BMX Racing State/Territory Championships

Host Club Guide

Version 2 | November 2023

AUSCYCLING

CONTENTS

1. INTRODUCTION

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

2. DATES AND DATE PROTECTION

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

The following are the relevant date protection rules:

Type of Event	Event Code	Date Protection
International Competition	UCI	During any registered UCI events no ST or S event can be run in the same State/Territory. During any registered UCI events no R or C event can take place in the same State/Territory.
National Championships	CN	During CN events no ST, S or R event can take place anywhere in Australia. During CN events no C event can take place in the same State/Territory.
National Rounds	NC	During NC events no ST or S event can take place in Australia. During NC events no R event can take place in the same State/Territory. During NC events no C event can take place in the same Region.
State/Territory Championships	**ST**	**During ST designated events no S, R or C event can take place within the same State/Territory.**
State/Territory Series	S	During S designated event dates no R or C event can take place in the same Region.
Interclub Events	R	During R designated event dates no other R or C event can be run within the same Region. (specifications as set in each state/territory).
Club Events	C	No restrictions on Club Events.

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

3. APPLICATION PROCESS

AusCycling will call for Expressions of Interest (EOIs) from clubs wishing to partner with AusCycling for the delivery of the BMX Racing State/Territory Championships. As part of the EOI process, the club will be required to include:

- Host Club Information
- Venue Information, including site plan

4. EVENT NAMING

The following naming convention will be used for all BMX Racing State/Territory Championships:

[Year] AusCycling BMX Racing [State/Territory] Championships – [State/Territory]

Example: 2024 AusCycling BMX Racing State Championships – Victoria

The BMX State/Territory Championships naming rights are the exclusive property of AusCycling. Where there is a naming rights sponsor for the for the BMX State/Territory Championships, the following naming convention will be used:

[Year] [Sponsor] BMX Racing [State/Territory] Championships – [State/Territory]

Example: 2024 HutSix BMX Racing Territory Championships – Northern Territory

5. SPONSORSHIP

Sponsorship rights of the BMX Racing State/Territory Championships are the exclusive property of AusCycling.

The sponsorship hierarchy of events will be as follows:

1. Event Naming Rights
2. Supporting Partners
3. Category Sponsors*

* AusCycling has allocated Category Sponsorship (excluding Superclass, Junior Superclass and Masters 30+) to the Host Club, allowing the Host Club to source Category Sponsors for their respective BMX Racing State/Territory Championships.

Where the Host Club sources Category Sponsors the club will be entitled to receive 100% of the revenue received.

All agreements with Category Sponsors must be in writing, with the agreement between the Host Club and the Sponsor and submitted to AusCycling prior to the event.

6. TECHNICAL GUIDE

It will be the responsibility of AusCycling to develop the Technical Guide for the BMX Racing State/Territory Championships, in consultation with the appointed Race Director.

7. SCHEDULE OF EVENTS

7.1 EVENT FORMAT

The format for the BMX Racing State/Territory Championships will be as follows:

- The Friday will be reserved for official practice (unless the number of entries requires an additional day of racing).
- Saturday will include official warm up and racing, generally scheduled in the afternoon/evening (pending number of entries).

- Sunday will include an early start and will include warm up and racing, with the aim of completion by mid-afternoon at the latest (to facilitate onward travel).

The exception to this schedule will be the following:

ACT and Northern Territory, where the following schedule will be utilised:

- Friday will include official practice and racing, generally scheduled in the afternoon/evening.
- Saturday will include warm up and racing.

ACT and Tasmania, where the following schedule will be utilised:

- The Friday will be reserved for official practice.
- Saturday will include warm up and racing.

7.2   OFFICIAL RACE SCHEDULE

The BMX Racing State/Territory Championships will be delivered by AusCycling. The appointed Race Director will produce the official race schedule.

