



Event Organisers Information

You should also check the MTB east website for any updates.

In summary: -

- Ensure that your proposed event is of the type supported by MTB east, i.e. it is a competitive cycling event, following the category system outlined below and race day format.
- Complete an “Application to Promote an Event” Form and email it to MTBeastEssex@gmail.com.
- Email a copy of your Risk Assessment and any additional insurance to MTBeastEssex@gmail.com – this must be sent at least 2 weeks prior to the event.
- If you are using your own timing system, submit your results via email to MTBeastEssex@gmail.com You can download the form with the correct formatting from the “organisers page”.

Detailed Requirements

1. Organisers should complete and submit an “Application to Promote a Cycling Event” form.
 - a. This must be sent to MTBeastEssex@gmail.com as soon as possible.
 - b. Details need to be full and accurate, as this information is needed to set-up both the timing and event entry system as well as to promote the event.
 - c. A separate application is required for each event you would like to run.
2. MTB east insurers - As part of joining the League you will be provided access to 3rd party liability insurance. Public liability of £1,000,000 and Employer’s liability of £10,000,000 – full details available on request.

Event HQ and Caterers

3. Sales & Marketing Exhibitors’ vehicles, food vendors, medical staff or quad bikes used for the event are not covered by the insurance provided by MTB east.. If the vehicles are provided by the club/organiser, you will need to source and provide your own insurance and submit it to MTBeastEssex@gmail.com at least 2 weeks before the event.
4. Organisers are allowed to have exhibitors, trade stands and sponsors at their event alongside any MTB east sponsorship and retain any profit from sales or sponsorship for the organising club or individual.
5. Whilst we do not require entrants to “Sign-on”, riders must pick up their number board if they have not raced before. Consent forms are signed as part of the race entry system. There is no entry on the day.
6. The “Injury/Accident/Incident Report Form” must be fully and legibly completed in the event of any such occurrence, a copy kept and the original sent to MTB east at MTBeastEssex@gmail.com.
7. As soon as possible after each event, and ideally within seven days, the result(s) must be finalised on the platform or submitted via email.



Key Rules & Regulations for Promotors

MTB east is run based on friendly cooperation. It is expected that both event organisers and riders will act in a way that is fun, fair and sporting.

8. MTB east races are run on age-related categories for Under 7, 9, 12, 14 and 16. Once 16 years of age, ability categories apply, Elite (M&F), S1 (M&F) and S2 (M). Additionally, there is a non-competitive Fun category.

Race	Categories	Eligibility
Under 7	U7-F, U7-M	Youngsters that were 6 or under on 31 st December of the previous year
Under 9	U9-F, U9-M	Youngsters that were 7 or 8 on 31 st December of the previous year
Under 12	U12-F, U12-M	Youngsters that were 9, 10 or 11 on 31 st December of the previous year
Under 14	U14-F, U14-M	Youngsters that were 12 or 13 on 31 st December of the previous year
Under 16	U16-F, U16-M	Youngsters that were 14 or 15 on 31 st December of the previous year
Female - Elite, S1	Elite-F, S1-F	Females 16 or above from 31 st December of previous year – Category self-determined
Male - Elite, S1, S2	Elite-M, S1-M, S2-M	Females 16 or above from 31 st December of previous year – Category self-determined
Female - Fun, Male Fun	Fun-F, Fun-M	Females 16 or above from 31 st December of previous year – Category self-determined
Any other categories e.g. para-cycling categories – these will be determined on a case-by-case basis. Please contact MTB east regarding this.		

Note: In the case of any dispute on the grounds of age or gender, the details entered on the competitor's original Birth Certificate will be the determining factor.

9. Adult categories are based on ability, and riders must generally stay in the same category all season. Riders may, at the organiser's discretion, request a category reallocation if finding difficulty competing in their allotted category. Similarly, faster riders may be moved to another group, subject to the organiser's agreement.

