



2012 STATE CHAMPIONSHIP

NOMINATION CRITERIA

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Introduction

This criteria is designed to provide the best facility available to host a BMX State Championships in Western Australia.

This criteria contains information about Host Club responsibilities and sets down a minimum standard for the presentation of the BMX Sports Western Australian State Championships. However, Host Clubs are encouraged to enhance the presentation of the Championships where possible.

The ongoing success of the Championships relies on the continued support of spectators, participants, officials, sponsors, volunteers and other stakeholders. As such, it is important to consider the needs and involvement each of these groups will have and for the Host Club, in conjunction with BMX Sports Western Australia, to meet those needs accordingly.

Once a successful bidder has been determined, that club will be required to sign a formal contract with BMX Sports Western Australia for the 2012 State Championships.

Please Note:

If any requirements are unclear you must clarify them with BMX Sports Western Australia prior to signing a submission.

The following BMX Sports Western Australia State Championship Nomination Criteria may be subject to change.

Clubs will be notified of any changes to this document.

Essential Submission Requirements

1. The Shire or City Council of the applicant club must provide a letter of support and agreement that the club hosting the State Championship will be sanctioned by all its local Government departments and will receive whatever assistance is available from such Council or Shire.
2. A copy of the Club's Public Liability Insurance Certificate of Currency.
3. The Host Club committee must provide a plan of their track facilities (drawn to scale) showing the track layout, start and finish lines, BMX Sports Western Australia administration offices, 3 flag poles, bails and protest pens, canteen, toilets, drinking water sites, pro shop area, first aid position, staging area and spectator viewing areas. Also, public car parking area and BMX SPORTS Western Australia official parking.
4. The Host Club must appoint a State Championship Liaison Officer including contact details with their submission.
5. The attached Criteria Compliance, which forms part of these nomination criteria must be signed by two (2) Club Representatives. Two (2) signed copies must be included with your submission.
6. The signing of the attached Criteria Compliance must appear as a motion in the Club's minutes of an official club committee meeting held prior to the nomination closing date and voted on accordingly to proceed.
7. Please forward two (2) complete Submissions to host the 2012 BMX Sports Western Australia State Championships to the BMX Sports Western Australia office PO Box 1816 Midland WA 6936, marked "2012 State Championship Submission", by Close of Business 21st April 2011.

Please refer to the Submission Checklist for Essential Submission Requirements.

1. STAGING

- (a) Riders assembling area minimum 10 heats of riders covered or shaded.
- (b) Class holding area to be a minimum of 5 lanes to hold 8 riders each lane and be covered.
- (c) Power supply to be available for the Riders Assembly and Class holding areas.
- (d) Final holding area before start gate to hold at least 5 heats of riders and must be covered.
- (e) Area to be contained from the public, kept dust free and be covered.
- (f) If available, a portable microphone to be provided for staging use.

2. STARTING HILL

- (a) The start ramp to be five (5)m in height.

Provision must be made to use the Pro Gate Ram and Start Mechanism.

- (b) The starting hill must be a minimum of 10 metres wide and 5 metres above the grade of the first straight.
- (c) The pre-start ramp must be clearly marked into 8 lanes and numbered from 1 to 8 on the front of the gate and the rear of the gate.
- (d) The start gate shall have a minimum height of 500mm and must have non-slip tread traction at each starting position.
- (e) Must be electronically operated using the approved UCI ram and start mechanism.
- (f) Start lights must be placed in such a position as to be clearly visible from all starting gate lanes.
- (g) The gate call must be audible to all riders on the gate.
- (h) Starting hill must be covered with suitable material to give good weather protection to five (5) gates of riders.
- (i) A minimum of two (2) compressors of twelve (12)CFM capacity must be available for gate air supply.

