extreme-weather-policy_0.pdf)

The Strategies outlined below supplement the AusCycling policy.

Decisions regarding action taken by the club, made prior to an event, shall be endorsed by the Committee in the first instance. If a committee decision is not practical a decision may be made by the President. All decisions made in the 24 hours leading up to, or at an event shall be made by the Race Director, however input from other committee members may be sought as required.

Actions taken by the club shall be as follows:

#### 3.1 Heavy Rain

Heavy rain, particularly in the days and hours preceding an event, has been shown to impact negatively on the environment through severe damage to the course. For less experienced competitors, the risks of loss of control also increases with reduced traction. The Committee shall assess the conditions and take the following actions as required:

- Where time permits, reconstruction or re-routing of the course shall take place.
- Where the above is not practicable, the event shall be relocated to an alternative venue less affected by rain.
- Where neither option is practicable, the event shall be cancelled.
- Members shall be notified of any changes via the website and social media.

#### 3.2 Hail

Whilst an unlikely event, hail can present risks to competitors, vehicles and physical assets. Given that these conditions are usually brief, the strategies employed shall be at the Committee's discretion.

**Procedure AMBC-RM-3****Managing the Risk of Climactic Extremes Before or During an Event**

### 3.3 Strong Winds

The principal risk in extreme wind conditions is due to falling trees or branches, with people, vehicles and physical assets most at risk, and the strategies employed shall be at the Committee's discretion.

### 3.4 High Temperatures

High temperatures (>35°C) not only introduce the element of fire bans and lack of access to forest areas, but can also present dehydration and heat stress risks to people.

Sports Medicine Australia Guidelines shall be considered in determining appropriate actions: <https://sma.org.au/sma-site-content/uploads/2009/05/hot-weather-guidelines-web-download-doc-2007.pdf>

As these conditions are usually forecast in advance of an event, several strategies can be employed, including but not limited to the following:

- Races may be shortened to minimise the exposure to the conditions.
- The event may be cancelled.
- Members shall be notified of any changes via the website and social media.

### 3.5 Low Temperatures

Very low temperatures (<5°C) can present a hypothermia risk to people. As these conditions are usually forecast in advance of an event, several strategies can be employed, including but not limited to the following:

- Races may be shortened to minimise the exposure to the conditions.
- The event may be cancelled.
- Members shall be notified of any changes via the website and social media.

### 3.6 Severe Electrical Storms

Whilst an unlikely event, a severe electrical storm can present risks to people and physical assets. Given that these conditions are usually brief, the strategies employed shall be at the Committee's discretion.

## 4. Documentation

All actions taken shall be recorded in the Committee meeting minutes at the next Committee meeting.



**Procedure AMBC-RM-4**



**Managing the Risk of Malfunction, Misuse, Loss or Theft of Equipment / Technology**

1. Purpose

This document is aimed at identifying and minimising the risks associated with the misuse, loss or theft of equipment/ technology.

2. Sources of Risk

For the purposes of this procedure, equipment/ technology includes computers, timing equipment, vehicles and plant associated with a mountain biking event. The impact of malfunction, misuse, loss or theft of these items is primarily associated with event success and quality, and in some instances financial.

3. Treatment

Decisions regarding action taken by the club, made prior to an event, shall be endorsed by the Committee in the first instance. If a committee decision is not practical a decision may be made by the President.

All decisions made at an event shall be made by the Race Director, however input from other committee members may be sought as required.

3.1 Malfunction or misuse

The greatest impact on an event will stem from the failure of timing equipment or associated items of plant, for example communication devices, generators.

- Timing equipment shall be activated at the start of the first race in each session and checked for correct operation.
- Race numbers may be manually recorded in the event of timing system failure, however it is acknowledged that this may lead to some loss of accuracy in results.

3.2 Loss or Theft

The loss or theft of items before an event shall be reported to the Committee at the earliest possible time, so that appropriate action may be taken to the impact on the event. The greatest impact on an event will stem from the loss or theft of timing equipment or associated items of plant, for example communication devices, generators. The strategies employed shall be as detailed in 3.1.

To minimise the risk associated with loss of equipment, equipment shall not be loaned without the approval of the Committee.

The Committee shall be responsible for any decisions required in the event of loss or theft of equipment.

4. Documentation

All actions taken shall be recorded in the Committee meeting minutes at the next Committee meeting.

**Procedure AMBC-RM-5****Managing the Risk of Physical Factors Associated with Mountain Biking**

## 1. Purpose

This document is aimed at identifying and minimising the physical risks associated with mountain bike competition.

## 2. Sources of Risk

The very nature of cross country mountain bike competition exposes the people involved to several physical risks, and demands skills related to negotiating physical obstacles such as:

- drop-offs
- jumps
- rocks and boulders
- trees
- plank crossing of gaps and watercourses (including “North Shore” style elevated platforms)
- extreme uphill and downhill sections
- twisting single-track

When combined with variations in conditions, the risk of injury is very real.

The activity itself can impact on several other aspects of club operation, including people other than competitors, financial, event success, quality, physical assets and the environment. The risks associated with the latter four were assessed as low, and no action is required.

The current rules and regulations associated with competition were also assessed using risk management principles, and no issues were raised based on this assessment.

## 3. Treatment

Existing strategies are discussed in the following paragraphs:

### 3.1 Course Design and Construction

Course design and construction has traditionally been managed by the Committee. It should be noted that course construction is generally not undertaken by the Club beyond minor diversions and existing track maintenance.

