

Mid Canterbury  
**MTB  
CLUB**



**Ashburton**

**6hour**

**Mid Canterbury Mountain Bike Club  
Risk Management Procedures for  
McDonald's Ashburton  
Six Hour Race  
2016**

**MOUNTAIN  
BIKING**  
MID CANTERBURY



[www.midcanterburymtbclub.co.nz](http://www.midcanterburymtbclub.co.nz)

The Mid Canterbury Mountain Bike Club Committee acknowledges that the McDonald's Ashburton Six Hour Race carries a number of risks for participants due to the nature of the event as mountain biking carries an element of risk of harm for all riders at all times.

The Mid Canterbury Mountain Bike Club Committee has taken all reasonable steps to minimise the risk of harm for participants, as outlined in this document.

Upon entry to the McDonald's Ashburton Six Hour Race all competitors have been required to sign a waiver which states;

- \* I agree to abide by the event rules
- \* I agree to participate at my own risk
- \* I consent to any medical treatment deemed necessary by the event organisers
- \* I agree that the organisers can change the course
- \* I consent to the use of my name and images by the event organisers at no charge
- \* I agree to the rules and conditions as stated
- \* I hereby release the event organisers of any liability for any claims for an incidents that may arise from my participation in the event.

The Mid Canterbury Mountain Bike Club will undertake a review of this document and it's operational procedure post-event. If an incidence of harm occurs a review of that particular incident, it's outcomes and options for future best practice will be undertaken.

## **RISK**

Injury to entrants or spectators (including bruises, cuts, scrapes, strains and sprains, concussion or broken bones)

## **CAUSAL FACTORS**

Unsafe track

Poorly marked track

Riders riding beyond their ability

Collision between riders

Collision between rider and spectator

Public track usage during the event

Insufficient barriers to keep spectators off the course

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

A full briefing will be held before the start of the McDonald's Ashburton Six Hour Race and all competitors will be expected to attend.

In accordance with New Zealand Land Transport Rules, all riders must wear a New Zealand Safety Approved helmet whilst at the event. This includes in the Allenton Rugby Club grounds.

All areas of the track used during the McDonald's Ashburton Six Hour Race will be maintained leading up to the event, lead by the Mid Canterbury MTB Club Track sub-committee. Any areas identified as requiring attention will be addressed prior to the start of the event.

The course used during the McDonald's Ashburton Six Hour Race will be clearly marked with signs and arrows showing the correct direction on the track. Marshals will be present at key areas of the track.

The course used during the McDonald's Ashburton Six Hour Race is one way throughout to minimise the risk of riders colliding head on. Any areas of track that may unintentionally be ridden the wrong way are marked with signs stating WRONG WAY.

The Start/Finish and timing area for the event will be clearly marked to ensure spectators do not stray on to the track.

Spectators will be reminded of the need to supervise any children that are with them to ensure they do not stray on to the track.

Key personnel will maintain radio contact throughout the race. This includes marshals on the track and event organisers.

Event organisers will be present on the track to assist riders if necessary.

Riders will be expected to obey the mountain bikers code at all times and will be expected to;

### **Respect others**

- \* **Stay in control** so you can safely avoid others and keep yourself intact. Make sure you can stop within the visible distance.
- \* **Give way to faster riders.** If the track is narrow, stop and move off the track.
- \* **Signal your approach and pass with care.**  
(see full Mountain Bikers Code attached).

The section of track being used for the McDonald's Ashburton Six Hour Race will be closed to the public for the duration of the event. This will be publicised prior to the event.

Basic first aid equipment available at the Timing Tent.

First aid assistance will be provided by St John's Ambulance Ashburton from 10am until 4pm.

If riders find an injured rider

- the first rider must stay with the injured person and assist them as best possible (make them comfortable, remove their bike from the track, move the rider from the track if it is safe to do so)
- the second rider will ride on to notify the nearest marshall or event organiser
- the third rider positions themselves safely before the injured rider to warn other riders and ask them to slow down

All entrants required to provide an emergency contact name and phone number in case of accident or injury during the event.

