



**TOWNSVILLE  
ROCKWHEELERS  
MOUNTAIN BIKE CLUB**

**TOWNSVILLE ROCKWHEELERS  
MOUNTAIN BIKE CLUB Inc**

PO BOX 413  
TOWNSVILLE QLD 4810  
ABN 70 829 008 118

[www.rockwheelers.com](http://www.rockwheelers.com)

## **Procedure: XC Club Rides – Social & Training**

**AIM:** The aim of running club social and training rides is to provide regular group activities for existing club members and to encourage those new to mountain biking to join in. These rides are an opportunity for club members to meet each other and for people new to Townsville to find out about mountain biking, places to ride and to learn new skills with the support of the club and the riding group.

**PROCEDURE FOR HOLDING XC CLUB RIDES:** To ensure the safety of those taking part in club rides and to ensure the club is meeting its MTBA affiliation obligations the following steps must be undertaken for each and every advertised Townsville Rockwheelers MTB Club ride:-

1. **Written permissions** (can include emails) from landholders and land managers must be obtained during the planning phase and prior to advertising any club ride. Land holders / managers may include State & local government bodies including councils, water boards, QPWS, EPA, Qld Rail etc., along with lease holders and private property owners. Information that should accompany your request for permission includes:
  - A map of the area marked with the proposed route is useful and in some cases necessary before permissions will be given.
  - Dates of the proposed ride should be stated or a blanket request for multiple rides over a defined period
  - Approx no. of riders taking part
  - Advice re MTBA insurance cover – specifically Public Liability insurance, and that all riders will either be an MTBA member or will obtain an MTBA Day / Participation Licence which provides Public Liability cover for the period of the ride
  - Copy of the generic rider briefing
  - Information brochure about Townsville Rockwheelers MTB Club

Once written permissions have been obtained these records must be kept on file for 7 years in the event of future legal proceedings. Copies should be provided to the Club Secretary for filing and to the Club President.

### **NOTE: QPWS Managed National Parks & State Forests - As of 1 May 2008**

Townsville Rockwheelers no longer requires an EPA Group Activity Permit to hold Club Social Rides in the following areas – Bluewater, Paluma, Clements, Wallaman Falls (the Great Walks), Broadwater and Mt Fox. Other areas may be included following consultation with EPA rangers at the Ingham Office. Conditions for access include:

- Club social rides only – not competition (i.e Paluma Push or Club race series)
- No more than 40 riders participating
- All riders covered by some form of MTBA insurance (as above)
- Rides advertised internally only – website, forum, club email
- Ride briefing given to participants as per generic Rockwheelers XC Ride Briefing
- All club social rides conducted as per Rockwheelers XC Ride Procedure (this document)
- Ingham EPA office notified by email in week before proposed ride to ensure no land management activities – fire, weed control etc – are taking place. Current contact is [Ross.Domin@epa.qld.gov.au](mailto:Ross.Domin@epa.qld.gov.au)
- Proposed XC Ride Calendar forwarded to Ingham EPA for their planning purposes

“LONG LIVE LONG RIDES LONG LIVE LONG RIDES LONG LIVE LONG RIDES LONG LIVE LONG RIDES LONG LIVE LONG RIDES LONG LIVE LONG RIDES”



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**2. Advertising the club ride:**

The date, time, meeting place, approx ride distance, level of difficulty, approx length of time etc of the club ride can be advertised via:

- Rockwheelers website calendar – email the website administrators to add the ride to the calendar
- R/W web news
- R/W Forum notice – under “Ride Information”
- R/W club email – club secretary has the most up to date email list
- Regular rides can be advertised via bike shops

**3. Running the ride.** At each advertised club ride there should be:

- A ride coordinator
- A first aid certificate holder – current
- A medical emergency plan specific to the area and ride
- A first aid kit and charged mobile phone
- A pre-ride briefing given to all those taking part – generic briefing is on the website
- A sign-on/sign off sheet to be completed by all riders – XC Ride Coordinator has an electronic copy
- MTBA Day licence book. Licences to be purchased by non-MTBA members prior to taking part. White copy given to rider, blue goes to MTBA with money, pink copy is attached to sign on sheet for records
- MTBA incident forms
- MTBA licenses should be sighted by the ride coordinator and number is noted on the sign in sheet
- Some Club membership & MTBA membership forms as some new riders will join at the ride
- All riders must have water, tools, spare tube, an off-road worthy bike, Australian Standards Approved cycling helmet, and other personal protective gear as stated in the ride briefing before they can join the ride. It is the ride coordinators responsibility to refuse any riders participation if there is a concern for the riders safety or is unprepared for the ride.
- A competent rider to ride as sweep ensuring no riders have been left behind and to collect any rubbish inadvertently left on the track.

**4. After the ride:**

- Sign in sheets to be returned to the club secretary for filing and any monies, membership and MTBA forms to be given to the club secretary for processing
- If there has been an MTBA incident form completed – this must be reported to the club secretary and club president within 24 hours of the incident taking place – if the secretary or president is not contactable then an email must be sent to MTBA via Tony Scott - [tony.scott@mtba.asn.au](mailto:tony.scott@mtba.asn.au) outlining the incident , and a copy of the incident form forwarded – scanned copy or faxed.

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