Club history has shown that injuries have been rare, and often of a minor nature. This is a clear indication that strategies used in the past have proven adequate given the physical risks identified.

Environmental sustainability has been a higher priority over recent years, with the principles advocated by the International Mountain Biking Association (IMBA) applied to all new construction. This has also minimised the risk to competitors through changing course conditions through erosion during events. The risks associated with the course itself have therefore been classified as low, and only the actions detailed under “Recommendations” are required.

Course construction involves many people and items of plant and equipment. The risk assessment identified this area of activity as having a medium risk

**Procedure AMBC-RM-5****Managing the Risk of Physical Factors Associated with Mountain Biking**

### 3.2 People

Should accidents occur, it is important that professional assistance is readily available. This is currently addressed by having trained medical personnel on site at all times during race events. In addition, areas of the course with greatest risk, identified by the Committee prior to commencement of racing, may have additional medical personnel on site. Insurance requirements associated with events are covered under the clubs affiliation with Mountain Bike Australia (MTBA).

The risk to young riders may be greater when competing in endurance events. Procedure AMBC-RM-9 addresses this issue and provides guidelines for the Race Committee.

### 3.3 Competitors Equipment

Given the Club history in terms of injuries, the issue of competitor equipment was assessed as low risk. Basic equipment includes as a minimum:

- Bicycle in good working order, including brakes
- Suitable clothing
- Helmet (Australian Standards Approved)

These requirements are available through the website.

**Procedure AMBC-RM-6**



**Managing the Risk Associated with the Ill Health or Unavailability of Key Club Personnel**

1. Purpose

This document is aimed at identifying and minimising the risks associated with illness or accident before or during a Club event.

2. Sources of Risk

Risk assessment has identified the likely effects of illness or accident to key personnel before a Club event, in terms of event success, the quality of the event, people and timeliness, as having a high risk. As with most clubs, AMBC relies on a handful of key personnel who are involved in preparation prior to an event.

3. Treatment

The following shall be discussed by the Committee and recorded prior to each event:

- Key roles and personnel shall be identified to support the event.
- Essential items of plant and equipment, including vehicles, shall be listed.
- Confirm committee members who will be in attendance but not undertaking key roles.
- Communication mechanisms shall be reviewed.
- If required, the committee can decide to post pone/cancel an event if key personnel are not available.

4. Documentation

All actions taken and outcomes shall be recorded in the Committee meeting minutes at the next Committee meeting.



## Procedure AMBC-RM-7

# Managing the Risk of Human Error in Club Activities

### 1. Purpose

This document is aimed at identifying and minimising the risks associated with human error in Club activities.

### 2. Sources of Risk

Risk assessment has identified the likely effects of human error in Club events, activity related, in terms of people, event success, the quality of the event, physical assets, environmental and financial, as having a low risk, and therefore no action is required.

In relation to human error and the operation of plant and equipment, in terms of people, event success, the quality of the event, physical assets and financial aspects, as having a medium risk, which needs to be addressed. The club does not own or typically require any heavy plant or equipment or undertake any high-risk work as outlined in the WHS Act and Regulations. Plant and equipment which may be used typically include: brush cutter, chainsaw, hand tools for course preparation, club van.

### 3. Treatment

The following process shall be undertaken:

- Personnel involved in the use of plant, equipment and vehicles in relation to club activities, shall be appropriately trained and, if required, hold relevant licenses.
- Where plant and equipment are used, relevant club Safe Working Procedures, including manufacturer's instructions, where applicable, shall be actioned and discussed prior to commencing the task.
- Should an individual demonstrate continued inadequacy in relation to the use of an item of plant or equipment, they shall be replaced by a competent operator until their competency can be demonstrated.
- All items of plant and equipment shall be covered by the Club's insurance policy, to minimise the financial impact of human error.

### 4. Documentation

All actions taken and outcomes shall be recorded in the Committee meeting minutes at the next Committee meeting.



## Procedure AMBC-RM-8

### Managing the Risk of Club Activities to Relationships

#### 1. Purpose

This document is aimed at identifying and minimising the risks associated with Club activities and relationships.

#### 2. Sources of Risk

Risk assessment has identified the likely effects of Club **commercial activities**, in terms of their relationship with sponsors, other bicycle related associations, the membership and the banking institution. The assessment has identified the latter two as having a low risk, and therefore no action is required. However, in relation to the sponsors and other bicycle related associations, the risks to relationship have been identified as medium, which needs to be addressed.

Risk assessment has identified the likely effects of Club activities, in terms of the **law** and how these activities may affect the relationship with sponsors, the insurer, the membership, the incorporation body, the club treasurer and the banking institution. The assessment has identified this area as having a low risk, in terms of all identified relationships, and therefore no action is required.

Risk assessment has identified the likely effects of Club **financial performance**, in terms of their relationship with sponsors, the insurer, the membership, the incorporation body, the club treasurer and the banking institution. In relation to all the above, the risks to relationship have been identified as medium, which needs to be addressed.

#### 3. Treatment

The greatest risk in terms of relationships is a unilateral approach to commercial decisions, and a lack of consultation regarding more critical issues.

This shall be avoided by ensuring that all key commercial decisions are agreed to by the committee.

The treasurer is given a delegation to undertake commercial decisions relating to previously agreed typical club operations and activities.

