

CSA MTB - Event Organizers Regulations 2011

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1. INTRODUCTION

CSA MTB is creating a structured racing program and calendar for riders and race organizers alike. Together with this program, CSA MTB wants to ensure that all races meet a certain basic set of requirements that riders can expect, especially with regard safety.

2. CSA MTB RACE REGULATIONS (DOC 1)

This document is available on the CSA web site and contains all the rules and regulation for racing in all disciplines of the sport. Further to this and for clarity purposes, this document outlines the CSA requirements on race organizers.

3. CSA / CSA MTB LICENSING REQUIREMENTS

- 3.1 All competitors taking part in timed events or events 20km or longer have to be licensed. CSA licensing protocol for 2011 is on the web site.
- It is the race organizers responsibility to make sure that all riders doing the event have either a CSA license or issue them a Temporary License for the day and to collect such fees.
 - Please make sure that your online entry system complies, if it does not, it is your responsibility to make sure that every license is checked at the race and to collect money from such riders that are not licensed.
 - Race Commissaires will audit the process for CSA MTB, but are NOT responsible for the collection of fees. Failure to collect the required fees will result in the race being levied temporary license fees for all riders.
 - Further to this, it is required that the riders Name, Surname and email address that bought the day license is given to CSA MTB within seven days of the race. (Day License form Doc 10) Online entry companies will do this automatically.
- 3.2 The day license fees for 2011 are R35 and are split as follows
- Race organizer or seller R5
 - CSA R30 of which R10 is paid to the hosting province
 - Day licenses are NOT acceptable for multi day events and these riders need to have at least a Cyclo Sport license.

4. CSA MTB RACE NUMBER AND BOARDS

CSA MTB are working with CSA and various service providers to provide all riders with a permanent number (country wide) and number board, and to develop a seeding system.

5. SANCTIONING OF MOUNTAIN BIKE EVENTS

- 5.1 All Mountain Bike races that take place in South Africa need to be sanctioned by the province and CSA MTB.
- This can be done by filling in the sanction application form (Doc 4), and submitting it to CSA MTB, with the relevant fees for approval.
 - The commission will only sanction an event once they are convinced that the event organizer will meet all the criteria of this document, and the CSA-MTB Race Regulations (Doc 1).
 - CSA MTB will provide a sanction certificate (required by municipalities for permits) and public liability insurance for a sanctioned event.
 - Date changes need to be sanctioned by the commission and will attract an administration fee of R500, irrespective of the success of the application. Please use the Calendar Change of date form.
- 5.2 The Calendar fees are determined by the event category and are contained on the Event sanction Application form (Doc 4) and section 12 below.

6. CALENDAR

The calendar of sanctioned events is on the CSA web Site.

7. REGISTRATION

It is the race organizers responsibility to know who is actually doing the race and to make sure that they have completed the relevant indemnity forms and paid the relevant fees (entry, late entry, temporary license etc).

8. SEEDING SYSTEM

CSA and various service providers to provide a seeding system.

9. COMMISSAIRES

Commissaires are "race referees" and will be provided to all Sanctioned races. One Commissaire is required for every 500 riders per event. The Technical Director (or Technical Commissioner) will contact the race organizer to confirm the number of Commissaires that will be at the event, and ensure that the requirements of the Commissaires are met.

There may be small races that the provincial commission is not able to appoint Commissaires to, and they will then not be charged the fees.

9.1 Responsibilities of the Commissaires

- The Commissaires are responsible for the overall competition.
- They supervise the start/finish arrangements
- Sign off the results.
- They ensure the application and respect of the regulations in all circumstances and collaborate with the Race Director in the completion of their duties.
- They will discuss any penalties with the appropriate officials and receive complaints from competitors.

