



BMX
AUSTRALIA

CHAMPKIKX SERIES

BMX

PROBIKX TOUR

BMX

NATIONAL CHAMPKIKX SERIES & PROBIKX TOUR

BID SPECIFICATIONS

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1. INTRODUCTION

BMX AUSTRALIA

Bicycle Motocross Australia (BMXA) is recognised by the Australian Sports Commission (ASC) as the National sporting organisation for BMX racing within Australia. BMXA is also an affiliate of the UCI (Union Cycliste Internationale), the International Cycling Federation.

The BMXA mission is to make BMX an enjoyable sport for everyone. A sport that is accessible to any age and gender. BMXA plays an active part in improving the standards of all National competitions while systematically encouraging fair competition and representing the interests of BMX from grass roots competition to high performance programs.

BMXA aims to create a spectacular environment for our sport. Presentation will be the major focus and we will be looking to raise the bar and set new standards in the presentation of the sport of BMX. BMXA will be working closely with leading sport presentation partners to deliver a highly entertaining program.

The vision is to create an element of entertainment surrounding the sport of BMX to ensure the sport is showcased and the message of BMX is delivered to the community via television, various forms of media and spectators who attend each event.

BMXA NATIONAL CHAMPBIKX SERIES & PROBIKX TOUR

The BMXA National Champbikx Series & Probikx Tour plays a leading role in National BMX competitions. The Host Club and State must be willing to work in partnership with BMXA to ensure all communication lines are open to run the most successful event possible, providing a high standard of organisation to enable BMX to develop.

The BMXA National Champbikx Series & Probikx Tour must be a positive experience for riders, sponsors and spectators.

The final round of the BMXA National Champbikx Series & Probikx Tour will be held at the BMXA National Championships annually.

BMXA requires that all venues have in place a minimum 5 metre start hill to be considered.



2. USING THE GUIDELINES

The purpose of providing these guidelines is to:

1. Improve promotional standards for the National Champbikx Series & Probikx Tour
2. Provide specifications that must be met for the venue and the event
3. Provide a uniform evaluation process of the event
4. Offer developmental tools at a State level

TIMETABLE / DEADLINE

The deadline for the bidding procedure shall be as follows:

21 June 2011	BMXA Office calls for tenders to host National Champbikx Series & Probikx Tour events
28 October 2011	Submissions due for evaluation with site visits if necessary)
25 November 2011	Written notification to all bid parties
April / May 2012	Announcement of venues will take place at the National Championships

VENUE

'Venue' is an overall term that covers:

1. The town or location of the event, accommodation, services, including all means of transport
2. The course, profile of the track, available infrastructure, including an exact description of the infrastructure

PROCESS

Once a bid has been submitted a BMXA Official/s will carry out a site inspection of each venue, and a report will be produced for the Board of Directors of BMXA. The sites of the 'venue' shall normally be within the State or Territorial boundaries of the Member State, which shall serve as the host organisation for each event.

The successful 'venues' are announced yearly, at the National Championships.

The decision of BMXA is based upon detailed information on all technical, logistical, financial and further organisational aspects of every bid. The organisation of previous BMX events will also be taken into consideration. The decision of BMXA is final and no further correspondence will be entered into once the 'venues' have been awarded hosting rights.

STATE BMX ASSOCIATION SUPPORT

If a BMX club wishes to bid for an event of the BMXA National Champbikx Series & Probikx Tour they will require support from their State BMX Association. In the unlikely event of the Host Club not being able to fulfil their requirements and/or becoming insolvent, the State Association must contractually agree to financially support the event.

COMMUNICATIONS

The successful organisation of any event is closely linked to the quality of communication. It is important not to underestimate the conditions required for good communications between the three links in the chain. (Host Club, State Association, and BMXA).

Neglecting one of these links will lead to avoidable problems, which may compromise the success of the event. The Host Club/State is required to keep BMXA up to date with developments in writing every four weeks, and every two weeks once the event is within two months of commencement. Any problems regarding the event must be addressed immediately.