Capital or equipment purchases or other transactions not associated with typical club operations and activities, above \$1000 in value, will be presented to the committee for endorsement. This may be undertaken at a committee meeting or via other means, but the decision shall be recorded in the next committee meeting minutes.

All proposed changes to club activities shall be subject to assessment by the committee with due regard to existing relationships.

#### 4. Documentation

All actions taken and outcomes shall be recorded in the Committee meeting minutes at the next Committee meeting.



## Managing the Risk Associated with Young Riders

### 1. Purpose

This document is aimed at identifying and minimising the risks associated with young riders taking part in Club events.

### 2. Sources of Risk

The following statement has been taken from the Mountain Bike Australia (MTBA) document, *Policy on Junior Participation in Endurance Mountain Bike events* (November 2017):

*'For the best physical and skill development of junior participants, consideration must be given to factors related to growth and maturation when assessing readiness for progression in training and competition followed by specialisation and intense training.*

*MTBA recognises that young people differ from adults in a number of important physiological areas and are not able to tolerate the same stresses.'*

### 3. Strategies

On the basis of the statements above, the action taken by the club shall be to adopt the MTBA policy found at the link below and any subsequent AusCycling policy which may supersede this:

[https://www.mtba.asn.au/wp-content/uploads/MTBA\\_MTBA\\_MAN0003-4-Policy-on-Junior-Participation-in-Mountain-Bike-Events.pdf](https://www.mtba.asn.au/wp-content/uploads/MTBA_MTBA_MAN0003-4-Policy-on-Junior-Participation-in-Mountain-Bike-Events.pdf)

### 4. Responsibilities

The Race Director and Junior Coordinator for the specific event is responsible for ensuring that the requirements for the event, in terms of the age of competitors, are adhered to.

**Procedure AMBC-RM-10****Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events**

## 1. Purpose

This document is aimed at identifying and minimising the physical risks associated with race course configuration, in terms of the relationship to riders of varying ability.

## 2. Sources of Risk

Courses designed or constructed for AMBC race events must take account of riders of all abilities. This is aimed at both encouraging and developing new riders whilst still providing the necessary development for riders of elite level. Essentially the risk is in making the course too difficult and generating unacceptable hazards to novice riders.

## 3. Strategies

The strategies formulated to minimise the risks were as follows:

- Standardised rating of race courses as a tool for use by the Race Director
- Inclusion of alternate easier lines for competitors of lesser ability where available and mandatory use of warning signs.

## 4. Use of Ratings

The Race Director may use the rating process as a means of identifying unacceptable risk to competitors. For example, a course rated as 3.5 in good conditions will become 4.9 on a very hot and humid day, which will mean that most competitors will be at risk. The Race Director may use this information, for example, to reduce the number of laps thereby reducing the physical stress to which competitors are exposed.

### 4.1 Rider Assessment

Mountain biking is both a skills and fitness based activity, and a rider's ability should be based on both characteristics. In terms of self-managing risk, riders need to have an accurate perception of their ability and this is best achieved through comparison against established criteria.

### 4.2 Technical Skills

A number of technical skills were identified as being an important part of negotiating both natural and man-made course features. A weakness in one or more areas will significantly impact on a rider's speed and safety over a given course. A matrix of rider skills was developed, together with a rating based on ability to perform the defined skills, and this is shown as Appendix 1.

Riders can make an assessment of their own skill level by assigning a value from 1 to 5 for the key parameters, and determining the average. A rider's technical ability will then be assessed as beginner/ novice, low intermediate, high intermediate or advanced, depending on the average figure. This process will allow the rider to compare their ability in relation to the technical difficulty of specific courses, and to plan their race accordingly in terms of personal risk.



**Procedure AMBC-RM-10**

## Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events

### 4.3 Physical Fitness

Riders may have high levels of skill but be low in fitness, and vice versa. It is therefore important that competitors have a realistic perception of their physical fitness levels as well as their technical ability.

The physical fitness capability of a rider can be measured against the 5 key cycling training zones, as shown in table 1.

Element No.	Classification >		1	2	3	4	5
	Effort	% MHR*	Beginner	Novice	Low Intermediat	High Intermediat	Advanced
1	Endurance at low effort	<75	< 2 hours		2 to 4 hours	4 to 6 hours	> 6 hours
2	Endurance at high	<85	< 1 hour		1.5 to 2 hours	2 to 3 hours	> 3 hours
3	Power		Low		Moderate	High	Very high
4	Lactate tolerance	>90	< 15 mins		15 to 25 mins	25 to 40 mins	> 40 mins
5	Sprint ability		Low		Moderate	High	Very high

Table 1 – Rider Physical Assessment

Riders can make an assessment of their own level of fitness by assigning a value from 1 to 5 for the key fitness parameters, and determining the average. A rider's physical ability will then be assessed as beginner/ novice, low intermediate, high intermediate or advanced, depending on the average figure.

This process will allow the rider to compare their physical fitness levels with the physical fitness rating for specific courses, and to plan their race accordingly in terms of personal risk.

### 4.4 Course Rating

The course rating process is designed as a tool to be used by the Race Director in rating the fitness and skills demands of courses, such that competitors can prepare appropriately for an event. This is intended to not only satisfy the duty-of-care obligations of AMBC, but also to provide competitors with a standardised "degree-of-difficulty" so that they can make informed decisions with regard to competition.

Mountain bike trails are made up of elements, both natural and man-made, which are designed to test a rider's skill and fitness. When used for racing, a standard course allows riders to compare their performance against others over a number of laps.