7.3   ADDITIONAL EVENTS

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

8. THE VENUE

8.1   TECHNICAL INSTALLATIONS

The following technical installations are the optimal requirements for hosting a BMX Racing State/Territory Championships:

Technical Installation	Minimum Requirement to Host Event
Starting Hill Dimensions	- Height: 2.5 – 5m - Width: 10m
Minimum Width of Track	1st straight: 8m - First corner: 6m - All other straights and corners: 5m
Surface Material of Turns and Finish Area	- Dirt compacted with no loose rocks. - Asphalt or concrete
Starting Hill and Gate	- Asphalt or Concrete - Electronic Barrel gate - Best Practice Covered Starting Gate - Roof covering starting gate
Surface Material of the track	Dirt compacted with a sealed top surface.
Length of Track	300m – 400m

8.2 OPERATIONAL SPACES

The following operational spaces are the optimal requirements for hosting a BMX Racing State/Territory Championships:

Operational Space	Minimum Requirement to Host Event
Administration Office	• Joint office sufficient • Minimum 3m x 6m • Requires sufficient power, internet access, tables & chairs.
Media Office	
Officials Office	• Minimum 3m x 6m • Requires tables & chairs.
Registration Office	• Minimum 3m x 6m • Requires sufficient power, internet access, tables & chairs.
Scoring Office	• Joint office sufficient • Minimum 3m x 6m • Requires sufficient power, internet access, tables & chairs.
Video Room	
First Aid Tent/Office	• Can be a clubroom or minimum 3m x 6m marquee with sides. • Needs to be easily accessible from the track and for ambulance access.
Anti-Doping Testing Area	• A lockable toilet to house 2 persons (i.e. accessible toilet). • An additional lockable room, with 1 table, 8 chairs, fridge and 24 bottles of water.

8.3 VENUE REQUIRMENTS

The following venue requirements are the optimal requirements for hosting a BMX Racing State/Territory Championships:

Venue Requirement	Minimum Requirements to Host Event
Track	• A high-quality BMX racing track meeting UCI Track Guide specifications.
Track Maintenance	• A track maintenance crew should be appointed to manage track maintenance in the lead up to the event. • A track maintenance crew of 2 – 3 persons required during the event.
Track Barrier	• A barrier should be in place all around the track to keep spectators off the track. • The barrier must be 2m from the edge of the racing line.
Start Gate	• UCI 'Random Start Mechanism' including air compressors and tanks as needed to operate the starting gate, back-up RAM and compressor for gate. • The electronically controlled gate must be outfitted with a system of appropriately coloured starting lights located to be clearly visible from all starting lanes without disadvantage to any rider who is in the "riders ready" position. • The starting gate must have a cover which shelters the riders positioned on the gate.
Finish Line	• Must provide an area to be marked with fencing and funnel into a small area for officials to stop riders if required. • The finish line structure if present is to be a minimum of 3.5m high for finish line camera to function properly. • Transponder loop which aligns with the finish line marking. • Surface past the finish line should be firm with no loose debris.
Warm Up Area / Cool Down Area	• Allocated warm up / cool down area. • Minimum 40m x 40m area. • Surface should be firm with no loose debris.
Staging Area	• Staging should be covered up to the starting hill cover. • The Staging Area should have space for 8 lanes for riders.
Lighting	• The track must have lighting that meets the AusCycling BMX Track Lighting Guidelines.
Transponder System - Power	• There must be sufficient power (240v) located at the start gate and finish line to accommodate the transponder system.
Public Address (PA) System	• Must have a PA system that can be heard clearly through all parts of the venue. • It should be able to appropriately manage both commentary and music. • Must also have a separate PA system in the staging area.
Parking	• Should provide at least one (1) parking spot per participant. • All officials must be provided with a parking spot.

8.4 SUPPLEMENTARY VENUE INFORMATION

8.4.1 SPECTATOR AREAS

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

8.4.2 CAR PARKING

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

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

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

8.4.3 TOILETS

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

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

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

AusCycling will work with the Host Club to determine if additional toilets are required for the event, and if so, AusCycling may work with the Host Club to source them (i.e. if the Host Club has a usual supplier).

8.4.4 CATERING

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

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

AusCycling will be required to determine if food vendors, in addition to the Host Club canteen, are required for the event, and if so, they may work with the Host Club to source them.

8.4.5 CLEANING AND WASTE

Cleaning/servicing for toilets should be arranged by AusCycling for the duration of the event. Cleaning of other high traffic areas throughout the Venue should also be arranged. An adequate number of bins must be supplied and emptied daily.

