



# AUSTRALIAN DEFENCE CYCLING CLUB

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PO Box 115, RAAF Base Williamtown, New South Wales, 2314

2010/1111723/1

**See distribution list**

## **ADMINISTRATIVE INSTRUCTION 03/2010**

### **AUSTRALIAN DEFENCE ORGANISATION MOUNTAINBIKE CHAMPIONSHIPS 01 -05 NOVEMBER 2010**

#### **References:**

- A. DI(G) PERS 14-2, *ADF Policy on Sport*.
- B. Australian Defence Cycling Club, *Sports Safety Management Plan*, Jul 07.
- C. National MTB Technical Regulations, dated 02 May 06.

#### **Introduction**

1 The Australia Defence Cycle Club (ADCC) Mountain Bike (MTB) Championships (the *Championships*) are to be held at Stromlo Forest Park (SFP), Canberra, ACT over the period 01-05 Nov 10.

#### **Aim**

2 The aim of this administrative instruction is to detail the administrative arrangements for the 2010 Australian Defence Organisation (ADO) MTB Championships.

#### **Activity Details**

3 **Objective.** The objective of the Championships is to promote cycling throughout the ADF, and determine the overall 2010 ADO MTB Champions in the categories of Downhill (DH), Cross Country (XC) and Four Cross (4X). The Championships are to be hosted and organised by the ADCC and will also cater for less experienced riders through the provisioning of skills training and 'Sport' grade events.

4 **Prerequisite requirements – licensing and technical.** All participants must possess a current Mountain Biking Australia (MTBA) license. Where participants do not have a current MTBA license, a Day License may be purchased at the member's expense for \$15. Members are to ensure they have read and understood the requirements of reference C prior to participating in the Championships.

5 **Prerequisite requirements – medical.** ADF members participating in the Championships must be fit for operational deployment and be rated Medical Employment Classification (MEC) 1 or 2. Personnel who are MEC 3 or 4 may be considered for the Championships following evaluation by a Defence Medical Officer (MO). The MO shall make a recommendation to FLTLT Brendon Mulloy that the member is medically fit for the Championships NLT 22 Oct 10.

6 Defence Australian Public Service (APS) employees must ensure their physical ability and fitness is commensurate to the level of competition for their preferred grade. If the APS member has any concerns, they should request a formal medical assessment from an external medical professional. ADF health personnel are not responsible for the provision of health assessments to civilian personnel.

7 **Permission to participate.** Members who wish to participate are to request duty status from their parent unit whilst travelling to and from, and while participating in the Championships under the auspices of reference A. This request would normally be submitted via Minute through the member's chain of command, although local procedures may vary. A sample application that may be used as a template is at Annex A.

8 **Nomination.** Personnel competing must email the following information to FLTLT Brendon Mulloy (brendon.mulloy@defence.gov.au) **NLT CoB 15 Oct 10:**

- a Full Name;
- b Rank;
- c PMKeyS Number;
- d Mobile Phone Number;
- e Special Dietary requirements for lunches;
- f MTBA License Number, **OR** if a Day Permit is required;
- g Preferred discipline and grade to compete in;
  - i Cross Country, Four-Cross and/or Downhill within ages:

<b>Group</b>	<b>Age</b>
Elite Men	19-29yrs
Elite Women	19-29yrs
Veteran Men	30-39yrs
Veteran Women	30-39yrs
Master Men	40+ yrs
Master Women	40+ yrs
Sport Men	Open age
Sport Women	Open age

**Note:** Elite, Veterans and Masters will be considered as one grade in determining the title of ADO Champion in their respective disciplines and will be awarded the ADCC Champions Jersey. The winners of the Sports grade races will be recognised but will not be eligible for the title of Defence Champion.

- h If you intend to partake in the MTB Skills Clinics (see para 26),

**NOTE:** Skills Clinic participants will need to be in Canberra by Sat 30 Oct 10.

- i If service accommodation is required at HMAS Harman; and
- j For personnel travelling by air; if transport is required between Canberra International Airport and HMAS Harman.

9 **Schedule of events.** All members are required to meet at the Stromlo Forest Park Pavilion at the nominated time each day. A schedule of events for the Championships is detailed at Annex B. Transport to and from HMAS Harman will be left to those members accommodated there, the ADCC trailer will be supplied for transporting bikes and equipment, visiting personnel using Defence vehicles should be aware that they may be required to transport other competitors. A noticeboard will be supplied at the HMAS Harman accommodation site to register members offering, or requiring transport. Please contact the OIC for any other transport queries.

10 **Chain of command.** The Championships will be conducted under the authority of the ADCC Patron. FLTLT Brendon Mulloy is appointed OIC Championships and is responsible for the safety and conduct of the event. FLTLT Matthew Thomas is the activity 2IC and is responsible for the safety and conduct of the event in the absence of OIC.

