

VICTORIAN DOWNHILL MOUNTAIN BIKING SERIES 2010-11 : HOST CLUB CHECK LIST

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ROUND #						
LOCATION/VENUE						
PROPOSED DATE						
ITEM	NOTES	BY HOST CLUB (TICK)	AGREED BY HOST (SIGN)	BY VICDHS (TICK)	AGREED COST (\$)	NOTES
ADMINISTRATION - Tools	Spades, shovels, mattick to make small track adjustments					
ADMINISTRATION - Capitation Fee	Agreement must be given to the deduction of the standard \$10 per rider capitation fee from the proceeds of the event					
ADMINISTRATION - Commissaire	Every event must now have a commissaire - the host club should be able to provide one, but it is acceptable to recruit from other organisations.					
ADMINISTRATION - Council Permits	Organised and paid for no later than 4 weeks prior to the event					
ADMINISTRATION - Donation to local volunteers	If any volunteers are from a local club or school, ensure that a donation is made to them for their time and effort.					
ADMINISTRATION - Event Crew Cover	Pit tents (or equivalent) must be provided for registration, timing, race director and commissaire					
ADMINISTRATION - Event officials Accomodation	Pre-booking by hosting club to ensure suitable accomodation for event crew.					
ADMINISTRATION - Event Officials Apparel	If clothing is to be provided, this must be available on the morning of the first day of the event					
ADMINISTRATION - Event officials food allowance	Ensure enough food is provided for all volunteers - lunch and water for both days					
ADMINISTRATION - Event officials identification	T-Shirts, jackets, and lanyards with event times and other information should be prepared and handed to all event officials and marshals.					
ADMINISTRATION - Land access permits	Organised and paid for no later than 4 weeks prior to the event					
ADMINISTRATION - Participants accomodation	Ensure all local accomodation venues are alerted and ready to receive riders, bikes and families					
ADMINISTRATION - Publicity	In addition to normal VICDHS publicity, host clubs should attempt to publicise the event locally.					
ADMINISTRATION - Toilet Hire	At least 2 for male, 1 for female					
ADMINISTRATION - Trophies	Refer to the VIC DHS committee for guidelines on trophies					
EVENT - Intra-event transport	A spare vehicle should always be available for use by event crew for getting around the event area					
EVENT - Announcer	A person should be nominated as the announcer and race commentator, this person must be available 100% of the time to make announcements and calls					
EVENT - Generator	At least one portable generator					
EVENT - Incidentals (bunting, stakes etc)	Enough materials to mark the track and ensure safety for spectators must be available. Steel stakes for timing gates etc (10 minimum)					
EVENT - Mains Power	If possible, mains power should be made available for registration and timing etc					
EVENT - Marshals	Host clubs must provide marshals for mustering, start gate, finish gate and all track observation points to ensure rider safety					
EVENT - Parking	Host clubs must ensure adequate parking and space for riders tents etc					
EVENT - Power Leads	Ensure ample leads and power boards					
EVENT - Race director	The host club must nominate a club member as race director					
EVENT - Registration	Host clubs must provide volunteers to register riders (using a standard VICDHS software package). VICDHS will also provide a representative					
EVENT - Registration Computer and laser printer	Host club must provide Windows based PC a laser printer.					
EVENT - Shade and weather protection	Some shade and cover should be provided for riders without access to team pit tents					
EVENT - Sponsor coordination	The race director or his/her nominated assistant (along with VIC DHS representation) should ensure that sponsors tents are correctly and fairly placed.					
EVENT - Timing Cable installation	The host club is responsible for laying and testing the timing cable. The host is also responsible for gathering the cable in after the event finishes.					
EVENT - Timing of the race	Timing services may be provided by the club, or by another club or any of the other professional event timing companies. Results must be available in specified format for importation into standings					
EVENT - Timing system spectator display board	Host club should attempt to provide a results display board					
EVENT - Transport - Bike Trailers	Enough to lift 100% (MINIMUM) of participant's bikes every hour					
EVENT - Transport - Fuel	Easy access to service station, or enough portable volume to cover 120% of expected shuttle distance					
EVENT - Transport - Vehicle Hire	Enough to lift 100% (MINIMUM) of participants every hour					
EVENT - Two way radios	Enough for all event staff, marshals, transport and first aid (typically 30). Closed channel, 5W. Tested for use in the event location. Allow for signal repeater if necessary.					
EVENT - Waste Collection	Rubbish bags and cans at all sensible locations.					
REFRESHMENTS - Coffee	THIS IS A MUST!!! Good quality coffee MUST be available for riders, officials and SPECTATORS!!! IS THIS CLEAR?!!!					
REFRESHMENTS - Food & drinks for riders and spectators	Ensure food is available for purchase throughout the duration of the event. At reasonable prices, and with healthy options suitable for athletes.					
REFRESHMENTS - Hydration	Free water for riders at top and bottom of track (MTBA rule)					
SAFETY - Ambulance & Hospital notification	Generally a no cost item, but must be noted. If no ambulance is available for the event, extra paramedics must be hired. Local hospitals must be notified so they can arrange for emergency staff					
SAFETY - First Aid	Minimum 2 fully qualified para-medics (no St Johns allowed). Extra person required if hospital is more than 30 minutes duration.					
TOTAL ESTIMATED COSTS						
HOST CLUB:		SIGNATURE:		NAME:		