8.4.6 ACCESSIBILITY

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

8.5 TRACK PREPARATION

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

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

8.5.1 VENUE AND TRACK MAINTENANCE

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

Venue

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

BMX Track

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

9 WORKFORCE

9.1 OFFICIALS

AusCycling will appoint all required event officials.

9.2   EVENT VOLUNTEERS

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

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

9.3   MEDICAL COVERAGE

AusCycling will source the required medical coverage for the BMX Racing State/Territory Championships.

9.4   WORKFORCE CATERING

All event officials and volunteers are to be provided with a meal, as well as water or other drinks throughout the day. AusCycling will be responsible for meals for any appointed officials. It will be the responsibility of AusCycling collaborate with the Host Club to source food vendors.

10   THE BUSINESS MODEL

10.1 AUSCYCLING – REVENUE AND EXPENDITURE

AusCycling will receive the following revenue:

- 100% of Entry Fees
- 100% of Government Funding/Grants
- 100% of funding received from Supporting Partners
- 100% of Tent Fees
- 100% of Site Fees (Pro Shops etc)

AusCycling will be responsible for the following expenses:

- Medical
- Awards/Prizing
- Temporary Overlay (Toilets, marquees, site sheds etc, that need to be brought in to meet the requirements)
- Officials Meals and Water
- Scoring Fees from Sqorz
- Event Fee from EntryBoss

10.2 HOST CLUB – REVENUE AND EXPENDITURE

The Host Club will receive the following revenue:

- 100% of pre booked training and gates practice prior to the event (up until the Thursday prior to the event, refer to Section 7.1)
- 100% of Canteen revenues
- 100% of any fundraising delivered (i.e. 50/50 draws or raffles)
- 100% of Parking Fees
- 100% of Category Sponsors sourced (refer to Section 5)

The Host Club will be responsible for the following expenses:

- Canteen
- Fundraising
- Parking Management

- Track Maintenance

11   GOVERNANCE

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

11.1   FORMATION OF A LOCAL ORGANISING COMMITTEE (LOC)

AusCycling may form a LOC. The LOC will include members of AusCycling, key officials and host club committee. The organising members will be determined by AusCycling however should include:

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

11.2   EVENT PLANNING

An Event Management Plan will be established for each BMX Racing State/Territory Championships, by AusCycling.

12   SUMMARY OF RESPONSIBILITIES

Workforce & Officials	AusCycling	Host Club	Notes
Attendance of AusCycling Staff	✓		
Appointment of Technical Delegate	✓		This role will be covered by the State/Territory Technical Delegate in the State/Territory that is hosting the event.
Workforce & Officials	AusCycling	Host Club	Notes
Appointment of PCP	✓		
Appointment of Race Secretary	✓		Will oversee and/or manage entries/start list/ results.
Appointment of Race Director	✓		
Workforce & Officials	AusCycling	Host Club	Notes
Appointment of all other Event Officials	✓		The Race Director will work with AusCycling, the Host Club and State/Territory Technical Delegate to appoint the remaining officials.
Event Volunteers		✓	e.g. Canteen Volunteers, Parking Assistants, Track Management Crew.
Appointment of Announcer	✓		With assistance of Host Club.
Medical Coverage	✓		AusCycling will engage a suitable provider and ensure the appropriate medical coverage is provided for each event.
Cleaning Staff	✓		e.g. rubbish and toilets.
Venue	AusCycling	Host Club	Notes
Venue Booking		✓	If applicable, the Host Club shall ensure venue is booked and liaise with landowner.
All space allocations (including scoring, registration, media, medical and Doping Control Offices)	✓	✓	Where existing infrastructure does not exist, or is not at the standard required, AusCycling must organise and cover the cost of temporary overlay.
Track Preparation and Maintenance		✓	In accordance with minimum standards outlined.
Start Gate & Compressor		✓	In accordance with minimum standards outlined.
Finish Line		✓	In accordance with minimum standards outlined.