A process has been developed to allow the Race Director to rate courses in a standardised way, against fixed criteria. Courses are rated for the demands that they place on both fitness and technique.

**Procedure AMBC-RM-10**

## Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events

### 4.4.1 Course Technical Rating

The course technical rating matrix is shown in Appendix 2. The technical course rating is determined by the Race Director by assigning a value from 1 to 5 for the key parameters, and determining the average.

### 4.4.2 Course Fitness Rating

The course physical fitness rating process is shown in Table 2.

Element No.	Track Description		1	2	3	4	5
			Easiest	Easy	Moderately Difficult	Very Difficult	Extremely Difficult
1	Surface	Firmness and stability	Hard and firm		Variable, loose	Variable, loose, small rocks	Variable, loose, large rocks
2		Surface water and/or mud	None		Some surface water, some mud	Some surface water, thick mud	Some surface water, thick deep
3		Rutting	None	Few < 50mm	Some < 100mm	Some < 200mm	Some > 200mm
4	Average Slope, Climbs and Descents	Firm	< 4%	< 6%	< 8%	< 10%	> 10%
5		Loose and/or	< 2%	< 4%	< 6%	< 8%	> 8%
6	Steeper Slopes, Climbs only	Firm	< 6%	< 8%	< 10%	< 12%	> 12%
7		Loose and/or	< 4%	< 6%	< 8%	< 10%	> 10%

**Table 2 – Physical Fitness Rating**

The fitness course rating is determined by the Race Director, by assigning a value from 1 to 5 for the key parameters, and determining the average. The fitness rating is then adjusted for any extremes of condition which will add physical stress to riders, using the multipliers shown in Table 3.

Weather Conditions	Temperature	10 to 20°C		5 to 10°C or 20-25°C	< 5°C or 25 to 30°C	> 30°C
	Multiplier	1		1.1	1.2	1.3
	High Temperature and Relative	10 to 20°C and < 25%		20 to 25°C and 25 to 65%	25 to 30°C and 65 to 75%	> 30°C and > 75%
	Multiplier	1		1.1	1.3	1.4
Physical Endurance Factor	Race Length	< 90 mins	90 to 100 mins	101 to 110 mins	> 110	
	Multiplier	1	1.1	1.2	1.3	

**Table 3 – Extreme Condition Multipliers**



**Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events**

5. Alternate Lines

Alternate lines shall be provided where possible for obstacles which are rated level 3 or higher as detailed in Appendix 2 or considered too technical to ride safely for riders of all abilities. Alternate lines must be signed as such, and should follow a longer path to provide a time penalty for using this line. Alternate lines must not incorporate any features rated as 3 or above in Appendix 2.

If no alternative lines are available the obstacle will be discussed in the race brief, marked accordingly and riders are responsible for ensuring they safely traverse the obstacle, which may include walking.

Higher risk obstacles shall be marked as such on course regardless of whether an alternate line is provided or not.

6. Communication

Course design, including any adjusted for potentially extreme conditions, will be available via the website and social media prior to the event.

**Procedure AMBC-RM-10**
**Managing the Risk Associated with Rider Ability and Course  
Difficulty, Race Events**
**Appendix 1  
Rider Skills Classification**

Element No.	Classification >	1	2	3	4	5	Rating
		Beginner	Novice	Low Intermediate	High Intermediate	Advanced	
	Criteria						
1	Experience, off-road	< 5 hours	5 to 50 hours	> 50 hours	> 1000 hours	> 2000 hours	
2	Average cross country speed capability (Rating 3 terrain)	< 10km/h	10 to 12km/h	13 to 18km/h	19 to 22km/h	> 22km/h	
	Braking skills						
3	General	Often overuses brakes, often locks wheels		Sometimes overuses brakes	Minimal braking, usually well controlled	Minimal braking, always well controlled	
4	Hard	No hard braking experience		Sometimes overuses brakes, occasionally locks wheels	Minimal braking, usually well controlled	Minimal braking, always well controlled	
	Climbing						
5	Hardpack	Climbing ability low, may need to dismount		Able to maintain good pace	Able to maintain fast pace	Able to maintain fast pace	
6	Loose						
7	Rutted/ tree roots						
8	Wet			May sometimes balk and lose momentum	Able to maintain good pace		
	Cornering						
9	Slow speed	Cornering line selection poor and speed low, may need to dismount		Good choice of line but average speed.	Good choice of line with good speed.	Excellent choice of line with maximum speed.	
10	Moderate speed	Cornering line selection poor and speed low. Often brakes in corners		Good choice of line but average speed, may brake in corners	Good choice of line with good speed.	Excellent choice of line with maximum speed.	
11	High speed	Cornering line selection poor and speed low. Often enters too fast and brakes in corners		Cornering line selection good but speed average. Sometimes enters too fast and brakes in corners.	Good choice of line with good speed.	Excellent choice of line with maximum speed.	
	Descending						
12	Non-technical	Speed low, excessive braking		Good speed. Control may be limited over obstacles.	Excellent speed and control	Maximum speed and control	
13	Technical			Good speed, may overuse brakes. Control may be limited over obstacles.	Excellent speed and control	Maximum speed and control	

