

# Mountain Bike Australia

Guidelines for the Expression of Interest in the provision of a venue, race courses and event staff for the conduct of a round of the 2010 – 2011 MTBA National MTB Series

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## Contents.

<b>1. Expression of Interest (EOI) Information .....</b>	<b>3</b>
1.1. Preamble.....	3
1.2. Underpinning Documents.....	3
1.3. Principles .....	3
1.4. Who Can Submit an EOI.....	3
1.5. EOI Timelines.....	3
1.6. Questions on the Nature of this EOI Document .....	4
1.7. National Series Date Ranges .....	4
1.8. National Series Schedule.....	5
1.9. Event Selection Criteria .....	5
1.10. Venue Hosting Bond.....	5
1.11. Commercial Sensitivity .....	5
1.12. Host's Income.....	5
1.13. Venue Host Roles and Responsibilities .....	6
1.14. Event Staff .....	6
1.15. MTBA Roles and Responsibilities .....	7
1.16. Sponsorship.....	7
1.17. MTBA banners and other signage.....	8
1.18. Sub Contracts .....	8
1.19. Postponement / Cancellation .....	8
1.20. Promotions & Supporting MTBA Goals.....	8
<b>2. Expression of Interest Response Preparation .....</b>	<b>9</b>
2.1. Format and Presentation .....	9
2.2. Venue Hosting Information .....	9
2.3. Event Staff .....	9
2.4. Accommodation .....	9
2.5. Location and transport .....	9
2.6. Event History of the Venue .....	10
2.7. Local Community Support.....	10
2.8. Promotion .....	10
2.9. Courses .....	10
<b>3. Venue Host Agreement (This page must be included in the EOI file.)</b>	
.....	<b>11</b>

## Revision Control

Version	Date	Prepared by	Comments
1.0	2/3/2010	Tony Scott	Author, from 2008-2009 hosting EOI
2.0	23/4/2010	Tony Scott	2009-2010 National Series Review comments added
3.0	29/4/2010	Tony Scott	Review panel comments added
4.0	2/5/2010	Tony Scott	Final Executive comments included, schedule added

# 1. Expression of Interest (EOI) Information

## 1.1. Preamble

The purpose of the MTBA Australian MTB Series is to provide the opportunity for the Nation's mountain bike riders to meet at premium competition venues for the aim of participating in the various competitive MTB disciplines. For the 2010-2011 series your venue needs to be able to accommodate:

- Cross Country (XC)
  - ▶ Challenging, but achievable competition courses
  - ▶ A standard Olympic format Cross Country (XCO) course length with a winning lap time for Elite men of 16 - 18 min.
  - ▶ A course suitable for an Enduro (XCE) (20 - 30 minutes lap time)
  - ▶ A short-course Cross Country (XCC) track with a lap time of about 90 seconds
- For Downhill (DHI)
  - ▶ Challenging, but achievable competition courses
  - ▶ Alternate lines included with technical sections
- For Four Cross (4X)
  - ▶ A course that allows multiple passing opportunities over its entire length
  - ▶ A hydraulically operated start gate with random start control
- In general
  - ▶ Venues which offer all three formats of XC (with all variants), DHI and 4X will be preferred but single (XC, DH or 4X) or dual format (any combination) venue hosts are encouraged to apply for dates earlier in the series.
  - ▶ DHI courses which meet the UCI time standard (minimum 2 minutes, maximum 5 minutes for the winning Elite Male) will be preferred.

## 1.2. Underpinning Documents

For reference, and as a guide to what MTBA is looking for in terms of venues and race courses, the most recent versions (2006) of the “MTBA Technical Regulations” and “A Guide to MTB Organisation and Management” can be obtained from MTBA electronically. Updates to these documents, as they occur, will always be referred to by us as the final arbiter of any decision to be made, however changes to these document published within 30 days of the event you are hosting will not be enforced by MTBA unless they are required to meet Government regulatory requirements.

