

## **MEMO**

**To: Motorcycling NSW Clubs**

**From: Ben Williams – Sport Development Manager**

**Date: 13<sup>th</sup> October 2023**

**Subject: 2024 MNSW Motocross State Championships Tender Opportunity**

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The following summarises the event hosting requirements for the 2024 Motorcycling NSW (MNSW) Motocross State Championships and accompanies the broader MNSW – Representative Program.

### **Introduction**

The MNSW Motocross State Championships event is the peak event series within the sport of Motocross in NSW. It is unrivalled in its competitiveness, and with that provides a fantastic platform towards mass broadcast and distribution throughout the sport's network and the wider community

Motorcycling NSW has forwarded this information to identified host destinations and all MNSW affiliated clubs. Please see below for further information about hosting the MNSW Motocross State Championships.

### **Timeline Information**

- » October 13<sup>th</sup> - The State Championships tender process opens
- » October 29<sup>th</sup> - The State Championships tender process closes
- » November 10<sup>th</sup> – Club & Promoter's 'Date Registrations' open
- » November 30<sup>th</sup> – Draft MNSW Open calendar released

In order to nominate to host an MNSW State Championship event via the tender process, [please click here](#).

All tender applications will be reviewed by MNSW in consultation with the Motocross Sports Committee and will be assessed against the outlined criteria and expectations listed below. All venue selections will be ratified by the MNSW board.

For further information in relation to this please contact;

Ben Williams

Sport Development Manager

E: [bw@motorcycling.com.au](mailto:bw@motorcycling.com.au)

## Motocross State Championships

### Key Event Details

In 2024 the Motocross State Championships will be a 3-round series where riders will accumulate points over the 3 rounds based on their finishing position. Both Senior and Junior classes will run concurrently at the same venues and dates. Each round will run over the two days of the same weekend.

The Motocross State Championships is expected to have approximately 230 riders (spreading in ages from 7 through to over 35 with both male/female classes) which will attract the following number of intrastate and interstate visitors to the location for 2-3 nights:

- 330 participants (riders, officials & support crew)
- 990 entourage/supporters (parents, siblings, friends)
- 3,627 bed nights for accommodation providers

Series proposed months – February, March, April & May\*

\*Please note the Motorcycling Australian and Motorcycling NSW Open Calendars are yet to be finalised and therefore amendments to the above dates may occur

### Participation

Classes of participation offered in 2024 (currently in review) at the MNSW Motocross State Championships including;

MOTOCROSS CLASSES	NOTES
7 to under 9 50cc Division 2	
7 to under 10 65cc	
10 to under 12 65cc	
9 to under 12 85cc/150cc 4 stroke (Standard Wheel)	
12 to under 14 85cc/150cc 4 stroke (Standard & Big Wheel)	
12 to under 16 Girls 85cc/150cc 4 stroke (Standard & Big Wheel)	
14 to under 16 85cc/150cc 4 stroke (Standard & Big Wheel)	
13 to under 16 100cc - 125cc 2 stroke	
13 to under 16 128cc to 150cc 2 stroke – 200cc to 250cc 4 stroke	
13 to under 16 Junior Girls 100cc - 150cc 2 stroke & 250cc 4 stroke	
MX3 (14 to under 18 years: 122-150cc 2 stroke & 250cc 4 stroke)	
MX2 C-Grade 15 years and over up to 250cc	
MX1 C-Grade 122cc and over	
MX2 (A+B Grade: up to 250cc) 15 years and over	
MX1 (A+B Grade: 122cc and over) –	
MXW Women's (All Powers)	
35 years and over Vets All Powers	

**The key event requirements for consideration include:**

Venue in kind, track preparation and maintenance and other confirmed support (i.e. Traffic Management, Transport Management, Marketing and Promotion, Track Presentation, Amenities, Waste Services, etc.)

**Financial**

Host Clubs are to be provided with a fixed amount of \$5,000 for hosting a round. \$2,500 (nonrefundable) of the \$5,000 total, is paid five days in advance of the event to the hosting club to provide financial support to prepare a satisfactory venue and racing track. The balance will be paid post-event pending the host club has satisfied the tender requirements of the Host club.

In addition, all entry fees collected via Ridernet will be pooled and distributed as per the variable revenue split (percentage to be determined) between the host clubs i.e. Bucket System, at the conclusion of the series. Also, a flag marshalling fee will be charged when entering this income will be distributed to the host club which will be responsible for organising and coordinating the paid flag marshals.

Further to this, the host club will maintain all proceeds made from camping (if offered) and catering arrangements e.g. canteen, BBQ & vendor fee for external catering options. MNSW will cover the costs for permits, rider levies, marketing, awards, medical and travel/accommodation for any staff or officials. Therefore, the club will be asked to cover the costs of track/venue preparation and catering stock.