The Host Club/State is to allocate a delegate who will participate in regular event management teleconferences as called by BMXA.



BID PRESENTATION

Each bidding venue, must present a bid following the guidelines presented in this practical organisation guide, and the bid document shall contain the following information:

LOGISTICAL INFORMATION

1. Climatic conditions (especially during month of the event)
2. Relationship between Host Club and State Association
3. Travel & Accommodation
4. Parking surrounding the venue
5. Facilities for Accreditation, Media room, Scoring huts, Officiating rooms, Presentation areas, Formal functions etc.
6. Details of other events run over same weekend in the region

TECHNICAL INFORMATION

1. Historical (National/State/Regional competitions)
2. Technical description of the track including a tri-dimensional design, if possible (and if an existing track is to be used).
3. Access
4. Length
5. Departure Zone (structure)

DEPOSIT

The Host Club/State is to provide BMX Australia with a deposit of \$1 000.00 within 30 days of written notification of successful bid.

3. MARKETING

MARKETING RIGHTS

BMXA is the sole owner of all marketing rights and will sell the marketing rights to the event except for those, which are already reserved for sponsors. The Host Club/State has the right to sign contracts with sponsors not interfering with BMXA sponsors pending approval from BMXA. All negotiations regarding the event must be disclosed to BMXA.

LOCAL SPONSORSHIPS

The Host Club/State has the right to sign contracts with local sponsors provided that this does not conflict with the exclusive rights of a BMXA Presenting or Main sponsors, and that such sponsor is not a company producing tobacco, alcohol or pornographic products or a company involved in sports betting pending approval from BMXA. All negotiations regarding the event must be disclosed to BMXA.

SPONSORSHIP HIERARCHY

For each event, the following sponsorship hierarchy should be respected;

1. Presenting Sponsor
2. Main Sponsors
3. Local Sponsors

PROMOTION OF EVENT

BMXA will provide the creative for any promotional material for the event.

BMXA will promote the event through all available channels including BMXA website, social networking sites, e-newsletter etc.

BMXA will provide banners/ flags and other promotional material for the inside of the track.

The Host Club/State is to offer all available channels for promotion of the event.

4. REGISTRATION AND CLASSIFICATION OF RIDERS

ENTRIES

Riders wishing to compete in the BMXA National Champbikx Series & Probikx Tour shall register through the BMXA website www.bmxaustralia.com.au or via the official entry form which BMXA will provide to all State Associations.

ENTRY FEES

All entry fees for the BMXA National Champbikx Series & Probikx Tour will be payable to BMX Events Australia.

RIDER REGISTRATION

The Host Club/State must supply a registration area that does not interfere with the track. This area will be utilised for riders to register, giving out number plates, and transponders. If another event will be running in conjunction with the Champbikx & Probikx event, the registration area must be separate from the coinciding events registration.

BMXA OFFICIALS

The Host Club/State must accommodate up to 12 BMXA Officials at the track at each day of the event. This includes providing parking, entry and access to all areas of the track and registration areas.

5. BMX TRACK & CONSTRUCTION

THE BMX TRACK

The BMXA National Champbikx Series & Probikx Tour track shall be immaculately presented, fast and challenging to all riders. The track must meet the following BMX Australia specifications;

1. Length of the track: minimum of 300 metres, maximum of 450 metres
2. Width of the track: minimum of 10 metres wide in first straight then taper to a width of no less than 5 metres at any point along its course
3. Height of the starting hill: minimum of 5 metres, with an angle of 15°
4. Obstacles: The track will have several technical parts, including various jumps and rhythm sections
5. Turns: shall be banked to a degree which allows safe entry and exit for Riders at race speed
6. Transponder cable Conduit at Start Hill and Finish line for Transponder loops
7. Wet weather provisions; The Organiser shall provide enough plastic covers for the track, in case of wet weather
8. Start gate; must have a solid cover along with cover for staging in case of wet weather

The Host Club/State must supply at no cost to BMXA the following material;