11 FLTLT Mulloy may be contacted via email at [Brendon.Mulloy@defence.gov.au](mailto:Brendon.Mulloy@defence.gov.au) or mobile telephone on 0409383702.

12 **Safety plan.** The event will be held IAW the safety requirements of references B and C. Incidents will be covered by on-site ADF medical personnel with evacuation by civilian ambulance if required.

13 **Medical support.** 1HSB Holsworthy is requested to supply a two medical staff for the duration of practice and competition (0800h Tue 02 Nov – 1200h Fri 05 Nov 10). 1HSB is requested to raise a Debt Notice against the ADCC for expenses incurred as a result of 1HSB Personnel's activities in support of the Championships.

14 Emergency evacuation from SFP will be by civilian ambulance to Canberra Hospital if required. Non urgent evacuation will be via service vehicle to Canberra Area Medical Unit - Duntroon.

15 **Environment.** Personnel are to be aware that the Championships are being conducted at Stromlo Forest Park which is a public area, and they are to ensure that they leave minimal impact on the environment. All rubbish is to be carried until it can be disposed of properly.

16 Competitors should be aware that racing will be conducted under the prevailing weather conditions of the day unless safety is put at risk, this includes cold, hot, dry and/or wet conditions. The decision to cancel or delay practice or racing will be made by the OIC.

17 **Rations.** All members accommodated at HMAS Harman will be rationed for the morning and evening meals; all personnel will be provided with pre-packed lunches on site at SFP. Spotless Catering - HMAS Harman is requested to provide rations, including fresh fruit and takeaway lunches, for all personnel participating in the Championships. The OIC will detail ration requirements **NLT CoB 15 Oct 10**. Riders will be responsible for individual nutrition requirements for their respective events.

18 **Accommodation.** Service accommodation will be at HMAS Harman (Canberra Ave, ACT). Accommodation cell HMAS Harman is requested to provide accommodation for all personnel participating in the Championships as per Reservation # 38389. The OIC will detail accommodation requirements **NLT CoB 15 Oct 10**.

**NOTE:** Members *ARE NOT* to book their own accommodation at HMAS Harman, this will be taken care of by the ADCC once you have registered for the event.

19 Members accommodated at HMAS Harman can collect their keys from the pass office upon arrival.

20 **Allowances and incidentals.** Allowances and incidentals are at the member's unit discretion.

21 **Communication.** Communication on site will be via two-way radio, ICCS is requested to provide QTY 12 two way radios programmed to 395.05MHz (per extant agreement) for use during the Championships. The radios and supporting equipment will be collected and returned by SQNLDR Tim Floyd.

22 Mobile telephones will be used as backup communication in case of radio failure or terrain shadowing. A list of relevant mobile telephone numbers will be issued on site.

23 **Transport.** Travel to and from the event is at parent unit digression where available, under the auspices of reference A members may be entitled to the use of a Defence vehicle but members should be aware that their location may have higher priorities.

24 A Defence vehicle will be supplied to transport riders between HMAS Harman and SFP each day. Where required, transport may be arranged between Canberra Airport and HMAS Harman, members wishing to be transported over the weekend of 30/31Oct 10 are to contact the OIC **NLT CoB 22 Oct 10** to arrange the service.

25 **Finance.** The OIC has approval to expend \$6000 of ADCC funds IAW Annex C.

26 **Security.** Security of personal effects during the Championships will be the individual's responsibility. Personnel will be able to lock valuables in Defence vehicles whilst on-site at SFP.

27 **Amenities.** SFP has fixed toilet and shower facilities on site. Members may make use of these facilities as they see fit.

28 **Training.** The ADCC has formed a partnership with Onya Bike Tuggeranong for the Championships. The manager for Onya Bike Tuggeranong, Indi Boer, is an experienced MTB competitor and coach has offered to run MTB Skills Clinic(s) on the weekend prior to the event and bike set-up clinics on request though the week of the Championships. These clinics

are free for ADCC Members and are aimed at developing junior and less experienced riders to assist with preparing to compete in the Championships.

29 The bike setup assessments will be run at the Onya Bike Tuggeranong store. Members who wish to make use of the setup assessments will need to attend the Tuggeranong store for their appointments. Onya Bike has donated the time and expertise of their staff but members are responsible for the purchase of components which may need to be changed.

30 Applications are open to all levels of riders and are to be forwarded to the OIC **NLT CoB 15 Oct 10** and should state;

- a Personal details – Name, position, PMKeyS, contact details, including mobile phone number,
- b Riding history – Years cycling, events participated in, placings, and
- c Your expectations from the skills clinics – e.g. better bike handling, more competitive racing, being able to ride trail obstacles etc.