**Hosting Criteria & Expectations**

Please find below the key criteria and expectations of what is needed in order to host an MNSW State Championship event. When completing the tender process the prospective host will need to indicate they have the ability to fulfil the below criteria and meet the outlined expectations.

**MNSW Expectations**

1. MNSW will assist in the organisation of the events, through both the office and the Motocross Sports Committee
2. MNSW has exclusive rights to all commercial activity in relation to any MNSW State Championship event. Any proposed event sponsors or partnerships by the host club must be approved by MNSW.
3. MNSW is responsible for sourcing and developing any merchandise related to an MNSW State Championship event. The Host clubs will be given the opportunity to sell the merchandise and in return will receive a percentage of the sale, also host clubs will be permitted to sell club-branded merchandise.
4. Key Officials will be appointed by MNSW, these key officials will work with the officials of the selected hosts in the preparation of the event. The Race Secretary will work with each host's race secretary to coordinate entries and alike.
5. MNSW will undertake a site/track inspection approx. 60 days prior to ensure compliance.
6. MNSW will be responsible for determining the entry fees.
7. MNSW will set up and monitor all online entries via Ridernet 2.0 with assistance from the Race Secretary

8. MNSW will organise and prepare all Race Secretary, Steward and Clerk of Course paperwork prior, to be utilised at the event.
9. MNSW will cover the cost of medical and provide the following as per the [MA Medical Guidelines](#):
  - 2 x Key Medical Personal (Paramedic, Doctor or Nurse)
  - 1 x First Aider
  - Suitable Vehicle e.g. Patient Transport Vehicle
  - Trackside Medical Centre
10. MNSW will prepare the event program with assistance from the Race Secretary
11. MNSW will cover the cost of Championship Medallions, Trophies and Prizes
12. MNSW will cover all permit fees.
13. MNSW will cover all expenses in relation to Officials.
14. MNSW will provide and cover expenses for a person to manage the timing and results
15. MNSW will provide the transponders, laptop and loop (if required) to be used for timing
16. MNSW will be responsible for the promotion of the event
17. MNSW will provide on and off-track signage (MNSW branded and relevant sponsors/partners)
18. MNSW will have staff onsite during the event

#### **Host Club Expectations**

1. Host club to provide all necessary documentation to the NSW Office of Sport prior to and upon completion of the event.
2. The host club will be responsible for providing notification of the even to local hospital, police and ambulance station.
3. Host club to provide Liaison Officer with good knowledge of the track to work with Clerks of Course/ Steward.
4. Host club to to supply an identified local media liaison to work with MNSW
5. The host club to allow a selected track maintenance person to work with the host club to provide expertise and assistance with track preparation if required.
6. Full (exclusive) daily access to the venue from the Friday at the commencement of the event week through until the Sunday
7. The host club which will be responsible for organising and coordinating paid flag marshals.
8. The club will nominate a working group of 3 people to liaise with MNSW, please indicate a key contact. Please nominate a working group to [events@motorcycling.com.au](mailto:events@motorcycling.com.au)
9. Host club will are responsible in sourcing medical provider, and MNSW will incur the cost
10. The club will prepare the track prior to the event and maintain the track during the event to ensure the track is in prime condition, this includes watering the track as needed.
11. The club will *nominate* Level 3 or 4 club officials who wish to officiate the event. Once nominations are received, they will be reviewed by MNSW and the Motocross Sports Committee.
12. The club will provide a level 3 scrutineer for the event, where the host club is unable to fulfill this role MNSW will assist.
13. The club will cover the following marshalling/operational official spots for each day of racing:
  - Starter
  - Finish Line

- Dummy Grid
- Manual Lap Scorers (2)
- Someone to coordinate Marshalls
- 14. The club will provide a commentator for the duration of the event
- 15. The club will provide meals for Key Officials and Key Volunteers
- 16. The club will monitor camping at the venue (if the club has ground for camping)
- 17. The club will maintain the facilities at the ground prior to and during the event e.g. toilets, showers, lighting
- 18. The club will ensure that there are sufficient amenities onsite
- 19. The host club will supply a podium for the presentation.
- 20. The club will operate a canteen or BBQ during the event
- 21. A club representative/committee member be present and available for the presentation
- 22. Representatives from the club will assist with the event signage set up and pack down.
- 23. Invite local Government Officials to attend the event
- 24. Organise Media Launch on Friday of the event
- 25. Club sponsors may be permitted if approved by MNSW
- 26. The host club has the opportunity to nominate officials who wish to shadow key officials at the event in order to gain development.