1. Start gate system- Approved UCI standard with random start mechanism
2. Water outlets- Track must have water supply to water down the track
3. Electricity- Start gate, finish line, lights (along fence, not crossing track)
4. Track workers- 4 to 10 track maintenance workers, to assist with raking, shaping and watering. The same workers shall also be available throughout the event, handling the maintenance of the track
5. Track Tools/equipment - There must be sufficient tools including shovels, brooms, rakes or any other material or utensils that are required to maintain the track
6. Line marking - Line marking material and equipment must be supplied. Under no circumstances should Lime or Lime based products be used as line marking
7. Compressors - Air Compressors and tanks as needed to operate the starting gate. Air Compressors shall meet the following specifications: 2 air compressors should be at least 1½ horsepower with at least a five-gallon tank
8. PA system - An active portable PA system is required in addition to the voice box. A minimum of 3 power outlets (110/240 volts, 50 amps) are necessary at the start gate.



6. INFRASTRUCTURE

A properly designed venue will facilitate good crowd control, banner placement and also provide participants with an adequate staging, start and finish areas.

OVERVIEW

'Venue' represents all amenities contained within the event location.

1. Track
2. Venue capacity
3. Spectator seating
4. Food & beverage
5. PA system
6. Commentary tower
7. Toilet facilities
8. Cleaning services
9. BMXA registration & scoring
10. BMXA video
11. Media office
12. Medical room
13. VIP area
14. Lighting
15. Generator
16. Banners & sponsor branding
17. Signposts & posters
18. Rider warm-up area
19. Start and finish line arch
20. Finish area
21. Presentation area
22. Podium
23. Parking
24. Traffic management
25. Accommodation in region



DETAILS

1. Track

Host Club/State must supply BMX Australia with track build and design drawings.

2. Venue capacity

The minimum capacity of the venue shall be 3000 spectators

3. Spectator seating

Sufficient, safe seating areas for spectators, with a clear unobstructed view of the track. Provisions for disabled seating

4. Food & beverage

The venue must have appropriate food and beverage, including healthy alternatives. The Food kiosk must open when competition day commences and must not close until racing is completed. Ample water should be available.

5. PA system

The P.A system shall be of professional quality and must be capable of projecting the Announcer's voice to all parts of the track. The Host Club/State must ensure that the sound system is of an adequate size and quality to entertain the spectators all around the track and the team / vendors area. Preferably, the sound system will not be projected directly at the start gate. The riders need to be able to listen to the voice command from the start. A Professional DJ is required, to ensure proper entertainment for the spectators and control PA equipment.

6. Commentary tower

The commentary tower must have 110/240 V Power for equipment. It must fit at least 4 people in the room along with PA equipment. If possible a data cable would be preferred to be run directly via the commentary tower to ensure result print outs can be distrusted to the room

7. Toilet facilities

Toilet facilities at the track with the capacity to cope with a minimum of 1000 persons per day. Cleaners must also be supplied to ensure the toilets remain supplied and hygienic. There must be separate facilities for Males, Females, and Disabled patrons.

8. Cleaning services

Cleaners must be on site to ensure the toilets remain supplied and hygienic. An adequate number of bins are to be supplied and the Host Club/State is responsible for rubbish removal. The venue must be kept in a clean and tidy fashion.

9. BMXA registration & scoring

An air-conditioned office, minimum of 3 x 8 metres space is required with the following equipment;

- i. 3 x Tables min 1x 4 metres long
- ii. 6 chairs
- iii. Power (110/240 V with 2x16A, separately fused)
- iv. High-speed Internet Access (T1 or DSL) cable run to the booth

10. Video

An air-conditioned office close to the finish line. A minimum of 3 x 8 metres space is required with the following equipment;

- v. 3 x Tables min 1x 4 metres long
- vi. 6 chairs
- vii. Power (110/240 V with 2x16A, separately fused)
- viii. High-speed Internet Access (T1 or DSL) cable run to the booth

11. Media office

Power and internet is required in this room for BMXA media manager and any other attending media. A minimum of 3 x 8 metres space is required with the following equipment;

- i. 3 x Tables min 1x 2 metres long
- ii. 6 chairs
- iii. Power (110/240 V with 2x16A, separately fused)
- iv. High-speed Internet Access (T1 or DSL) cable run to the booth

There must be an adequate clear space provided for media to conduct interviews, in front of a media backdrop to be supplied by BMX Australia. This area is to be easily accessible to Media and Athletes, and restricted to the general public.

