



**Mid Canterbury Mountain Bike Club
Risk Management Procedures for
McDonald's Ashburton
Six Hour Race
2017**

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 any incidents that may arise from my participation in the event.

The Mid Canterbury Mountain Bike Club will undertake a review of this document and its 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 1

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, led 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.

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 2

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 3

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)

Exercised 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 are 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, led 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 marshal 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 4

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 5

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 6

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 7

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 8

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

The 2017 McDonald's Ashburton Six Hour will be held on Sunday 14 May.

Please fill out this form to enter.

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

ENTRY FEES:

18 & over: \$50 per rider.

17 years & under &/or school team: \$20 per rider.

Entries close 10 pm on 7 May 2017, or sooner if sold out.

PAYMENT DETAILS - DIRECT DEPOSIT: to bank account number 06-0837-00334774-00 (note that this is a new account for 2017). (ANZ, MC MTB Club Inc). Please put team name as a reference.

RACE CATEGORIES:

Solo - one rider completing the course over six hours. Men & Women (Veteran & Junior will be determined on the day). LIMITED TO 40 RIDERS.

Teams - LIMITED TO 100 TEAMS

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.

School - up to four riders per team (two out of three or three out of four riders must be from the same school). Age category determined by the eldest member of the team.

REFUNDS:

A part refund may be given before May 7. No refunds will be given after this time.

CANCELLATION:

If it is deemed that the health and safety of riders would be put at undue risk due to the weather an announcement will be made via email, club website and Facebook by 7:00am on the morning of the race. In the event of a cancellation we will refund up to 90% of the entry fee.

* 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	<input type="text"/>

Terms & Conditions

TERMS & CONDITIONS OF ENTRY

I declare on behalf on behalf of my team/myself:

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 withdrawl of entry will recieve a 50% refund up to 7 May 2017. After that date no refunds will be paid, unless in the event of the race being cancelled in which the organisers will refund up to 90% of the entry fee.
8. I/We hereby release the event organisers of any liability for any claims for an incidents that may arise from my participation in the event.

☐ Accept Terms and Conditions

Submit

RACE RULES & INSTRUCTIONS

RACE CATEGORIES

Riders complete laps of a 10km circuit (approx.).

SOLO: Men, Women (junior & veteran classes to be determined on the day).

One rider on the course over the 6 hours.

TEAMS:

Men - up to four male team riders

Women - up to four female team riders

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

Family - up to four team riders who are immediate family

Corporate - up to four team riders who are from the **same company or organisation**. Please use your company/organisation name as part of your team name.

School - up to four team members (mixed or all boys or all girls) with two out of three or three out of four team members who are from the **same school**. Age category (Year 7-8 or Year 9-13) will be determined by the eldest member of the team. Please use your school name as part of your team name.

One team member on the course at a time – numbers are changed between riders at the end of each lap.

FEES & PAYMENT DETAILS

Entry fees: 18 & over - \$50 per rider, 17 & under & school teams - \$20 per rider

Entries close 8 May at 10pm, or sooner if sold out.

Payment: DIRECT DEPOSIT into our new bank account number 06-0837-00334774-00 (ANZ, MC MTB Club Inc). Note that this is a new account for 2017. Please put team/solo name as a reference.

REFUNDS: A part refund will be given up till 7 May. No refund will be given after this time.

CANCELLATION: If it is deemed that the health and safety of riders would be put at undue risk due to the weather an announcement will be made via email, club website and Facebook by 7:00am on the morning of the race. In the event of a cancellation we will refund up to 90% of the entry fee.

The postponement date

RACE VILLAGE

When you arrive at the grounds on Melrose Road you will be allocated a team site. Each site is 10m x 5m and teams are permitted one vehicle per site. Additional vehicles will need to be parked in the designated area still within the Allenton grounds but away from the course. Sites will be allocated as you arrive and will be done by team name. Please make sure that ALL members of your team know your team name before they come to the ground. Bring tents, gazebos, deck chairs, BBQs and chilli bins etc. If you are wanting to be next to a particular team you need to ensure that you arrive at the grounds together - sites will not be allocated prior to race day.

As well as your own refreshments, we are aiming to have some food providers within the event village and yes this does include coffee! Keep an eye on our facebook page for further details.

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.

NO DOGS ALLOWED in the village.

REGISTRATION: 8 - 9.30am

Each solo rider and team will be issued with ONE race number (this is your timing chip that needs to be changed between riders at the end of each lap).

RACE BRIEFING: 9.45am

ALL competitors must attend. This is when any course changes will be announced and the use of race numbers will be explained further.

RACING

The race track is part of the Ashburton River Trail network and is made up of mostly purpose built single track, with plenty of bermed corners. The track is flat to undulating and requires a reasonable level of fitness when ridden at race pace. Laps take between 24 to 38 minutes, and each team member must complete at least one lap. A map of the River Trail is available on our website.

To begin the race, the first riders complete a circuit around the grounds before crossing the start line (to initiate the timing). Riders then enter the village and continue across the fields and onto the track. Teams swap numbers and riders in the village after each lap.

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. DO NOT BEND, FOLD or LOSE THESE NUMBERS.

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. Roving mechanics will be on the trail to assist with mechanicals.

For further information about racing see the "Race Rules" section below.

RACE RULES

- Race Briefing - all riders must attend the race briefing onsite on the morning of the event.
- NZ Safety Approved 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.
- Abusive Behaviour - any physical or verbal abuse will not be tolerated and will result in a time penalty or disqualification.
- Passing Etiquette – riders must pass on the right and call 'coming through'. If more than one rider is passing call 'riders coming through'. If you are being passed or have riders behind you, move to the left and let the riders through when there is an opportunity. While the track is mostly singletrack there is room if slower riders pull to the left. Deliberately blocking the track to prevent other riders passing will not be permitted.
- Safety - No portable music devices with earphone 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 & 5 minutes after the race finishes. His/Her decision is final.

RACE FINISH & PRIZE GIVING

Riders can start packing up their site ONCE the race has FINISHED. Please remove all rubbish. Prize giving will be about 4:30pm.

SPECTATORS

Spectators can view the race from the village, the new skills area on Dobson Street West, and under the railway bridge on the North-West side of the Ashburton Bridge. Please leave your dogs at home. The track will be closed to the public during the event.

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 marshal 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.

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 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.