3. TRACK

- (a) Minimum length of 300 metres.
- (b) Maximum length of 400 metres.
- (c) Minimum length first straight is 40 metres from raised gate to start of first turn.
- (d) First straight shall be a minimum of ten (10) metres in width after the start ramp 10 metre line narrowing to eight (8) metres up to the entry of the first berm. At the exit of the first berm 5.2 metres at any point thereafter.
- (e) First obstacle to be no closer than 20 metres from raised gate to face of first obstacle.
- (f) First turn shall be 8 metres at the entry narrowing to 6 metres on the exit and may turn in either direction. It shall be banked to a degree which allows safe entry and exit for riders of all ages and race speed.
- (g) The track surface must have a solid base and an acceptable riding surface.
- (h) The perimeter of the track racing surface to be clearing marked. (ie) with a white line especially leading up to obstacles. Boundary markers shall be flush with the surface.
- (i) The use of car tyres should be kept to a minimum and used as track stabilisation only.
- (j) The track must be clear for at least 2 metres on either side. Any obstacles, (ie) trees, posts etc must have protective padding installed.
- (k) Water must be available at enough points to ensure adequate spray coverage to eliminate dust and to ensure the track surface is stable.
- (l) There will be four (4) track inspections by the designated Track Inspector prior to the State Championships. Inspection dates and requirements are detailed in the attached Milestone section.
- (m) The host club MUST be ready for the final track inspection as per the inspection schedule.
- (n) No alterations to the track layout or obstacles after the third (3rd) inspection will be allowed without the prior written consent of the Board of BMX Sports Western Australia.
- (o) Track maintenance is the responsibility of the Host Club. They must ensure the track surface is in a safe condition for racing at all times.

NOTE:

1. The track shall be measured along its centre line for length.
2. Corners shall be measured from the inner track marking, at 90 degrees, along a straight line of the surface to the outside track marking.

4. FINISHING LINE

- (a) Last obstacle shall be no closer than 1.5 metres from the down side of last obstacle to finish line.
- (b) To be clearly marked by a straight black line on the track 50mm in width, this will be bordered either side by a 50mm white line.
- (c) Finishing order bails to be set up at least 20 metres from the finish line and clearly numbered 1 to 8 and ordered from left to right from the finish line.
- (d) There must be sufficient space adjacent to the finish area for the inclusion of two (2) offices for BMX Sports Western Australia administration staff.
- (e) Two areas approximately 3m x 3m to be fenced off alongside the bails area for the protest pens away from riders and the general public.
- (f) Total finish line and administration area to be contained from the public.
- (g) Only line judges must have a clear and uninterrupted view of the finish line which may require a perimeter from the public to be erected to prevent distraction.
- (h) Suitable finish line gantry with a height of no less than 4.0m to be erected for the video cameras.

5. SPECTATOR AREA

- (a) Total area must be large enough to hold a minimum of 1000 people.
- (b) Track to be cordoned off from the public 1m from track racing boundary line.
- (c) No tents, sun covers or scaffold seating will be allowed within 4 metres of the track boundary line.
- (d) Sufficient rubbish bins must be available around the track and be emptied at regular intervals.
- (e) The Host Club must provide a spectator area minimum of 3m x 3m as close as possible to the finish line for the sole use of BMX Sports Western Australia.
- (f) The Host Club must provide 2 x spectator areas minimum of 3m x 3m each for the use of the Talent ID and High Performance Squad Members and Coaches.
- (g) The Host Club must provide a spectator area minimum of 3m x 3m for the use of the Riders Advocate.

6. TOILETS

- (a) Toilet facilities must be able to cater for 1500 people daily. Your local Shire or City Council will have specific health criteria for the number of cubicles required. A copy of your local authority requirements must be submitted eight (8) weeks prior to the Pre-State event.
- (b) All toilets must be maintained in a clean and hygienic manner at all times. If portable toilets are used, they must be emptied and cleaned at least daily.

