



Respect
Integrity
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Enjoyment

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BMX QUEENSLAND INC

2019 STATE CHAMPIONSHIP CRITERIA



APPLICATION TO HOST THE 2019 BMX QLD STATE CHAMPIONSHIPS

To be considered to host the 2019 QLD BMX State Championships all BMX QLD clubs are invited to submit an Expression of Interest (EOI) to the BMX Queensland Office via email office@bmxq.org.au or hardcopy via post to the address listed on the front cover of this document by **close of business 5pm Friday 6th April 2018**

The Expression of Interest (EOI) **MUST** address the “Hosts Clubs Responsibilities” as per this document and include the following:

- Track Details
- Facility Details
- Presentation of Award Facilities
- Accommodation Guides
- A working budget related to Venue and Host Responsibilities
- Insurance: Address extension of Public Liability Insurance (if necessary)
- Potential to secure sponsorship will be looked on favourably

After selection of the Host Club for the 2019 BMX Queensland State Championships the said club will be sent a contract that must be signed by BMX Queensland and Host Club and returned to the BMX Queensland office within 14 days

RESPONSIBILITIES OF THE DIRECTOR OF EVENTS

1. Preparation and distribution of Entry Forms in-conjunction with the State Officiating Director and State Registrar
2. Liaise with all Committees
3. Ensure a copy of race results are posted on the BMX Queensland Web Page
4. Letters for samples of the T-shirts, trophies and Plates are placed on the Web by February each year except for those items being supplied by the event sponsor. With the decision of the successful applicant made by End of Month – April
5. Director of Events is to coordinate the following:
 - Awards / Trophies / Prize Money
 - All Promotional products / merchandise
 - Program
 - Signage (including government signage)
 - Equipment going to and from event
 - First Aid for all competition days and official practice days
 - Coordinate Media
 - To invite all V.I. P's
 - State Award Dinner

HOST CLUB RESPONSIBILITIES

The host club must adhere to BMX Queensland criteria and all by laws, policies, and procedures

The host Club is responsible for providing the track / resources and ancillary facilities ready to go as itemized per below by 9am Monday of the State Championships week:

1. **Accommodation:** Adequate accommodation must be available for 500 families within a reasonable distance from the Track

2. **Spectator Facilities:** Marquee provisions and grandstand seating, if necessary, will be determined by the Director of Events. A standing viewing area to accommodate 1500 spectators
3. **Parking:** An area to accommodate a maximum of 40 cars for Officials, VIP's, and specified disable Car Parks. A separate area(s) capable of accommodating 500 cars. An area sufficient for catering vehicles with easy access.
4. **First Aid:** BMX Queensland will organise and provide first aid personal for the event and all advertised practice times. It is the Club's responsibility to ensure the First Aid area is adequately marked out, covered and to be made private for the privacy of riders. Easy access to the first aid station should be made available for ambulance vehicles. The Host Club should be aware & advertise that the track will remain closed and will only be open during official gate practice times or other advertised times by BMX Queensland. Any rider entering these facilities on other times do so at their own risk. Any other approved gate practice, First Aid needs to be organised by the Host Club.
5. **Hospital / Medical Facilities:** Details of the public hospital/ medical Clinics and ambulances are to be provided by the Host Club for inclusion in the program 3 month prior to the event. The Host Club is to contact the hospital to let them know of the upcoming event and approx. numbers and provide BMX Queensland a copy of correspondence sent the hospital/s.
6. **Pro Shops:** An area designated for Pro Shops within walking distance of Spectator areas. BMX Queensland will assign site positions. Adequate power and lighting is to be negotiated between the Club and Pro Shops. BMX Queensland will set any Site charges for the event.
7. **Toilet Facilities:** Able to accommodate 2000 people including disabled. The local council should be contacted for information on minimum toilet requirements to meet the Health Act. Portable facilities may need to be hired if permanent facilities are deemed to be inadequate by BMX Queensland. Toilets are to be cleaned and serviced at regular intervals.
8. **Information / Sales Booth:** An area of 9m x 5m will be required for the BMX Queensland portable tent.
9. **Trophy Presentation:** Is to be organised in consultation with the Director of Events. A portable P.A system should be available along with 6 trestle tables. There must be a hall or venue on stand by in case of bad weather. The host Club is to supply a secure lockable area for the storage of trophies, plates etc from the Monday of the State Championships week. The Host club is to supply a dais.