## 1.3. Principles

We undertake to enter into discussions or negotiations with you and expect that you will do the same based on the following three basic principles:

- a) Fairness
- b) Honesty and good faith
- c) Full disclosure and openness

## 1.4. Who Can Submit an EOI

The host for an event can be a club, consortium of clubs, or a Private Promoter. The host may also be part of a consortium formed with local councils, governments or tourism/sport bodies. The potential host must be affiliated with MTBA for the period 3 June 2010 to 27 February 2011, and MTBA will only deal directly with the MTBA affiliated body.

## 1.5. EOI Timelines

1. **By June 3rd 2010:** Your Expression of Interest to supply access to a venue, supply the courses in race ready condition and volunteers as detailed in this document received by MTBA. At this time you will also sign an agreement to deliver the event and deposit the

bond to the MTBA account. EOI responses sent to us without a signed agreement or bond will be discarded.

2. **By June 17th 2010:** EOIs are evaluated and venues for 2010 – 2011 National Series events are decided by MTBA Executive to achieve the best mix of events based on the Event Selection Criteria. At this time MTBA will enter into negotiations with the preferred venue hosts to determine the final venue hosting agreements and the financial arrangements.
3. **By June 24th 2010:** All venue hosts will be contacted with the outcome of their submission. The decision MTBA makes of the successful venue providers is final and is not subject to appeal in any form. If you were unsuccessful we will return your bond to you.
4. **By July 1st 2010:** 2010 – 2011 Series calendar announced and published
5. **July 24th -25th 2010:** Series host's conference. The attendance at this conference is mandatory. You can send up to two (2) key staff. Costs to travel to and from the conference will be yours but MTBA will provide one night's accommodation (twin share) and meals as required. The location of the conference will be notified to you upon your successful hosting EOI.

### **1.6. Questions on the Nature of this EOI Document**

If you raise a question or require clarification about this EOI document, MTBA will promulgate that question and the resulting answer to all enquiring entities known at the time. MTBA will not identify you as the entity raising the question or request for clarification.

### **1.7. National Series Date Ranges**

Dates that have been identified as the preferred dates for the 2010 – 2011 National MTB series are listed below in yellow. Preference will be given to hosts who bid for these dates. An alternate set of series round dates are also noted in green. Bids to host on these dates may be considered if there are not enough bids to host on the primary dates.

Month	Dates	XC	DHI	4X
2010				
<i>November</i>	<i>6 - 7</i>	<i>#1</i>	<i>#1</i>	<i>#1</i>
<i>November</i>	<i>20 - 21</i>	<i>#2</i>	<i>#2</i>	<i>#2</i>
November	20 - 21	#1	#1	#1
<i>December</i>	<i>11 - 12</i>	<i>#3</i>	<i>#3</i>	<i>#3</i>
December	11 - 12	#2	#2	#2
2011				
January	15 - 16	#3	#3	#3
February	19 - 20	#4	#4	#4
February	22 - 27	National Championships		
March	TBA	Oceania MTB Championships		

- The final round date of February 19-20 February is fixed and bids for this round will only be accepted if within 1 day's car drive (no more than 800km) to Adelaide.
- XC includes, Olympic Cross Country, a 4 hour Enduro and Short Track Cross Country.

- The Australian MTB Championships and Oceania MTB Championships have been included for reference only and do not form part of this EOI.

### **1.8. National Series Schedule**

Each round will be conducted in the same fashion. A sample event schedule is found at Annex 1.

### **1.9. Event Selection Criteria**

Your expression of interest will be assessed by the following criteria which relate to the EOI information required in section 2. We encourage you to provide all the information requested and most importantly couch your EOI response in terms of these criteria.