7. CANTEEN

- (a) Catering facilities must be capable of providing a range of quality food and refreshments for up to 1500 people per day at a reasonable cost. A copy of the intended event menu to be supplied to the BMX Sports Western Australia office four (4) weeks prior to the event.
- (b) All facilities MUST meet local Shire or City Council health requirements. A copy of your local authority Health Department approval must be submitted eight (8) weeks prior to the event.
- (c) Hours of operation to be determined by Host Club in conjunction with BMX Sports Western Australia.
- (d) Good quality drinking water must be available for the duration of the event FREE of charge to riders and spectators.

8. CAR PARKING

- (a) An area large enough for parking of up to 500 cars at close proximity to the track.
- (b) A BMXWA/VIP area must be set aside for a minimum of 50 cars. This area should be located as close as possible to the Administration area.
- (c) Special clear access must be available at all times for First Aid vehicles
- (d) Parking attendants to be provided by the Host Club for the BMXWA/VIP parking area. Time requirements for this will be advised prior to the event.

9. ACCOMMODATION

(a) When the State Championships are held outside the Perth metropolitan area enough accommodation for 1500 people must be available within 25kms of the host track.

10. TROPHY STORAGE, SECURITY AND PRESENTATIONS

(a) A large, suitable and secure INDOOR VENUE close to the track to be available for trophy storage and presentations. Details of this venue MUST be included in your submission including venue contact name and telephone number.

(b) A suitable storage and setup area must be provided in a secure part of the presentation venue prior to the commencement of the event. Preferred delivery day for trophies is Friday of State Championships.

(c) Seating for at least 200 people must be available.

11. EVENT REGISTRATIONS

(a) An indoor area must be provided to conduct pre-event registrations.

This area must:

- I. be available from the Sunday Pre-States event until the conclusion of Friday Registration
- II. located within the club compound or close proximity to the track
- III. be secure
- IV. be easily accessed by BMX Sports Western Australia administration staff
- V. be easily accessible for riders/parents to enter and depart without congestion
- VI. have 4 x trestle tables and 12 chairs
- VII. have an adequate power supply

12. SECURITY

- (a) Adequate security (24 hr) for the track and its facilities, personnel and equipment during the week of the State Championships to be provided.
- (b) The Host Club MUST supply car parking security for the duration of trophy presentations.

13. TRACK AVAILABILITY

- (a) The track shall be open for practice during the week preceding the State Championships. First Aid, corner marshals and gate starter to be provided by the Host Club to ensure all track safety and First Aid requirements are met whilst the track is in operation.
- (b) The track opening days, times and charges will be determined by the Host Club in conjunction with BMX Sports Western Australia.

14. PRO SHOPS

- (a) All Pro Shops are under the control of BMX Sports Western Australia.
- (b) A maximum area of 18m² per shop to be allocated. (Tent, shade supplied by Pro Shop)
- (c) If a designated shop is determined to be a major sponsor of the Host Club they may have the right to the first site allocation.
- (d) Pro Shop sites are to be as near as possible to the track facilities (ie) inside fenced area if applicable.
- (e) Pro Shop site fee to be set by BMX Sports Western Australia.
- (f) If the Host Club have any specific shops interested in attending the event it is their responsibility to notify BMX Sports Western Australia so the appropriate invitation/information is sent to them.

15. PRE-STATE EVENTS

- (a) The Host Club MUST conduct a Pre-State event on the Sunday prior to the State Championships. The Host Club must contact the BMX Sports Western Australia office regarding officials for this event if required.
- (b) Pre-State Event details MUST be submitted to BMX Sports Western Australia for approval twelve (12) weeks prior to the event. This should include proposed times, entry fees and classes. If the Host Club intends supplying Officials for this event a list MUST be forwarded to BMX Sports Western Australia at this time.
- (c) First Aid requirements to be provided by the Host Club for the Pre-State event.
- (d) Sponsors logos (.jpeg format) for the Pre-State event must be submitted to the BMX Sports Western Australia office at least eight (8) weeks prior to the event. BMX Sports Western Australia can also offer the facility of On-Line Nominations for Pre-State event. The fee associated with this is determined by BMX Sports Western Australia dependant upon Host Club requirements.