All entrants required to sign a waiver upon entry stating they;

- participate at their own risk
- consent to any medical treatment deemed necessary by the event organisers
- release the event organisers of any liability for any claims for any incidents that may arise from participation in the event

## **RISK**

Illness (hypothermia, hyperthermia, pre-existing medical condition)

## **CAUSAL FACTORS**

Riders wearing inappropriate or insufficient clothing for the weather or track conditions

Riders not ensuring they are adequately hydrated

Pre-existing medical condition

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

A full briefing will be held before the start of the McDonald's Ashburton Six Hour Race and all competitors will be expected to attend.

Competitors are expected to ensure they have appropriate and adequate clothing and equipment for the weather conditions on the day of the event (eg thermals, jackets, hats, beanies, gloves,

Competitors are expected to ensure they have sufficient hydration and nutrition to meet their individual needs.

Water will be available on site.

There is no designated postponement for this event. However, the case of extreme weather (eg heavy rain, wind chill, snow) the event organisers may be forced to postpone the event to ensure the safety of riders.

Basic first aid equipment available at the Timing Tent.

First aid assistance will be provided by St John's Ambulance Ashburton from 10am until 4pm.

If riders find an unwell rider

- the first rider must stay with the unwell person and assist them as best possible (make them comfortable, remove their bike from the track, move the rider from the track if it is safe to do so)
- the second rider will ride on to notify the nearest marshall or event organiser
- the third rider positions themselves safely before the injured rider to warn other riders and ask them to slow down

All entrants required to provide an emergency contact name and phone number in case of accident or injury during the event.

All entrants required to sign a waiver upon entry stating they;

- participate at their own risk
- consent to any medical treatment deemed necessary by the event organisers
- release the event organisers of any liability for any claims for any incidents that may arise from participation in the event

## **RISK**

Death (fall, pre-existing medical condition, exercise induced)

## **CAUSAL FACTORS**

Unsafe track

Poorly marked track

Collision between riders

Collision between rider and spectator

Public track usage during the event

Insufficient barriers to keep spectators off the course

Pre-existing medical condition (eg asthma, allergy, heart condition)

Exercise induced emergency

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

A full briefing will be held before the start of the McDonald's Ashburton Six Hour Race and all competitors will be expected to attend.

In accordance with New Zealand Land Transport Rules, all riders must wear a New Zealand Safety Approved helmet whilst at the event. This includes in the Allenton Rugby Club grounds.

Competitors expected to carry/have available to them any prescribed medications that they may require to manage their existing medical conditions (eg asthma spray, epi-pen for severe allergies)

All areas of the track used during the McDonald's Ashburton Six Hour Race will be maintained leading up to the event, lead by the Mid Canterbury MTB Club Track sub-committee. Any areas identified as requiring attention will be addressed prior to the start of the event.

The course used during the McDonald's Ashburton Six Hour Race will be clearly marked with signs and arrows showing the correct direction on the track. Marshals will be present at key areas of the track.

The Start/Finish and timing area for the event will be clearly marked to ensure spectators do not stray on to the track.

Spectators will be reminded of the need to supervise any children that are with them to ensure they do not stray on to the track.

Key personnel will maintain radio contact throughout the race. This includes marshals on the track and event organisers.

Event organisers will be present on the track to assist riders if necessary.

The section of track being used for the McDonald's Ashburton Six Hour Race will be closed to the public for the duration of the race.

Basic first aid equipment available at the Timing Tent.

First aid assistance will be provided by St John's Ambulance Ashburton from 10am until 4pm.

If riders find an unwell rider

- the first rider must stay with the unwell person and assist them as best possible (make them comfortable, remove their bike from the track, move the rider from the track if it is safe to do so)
- the second rider will ride on to notify the nearest marshall or event organiser
- the third rider positions themselves safely before the injured rider to warn other riders and ask them to slow down

All entrants required to provide an emergency contact name and phone number in case of accident or injury during the event.