10. It is against MTB east regulations for an organiser to ride in their own event.

11. Bikes used for MTB east events shall be in good working order and be capable of handling off-road conditions.

12. Race clothing: Trade designs are permitted, but offensive slogans or badges are strictly forbidden. The organiser's decision is final.

13. Approved helmets are compulsory in all MTB east events.



14. Any competitor proved to have taken part in any event whilst under the influence of a recreational drug or performance-enhancing substance currently on the “prohibited list” of the International Olympic Committee, WADA or UKAD, shall be disqualified and subject to MTB east disciplinary procedures.

Exception will only be made for medication prescribed by a registered Doctor and used as prescribed for medical reasons.

15. Disciplinary action will be taken against any member who is found to be interfering with or participating in a race without having officially entered for that race.

16. Procedure for cases of Unacceptable Riding or Behaviour:

Any member who, in the opinion of a race organiser, club official or MTB east representative, acts in a way that is contrary to the ethos of MTB east, is likely to be disqualified from the race, suspended or permanently disqualified from entering any of the MTB east league events.

Event Promotion

17. All promotional material concerning events must include the words: “MTB east league” and use the logo provided for your round.

18. Once the event form has been filled in, submitted and approved, the organiser’s event will be added to the MTB east league.

19. Traditionally, at MTB east races (previously TRAVERS MTB Series), we like to treat all riders the same, everyone who rides deserves the chance to win a prize. Because of this, we do not award prizes at each event, all sponsorship donations, prize money and gifts are put into a large draw held at the final round and are available to all riders, no matter their finishing position, as well as marshals and helpers.

20. Series prizes are awarded to the top 3 in each category (currently, we have 8 races in the league with the best 6 races counting), and a percentage of each race’s funds will be allocated to purchase these prizes. The winner of every category will also win a League Champions jersey. The series prizes are awarded no matter how many riders finish in each category.

21. Race entry is online and entries close at midnight on the Wednesday before each race. No entries are taken after this date.

22. Rider limits might be applied to individual races, entries will be awarded on a first-come, first-served basis after the series entries have been applied as entry preference is given to those who have entered the League with a series entry.

23. Organisers are responsible for arranging a set of competent officials and race marshals for the duration of the race. These officials should include a Marshal in control of “number board” allocation. The Organiser may appoint a Race Controller/Safety Officer, to assist with the race management, with delegated power to make decisions, and work alongside the MTB east official.



24. The Organiser must arrange for qualified first aid support to be in attendance. If not provided by MTB east. You will need to indicate this on the event information form.

25. Toilet facilities must be provided at every race location – MTB east recommend a minimum of two toilets.

26. Organisers should budget for and be prepared to provide travelling expenses to all Race Officials.

27. Incidents / Accidents that result in a claim against the MTB east Insurance Cover should be notified immediately via info@traversbikes.com, using the form in the Promoters Pack.

28. The Organiser may refuse any entry, but in the case of a complaint, may be required to give an adequate reason for such action to MTB east.

A refusal of an entry must be advised immediately to the rider concerned.

29. Course Risk Assessments are a requirement of MTB east and the MTB east insurance provider and completion of the relevant forms contained in the Promoters Pack and/or downloadable from the MTB east website, is a must. A copy of the Risk Assessment must be displayed at the Race HQ for the duration of the event.

30. Organisers of events on privately owned land must have permission to use the area, preferably in writing, before promoting any events.

31. If there is a conflict in fixing dates for the forthcoming season, any event which has been satisfactorily promoted in the previous year shall be given priority for the corresponding date in the forthcoming season.

32. Where an individual, club or organisation borrows equipment belonging to MTB east, it shall be returned in the same condition as when it was taken, excepting reasonable wear and tear. Any deterioration or loss beyond such limits shall be made good at the expense of the borrower.

33. Serious Accidents Procedure: If there is an Accident / Incident during any MTB east league event, the race officials at the scene will assess the seriousness of the situation and, if necessary, take action to halt the event.