16. ADMINISTRATION / OFFICIALS

- (a) There must be sufficient space adjacent to the finish-line area for the inclusion of two (2) offices for BMX Sports Western Australia.
- (b) If additional portable administration buildings are required these will be sourced and funded by BMX Sports Western Australia. If the Host Club has existing buildings suitable for Administration purposes please include details of this in your submission.
- (c) The supply of Catering and Water for all Officials for Friday, Saturday and Sunday of the event to be liaised between the Host Club and BMX Sports Western Australia.

17. ADDITIONAL REQUIREMENTS / INFORMATION

- (a) Any Host Club information to be included in the Official Event Program (ie) canteen menu, logos, club information must be submitted to the BMX Sports Western Australia office at least 4 weeks prior to the first Pre-State event. Please contact the BMX Sports Western Australia office for the required formats.
- (b) The back of the official State Championship T-Shirt may be designed by the Host Club. A 3 colour design must be submitted in .eps and .jpeg format to the BMX Sports Western Australia office at least sixteen (16) weeks prior to the first Pre-State event.
- (c) Any inclusions required by the Host Club in the Official Opening Ceremony (ie) National Anthem Performer or Public Speaker may only be included with the prior written approval of BMX Sports Western Australia.
- (d) BMX Sports Western Australia and its Officials take full control of the Host Track on the Friday morning prior to the beginning of Official Practice. BMX Sports Western Australia has the sole responsibility for the organisation and operation of the State Championships unless otherwise indicated in writing.
- (e) Official Practice times to be determined by BMX Sports Western Australia and advertised prior to the event.
- (f) All race and organisational procedures will be carried out under the current BMX Australia Rules and Regulations. The Race Commissaires and Race Director will adjudicate on their areas of control.
- (g) It is the responsibility of BMX Sports Western Australia to organise and secure First Aid services for the duration of the State Championships, (ie) Friday, Saturday and Sunday only.
- (h) It is the responsibility of BMX Sports Western Australia to have a photographer available for the event. The Official Event Photographer will have sole photographic rights for these days (Friday – Sunday) and must liaise with BMX Sports Western Australia. Any other photographers must seek prior written approval of BMX Sports Western Australia prior to the event.
- (i) All advertising and sponsorship of the State Championships is to be carried out with the direction / approval of BMX Sports Western Australia.
- (j) State Championship nominations are the sole responsibility of BMX Sports Western Australia.
- (k) BMX Sports Western Australia will pay the Host Club a fee of \$1500.00 upon receipt of the appropriate Tax Invoice (including ABN) received within 7 days of the conclusion of the event.

17. ADDITIONAL REQUIREMENTS / INFORMATION (continued)

(l) An initial Facility Inspection / Risk Assessment and Event Administration Inspection will be carried out upon the success of the submission and a final Facility Inspection / Risk Assessment and Event Administration Inspection one (1) week prior to the Pre-State event. This inspection will be carried out by a BMX Sports Western Australia representative/s. A written report detailing these inspections will be provided to the Host Club within seven (7) days of the initial inspection and one (1) day of the final inspection. Two (2) Authorised Club Representatives must be present for all inspections.

(m) It is the responsibility of the Host Club to identify their local dignitaries for invitation to the Opening Ceremony. (ie) Mayor, Local Member of Parliament, Shire President, Sport and Recreation Representative etc. Please supply Name, Position and full contact details to the BMX Sports Western Australia office twelve (12) weeks prior to the Pre-State event.

(n) No sponsorship agreement by the host club committee or any member of the host club can be entered into, to the detriment of BMX SPORTS Western Australia or its affiliates. Any agreement pertaining to the State Championships must have the prior written consent of BMX Sports Western Australia.