Section	Criteria	Weighting
2.1, 2.2 and 2.4	The quality of your EOI response, the venue and accessibility to accommodation, food, services and so on.	15%
2.3	The ability to commit to the required number of Event Staff	15%
2.5	Easy and efficient travel for competitors.	5%
2.6	Your experience in organising successful and high profile mountain bike events	10%
2.7	Depth of local community support and assistance offered.	10%
2.8	Plans for promoting the event, to increase participation and support MTBA's goals at the club/local, state and national level.	10%
2.9	Formats offered, quality of the courses and the cost for the venue use	35%

### **1.10. Venue Hosting Bond**

A refundable bond of \$1000 is required when you submit your expression of interest to MTBA. This bond will be returned to you after the event if you have fulfilled the agreed contractual obligations. If you are unsuccessful in obtaining a venue hosting contract the bond will be returned to you in full.

### **1.11. Commercial Sensitivity**

We require you to respect the sensitivity of any negotiations entered into between MTBA and you as a result of this EOI from the time of its receipt by us, and during and after the EOI evaluation process. Contract terms between MTBA and the venue supplier are commercially confidential and must not be supplied to any third parties without MTBA's written approval.

No material relating to the event may be published without express permission from MTBA.

MTBA undertakes to respect the commercial sensitivity of your EOI and will limit its distribution to those persons who are evaluating the EOI and MTBA employees and contractors required to handle the document and deliver services.

### **1.12. Host's Income**

You will be paid a per-participant fee at an agreed level which is based on the number of participants who register in the event. A minimum of \$10 per registered rider will be paid. The number of participants is deemed to be the summation of participants in all formats conducted at your event.

The fee is in return for:

- Providing the race courses from start to finish in race-ready condition before the final inspection by the Chief Commissaire

- Providing the venue in a clean and tidy condition, clear of any refuse.
- Maintaining the courses throughout the event as needed and as directed by the Chief Commissaire or Technical Delegate.
- Providing key staff to assist in the conduct of the event as detailed in the following section

If the agreed support staff numbers are not provided by the host at the event, MTBA reserves the right to hire additional staff to make up the shortfall and to deduct this cost from the host's per-participant income payment. Evidence of volunteer numbers is required to be given in your EOI.

### **1.13. Venue Host Roles and Responsibilities**

You are responsible for the provision of facilities to conduct the event, including:

- The race courses and their full marking including bunting and arrows the day before the first day of official practice.
- Responsibility for any restitution needed on the race courses
- Fully disclosing any and all costs (known or possible) for the use of the event venue to MTBA.

### **1.14. Event Staff**

You are responsible for the provision of the minimum number of event staff for the times and duration as stipulated in this document. Event staff not provided by you will be sourced elsewhere and any costs associated will be deducted from the fee we pay you.

You will nominate a Venue Liaison who will be responsible for:

- Liaising with MTBA and the MTBA Event Manager and Technical Director
- Advising the MTBA Event Manager on the local provision of services (government, police, media, security, printing, medical (First Aid), cleaning, food, coffee etc)
- Subsequent management of the event staff under the direction of the MTBA Event Manager, Chief Commissaire and Technical Delegate during the entire event including all practice sessions.
- Being available for each site visit by the Event Manager and/or Technical Director and undertake this role for all practice and competition days.

You will nominate a Race Director who will be responsible for:

- Taking overall responsibility for course preparation in accordance with the MTBA Event Organisation and Management Guide and the Technical Regulations and as directed by the MTBA appointed Technical Delegate.
- Work with the commissaires to ensure the safe and fair running of the competition.
- Manage and oversee nominated format specific course managers
- Being available for each site visit by the Event Manager and/or Technical Director and undertake this role for all practice and competition days

The Race Director and the Event Liaison must not be the same person and must not be participants (other than in an exhibition activity such as a celebrity race) at any of the formats offered.

You will provide event staff for event set-up, pull-down as follows:

- Event bump-in (day before first day of practice): 3
- Event look and feel (each day of practice and competition): 1
- Event bump-out (day after last day of competition): 3 and during practice and race sessions.
- The staff sourced for these roles should be physically fit and prepared for manual work which may include heavy lifting.