**Procedure AMBC-RM-10**
**Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events**

Obstacles						
14	Sand	Speed low, excessive braking, poor stability.	Good speed, some control	Good speed and control	Undiminished speed and control	
15	Trees across track	Speed low, can cope with small logs, may sometimes dismount	Speed low, can cope with moderate size logs	Good speed and control over logs to chain ring height.	Undiminished speed and control over all logs	
16	Rocks	Speed low, can cope with small rocks, may sometimes dismount	Speed low, can cope with moderately sized rocks	Good speed and control over most rock sections.	Undiminished speed and control over most rock sections.	
17	Roll-ins	Speed low, can cope with small roll-ins, may sometimes dismount	Speed good, can cope with moderately deep roll-ins	Good speed and control into most roll-ins.	Undiminished speed and control into most roll-ins.	
18	Drop-offs	Speed low, can cope with small drop-offs, may sometimes dismount	Speed good, can cope with moderately high drop-offs	Good speed and control over most drop-offs.	Undiminished speed and control over most drop-offs.	
19	Water crossings	Speed low, can cope with shallow water and narrow creek-beds, may sometimes dismount	Speed good, can cope with moderately deep water and wide crossings	Speed good, through deep water and wide crossings	Undiminished speed through deep water and wide crossings	
20	Trees, adjoining	Speed low	Reduced speed through narrow areas.	Good speed through wide and narrow areas.	Undiminished speed	
21	Trees, overhanging	Speed low	Reduced speed through low overhang areas.	Good speed	Undiminished speed	
22	Bridges	Speed low, can cope with wide short bridges, may sometimes dismount on narrow long structures.	Reduced speed over narrow or long bridges.	Good speed	Undiminished speed	
23	Jumps	Speed low, will roll small jumps, may sometimes dismount on higher jumps	Reduced speed over higher jumps with less control.	Good speed	Undiminished speed	



## Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events

### Appendix 2 Course Technical Rating

Element No.	Descriptor		1	2	3	4	5	Rating
			Easiest	Easy	More Difficult	Very Difficult	Extremely Difficult	
1	Shape	Camber	Flat	mostly flat or bench cut	Some side-slope	Some steep side-slope	Some steep loose side-slope	
2		Width	> 2m	> 1m	> 600mm	< 300mm	< 150mm	
3	Average Slope, Climbs and Descents	Firm	< 4%	< 6%	< 8%	< 10%	> 10%	
4		Loose and/or technical	< 2%	< 4%	< 6%	< 8%	> 8%	
5	Steeper Slopes, Climbs and Descents	Firm	< 6%	< 8%	< 10%	< 12%	> 12%	
6		Loose and/or technical	< 4%	< 6%	< 8%	< 10%	> 10%	
7	Obstacles	Sand	None	Few small patches	Some large patches	Some long sections	Long sections of deep sand	
8		Trees across track	< 100mm	< 150mm	< 200mm	< 300mm	> 300mm	
9		Rocks	None	Few small stable	Some, stable	Some, loose	Some, Large and loose	
10		Switchbacks	None	Few wide radius	Few narrow radius	Some narrow radius	Loose narrow radius	
11		Roll-ins	< 300mm	< 500mm	< 700mm	< 1000	> 1000	
12		Drop-offs	< 200mm	< 200mm	< 400mm	< 600mm	> 600mm	
13		Water crossings	< 100 mm depth	< 200 mm depth	< 300 mm depth	< 300 mm depth	> 300 mm depth	
14		Trees, adjoining	> 2m	> 1.5m	> 1m	> 800mm	< 800mm	
15		Trees, overhanging	> 2m	> 2m	Few at or above Helmet height	Some below helmet height	Some below helmet height	
16	Obstacles	Jumps (height)	< 200mm	< 200mm	< 400mm	< 600mm, may be doubles, platforms	> 600mm, may be doubles, platforms	

**Procedure AMBC-RM-10**



**Managing the Risk Associated with Rider Ability and Course Difficulty, Race Events**

17		Bridges	width > 900mm and length < 10m	width > 600mm and length < 5m	width < 600mm and length < 4m	width < 400mm and length < 3m	width < 250mm and length < 3m	
18		Elevated Platform	None	None	height < 600mm width > ½ height	height < 1200mm width < ½ height	height < 1200mm width < ½ height and unpredictable	
19		Ladders	None	None	width 400- 600mm slope < 10%	width < 400mm slope < 15%	width < 400mm slope > 15%	

## Procedure AMBC-RM-11



# Managing the Risk Associated with Rider Ability and Course Difficulty, Recreation Rides

## 1. Purpose

This document is aimed at identifying and minimising the physical risks associated with Adelaide Mountain Bike Club (AMBC) recreation rides.

## 2. Activity Definition

### Recreation Rides:

Those sanctioned by AMBC are those advertised via the Club website or social media. These rides have a nominated contact person, who may or may not be the Ride Leader.

### Ride Leader:

The leader of the ride with responsibilities as defined in clause 4.2 below.

### Participant:

Persons taking part in a ride, who were present before commencement of the ride, with responsibilities defined in Clause 4.3 below.

## 3. Sources of Risk

The sources of risk identified with regard to recreational rides run by Adelaide Mountain Bike Club were as follows:

- Ride leader responsibilities
- Participant responsibilities
- Mechanical issues
- Health and safety
- Route and trail selection and classification
- Participant ability

## 4. Risk Management Strategies

The strategies formulated to minimise the risks were as follows:

- All riders to have MTBA insurance coverage unless alternative agreed in advance.
- Ride specific planning
- Defining the responsibilities of ride leaders
- Defining the responsibilities of participants
- Standardised rating of trails
- Rider assessment in terms of skills and fitness
- Incident reporting

### 4.1 Ride Plan

A plan shall be prepared for each ride, using the form attached as Appendix 1 or similar.