18. MILESTONE SCHEDULE

Milestone	Date
Initial Facility Inspection / Risk Management	Following Signed Contract
Initial Track Inspection	Following Signed Contract
Event Administration Inspection	Following Signed Contract
2 nd Track Inspection	5 months prior to final inspection
T-Shirt Design	4 months prior to the Pre-State event
Local Dignitaries	12 weeks prior to the Pre-State event
Pre-State Event requirements	12 weeks prior to event
Health Department canteen approval letter	8 weeks prior to the Pre-State event
Health Department toilet requirements/approval	8 weeks prior to the Pre-State event
3 rd Track Inspection	6 weeks prior to final inspection
Program Inclusions (menu, logos etc)	4 weeks prior to the Pre-State event
Host Club President Report	4 weeks prior to the Pre-State event
Final Event Administration Inspection	1 week prior to the Pre-State event
Final Track Inspection	At Pre-State event
Final Facility Inspection / Risk Assessment	Friday Registration

Please sign below in acknowledgment of the above Milestone Schedule requirements.

Name and Signature

Position

Date

19. CRITERIA COMPLIANCE

Please initial Yes or No below to indicate agreement to the criteria as itemised in this Nomination Package. Please use the comments section for comments relevant to each section. Attach additional information if required.

1. Staging	Items (a) to (f) inclusive	Compliant	
Comments:		Yes	No

2. Start Hill	Items (a) to (i) inclusive	Compliant	
Comments:		Yes	No

3. Track	Items (a) to (o) inclusive	Compliant	
Comment:		Yes	No

4. Finish Line	Items (a) to (h) inclusive	Compliant	
Comment:		Yes	No

5. Spectator Area	Items (a) to (g) inclusive	Compliant	
Comments:		Yes	No

6. Toilets	Items (a) to (b) inclusive	Compliant	
Comments:		Yes	No

19. CRITERIA COMPLIANCE (continued)

7. Canteen	Items (a) to (d) inclusive	Compliant	
Comments:		Yes	No

8. Car Parking	Items (a) to (d) inclusive	Compliant	
Comments:		Yes	No

9. Accommodation	Items (a)	Compliant	
Comments:		Yes	No

10. Trophy Storage, Security and Presentation	Items (a) to (c) inclusive	Compliant	
Comments:		Yes	No

11. Event Registration	Items (a) (i - vii) inclusive	Compliant	
Comments:		Yes	No

12. Security	Items (a) to (b) inclusive	Compliant	
Comments:		Yes	No

13. Track Availability	Items (a) to (b) inclusive	Compliant	
Comments:		Yes	No

19. CRITERIA COMPLIANCE (continued)

14. Pro Shop	Items (a) to (f) inclusive	Compliant	
Comments:		Yes	No

15. Pre-State Events	Items (a) to (d) inclusive	Compliant	
Comments:		Yes	No

16. Administration / Officials	Items (a) to (c) inclusive	Compliant	
Comments:		Yes	No

17. Additional Requirements / Information	Items (a) to (n) inclusive	Compliant	
Comments:		Yes	No

By initialling the above Criteria Compliance Section (Pages 15 - 17) and signing below, we acknowledge that we have read, fully understand and accept the criteria as stated in this BMX Sports Western Australia State Championship Nomination Criteria.

Signature of Authorised Person

Signature of Authorised Person

Name of Authorised Person

Name of Authorised Person

Office Held

Office Held

Date

Date

20. SUBMISSION CHECKLIST

Please ensure ALL of the Items below are included in your submission. Failure to do so may render your submission non-compliant and therefore not be suitable for consideration.

Item	Description	Included	
		Yes	No
1	Shire or Council letter of support		
2	Public Liability Certificate of Currency		
3	Track plan		
4	Host Club Liaison Officer		
5	Criteria Compliance Pages 15 - 17		
6	Minutes of Club Committee Meeting		
7	Milestone Schedule		
8	Submission Checklist		
9	2 Complete Submissions		