9.2 Further to this they will

- Ensure that they are on site at least 2 hours before the scheduled start of the first event.
- Liaise with the Race Director on Rider safety Issues.
- Make arrangements to inspect any dangerous sections should the Race or Course Director feel that is necessary.
- Ensure that Road Crossings have the appropriate RTI Officers on duty.
- XCO and DHI courses should be inspected prior to the course being opened for practice.
- Classic / Marathon / Stage Races – as it is not practical to inspect long distance courses the Race Director can request an inspection, however as this will require an additional day at the event venue all additional costs (daily fee, travel and accommodation if needed) are for the account of the organizer.
- Record the top 20 riders across the line and ensure that all riders receiving prize money and point falls within the correct license categories.
- Sign off the results issued by the timekeepers before prize giving.
- Protests – rider to complete the protest form and pay the fees. Protests should be dealt with immediately and a decision made on the day.
- Complete the Commissaires Report and forward to the Commissaire Representative for distribution to the relevant parties.
- The Commissaires Report (Doc 6) is available to race organizers, and will be sent to the race organizer after the event.

10. ANTI DOPING

CSA and CSA MTB are committed to a fair and drug free sporting code. Drug testing will be done at various events throughout the country and should your event be chosen, the various documents and processes will be communicated with you.

- For all events, the organisers of the event will be responsible for the payment of expenses of the Anti-Doping Officials whilst at the event.
- 10% of the prize money will be levied which will pay for all future Testing done by SAIDS

Your cooperation with the Institute of Drug Free Sport is a requirement of Sanction.

11. TIMEKEEPING

CSA MTB is non prescriptive with regard the timing company used to time a particular event.

- The timing company will be responsible for providing accurate results to the race organizer and Commissaires for verification and prize giving.
- The timing company must also supply the results to CSA MTB within 24 hours of the end of the race.
- Time Keeping and results are the responsibility of the Race Director; however timing companies that do not meet the requirements of CSA MTB will be formally cautioned and even disqualified from timing Sanctioned events.
- Race Directors that use timing companies that cannot supply the required results on time will be held liable for such actions.
- The Race Director to this extent must acquire written permission to use their preferred timing solution four weeks prior to the event.
- At present, any timing company is acceptable, however manual timing options should not be considered with a field in excess of 500 riders.

12. ORGANIZERS FEES

The following fees apply to all races Sanctioned by CSA MTB.

12.1 Calendar Fees

	CSA	Province	Number of Riders	Insurance Fees
UCI + National Events	R1375 per day	R1375 per day		R500 per day
MTB A	R1375 per day	R1375 per day	1500 or more	R500 per day
MTB B	R500 per day	R500 per day	500 to 1499	R500 per day
All smaller events	R250	R250	499 or less	R500 per day

- Calendar fees will be paid with the application of the dates during the Calendar registration process.
- Once the application has been received, CSA will invoice your calendar fee for the available date(s).
- Only once payment has been received will the calendar date be allocated to the 2011 Calendar.

12.2 Rider Levies

After the event, the Commissaire and Race Director will confirm the amount of entered riders. An invoice will be sent by the provincial commission and is payable within 30 days. Failure to pay the fees due will result in a fine of R2000 over and above the rider levies, payable before any future calendar date will be considered. Rider levies will be calculated as follows:

- R6 per every entered rider per day of which R2.50 will be paid towards CSA and R3.50 will be paid towards the hosting province.

12.3 Commissaires fees

- Commissaires fees are R500 per day per 500 riders or as per section 9.
- Accommodation & travel expenses have to be paid by the organiser over and above these daily fees.
- Payment of Commissaires will be paid via the CSA MTB offices.

12.4 10% tax on Prize Money

CSA will issue an invoice for the 10% Prize Money as per section 10 of this document to be paid directly to CSA. Failure to pay the fees due will result in a fine of R2000 over and above the 10% Prize Money, payable before any future calendar date will be considered.

13. PRIZE CATEGORIES

- The prize categories required are described the CSA MTB Racing Categories document (Doc 5).
- These categories MUST be adhered to and NO NEW categories may be created.