In making the decision the race officials will take into consideration the following: -

- The condition and position of any injured person(s).
- Whether an ambulance or other emergency vehicles will require access to the location road and create a necessary obstruction.
- Any other relevant factors, e.g. the risk to passing competitors or the public and whether or not the race will pass the accident/incident again.
- Any risks associated with halting the race.

If in doubt, race officials should halt the race and form a protective area around the scene of the accident/incident. The appropriate Emergency Service(s) must be contacted without delay. In the extremely rare case of a known fatality, the race must be stopped at the first possible safe opportunity, taking into account the conditions listed above.

Any decision will be communicated without delay to the Event Organiser or other “designated” official.





Race Safety/Marshalling Guidance

Marshalling Guidance:

34. The organiser must appoint competent and responsible marshals who understand cycle racing and are over 18 years of age and provide an emergency contact number to all marshals and race officials. This number must be answered at all times for the duration of the event and can be used IN CASE OF AN EMERGENCY.

35. Equipment (available to be borrowed from MTB east) must be provided to marshals in a clean and good condition.

Examples of required equipment include:

- Hi-vis jackets
- Marshal flags.
- Radios
- Last lap bell.

36. Organisers must ensure that they train marshals on the applicable elements for their role e.g. radio etiquette, warning of hazards, emergency procedures or timing procedures.

Marshal expectations:

The role of the marshal is very important, and if done correctly helps to keep the riders and members of the public safe.

37. Marshals must wear hi-vis jackets at all times.

38. The role of the marshal involves verbally warning competitors of any hazard that they can see on the track, e.g. a log or if a fellow competitor has fallen and may be out of sight of the approaching riders.

39. Marshals should also alert any pedestrians, horse riders, dog walkers or leisure, cyclists to the presence of the race and politely ask them to take another route.

40. If marshals observe an accident that needs medical assistance, they should radio through to the person in charge, giving as much information as possible regarding their location and the nature of the incident. First aid and assistance will be dispatched quickly.

41. It is important that marshals do not put themselves in danger or enter the course if not safe to do so. Their safety is a priority.

Pre-Race Briefing (All Events)

42. A briefing must be given by the organiser or another nominated, experienced official at the race start. The style and format of the briefing is a matter for each event organiser. Do not assume that everyone knows what they are doing, someone will not!

43. The briefing must include the following, whatever the format of the event: -

- a. A description of the course and general safety points, as detailed in the event Risk Assessment and any variation from the Risk Assessment displayed in the event HQ, e.g. change of course layout, new obstacle.
- b. First Aid arrangements: Riders should be made aware of where the first aid post is located.
- c. Event Safety – Look out for one another at all times.
- d. The role of the marshals is to indicate direction.
- e. Each competitor is responsible for their safety as well as that of others.
- f. Any competitors who, in the opinion of the organiser, where necessary in conjunction with other Race Officials, endanger themselves or others, will be disqualified.



- g. MTB east strongly recommends that competitors make their own arrangements for Personal Accident Cover, particularly if self-employed.
- h. If riders are involved in, or witness, an accident/incident of any kind they must not leave the HQ without providing full details to the Event Organiser.

Race day schedule

All races held under the MTB east League must follow the same race day schedule, timings and category format unless approved differently by MTB east.

08:15 - Under 7s, 9s and 12s course open for practise

08:40 - Course closed - Under 7s go to the start

08:45 - **Under 7s - (M + F)** race (7 min) +1 lap

09:05 - **Under 9s - (M + F)** race (13 min) +1 lap

09:35 - **Under 12s - (M + F)** race (18 min) + 1 lap

10:00 - Main Course open for practise

10:10 - Course closed to start a new lap

10:30 - **Elite - F/S1 - F** race (1 hr) +1 lap

10:45 - **U14 - F/U16 – F, Fun - (M + F)** race (45 min) +1 lap

11:40 - Course open for practise

11:50 - Course closed to start a new lap

12:10 - **U14 - M/U16 – M, S2 - M** race (45 min) +1 lap

13:20 - **Elite – M/S1 - M** race (1hr) +1 lap