You will provide event staff for practice and competition days as follows:

- XCO (each day of practice): 5

- XCO (each day of competition): 10
- XCE (each practice session): 7
- XCE (each competition session): 15
- DHI (each day of practice): 10
- DHI (each day of competition): 15
- 4X (each session of practice): 3
- 4X (each session of competition): 10
- XCC (each competition session): 5
- Registration (for each session): 3
- Presentations (for each ceremony): 2
- Media assistants (for each event day): 1
- Announcer assistant (for each day): 2
- Timing assistants (for each competition session): 3

You can determine when and how many event staff are needed for the event by referring to the preliminary event schedule (Annex 1).

The volunteer numbers listed above are a guide, the final staffing number and their roster will, however, be negotiated with you if you are successful in gaining a venue hosting agreement. Any paid staff engaged by you will be at your expense but will be directed by us.

### **1.15. MTBA Roles and Responsibilities**

MTBA will:

1. Arrange, appoint and pay for a MTBA Technical Delegate who will look over and approve the proposed race course and venue at least a month prior to the event. Any findings of the technical delegate are mandatory to comply with.
2. Arrange, appoint and pay for a MTBA Event Manager who will be responsible for the look and feel of the event
3. Oversee the overall conduct of the event by arranging, appointing Commissaires.
4. Arrange, appoint and pay for a media manager to oversee and manage the media for the event.
5. Arrange, appoint and pay for an announcer.
6. Arrange, appoint and pay for a timing and results service.
7. Pay for and arrange any travel and transport arrangements for any MTBA staff, Commissaires or other officials that we nominate to be at the event.
8. List and pay the required fee to list the XCO and DHI races with the UCI at MTBA's discretion.
9. Develop the schedule for the event.
10. Disseminate pre-event information.
11. Supply race numbers.
12. Provide event infrastructure at our discretion.
13. Assist in the provision of course bunting, stakes and other consumables where required.
14. Arrange security as appropriate.
15. Manage all sponsorship for the event
16. Manage all Trade team, Technical sites and Expo areas
17. Pay prize monies and other awards at our discretion
18. Provide Leader Plates, leader jerseys, medals or plaques (at our discretion).
19. Promulgate the event results in a timely fashion.
20. Pay for any drug testing at the event required by ASADA.
21. Pay for food and drinks for volunteers provided by the host for the period when those volunteers are on-duty at our discretion.
22. Arrange and pay for waste services during and immediately after the event, but not for cleanup before the event or to restore the venue to a return condition for the landowner/manager.

### **1.16. Sponsorship.**

You are forbidden to enter into any sponsorship arrangement involving the event of any kind

without the written permission of MTBA. In this clause sponsorship is interpreted to mean anything that gives you benefit with an expectation of return in promotion at the event.

If you refer any potential sponsor to MTBA we will return 25% of the total value of the sponsorship if it is cash or 15% of the total retail value for in-kind to you if we take up the offer. We will service the sponsor as if the sponsor was sourced by us. MTBA alone has the final say in accepting or rejecting any sponsorship proposal you offer us.

#### ***1.17. MTBA banners and other signage***

MTBA reserves the right to place MTBA and sponsor signage around the venue, and to control the location of other signage or branded items such as tents. If there are restrictions to this by virtue of the land being used, these must be fully declared in your expression of interest. The host is able to place their own host flags, banners and signage at the event at locations approved by MTBA provided any sponsors the host have for their own organization do not conflict with MTBA, the event or series sponsors.

#### ***1.18. Sub Contracts***

You will fully cooperate in assisting us in securing access to local services such as food and drink suppliers, hire companies, first aid providers etc.

#### ***1.19. Postponement / Cancellation***

If the event is postponed or cancelled by either the Host or MTBA for any reason beyond its reasonable control including for instance civil disorder, national or local emergency, act or omissions of government, fire, flood, severe weather or natural disaster, then MTBA and the Host will enter into good faith discussions in order to alleviate the effects by re-scheduling the event. If it is not possible to re-schedule the event to a mutually acceptable date, then the Host or MTBA shall not be entitled to claim any damages or compensation from the other party following the cancelation of the event.