14. RACE CATEGORIES AND EVENT DISTANCES

- The various Race distances and Race Age Categories are described in the CSA MTB Racing Categories Document.
- These MUST be adhered to and Race Directors will be held liable should they fail to ensure that riders only compete within allowable categories.
- Each rider is classified according to his or her age on 31 December of the year of the competition.

15. COURSE MARKING

- Courses need to be marked in accordance with the CSA-MTB Race Regulation (Doc 1).
- In addition to this, all markings need to be removed within one week of the event or sooner as per agreement with the land owners.
- CSA MTB does not allow the use of spray paint for marking of the route, with the following two exceptions, and with the written permission of the land owner.
 - In places where there is no other alternative, a rock can have an arrow painted on it, but this rock must then be either cleaned, or turned upside down after the event so that the paint is not visible.
 - Secondly to mark a hazardous rock or stump that is not clearly visible on otherwise fast flowing track.

16. LOCAL OPERATION CENTRE (LOC)

- All races should have a Joint Operations Centre (LOC) which is manned throughout the event, and until the last person has left the event.
- The LOC should be in a prominent and accessible area.
- The LOC's main function is that of communication, and should thus have radios, telephone and even internet access if possible.
- For large events and all National Events, the LOC will have direct communications with the local traffic department, SAPS and the Medical service provider.
- The LOC can also be used as a rider information centre, lost and found area, and a place where riders can see results.

17. MEDICAL

- The provision of adequate medical rescue services is the responsibility of the race organizer.
- The following points need to be adhered to and evidence of this provided to the Race Commissaire before they will allow the race to start.
- Sufficient personnel at the event (minimum of 2 for a maximum of 500 riders – so 750 riders requires 4)
- Sufficiently trained personnel (minimum of 1 ALS paramedic for a maximum of 1000 riders)
- Personnel need access to the route and need to be strategically placed out on the route.
- Quad bikes or vehicles need to be able to reach all parts of the route
- Personnel need maps of the route
- Personnel need communication with the race organizer : cell phones are acceptable if they work on the entire route, otherwise radios are required
- Race organizers should also have the following in the JOC
- Contact details for all medical personnel
- Contact details of the medical service providers operations centre
- Medical Aid details for all riders
- Contact details of all hospitals in the area
- Contact details of local doctors
- Contact details of other ambulance and rescue service providers
- Contact details of air ambulance
- Contact details of local municipality and the regional disaster management centre

18. INDEMNITY FOR ORGANIZERS

- Indemnity clauses should be displayed at each registration table as well as prominently on the notice boards or tent sides.
- Copies should be made to be handed to riders should they require it, or used as part of the entry process.

18.1 An example of an indemnity agreement that needs to be agreed to by the organizer, land owners, sponsors and other parties first:

"Mountain biking is dangerous. Participants in this event and all functions and events related thereto take part entirely at their own risk and agree, by their participation as well as by their signature hereto, that they and their dependants do not have, and will not institute, any claims whatsoever against, and do hereby indemnify and hold harmless from all liability, CyclingSA, mountain bike commissions, organizers, other participants, sponsors, individuals, officials, marshals, assistants, helpers, agents, contractors, landowners, local authorities or employees of such persons and any person associated with the event in respect of any loss whatsoever which participants may suffer arising from any cause at all, regardless of whether or not the accident shall have been caused directly or indirectly by negligence, albeit gross, of any person. Persons signing this form for or as a guardian of a minor consent to such minor being bound by the foregoing and further indemnify the organizers and aforementioned parties to the extent, if any, to which such minor is not bound"

19. EVENT INSURANCE

- Every event organiser is obliged to have taken out the required event insurance.
- CSA MTB provides insurance with calendar fees but the organiser still need to familiarise themselves with the clauses and particular policy to ensure that it fulfils in all the requirements the organiser may need.