All entrants required to sign a waiver upon entry stating they;

- participate at their own risk
- consent to any medical treatment deemed necessary by the event organisers
- release the event organisers of any liability for any claims for any incidents that may arise from participation in the event



## **RISK**

Lost riders

## **CAUSAL FACTORS**

Poorly marked track

Inadequate communication from event organisers

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

A full briefing will be held before the start of the McDonald's Ashburton Six Hour Race and all competitors will be expected to attend.

The course used during the McDonald's Ashburton Six Hour Race will be clearly marked with signs and arrows showing the correct direction on the track. Marshals will be present at key areas of the track.

A map will be provided at the venue on the morning of the event.

Key personnel will maintain radio contact throughout the race. This includes marshals on the track and event organisers.

Event organisers will be present on the track to assist riders if necessary.

All entrants required to sign a waiver upon entry stating they;

- understand that event organisers may need to change the course on the day of the event

## **RISK**

Lost equipment

## **CAUSAL FACTORS**

Lack of care for own equipment

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

Each team will be allocated a site to set up their gear and equipment.

It is the responsibility of each entrant to ensure the safety of their own gear and equipment.

A lost property area will be set up at the Timing Tent and any equipment handed in will be broadcast over the public announcement system.

## **RISK**

Loss of rider confidence

## **CAUSAL FACTORS**

Riders riding beyond their ability

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

A full briefing will be held before the start of the McDonald's Ashburton Six Hour Race and all competitors will be expected to attend.

The course used during the McDonald's Ashburton Six Hour Race will be clearly marked with signs and arrows showing the correct direction on the track. Marshals will be present at key areas of the track.

Riders will be encouraged at the briefing to ride to their ability.

All entrants required to sign a waiver upon entry stating they;  
- participate at their own risk

## **RISK**

Equipment failure (eg flat tyres, broken chains, bike failure)

## **CAUSAL FACTORS**

Poorly maintained bike and equipment

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

It is the responsibility of each entrant to ensure their bike and equipment are sufficiently maintained to be able to participate in the event.

A bike pump and some basic bike repair equipment will be available from the Timing Tent.

## **RISK**

Crowding of event area

## **CAUSAL FACTORS**

Teams parking outside their allocation

Teams setting up tents, etc outside their allocation

## **OPERATIONAL PROCEDURES TO MINIMISE RISK**

Each team will be allocated a site to set up their gear and equipment.

Each team will be allowed one vehicle on their team site.

All other vehicles will need to be parked in their allocated parking area. This includes spectators vehicles.

## Example of Entry Form and Waiver

### McDonald's Ashburton Six Hour MTB Challenge (2016)

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The 2016 McDonald's Ashburton Six Hour will be held on Sunday 8 May.

Please complete all fields below to enter the 2016 McDonald's Ashburton Six Hour MTB Challenge.

(If you have less than four riders in your team, please put NA into the fields that do not apply).

Ensure that you and your team-mates have read the RACE RULES and RACE WAIVER before entering.

#### ENTRY FEES

Entry fee is \$50 per rider.

Under 16 years of age, as at 8th May 2016, \$20 per rider.

Entries close 1st May 2016. Late entries after 1st May will incur a late fee of \$20 per team.

No entries will be taken on the day and last day for entries is 4th May 2016.

#### PAYMENT DETAILS:

DIRECT DEPOSIT: to bank account number 03-1351-0539467-00 (MC MTB Club Inc).

Please put team name as a reference.

#### RACE CATEGORIES

Solo - one rider completing the course over six hours. Men, Women and Junior categories

Mens - up to four male team members

Womens - up to four female team members

Mixed - up to four team members, with at least one male and one female

Family - up to four immediate family members

Corporate - up to four riders from the same company or organisation. In a four person team, one rider may be from outside the company or organisation

School - up to four riders from the same school. Age category determined by the eldest member of the team

**Fields marked with \* are required.**

* First name	<input type="text"/>
* Last name	<input type="text"/>
* Email address	<input type="text"/>
* Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>
* Sex	<input type="text"/>
* Address	<input type="text"/>
Suburb	<input type="text"/>
* Town/City	<input type="text"/>
* Phone	<input type="text"/>
* Emergency Contact Name and Phone	<input type="text"/>
* 2nd Rider First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Date of Birth	<input type="text"/>
* Sex	<input type="text"/>
* Address	<input type="text"/>
* Phone	<input type="text"/>
* Emergency Contact Name and Phone	<input type="text"/>
* 3rd Rider First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Date of Birth	<input type="text"/>
* Sex	<input type="text"/>
* Address	<input type="text"/>