12. Medical room

A Clean, Brightly lit medical room is required outside the infield, where injured riders can be treated, with easy access from the track (by stretcher) and accessible to ambulance. The room should be out of the view of riders preparing to race, i.e. not positioned near the staging area. The Host Club/State is to provide a First Aid representative, who will be in charge and brief the local medical team. The First Aid team and shall include an adequate number of staff

13. VIP area

The complex must be suitable to facilitate BMXA, Sponsor and Host Club/State VIP's. This section must overlook the track with seating for guests. The VIP centre must easily accommodate over 30 people. There must also be reserved parking for VIP guests

14. Lighting

Sufficient lighting must be provided to light the track and the venue in case of adverse weather

15. Generator

A Generator is required to be supplied as a backup power source in case of power outages.

16. Banners & sponsor branding

Sponsors will contribute significant sponsorship dollars in return for various rights and benefits. The principal benefit is advertising banners, which are seen on television. Therefore, banner placement is critical and must be a priority for the Host Club/State. Banner (or any other sponsor collateral) placement must be coordinated in cooperation with BMXA. The Host Club/State must supply a signage plan outlining signage positions and placement to BMXA a minimum of 60 days prior to commencement of the Event.

17. Signposts & posters

Signposts for BMX Australia National Champbikx Series & Probikx Tour event (with the official logo) are to be placed along the main roads leading into towns and in the immediate vicinity of the venue. Directional information to athletes, officials and public is extremely important for a successful event. Signage needs to be clear and easily understood.

18. Rider warm-up area

There needs to be riders warm up area at a minimum of 150m long. *It must be away from cars and other people walking around the venue*

19. Start and finish line arch

Arches must be provided with BMXA and sponsor branding. Design to be approved by BMXA before production. The arches must be printed on both sides, alternative 2 arches. These must be a minimum of **3.5 metres** high for finish line cameras to function properly.

20. Finish area

The finish area may seem simple to manage, but it always causes problems. Drawing up a plan of the area makes it easier to avoid a lot of last minute surprises. The area must be closely supervised, with only accredited people having access.

21. Presentation area

A staging area for presentations is to be provided in view of the spectator areas, with PA also available in this area

22. Podium

An elevated podium / platform (ideally covered). It must be stable and wind resistant clearly bearing the numbers 1, 2, 3. There is to be no branding on this podium.

23. Parking

Adequate parking for over 500 cars per day with a minimum of 6 car parking spaces close to the track for BMXA officials and media. BMXA shall be notified in writing in the bid document if a fee for parking is to be charged. Any parking fee shall be by gold coin donation only with approval at the discretion of BMXA.

24. Traffic Management

The Host Club/State is responsible for supplying a traffic manager/security to ensure attendee's are parking correctly and safely. Any person who parks illegally does so at their own risk and liability. Sufficient signage should be displayed to reduce the chance of congestion.

25. Accommodation

Accommodation must be over 500 beds in a 40km radius of the competition venue.



7. PRIZE MONEY

BMX Australia will supply all prize money and coordinate distribution for the event.

8. SCHEDULE OF EVENTS

OFFICIAL RACE SCHEDULE

The schedule must be approved by the BMXA.

CHANGES TO SCHEDULING

All changes to scheduling must be communicated as soon as possible. BMXA are to approve any changes and notify all stakeholders. Changes should be communicated via the BMXA website and e-newsletter. The Host Club/State should provide clear signage on each day of the event displaying final schedules.

ADDITIONAL EVENTS

Host Club/State is permitted to hold an event on the same weekend as the event pending the approval of BMXA.

