

## **MEMO**

**To: NSW Councils and Motorcycling NSW Clubs**  
**From: Ben Williams – Sport Development Manager**  
**Date: 13<sup>th</sup> October 2023**  
**Subject: 2024 MNSW Trials State Championships Tender Opportunity**

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

### **Introduction**

The MNSW Trials State Championships events are the peak event's within the sport of Trials in NSW. It is unrivalled in its competitiveness, and with that provides a fantastic platform 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 Trials State Championships.

### **Timeline Information**

MNSW is implementing a new tender process for State Championship events. Therefore, the following timelines are now in play;

- » October 13<sup>th</sup> - State Championships tender process opens
- » October 29<sup>th</sup> - 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 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;

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## Trials State Championships

### Key Event Details

The Trials State Championships is the peak event for riders in NSW participating in Trials. The average number of entries in the Trials State Championships is 50 riders which will attract the following number of intrastate and interstate visitors to the location for 2-3 nights:

- 80 participants (riders, officials & support crew)
- 240 entourage/supporters (parents, siblings, friends)
- 800 bed nights for accommodation providers

Event proposed month – September or October\*

\*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 Trials State Championships include;

Trials Classes	NOTES
Trial 1 (Expert)	
Trial 2 ( A)	
Trial 3 (B)	
Trial 4 (C)	
Trial 5 (Club-person)	
Women	
Masters 35 and over	
Veterans 40 to 55	
Veterans 55 and over	
Youth (13 under 19)	
Juniors (9 to under 16)	
Juniors (7 to under 13)	
Juniors (7 to under 11)	

### Financial

Financially, the club will maintain all proceeds made from rider entries, camping (if offered) and catering arrangements e.g. canteen, BBQ & vendor fee for external catering options. The host club are required to cover any expenses in relation to the event i.e. medical, portaloos etc. unless covered by MNSW as stated below.

### 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 with the event where required
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 must be approved by MNSW.
3. MNSW is responsible for sourcing and developing any merchandise related to an MNSW State Championship event. Host clubs will be permitted to sell club-branded merchandise.
4. MNSW will cover all permit fees.
5. MNSW will cover the cost of Championship Medallions
6. MNSW will cover the Steward fee.
7. MNSW will provide on and off-track signage (MNSW branded and relevant sponsors/partners)
8. MNSW will have staff onsite during the event

### Host Club Expectations

1. The host club will prepare the track prior to the event and maintain the track during the event to ensure the track is in prime condition.
2. The host club will provide all key officials other than the Steward.
3. The club with assistance from the Race Secretary will organise and prepare all Race Secretary, Steward and Clerk of Course paperwork prior, to be utilised at the event
4. The host club will cover the cost of medical and provide the following as per the [MA Medical Guidelines](#)
5. Host club to supply an identified local media liaison to work with MNSW
6. The host club will coordinate the marshalling/operational official spots
7. The host club will provide a commentator for the duration of the event
8. The host club will provide meals for Key Officials and Key Volunteers
9. The host club will supply a podium for the presentation.
10. The host club will monitor camping at the venue (if the club has ground for camping)
11. The host club will maintain the facilities at the ground prior to and during the event e.g. toilets, showers, lighting
12. The host club will ensure that there are sufficient amenities onsite
13. The host club will operate a canteen or BBQ during the event
14. A club representative/committee member be present and available for the presentation
15. Representatives from the club will assist with the event signage set up and pack down.
16. Invite local Government Officials to attend the event
17. Club sponsors may be permitted if approved by MNSW
18. The host club will be responsible for determining the entry fees, in consultation with MNSW
19. Host to provide Liaison Officer with good knowledge of the track to work with Clerks of Course/ Steward.

20. Full (exclusive) daily access to the venue from the Friday at the commencement of the event week through until the Sunday
21. The host club has the opportunity to nominate officials who wish to shadow key officials at the event in order to gain development.

### **Criteria**

- Where possible this event is to be conducted over natural terrain
- 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 attendees i.e toilets
- First aid / medical area & personnel
- Ambulance access to the venue
- Suitable pit area
- Carparking for vehicles on/near the precinct
- Administration space
- Covered Sign-On area
- Additional areas for information tents
- Full canteen facilities
- Waste/garbage disposal area

Numerous accommodation options to accommodate a varying number of bed nights across a variety of budgets.

### **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 depending on the level of event series 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	<ul style="list-style-type: none"> <li>- Provide a safe licenced venue for all competitors, officials and spectators</li> </ul>
Track	<ul style="list-style-type: none"> <li>- Where possible this event is to be conducted over natural terrain.</li> <li>- The safety of Officials, Observers, Riders and the Public must be considered when designing the layout of the event.</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 a 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 the venue</li> </ul>
Spectator Access	<ul style="list-style-type: none"> <li>- Seating for spectators or spectator viewing areas of the 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 in 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

- Close to facilities for accommodation with a wide variety of options, with facilities including a hospital, after-hours doctors, food outlets and supermarkets

[To submit a tender application to host the 2024 Trials State Championships  
please click here](#)