The plan shall be prepared by the ride leader and plans covering unique rides shall be submitted to the Committee at least 7 days prior to the ride. Rides which occur on a regular basis, over essentially the same route, may be covered by a single plan submitted before the first ride in the series.

### 4.2 Ride Leader Responsibilities



**Procedure AMBC-RM-11****Managing the Risk Associated with Rider Ability and Course Difficulty, Recreation Rides**

Ride Leader responsibilities are as follows:

- Preparation and submission of ride plan.
- Before the ride commences: To inform riders of the:
  - proposed route
  - approximate time and length of ride
  - degree of difficulty against established criteria
  - extent of support, in terms of additional ride leaders, communication, supplies, mechanical or medical assistance

To assist in standardising the instructions to riders, a sample instruction for ride leaders is attached as Appendix 2.

During the ride:

- To guide riders safely over the proposed route.
- To provide support where specified at the start of the ride.
- To warn riders of any upcoming obstacles or trail features which may be more challenging for the ability of some or all riders within the group.

This sample will require modification to suit each specific ride, and this will be the responsibility of the Ride Leader.

On completing the ride

- To ensure that all riders are accounted for.
- To document any incidents which occurred during the ride.

#### 4.3 Participant Responsibilities

Riders have responsibilities when taking part in a recreational ride, as follows:

- To inform the ride leader of any medical condition which may affect the ride in any way.
- If a member, to have their membership card on their person.
- To ensure that their equipment is suited to the ride and in good condition.
- To have a basic tool kit, spare tube etc.
- To have the necessary food and water to cover the ride as described.
- To ensure that they are not affected by alcohol, drugs or illness which may impair their riding ability.
- To remain behind the Ride Leader at all times.
- To inform the Ride Leader if they need to withdraw from the ride.

#### 4.4 Route/ Trail Classification

Trails will be classified according to the AMBC-RM-10. The route will be appropriate to the majority of riders within the group, in terms of length and terrain. The Ride Leader will warn all riders of upcoming obstacles or features which may be challenging for some riders.



## **Managing the Risk Associated with Rider Ability and Course Difficulty, Recreation Rides**

### 4.5 Rider Classification

Riders need to be classified according to the 2 distinct parameters of physical fitness and technical skill, as this will impact on the nature of the trails and route taken.

#### 4.5.1 Physical Fitness

It is important to realise that a novice rider may have a high fitness level, as a result of training for another sport, and that an experienced rider may have a low fitness level, as a result of injury, illness or a period with no exercise. For the purposes of recreational rides, it is deemed sufficient for riders to rate their level of fitness as low, moderate or high.

#### 4.5.2 Technical Skills

A rider may have a high level of fitness, but be low in skills, such as a rider from a road racing background. It is therefore important that a separate assessment be made of a rider's technical skills, as this will have a significant effect on the level of risk over a given route.

A mountain biker requires a number of skills in order to competently and safely negotiate a trail. It is important that riders are aware of their physical limitations.

### 5. Incident reporting

An incident report form will be submitted within 24 hours to the club secretary email address. The incident report form is available on the club website or from the MTBA website.

**Procedure AMBC-RM-11**
**Managing the Risk Associated with Rider Ability and Course  
Difficulty, Recreation Rides**
**Appendix 1**

<b>RIDE PLAN</b>	
<b>Ride Plan No.</b>	
Ride Name	
Date	
Regular Ride?	
Ride Leader	
Ride Leader Contact Details	
Home	
Work	
Mobile	
E-mail	
Assistant Leaders	
Ride Starting Point	
Ride Starting Time	
Estimated ride time	
Estimated ride distance	
Ride Rating	
Ride Terrain Description	
Emergency Plan	
Fire	
Communication	
External Support Person	
Mechanical	
Medical	



## **Appendix 2**

### **Sample Ride Leader Introduction**

*“My name is....., and I will be leading today’s ride.*

*The ride will take approximately...minutes, about ... kms, and is suitable for novice/ intermediate/ advanced level riders.*

*Mountain biking can be dangerous and Adelaide Mountain Bike Club expects riders to take responsibility for their own safety.*

*As detailed in the Club Risk Management Plan, the Ride Leader’s role is to lead this ride, and to point out any potential hazards before we reach them.*

*If you feel comfortable, ride the section, otherwise don’t be afraid to get off and walk.*

*Please ensure that your equipment is appropriate for the terrain, and that you have sufficient water for the ride.*

*It is a requirement of the Club that riders wear an approved helmet at all times whilst riding.*

*There are some additional things which you need to be aware of:*

*The Ride Leader is not a qualified first aider and may not be able to provide medical assistance in the event of accident or illness.*

*The Ride Leader is not a qualified bike mechanic so may not be able to help you if you have mechanical problems. Riders are expected to be self-sufficient in this regard.*

*Whilst I do have a mobile phone with me, communication is uncertain in this area, so please be aware of this.*

*If you are unsatisfied with any of these instructions, please feel free to withdraw from the ride.*

*I have assigned (name) to ride at the back of the group in case anybody has any problems, so you won’t get left behind.*

*Please stay behind me during the ride, so that we know where everybody is. The last instruction is to enjoy yourselves.”*

---

**Procedure AMBC-RM-12****Medical Support at Race Events**

### 1. Purpose

This document details the requirements regarding medical support provided at Club race events.