9. MEDIA

PRESS ACCREDITATION

All press accreditations for media are to be issued by BMXA. Press will be required to submit a formal request for accreditation.

PHOTOGRAPHERS & CAMERAPERSONS

Photographers and TV representatives should receive a BMXA MEDIA bib, vest or similar, and will be granted access to all designated areas of the track unless considered unsafe by the Race Director or Chief Commissaire.

TELEVISION

BMXA is the exclusive owner of all broadcasting rights in (which include radio, television, video-DVD, the internet and any and all multimedia rights).

10. ANTI DOPING EXAMINATION

All athletes competing in the BMXA National Champbikx Series & Probikx tour may be subject to an anti-doping examination following the anti-doping regulations of ASADA.

ANTI DOPING INFRASTRUCTURE

Premises suitable for the taking of urine samples must be provided in the immediate vicinity of the finish line. This will be in the form of a well lit, lockable toilet which is not accessible to the public. A table and chair must be supplied for ASADA's administrative purposes. The location must be clearly signposted from the finish line. The testing station will be large enough and must include three separate areas: one to serve as the waiting room, another for the preliminary formalities, and the third for actually taking the samples.



11. ASSESSMENT OF TRACK/RISK ASSESSMENT

The BMXA National Officiating Director (NOD) must assess the track in accordance with the BMXA Risk Management policy. The Host Club/State shall then make any modifications as deemed necessary in accordance with the NOD's recommendations. The BMXA National Champbikx Series & Probikx Tour event will not commence until the NOD is satisfied the track is up to a suitable standard and all risks have been mitigated.

RISK ASSESSMENT

Host Club/State must submit their risk management plan to BMX Australia a minimum of 90 days prior to event commencement. This will include risks associated with any events being run in conjunction with BMXA as, any facility risks and an evacuation procedure.

12. TRANSPONDER SCORING EVENTS

MINIMUM REQUIREMENTS

The following standard facilities are required from any club or organisation intending to use the BMX Queensland transponder/video scoring equipment.

1. Start;

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.

2. Track;

2 x 40mm conduit pipe placed across the track between 12 to 20 metres down the start hill from the start gate. (Optimum distance is 15 metres 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 need to be accessible on both ends to allow for easy threading of the loops.

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

A 2metre exclusion zone around the outside ends of the loop and decoder is to be allocated, to keep spectators bikes with transponders fitted at a safe distance unable 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 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. These conduits need to have accessible ends to allow for easy threading of transponder loops.

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

An over head 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 3.5 metres 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;

As per specifications above (section 6.9.)

13. CHECKLIST

BID DOCUMENT

Ensure you have completed all tasks and met all requirements on the below checklist before submitting your bid document.

YES	NO	REQUIREMENT	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Host Club is a fully financial member of their State Association and has no outstanding fees with BMXA	
<input type="checkbox"/>	<input type="checkbox"/>	Host Club has full support of the State Association	
<input type="checkbox"/>	<input type="checkbox"/>	Chambikx / Probikx Coordinator or Committee selected to liaise with BMXA in the event process.	
<input type="checkbox"/>	<input type="checkbox"/>	BMXA notified of Probikx Chambikx Coordinator or Committee members	
<input type="checkbox"/>	<input type="checkbox"/>	Climatic conditions	
<input type="checkbox"/>	<input type="checkbox"/>	Communication between Host Club and State Association	
<input type="checkbox"/>	<input type="checkbox"/>	Travel and accommodation	
<input type="checkbox"/>	<input type="checkbox"/>	Parking	
<input type="checkbox"/>	<input type="checkbox"/>	All specifications in the infrastructure overview are in place	
<input type="checkbox"/>	<input type="checkbox"/>	Details of other events to be run	
<input type="checkbox"/>	<input type="checkbox"/>	Historical information	
<input type="checkbox"/>	<input type="checkbox"/>	Technical description of track	
<input type="checkbox"/>	<input type="checkbox"/>	Access to track and venue	
<input type="checkbox"/>	<input type="checkbox"/>	Technical aspects defined	
<input type="checkbox"/>	<input type="checkbox"/>	Tri dimensional design	
<input type="checkbox"/>	<input type="checkbox"/>	Photographic evidence supporting bid	
<input type="checkbox"/>	<input type="checkbox"/>	Submitted by 28 October 2011	

SUCCESSFUL HOST VENUE

If you have ticked 'NO' to any of the below requirements, please place a reason in the 'notes' column, and indicate how this will be rectified and in what time frame.