#### **Criteria**

- High quality, enclosed purpose-built track to the necessary standards of motocross.
- A minimum of 30 start gates
- Provide Flag Marshalls for the entire event. Plus provide 5 extra helpers each day i.e., lap scorers, track watering
- Supply of food and drinks for all officials each day i.e., vouchers redeemable at the canteen'
- Public Address System that reaches the extremities of the venue
- Amenities to cater towards 800 attendees i.e toilets
- Toilet Facilities near the start gate area for riders & mechanics. (within 50M)
- Toilet Facilities near the lap score area. (within 50M)
- First aid / medical area
- Ambulance access to the venue
- Suitable pit area
- Carparking for vehicles on/near the precinct
- Administration space
- Power to Lap score /Timing area
- Covered Sign-On area
- Ability to fit Transponder LOOP across Track
- Broadcasting facilities
- Additional areas for information tents
- Full canteen facilities
- Sufficient track watering equipment.
- Operating wash bay area

- Machinery available for track grooming each day after racing and to make any repairs/changes during racing if required by officials.
- Track Licence to cater for Division 2 50cc classes
- Waste/garbage disposal area
- Waste Oil Facility (clearly marked)

Please note that the above items are not required to be permanent structures or facilities i.e. portaloos, site sheds etc

Numerous accommodation options to accommodate either 2,500 or 4,200 bed nights across a variety of budgets. Event staff and officials will require accommodation for two or four nights.

### **Venue Closure for State Title Hosts – MNSW Policy**

Any who is awarded a State Championship round must comply with the following venue restrictions

- That the entire track and any part thereof will be closed for all motorcycle activity for a period of 8 days prior to the State Championship round being held on that track. Motorcycle riding is prohibited on that track for the time including social, recreational, permitted or unpermitted.
- That the entire track and any park and any part thereof will be closed for all type of coaching (being motorcycle involved or otherwise) for a period of 28 days prior to a State Championship round being held on that track
- All permits 28 days prior to the permit will only be issued to the hosting clubs and will be limited to working bees, competition club permit and practice days. Riding permits will not be issued within 8 days of the State Championship meeting.

### **Venue Guidelines**

The following information is provided as a guideline for councils, Clubs and Track Managers as to the requirements or recommendations we see as significant for Motorcycling to be conducted.

Motorcycling as a sport can be very flexible in our approach to working with particular venues for the sport to be conducted; more often than not we do not require specialist protocols outside of the normal risk management expectations of any other sport. Mainly the guidelines I can suggest depend on the level of the event the venue will be hosting. Therefore, I provide the below table as a recommendation that would be favourable for a state-level event.

Item	Requirements
Venue	- Provide a safe licenced venue for all competitors, officials and spectators

Track	<ul style="list-style-type: none"> <li>- A licenced track that is a minimum length of 1.5km and a maximum length of 3km.</li> <li>- A minimum of 30 start gates</li> <li>- Ensure that there are appropriate barriers in place to ensure spectators do not gain access to the track and any other area where they may endanger themselves or the riders</li> <li>- Sufficient track watering equipment</li> <li>- Available machinery for track grooming each day after racing</li> </ul>
Administration & Operational Facilities	<ul style="list-style-type: none"> <li>- Adequate room for Administration (which must supply electricity)</li> <li>- Enclosed area for Timekeepers to be protected from the elements</li> <li>- Adequate amount of equipment (such as flags) that is necessary for the proper conduct of meeting</li> <li>- Tables for sign-on area</li> </ul>
Medical	<ul style="list-style-type: none"> <li>- Suitable medical facilities</li> <li>- Ambulance access to venue</li> </ul>
Spectator Access	<ul style="list-style-type: none"> <li>- Seating for spectators or spectator viewing areas of track</li> <li>- The ability to place tents/shelters for the groups that visit onsite</li> </ul>
Car Parking	<ul style="list-style-type: none"> <li>- Sufficient car parking for spectators</li> </ul>
Amenities	<ul style="list-style-type: none"> <li>- Adequate number of clean toilets to cope with a high volume of users</li> </ul>
Catering	<ul style="list-style-type: none"> <li>- Clean and food safety would be a minimum expectation providing a variety of foods to cater for the different tastes of the participants along with the ability to cope with a large volume of customers and must have a healthy option</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>- A venue can supply a risk assessment and crisis management plan for a venue and provide minimum expectations for participant/spectator safety. Along with an on-site club liaison officer to assist with event management</li> </ul>
Media	<ul style="list-style-type: none"> <li>- A media room or the ability to use a quieter area for interviews without background noise</li> </ul>
PA	<ul style="list-style-type: none"> <li>- A fully functional Public Address system audible to all parts of the venue that would also allow for music between to be played.</li> </ul>
Accommodation and General Township Amenities	<ul style="list-style-type: none"> <li>- Close to facilities for accommodation with a wide variety of options, with facilities including a hospital, after-hours doctors, food outlets and supermarkets</li> </ul>

## To submit a tender application to host a 2024 Motocross State Championship Event