Medical support is aimed at providing, as a minimum, first aid for all injuries and illnesses likely to be encountered at a race event. This procedure is also aimed at providing competitors and others at race events with information regarding the nature of medical support available, such that individuals can make decisions with regard to their personal risk.

### 2. Medical Support Strategy

Medical support is primarily addressed by having dedicated first aid officers, such as St Johns, on site. Where external first aid support is not available, a minimum of 2 qualified first aid officers shall be available at all times during an event.

At all Club race events the following procedures shall apply:

- The race briefing shall include requirement to assist injured riders:
  - Stop and assist
  - Stay with injured rider and call Race HQ, if possible.
  - Send another rider back to Race HQ to notify of status
- Race Director shall be clearly identified at all events, and shall be the first point of contact in the event of an injury or incident.
- A minimum of 1 comprehensive first aid kit shall be available at all events, and shall either be held at Race HQ or with first aid personnel on course.
- A suitable vehicle shall be available at all times should an emergency transfer be required.
- An in-service phone or other reliable means of communication shall be available at all events, at all times, and shall be held at the Race HQ.
- Location and contact details of the nearest hospital shall be available at all events.
- A list of phone numbers including local police, hospital, and ambulance service where applicable shall be available at Race HQ at all times during an event.
- The Race Director shall manage all significant medical situations at race events, with delegated authority to others as required, until such time as medical personnel take control of the medical situation. The Race director shall remain in control of other aspects of the event.
- The Race Director shall be responsible for ensuring appropriate emergency services are called and escorted to the injured rider's location, where applicable.
- The Race Director will be responsible for determining if a race can continue or should be stopped, depending on the severity, location and access to the injured rider.

### 3. Documentation

All incidents and injuries requiring medical treatment shall be recorded via the event medical incident report form or equivalent (<https://www.mtba.asn.au/wp-content/uploads/2016/02/MTBA-Incident-Report-Form.pdf>). Incidents requiring insurance claims shall be recorded through the relevant AusCycling insurance provider claim forms.



## Procedure AMBC-RM-13

### Emergency Evacuation, Race Events

#### 1. Purpose

This document is aimed at providing guidelines for the evacuation of persons in the event of an emergency, during a Club event.

#### 2. Sources of Risk

Risk assessment has identified fire during a Club event as having a level of risk which warranted a dedicated emergency evacuation procedure. The Committee have reviewed this position and elected to expand the scope of this procedure to include any situation which warranted removal of all persons from the event venue to a place of safety.

#### 3. Strategies

The first priority should a fire or other evacuation event occur shall be to ensure that all people on site are removed to a safe location, as quickly as possible. The procedure shall be as follows:

- Emergency evacuation details shall be documented and kept available at race HQ for each specific event, which include appropriate evacuation routes, safe locations and alternative evacuation routes. Phone numbers for Emergency Services shall be readily available. Emergency services shall be contacted at the first signs of a fire or other emergency situation beyond the containment capabilities on site.
- Emergency evacuation procedures, routes and safe places shall be included in the race briefing to competitors.
- Event attendees shall be notified of the need to evacuate using the PA system at race HQ. The Race Director will coordinate, if required, the use of personnel at key locations to redirect competitors as required if safe to do so – i.e. send an official with two way radio to re-direct competitors by cutting the course short.
- The Race Director shall be responsible for the managing the evacuation process and all subsequent actions as required with assistance from committee members and volunteers on site.

#### 4. Documentation

All actions taken and outcomes shall be recorded in the Committee meeting minutes at the next Committee meeting.



## Procedure AMBC-RM-14

### Child Safety

#### 1. Purpose

This document is aimed at providing further detail, in addition to the Child Safety Policy, to provide guidelines and a Code of Conduct for members to ensure a child safe environment is provided for all club activities and events.

#### 2. Guidelines

Caring for children and young people brings additional responsibilities for members and volunteers of AMBC.

All members and volunteers are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.



## Procedure AMBC-RM-14

### Child Safety

#### 3. Code of Conduct

This Code of Conduct applies to all members, volunteers, ride leaders, parents and others who have contact with children (juniors) in the course of undertaking AMBC business, activities or events.

This Code of Conduct shall be read in conjunction with:

- AMBC Child Safe Policy
- AMBC-RM-9 Managing the Risk Associated with Young Riders
- AMBC Bullying, Harassment and Discrimination Policy

Code of Conduct:

- Listen and respond appropriately to the views and concerns of children and young people and encourage feedback.
- Be alert to children and young people who are, or may be at risk of harm, and report this quickly to the Child Abuse Report Line (13 14 78).
- Respond quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Set clear boundaries about appropriate behavior between yourself and the children and young people.
- Avoid unnecessary physical contact with juniors by any adult.
- Children and young people not to be one on one with an adult during an event.
- Never discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Club members not to transport juniors to and from venues without parental permission.
- Children and young people to whom we deliver a service are only to be photographed while involved in our sport only if the context is directly related to participation in our sport.
- By entering an event, entrants understand that photographs/video may be taken and published on club social media and website.
- Parents/guardians or children themselves may request at any time not to have photographs or video taken or published. Where permission is not given, the club will make all reasonable endeavors to ensure that photographs of the individual(s) are not taken or published on any club media.
- Ensure junior events are of age appropriate duration and technical skill suitability/difficulty.
- Use of appropriate language at all times.
- No direct one on one communication with children via email, sms, social media, etc. Recommend communication through parents.