10. **Sprocket Party:** Requiring a covered area 6m x 6m. location to be decided by the Director of Events or his/her nominee. 2 Trestle tables are required. A coordinator to be supplied by the club. BMX Queensland will set the budget.
11. **V.I.P Area:** Requiring a covered area no less than 6m x 6m. The location to be decided by the Director of Events or his/her nominee. A coordinator to be supplied by the Host Club. The budget to be set by BMX Queensland.
12. **V.I.P Invites:** Host Club to supply a list of people to the Director of Events who they would recommend inviting to the V.I.P area at the track or State Award Dinner E.g. Council representative, club supporters, / Club Life members
13. **Competition Track:** Must meet appropriate minimum – BMXA / UCI Track Guidelines (as per 2018 ARA Rule Book – 1/1/2018, Section 26) page 27. Also refer to BMX A-

<http://bmxaustralia.com.au/wp-content/uploads/2017/04/BMX-Australia-Track-Guidelines-Final.pdf>

Australia Track Guidelines page 4, Class S Event - The track must facilitate transponder requirements. Please refer to Appendix A of this document, "APPENDIX A Transponder / Finish Line Camera- scoring events - minimum requirements"

Placing of water outlets: adequate water supply will be available to allow several people to use hoses at any one time. Ample water outlets are to be made available inside track confines. No watering hose is to cross the competition track at any time. Spectators must be kept clear of the track, adequate fencing, run off room and passage for riders must be ensured. A 5m Start Hill would be looked upon positively.

14. **Scoring:** An air-conditioned building with windows, large enough to house computers, photocopier and 6 people is to be provided for scorers. Two tables and seven chairs are to be supplied and tea and coffee facilities. A fully functional auto feeding 51ppm BW (or similar) A4 photocopier is to be supplied by the club. Details are available from the Director of Events. A 240-volt mains power supply is to be available to this building (preferably a separate power supply to other outlets). This building is to be near as practical to the finish line and not accessible to the public. When placing this building on the site windows must face the track. It is mandatory that transponder and finish line video be used at the Championships. The finish line video is to be organised by the Head Video Official. The transponders & equipment is to be organised by the State Registrar. A separate air-conditioned building is to be made available to house the video & transponder equipment and two Officials, this building must be placed as close to the finish line as possible. A 240-volt mains power supply is to be available to this building (preferably a separate power supply to other outlets). Any overlay must be complying with Safety regulations.

It is preferable that an area with power separate to scoring is available for radio charging, pick up, storage of Officials belongings and private discussions should they be required.

15. **Staging:** This area must accommodate a minimum of 60 riders at any one time. This area is to have ample tent or covered area to accommodate at least 6 age groups at any one time. The staging area is to be clearly marked and defined with corralled fencing enough for 10 lanes. A table and chair must be made available in this area for & a P.A system.
16. **Starting Area:** Including starting gate, this area is to have water proof protection. Three gates of riders should be the minimum number that area should cover.
17. **Announcing:** There should be an elevated area for the commentator, which enables clear and uninterrupted view of the track. A 240-volt power supply and a Cat 5 cable is to be available to this building / area (preferably a separate power source to other outlets)
18. **Moto Sheet Board:** One Moto sheet Board is to be placed in consultation with the Director if Events or his/her nominee.
19. **Track Maintenance:** The track is to be maintained each day leading up to and during the event or when requested by the Race Director. The Host club is to supply a list of track maintenance personnel to the Race Director.
20. **Start Gate:** The Host club must provide a fully operational gate as per the current BMXA / UCI rule books / guidelines. A spare starting system and compressor is required to be supplied and on site from the Monday of the State Championships until the completion of the event.
21. **Catering:** Adequate catering outlets are to be made available to handle approx. 2000 people. At least one outlet is to be open for trade during trading days leading up to the Championships. The Host club redeems all profit from this source. Products sold may be affected under sponsorship guidelines.
22. **Officials Food/Water:** A variety of drinks including bottled water are to be provided regularly to all officials in all areas throughout the event. There are approx. 35 officials per moto to receive drinks. The cost is to be met by the Host Club. The Host club is responsible for providing food and drinks for Head/ Assistant Head Officials or otherwise designated by BMX Queensland working in a permanent capacity (list available from Director of Events) with the event will be met by the Host Club approx. persons per day.
23. **Menus:** Canteen menu, Sprocket Party Menu and V.I.P Menu to be supplied and approved by BMX Queensland by Close of entries.