#### ***1.20. Promotions & Supporting MTBA Goals***

The host is expected to do their utmost to support promotion of and participation in the event. It is expected that races will be promoted locally to members not otherwise involved in the event but to non-members in the region also. This is particularly the case for the Enduro race, which is intended to be an inclusive participation event accessible by a broad range of entrants.

MTBA will work with successful hosts in the promotion of the event. MTBA will look positively on bids which include supporting activities such as clinics for a variety of experience levels, online clips/activities in the event leadup, fun activities/supporting events and any other activities.

## **2. Expression of Interest Response Preparation**

The following notes will help you prepare your EOI file. You must give clear and concise answers to the questions asked. You must be aware that it is the content of the EOI that will be taken into consideration by us. It is in your interests to make sure that the selection criteria are addressed in your response. Indicative weightings are noted in the selection criteria on page 4.

### **2.1. Format and Presentation**

- You need to send an electronic version of your expression of interest submission to us by COB 3rd June 2010. You can do this by email or by sending us a CD.

### **2.2. Venue Hosting Information**

- Are you a:
  - ▶ Club - give the club contact details
  - ▶ Club consortium (multiple clubs working together) - give the names of all the clubs involved with the delivery of the event and their functional area (XC or DH for instance)
  - ▶ Private promoter - give the company name and contact details for the principals?
- Date(s) you prefer to be considered for. Please make sure that you include all the dates that are acceptable for you to provide your venue on. In other words if you can only provide the venue on one of the dates listed state it. If you are flexible then state the venue hosting dates (as given in section 1.6) in the order of preference.
- Who was responsible for the EOI assembly? Provide their postal address, phone numbers, email address.
- What is the area of the proposed race village where the expo, technical support, timing and start/finish area for XC and DH are located. A minimum area of 5000 square meters is recommended.
- Is there a venue hiring fee and if so what is it and how is it calculated? You must state all the fees that will be applied to the event. Note that these will be paid by MTBA only to the extent stated by you.
- Are there any conditions to use of the venue that may restrict us in staging the event. If so you must state what these are and provide contact details for those to contact regarding this.

### **2.3. Event Staff**

- You must be able to commit to the number of event staff to the event as listed in section 1.14 and as required by reference to the Event Schedule in Annex 1 and provide evidence that this commitment will be met.
- Who is the designated Event Liaison? Provide their postal address, phone numbers, email address
- Who is the designated Race Director? Provide their postal address, phone numbers, email address.

### **2.4. Accommodation**

- How far from the main accommodation centers is the venue? Please give details of the extent of accommodation available in the area of the event.
- Is there a central reservation number available? If so what is it.

### **2.5. Location and transport**

- Describe in approximately 200 words the location of the proposed venue.
- Please provide a large-scale map of the proposed venue and it's relationship to main roads nearest towns and airports.
- Please indicate travel time to main towns and main transport (air, rail major highways etc).

## **2.6. Event History of the Venue**

- Describe in approximately 200 words or less, the history of mountain bike races of a similar nature to a round of the national series being held at your proposed venue.

## **2.7. Local Community Support**

- Who are the figures in the local community who could help support the event? Please provide contact details for these people and/or organisations.
- Please provide contact details for your contacts in local government and the tourism agencies.
- Please state any local service providers that we could call upon to assist in staging the event.

## **2.8. Promotion**

- Please expand on how you, local government, chamber of commerce, tourism or other organisations plan to promote the event as a whole in your region.
- Do you intend on holding support activities leading up to the event? If so what are they.

## **2.9. Courses**

Venues will preferably have a history of MTB events. New venues will be assessed by MTBA before a commitment to hosting will be made.