YES	NO	REQUIREMENT	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	Deposit paid within 30 days of notification of successful bid	
<input type="checkbox"/>	<input type="checkbox"/>	Supply BMXA with a list of all accommodation in the local area at least 8 weeks prior to commencement of event	
<input type="checkbox"/>	<input type="checkbox"/>	Full track inspection and risk assessment conducted by an independent party at least 60 days prior to commencement of event.	
<input type="checkbox"/>	<input type="checkbox"/>	All risk management paperwork submitted to BMXA with the signature of the Club President and State Officiating Director.	
<input type="checkbox"/>	<input type="checkbox"/>	Supply First Aid team and team leader	
<input type="checkbox"/>	<input type="checkbox"/>	Air conditioned registration, scoring area, video facilities meeting specifications in section 6	
<input type="checkbox"/>	<input type="checkbox"/>	On-site internet access for BMXA Media Manager	
<input type="checkbox"/>	<input type="checkbox"/>	Adequate parking for Officials, VIPs, competitors, spectators and media	
<input type="checkbox"/>	<input type="checkbox"/>	Adequate seating, shaded areas and area for tents & marquees for spectators and competitors	
<input type="checkbox"/>	<input type="checkbox"/>	Fully stocked kiosk facilities to be active for the duration of the event	
<input type="checkbox"/>	<input type="checkbox"/>	Designated area for food and beverage vendors (if required)	
<input type="checkbox"/>	<input type="checkbox"/>	Toilets and cleaners allocated	
<input type="checkbox"/>	<input type="checkbox"/>	Designated areas for key sponsor signage	
<input type="checkbox"/>	<input type="checkbox"/>	Designated area for sponsor retails outlets	
<input type="checkbox"/>	<input type="checkbox"/>	Designated area for VIP area	
<input type="checkbox"/>	<input type="checkbox"/>	Start gate with approved UCI random start mechanism	
<input type="checkbox"/>	<input type="checkbox"/>	Finish line structure that is a minimum of 3.5 metres and capable of supporting the BMXA finish line cameras	
<input type="checkbox"/>	<input type="checkbox"/>	Supply DJ and PA system for the Champbikx/Probikx event period	
<input type="checkbox"/>	<input type="checkbox"/>	Conduct major Open Race meeting in conjunction with event	
<input type="checkbox"/>	<input type="checkbox"/>	Hosting fees paid	

14. FEE SCHEDULE

FEE DESCRIPTION	FEE AMOUNT	DUE
UCI Champbikx / Probikx round	\$ 2 200.00	90 days prior to event
UCI Champbikx / Probikx double round	\$ 3 300.00	90 days prior to event
Deposit	\$ 1 000.00	Within 30 days of notice of successful bid
Round held at non open event fee	\$ 1 000.00	90 days prior to event

This checklist must be returned to BMXA a minimum of 6 weeks prior to the event date;

A: BMX Australia
Chambikx / Probikx Coordinator
PO Box 6310
Alexandria NSW 2015

F: 02 9339 5888
E: bmx.info@cycling.org.au

If you have any questions, please contact BMX Australia;

P: 02 9339 5800

E: bmx.info@cycling.org.au

15. BRANDING

Please see below the logo for the National Chambikx Series and Probikx Tour. The logos were designed to be consistent with the BMX Australia brand.

Each logo will be distributed to State Presidents in several formats. If you would like the logo emailed directly, please contact BMX Australia:

E: bmx.info@cycling.org.au

P: 02 9339 5800

BMX Australia



Chambikx Series



Probikx Tour