## Procedure AMBC-RM-14

### Child Safety

#### 4. Criminal History Assessments

##### Requirement for Assessments

All volunteers (or employees if applicable) of Adelaide Mountain Bike Club who hold, or aim to hold, a prescribed position (as set out under the *Child Safety Act 2016*) are required to undergo a criminal history assessment.

Exemptions from this requirement may apply as set out under the *Child Safety Act 2016*. However, Adelaide Mountain Bike Club retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all persons who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

##### Assessment Process

A satisfactory working with children assessment (criminal history) is a precondition of working in a prescribed position (e.g. Junior Development) at Adelaide Mountain Bike Club.

The assessment will typically be via a State Government clearance to work with children. Other current State Government, SAPOL or AusCycling sanctioned screening may be accepted as agreed by the Adelaide Mountain Bike Club Committee.

Prior to the appointment of a new person to a prescribed position the individual is required to obtain an assessment and provide evidence of the outcome to the Committee.

Where a person is assessed as not prohibited from working with children, no further action in respect to an assessment is required. Where an individual is assessed as prohibited from working with children the individual will not be appointed to any prescribed position and the Committee may consider further restrictions or rejection of the individual's role within the club or, in extreme circumstances, rescind the individual's membership.

##### Maintenance

Persons holding a prescribed position or who have otherwise been requested to have an assessment, must maintain the currency of their checks and provide evidence of such to the Committee when renewed.



## Procedure AMBC-RM-15

### Technical Regulations

#### 1. Purpose

This document provides detail of the regulations under which AMBC races and events are run.

#### 2. Regulations

In conjunction with AMBC Policies detailed in AMBC Policy Manual and Procedures detailed in this document, AMBC races and events are run in accordance with AusCycling Technical Regulations:

[https://assets.auscycling.org.au/s3fs-public/2020-12/auscycling-technical-regulations-general\\_3.pdf?eSpOWLT014tQmZ5TBhiWd0t3JS4NGZkd=](https://assets.auscycling.org.au/s3fs-public/2020-12/auscycling-technical-regulations-general_3.pdf?eSpOWLT014tQmZ5TBhiWd0t3JS4NGZkd=)

<https://assets.auscycling.org.au/s3fs-public/2020-10/auscycling-technical-regulations-mountain-bike.pdf>



## Procedure AMBC-RM-16

### Managing Competitor Parking at Events

#### 1. Purpose

This policy provides detail for how Adelaide Mountain Bike Club (AMBC) will manage competitor parking at events.

#### 2. Procedure

AMBC will designate a competitor parking area for each of its events on course maps provided to land managers as part of the event application submission.

Where parking access is granted in an area not usually open for public vehicles, AMBC will manage competitor entry by providing event signage at gates indicating that entry is for AMBC competitors only, the times at which the gate will be locked and a contact number for emergencies. The race director will check that all competitor cars have vacated before leaving site.

Where required, bunting and/or cones will be utilised to delineate parking area boundaries.

Due to some venues' parking constraints, where possible, participants will be encouraged to car pool or ride their bicycle to events.

##### 2.1 Parking on a set aside parking area

Where a formal carpark with delineated spaces is provided, normal road rules will apply to competitor parking.

Where an informal hardened surface area is provided, AMBC may provide marshals to direct competitors to park as effectively as possible within the defined space.

##### 2.2 Parking on a non-cleared parking area

Vehicle parking on a non-cleared area (eg open grassed areas) shall be situated to avoid vehicle exhausts coming in to contact with dry grassed areas.

AMBC may provide marshals to direct competitors to park as effectively as possible within the defined space.

In high fire danger risk conditions (Prescribed fire ban season), additional signage and parking marshals may be utilised in conjunction with internet and social media notifications prior to the event to notify participants.

Participants will be encouraged to car pool or ride their bicycle to events.

Refer AMBC-RM-2 for further detail on managing the risk of fire before or during an event.



## Procedure AMBC-RM-17

### Managing Non-Competitors at Events

#### 1. Purpose

This policy provides detail for how Adelaide Mountain Bike Club (AMBC) will manage non-competitors (General public and spectators) at events, specifically to minimize the risk of non-competitors entering the marked course.

#### 2. Procedure

AMBC will reduce the risk to both the general public and competitors by applying to the land manager for exclusive use of the designated race course for the duration of race events. The race course will be delineated as per AMBC-RM-15.

It is acceptable that not all vehicle tracks or climbing trails will be granted exclusive use (at the discretion of the land manager) and will be managed as per 2.1 below. It is NOT acceptable to not be granted exclusive use on trails to be used as descents (see 2.2 below).

##### 2.1 Where only partial exclusive use is granted (Not fire tracks or climbs on trails):

Where partial exclusive use is granted, AMBC will, at their discretion, utilise a combination of outward facing signage and bunting to clearly state that an event is in progress and to direct pedestrian traffic accordingly.

If the course crosses a very high traffic track/trail, a marshal will be placed at the junction. Pedestrians are notified that competitors are given right of way.

##### 2.2 Where exclusive use is not granted (descents on trails):

In the case that exclusive use is not granted on a descending trail, the AMBC Race Director and/or Committee may choose to either:

- Renegotiate with the land manager.
- Redesign the course.
- Cancel the event or shift the event to a new venue.

Or in cases where the race must go ahead as planned:

- Complete a site specific risk assessment and allocate a dedicated marshal(s).