- Describe in approximately 200 words each of the courses for XCO, Enduro, DH and 4X. If the location of any of these courses is not in the race village please provide a separate map indicating where the course will be located (and why) and how the course location relates to the race village proper.
- What percentage of the courses are:
  - Climbing (for XCO and Enduro only, please give height climbed per lap)
  - Descending (DH should be 100%)
  - Wide track
  - Single track
- Do any of your proposed courses include river crossings? Do they also include bridges?
- Please include with your EOI file detailed course maps which indicates:
  - proposed first aid points and routes for emergency access
  - danger spots to highlight to MTBA
  - suggested feed zones (for XCO and Enduro)
  - suggested spectator access points
  - the course profiles showing height gain and loss with distance travelled

### **3. Venue Host Agreement (This page must be included in the EOI file.)**

We, the undersigned, agree to all the provisions stated in this document.

We have read and understood the terms of the roles and responsibilities presented in this document and agree that if successful in gaining a venue hosting we will make every effort to assist MTBA in the staging of the event at our venue.

We understand that if we are unable to supply the required number of volunteer staff for the event, that MTBA may source paid staff and deduct the cost from our per-participant payment entitlement.

We also agree, and commit to, that if we are successful in gaining a venue hosting we will enter into any negotiations with MTBA with honesty and integrity. We will do this through full disclosure of any information pertinent to the event hosting that MTBA requests.

We have deposited a \$1000.00 bond with MTBA and the deposit record is attached. We understand that if we withdraw from the bid process prior to successful host announcement or from holding an event after we have been announced as a host, our bond is not refundable. If our bid is not successful, then the return details for this bond are:

Account Name \_\_\_\_\_

BSB \_\_\_\_\_

Account Number \_\_\_\_\_

The following two key people will attend the Series Hosting conference on our behalf:

Person 1: Name \_\_\_\_\_

Position or function \_\_\_\_\_

Contact Email \_\_\_\_\_

Person 2: Name \_\_\_\_\_

Position or function \_\_\_\_\_

Contact Email \_\_\_\_\_

**The EOI file and signed agreement must reach MTBA no later than 3rd June 2010.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Venue Host Delegate**

\_\_\_\_\_  
**Position of Office**

\_\_\_\_\_  
**Date**

# 2010-2011 Race Schedule

	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00						
<b>Friday</b>																															
			Registration																												
					XC practice								DH riding open practice																		
Marshal briefing					DH Walking								DH riding open practice																		
					4X Practice																										
<b>Saturday</b>																															
			Registration																												
			DH open practice																												
Marshal briefing															DH A group practice				DH A group seeding												
Transponder Allocation																															
			XCO practice																												
					XCO Elite Women								XCO U23 Women				XCO U19 and U17 Women				XCO Veteran Women										
					XCO U19 Men								XCO U17 Men				XCO Veteran Men														
					XCO Master Women								XCO SuperMaster Women				XCO Master Men														
					XCO Elite Men								XCO U23 Men				XCO SuperMaster Men														
					4X Gates				4X motos				4X Finals																		
<b>Sunday</b>																															
			Registration																												
Transponder Allocation																															
Marshal briefing			XC Enduro 4 hour Solo and teams												XCC																
			DH B group practice				DH B racing				DH A group practice				DH A racing																
<b>Notes</b>																															
	<b>Presentations</b>																														
<b>DH Group A</b>	Elite Men, Elite Women, U19 Men, U19 Women																														
<b>DH Group B</b>	U17 Men, Expert Men, Masters Men, Vet Men, Sport Men																														
	U17 Women, Vet Women, Masters Women, Sport Women, U15 Men, U15 Women, Super Masters Men, Hardtail																														
	DH practice on Friday, an extra fee is payable.																														
	XCO Call up																														
Entry close times	<b>XCO</b> (all classes): Saturday 8.00am																														
	<b>DH</b> (all classes): Saturday 2.00pm																														
	<b>4X</b> (all classes): Saturday 8.00am																														
	<b>XCE</b> : Saturday 3.00pm																														
	<b>XCC</b> : Sunday 12 noon																														