Venue	AusCycling	Host Club	Notes
Warm Up / Cool Down Area		✓	In accordance with minimum standards outlined.
Covered Staging Area and Covered Start Hill	✓	✓	In accordance with minimum standards outlined. AusCycling to oversee positioning and set up of staging area, prior to set up completion.
Lighting		✓	In accordance with minimum standards outlined.
Venue PA System & Staging PA System	✓	✓	In accordance with minimum standards outlined.
Car Parking		✓	Host club to manage parking. Must provide allocated car spaces for Event Officials, Event Volunteers, AusCycling, Medical and Anti-Doping.
Toilet Facilities	✓		Where existing infrastructure does not exist, or is not at the standard required, AusCycling must organise and cover the cost of temporary overlay.
Waste Disposal	✓		Must ensure adequate bins are provided throughout the venue.
Accessible Areas (parking, spectator area and toilets)	✓		In accordance with minimum standards outlined.
Event Day Track and Venue Inspection	✓		Completed by appointed Technical Officials and forwarded to AusCycling.
Safe Venue	✓	✓	AusCycling and the Host Club must ensure the venue is safe prior to riders/spectators being on site.
Site Activations	✓		AusCycling to provide Host Club with a space on the site plan to activate.
Tents	✓	✓	AusCycling to provide the Host Club with a Pit Tent space FOC, the Host Club is to supply the tent.
Equipment and Materials	**AusCycling**	**Host Club**	**Notes**
Video Equipment	✓		
Registration, scoring & timing systems	✓	✓	If Host Club has their own, they should provide, otherwise to be provided by AusCycling.
Radios	✓	✓	If Host Club has their own, they should provide, otherwise to be provided by the AusCycling.
Laptop and Printer	✓		AusCycling to provide.
Consumables	✓		e.g. cable ties, paper, printer ink
Catering	**AusCycling**	**Host Club**	**Notes**
VIP Catering	✓	✓	VIP catering (if required). AusCycling to cover the cost, with the Host Club/food vendors to provide.
Workforce Catering (Officials)	✓	✓	Each Official/Volunteer must be provided with a meal and water throughout the day. AusCycling to cover the cost, with the Host Club/food vendors to provide.
Catering	**AusCycling**	**Host Club**	**Notes**
Spectator Catering Options	✓	✓	Host Club to provide canteen and will be responsible for the income/expenses relating to the canteen. AC to work with the Host Club to arrange additional food vendors (if required, depending on the size of the event and canteen capabilities of the Host Club).
Prizing / Awards	**AusCycling**	**Host Club**	**Notes**
Prizing / Awards	✓		
Governance & General Management	**AusCycling**	**Host Club**	**Notes**
Development of Calendar and EOI Process	✓		
Formation of a Local Organising Committee	✓		
Event Management Plan	✓		
Event Schedule	✓		Will be developed by the Race Director in collaboration with AusCycling.
Site Plan	✓	✓	Will be developed by AusCycling in collaboration with the host club and the Technical Delegate/Race Director.
Online Registration System	✓		EntryBoss
Scoring Platform	✓		Sqorz
Technical Guide	✓		Will be developed by AusCycling in collaboration with the Race Director.
Event Delivery	✓		In accordance with the Technical Regulations and other AusCycling Policies.

Finance	AusCycling	Host Club	Notes
Event Budget	✓		
Club Budget		✓	
Naming Rights Sponsorship	✓		
Supporting Partners	✓		
Category Sponsorship	✓	✓	Pending no conflict with AusCycling sponsors, in accordance with Section 5 of this document.
Entry Fees	✓		
Tent Fees, Site Fees	✓		
Catering Income, Parking Fees		✓	Parking Fees subject to venue and arrangements with venue owner.
At Event Fundraising		✓	
Pre booked training and gates practice		✓	Up to Thursday prior = Host Club (fees are at the discretion of the Host Club)
Temporary Overlay Expenses	✓		
Track Maintenance, Fundraising, Catering Expenses		✓	
Sqorz and EntryBoss Fees	✓		
Refunds	✓		In line with AusCycling refund policy.
Promotion	**AusCycling**	**Host Club**	**Notes**
AusCycling Calendar Listing	✓		
General Promotion	✓		
General	**AusCycling**	**Host Club**	**Notes**
Event Specific Enquiries	✓		
Event Merchandise	✓		AusCycling will manage the Event Merchandise for all BMX Racing State/Territory Championships.

13. FURTHER INFORMATION

For further information please contact the AusCycling Events Team at events@auscycling.org.au .