24. **Rubbish Removal:** Sufficient rubbish bins are to be placed around the track perimeter, staging and Pro Shop areas. Rubbish bins are to be emptied at regular intervals. Rubbish collection is the responsibility of the Host Club. Commercial rubbish collection schedule to be supplied to the Director of Events 1 week prior to the start of the Championships.
25. **Electricity:** Mains power should be made available to the computer and video buildings. A standby power unit should be available.
26. **Security:** The Host club needs to be present a security strategy that provides adequate measures. The Host Club will incur the costs.
27. **Raffles:** The Host club is allowed to sell raffle tickets when approved by the Director of Events.
28. **Personnel:** The Host club will provide personnel and a Co-Ordinator to form the following:
- Track: Responsible for Track maintenance
 - Car Parking: Officials and VIP area
 - Cleaning Public Amenities: toilet facilities, disable etc.
 - Canteen: Food etc.
 - Sprocket Party / VIP area: Responsible for set up, managing and removal.
- The Host club is to supply the Director of Events with a roster of the above that includes mobile phone contact details.
29. The Host club is to be aware the track remains closed other than the advertised practice times, or at the direction of BMX Queensland.
30. The Host club is to liaise with the Director of Events on issues pertaining to the State Championships Venue where silent in this document. The pegging out of sites for State Championship will be at the discretion of BMX Queensland.
31. A complete venue/ track inspection/risk assessment per the current BMXA guidelines is to take place at 9am on the Monday of the State Championships. The people conducting this inspection will be the Director of Events, State Officiating Director, and a representative of the Host club. All outstanding action points from this inspection are to be actioned by 5pm on the same Monday of the State Championships. A note should be made of any damaged items and verified by a representative of the Host club to prevent damaged claims after the event. If any items are damaged during the event the Director of Events is to be notified directly.

FINANCIAL RESPONSIBILITY:

BMX Queensland Inc. will be responsible for the operation of the State Championships accounts.

The Host club will incur the costs as expended under “The Host Clubs responsibilities”

BMX Queensland Inc. will provide funding for all prizes.

BMX Queensland Inc. will be responsible for the collection of all nomination fees.

BMX Queensland Inc. in conjunction with the Host Club will be responsible for obtaining any Government and or Council funding or grants. These said funds will be payable directly to BMX Queensland Inc.

THE HOST CLUB CAN NEGOTAITE WITH:

- Signage (position negotiated with BMX Queensland)
- Opportunity to provide giveaways or product vouchers (not to be confused with prize vouchers)

All the above is to be negotiated with BMX Queensland.

APPENDIX A

Transponder / Finish Line Camera- scoring events - minimum requirements

The following standard facilities are required from any club or organization intending to use the BMX Queensland Transponder / Video Scoring Equipment.

1: To have the ability to connect two wires onto the gate start mechanism, so as to allow an electric pulse to the transponder decoder as the gate drops. This can be done by connecting to terminals 1 and 7 of the Smart Start (if a different start box is used contact BMXQ for instructions). This wire is rolled out to the first decoder (on the start hill).

2: 2 x 40mm conduit pipe placed across the track between 12 to 20 meters down the start hill from the start gate. (Optimum distance is 15 meters from the start gate). These two conduits are to be 600mm apart and approximately 100mm under the track surface or as close as possible to the surface.

These conduits will house the first transponder loops and so need to have accessible on both ends to allow for easy treading of the loops.

The first decoder is mounted track side at this point and so clean 240 volt power is also required at this point.

A 2 meter exclusion zone around the outside ends of the loop and decoder is to be barrier off in some way, so as to keep spectators bikes with transponders fitted at a safe distance so as not to interfere with scoring.

An Ethernet cable from this decode needs to be run to the scoring hut, so provision to suspend this cable at a safe height is required.

3: Finish Line:

2 x 40mm conduit pipe placed across the track at the finish line. The first is to be 600mm from the finish and the second right on the finish line. These two conduits are to be 600mm apart and approximately 100mm under the track surface or as close to the surface as possible.

Again these conduits need to have accessible ends to allow for easy treading of transponder loops.

A 2 meter exclusion zone around the outside ends of the loop and decoder is to be barrier in some way, so as to keep spectators bikes with transponders fitted at a safe distance.

An overhead structure or gantry is required at the finish line for the mounting of the finish camera system and lights. This has a minimum height of 4.5 meters and needs to be solid enough that there is no movement in windy conditions. This is particularly important if signage is mounted to the finish structure.

4: Scoring room

An adequate air conditioned scoring room or air conditioned portacom within 5 meters of the finish line. Minimum size 6 meters by 2 meters, set up with 2 x 2meters tables, one smaller table and 5 chairs.

A strong stable 240 volt power supply is required with at least 2 power outlets on the inside. (Generated power is not suitable)

From loops to scoring use coaxial cable with BNC connectors female at loops and male at registration And 45 degree elbows on conduit at one end if close to track have to be shielded at bends and at least a two core wire from smart start to scoring hut

Any questions please call