* Phone	<input type="text"/>
* Emergency Contact Name and Phone	<input type="text"/>
* 4th Rider First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Email Address	<input type="text"/>
* Date of Birth	<input type="text"/>
* Sex	<input type="text"/>
* Address	<input type="text"/>
* Phone	<input type="text"/>
* Emergency Contact Name and Phone	<input type="text"/>
* Team Name	<input type="text"/>
* Category	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

\* Terms and Conditions

TERMS AND CONDITIONS OF ENTRY

I declare on behalf of my team;

1. I/We agree to abide by the event rules stated
2. I/We agree to participate at my/our own risk
3. I/We consent to any medical treatment deemed necessary by the event organisers
4. I/We agree that the event organisers can change the course
5. I/We consent to the use of my name and images by the event organisers at no charge
6. I/We consent to our email address being made available to race organisers and sponsors only
7. I/We agree that any withdrawal of entry will receive a 50% refund up to the 1st May 2016. After that date no refunds will be paid. Entries close on 1st May 2016. Late entries after 1st May will incur a late fee of \$20 per team. No entries will be taken on the day and last day for entries is 4th May 2016.
8. I/We hereby release the event organisers of any liability for any claims for any incidents that may arise from my participation in the event.

☐ I accept



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**6hour**

## Race Rules

**Race Briefing** - all riders must attend the race briefing onsite on the morning of the event.

**Cycle helmets** - must be worn at all times when riding either on the course or within the event area.

**Race Numbers** - must be displayed on the front of a rider's bike in the number holder provided. These contain your team's timing transponder and act as your 'baton change' between riders at the completion of their lap.

**DO NOT BEND OR FOLD THESE NUMBERS.**

**Abusive Behaviour** - any physical or verbal abuse will not be tolerated and will result in a time penalty or disqualification.

**Passing Etiquette** - when coming up to pass another rider, call clearly 'coming through' and what side you will pass on. If more than one rider is passing call 'riders coming through'. If you are being passed stay steady as the rider behind will have worked out the best side to pass you on. If you are on a single track and there is no room to pass, you must wait until the track widens. Deliberately blocking the track to prevent other riders passing will not be permitted.

**Safety** - no support people are allowed on the track at any time. No portable music devices are to be used whilst riding.

**Mechanical** - if you experience mechanical problems on the track you can continue to push your bike along the track route and through the timekeeper tent (your lap will be counted) or take the shortest route back to your team and get a new bike or send a new rider out without going through the timing tent (your lap will not be counted).

**Assisting with an Injured Rider** - in the first instance you must stop to offer an injured rider assistance. If this impacts severely on your lap time, then please see an official in the main tent regarding amendment.

**Shortcuts** - any rider caught taking a shortcut will be disqualified and if a team rider, that team will incur lap penalties.

**Protest** - any protests must be lodged with the Race Director up to 30 minutes before the race finishes. His/Her decision is final.

**Registered Riders** - only the original entry form registered riders are permitted to race.

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**6**hour

**Categories** - maximum team numbers are four riders.

A Corporate team must consist of employees from the same company or organisation, except in a four person team where one rider may be from outside the company or organisation.

Family is immediate family.

A Mixed team must have at least one male and one female rider.

A School team must have all riders from the same school - age category will be determined by the eldest member of the team.

**Rider changeover** - this will be completed at your team's allocated tent site. Please note this may be before or after the timing tent.

**Minimum laps** - each team rider must ride a minimum of **1** lap. Only one team rider is allowed on the course at one time.

**Track closure** - the track will be closed to the public during the event but riders still need to be aware of other riders.

**Team sites** - only one vehicle is permitted on each team site. There will be a separate parking area for additional vehicles away from the course. The site cannot be dismantled until the race has ended. Please remove all rubbish from your team site at the end of the day.

**Security** - it is up to each team and rider to ensure your belongings are safe. Race organisers and the Mid Canterbury Mountainbike Club take no responsibility for the security of competitor's belonging.

**Timing** - teams will be timed electronically by an outside contractor. Teams will be issued one race number which is your timing chip and your 'team baton'. It is each team's responsibility to ensure their race number is on the front of the bike of the rider on the course during each lap.

**Results** - these will be updated throughout the day and displayed outside the main tent.

**First Aid** - first aid will be available onsite through St John.

If you require assistance or need to report an injured rider please report it to a Race Marshal or an official at the main tent.

Emergency numbers will also be displayed at key points along the track.

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# Important Points for McDonald's Ashburton Six Hour Race Briefing

Riders are taking part in this event at their own risk. The sections of track being used in the event have been closed to the public. Due to the nature of the track with a number of points of entry someone may stray onto the course, please be aware of this.

All riders must wear a New Zealand Safety Approved helmet whilst at the event. This includes in the Allenton Rugby Club grounds.

It is each rider's responsibility to ensure they know the course and do not deviate from this course. Ride to your ability and be courteous to other riders.

It is each rider's responsibility to ensure they are sufficiently hydrated and have sufficient food during the event. Water is available from within the Allenton Rugby Club grounds.

The course is clearly marked with signs and arrows showing the correct direction of travel. The course is one way throughout to minimise the risk of riders colliding head on. Any areas of track that may unintentionally be ridden the wrong way are marked with signs stating WRONG WAY. Marshals will be present at key areas of the track.

Marshals are in radio contact with race headquarters so please make contact with them if there is a problem on the course.

Riders will be expected to obey the mountain bikers code at all times and will be expected to;

## Respect others

- \* **Stay in control** so you can safely avoid others and keep yourself intact. Make sure you can stop within the visible distance.
- \* **Give way to faster riders.** If the track is narrow, stop and move off the track.
- \* **Signal your approach and pass with care.**

Basic first aid equipment available at the Timing Tent.

First aid assistance is available from St John's Ambulance Ashburton who are positioned on the course.

If riders find an injured rider

- the first rider must stay with the injured person and assist them as best possible (make them comfortable, remove their bike from the track, move the rider from the track if it is safe to do so)
- the second rider will ride on to notify the nearest marshall or event organiser
- the third rider positions themselves safely before the injured rider to warn other riders and ask them to slow down

Spectators

Please make sure that you and your children remain off the course at all times, riders may be coming through at any stage.

# Mountain Bikers' Code

## Respect others

- \* **Stay in control** so you can safely avoid others and keep yourself intact. Make sure you can stop within the visible distance.
- \* **Give way to walkers**, runners, uphill riders and horses. If the track is narrow, stop and move off the track.
- \* **Signal your approach and pass with care.** Walkers don't like being surprised by bikers. Use a bell or a friendly greeting.
- \* **Ride shared-use tracks in small groups.** Large groups of a dozen or so riders displace other users. Six to eight is a better number.

## Respect the rules

- \* **Ride only where permitted** including those trails that are seasonally closed to protect the surface or minimise conflict with other users. Land managers are generally pretty reasonable so talk with them about issues or ideas you may have.
- \* **Obtain permission** from private land owners before you set out.
- \* **Leave gates as you find them.**
- \* **Be prepared - take food, water, tools, First Aid and warm clothes.** Plan for the unexpected - a change in the weather, an accident or getting lost and being late.

## Respect the track

- \* **Don't skid, cut corners or make new lines.** Skidding creates water channels that cause erosion. Use both brakes to slow down without skidding as you approach a corner. cutting corners widens the trail and cuts up the terrain.
- \* **Avoid riding in the mud and rain.** Both bikes and walkers damage soft, wet tracks.
- \* **Take rubbish home** like banana skins, old tubes and snack wrappers. Rubbish in the outdoors detracts from everyone's experience.
- \* **Clean your bike** to prevent spreading weeds like gorse and didymo.