31 **Volunteers.** In order to ensure the event runs smoothly the ADCC requires volunteers to help with timing, collecting meals, transport for DH riders etc. Any members who do not wish to, or are not able to, compete in the Championships but can volunteer their time are entitled to be released from duty and to utilise Defence transport and accommodation at the same level as competitors. Volunteers should email the OIC at their earliest opportunity but **NLT CoB 15 Oct 10**.

32 Each rider should expect to be allocated an event duty of some description for a maximum of two hours on their non-racing days. This policy is being employed to ensure that each event can be run smoothly without interference due to a lack of marshals.

33 **Event Photography.** Defence News Canberra is requested to provide photographic support for the duration of each competition event, as detailed at Annex B.

34 **Risk Analysis.** A Risk Assessment was conducted for the Championships using reference D and is displayed at Annex D.



**I. MEYN**  
AIRCDRE  
Patron  
Australian Defence Cycling Club

Tel: (02) 6265 5529

21 Sep 10

**Annexes:**

- A. Example Inter-Service Sport Application
- B. Schedule of Events
- C. Finance Summary
- D. Risk Assessment

**Distribution:**

President ADCC  
Secretary ADCC  
1 HSB OPS  
CO HMAS Harman  
HMAS Harman - Base Support Manager

**For Information:**

CAMU-D

**AUSTRALIAN DEFENCE ORGANISATION MTB CHAMPIONSHIPS 2010**

**INTER SERVICE SPORT APPLICATION**

<b>Rank:</b>	<b>Init &amp; Surname:</b>	<b>PMKeyS No:</b>
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<b>Must/Cat:</b>	<b>Section:</b>	<b>Extension:</b>
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**I hereby make application for permission to participate in the following inter-service sport:**

The 2010 Australian Defence Organisation (ADO) Mountain Bike (MTB) Championships (the *Championships*) to be held in Canberra 01 – 05 Nov 10.

This event is the annual ADO national MTB event and assumes the role of both an inter-service and national level competition. It is considered a highly important event for the Defence Cycling, as selection for future representational duties is dependant on the results of this competition.

Please find attached to this application ADCC ADMININST No 03/2010 which contains all of the relevant information for this event.

Additionally, I would like to request the following support from the unit:

*(insert as appropriate including travel and meals allowances, transport requests and duty times for travel and participation)*

I acknowledge that I will be considered to be ‘on duty’ where sporting activity is conducted within the terms of this approval and the provisions of the Military Rehabilitation and Compensation Scheme may apply, subject to exclusions and limitations contained within DI(G) PERS 14-2 and the relevant Compensation Act. I acknowledge specific exclusionary provisions that include but are not limited to: if the injury is intentionally self-inflicted, or is attributable to serious or wilful misconduct, which includes being under the influence of alcohol or non-prescribed drugs. I further acknowledge that the determination as to whether compensation is payable is a matter for the compensation delegate and each case will be treated on its individual merits.

Signature:

Date:

**Section Commander Recommendation:**

Supported / Not Supported

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Signature:

Date:

Name:

**Commanding Officer's Comments:**

Approved / Not Approved

The above is authorised to participate in the ADO approved sport of Mountain biking in the 2010 Australian Defence Organisation MTB Championships 01 – 05 Nov 10.

I acknowledge that I have read DI(G) PERS 14-2 – *Australian Defence Force Policy on Sport* and that approval is given in accordance with this policy.

Signature:

Date:

Name:

Appointment:

### SCHEDULE OF EVENTS

**Sat 30 Oct / Sun 31 Oct 10:**

- Bike Maintenance, Setup and Skills sessions for entitled members. Contact the OIC to register interest.

0830-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1630	1630	1900
01 Nov 10	Monday									
		XC	Setup	LUNCH	XC Course Setup			Pack up		
		Arrive - Brief		LUNCH				Pack up		
02 Nov 10	Tuesday									
Setup	XC Practice			LUNCH	DH Course Setup			Pack up		
Setup	DH + 4X	DH Setup		LUNCH	4X Course Setup and Racing			Pack up		
Setup	Arrive - Brief			LUNCH				Pack up		
03 Nov 10	Wednesday									
Setup	XC Racing			LUNCH	XC Racing			Pack up		
Setup	DH Practice			LUNCH	DH Prac	Timed DH Prac		Pack up		
04 Nov 10	Thursday									
Setup	DH Racing			LUNCH	DH Course Pack up			Pack up	HMAS Harman	
Setup	XC Course Pack up			LUNCH				Pack up	XC Short Course	
Setup				LUNCH				Pack up	Presentations	
05 Nov 10	Friday									
Setup	Social ride if decided			LUNCH	Wash vehicles					
Setup	Finalise pack up - Return stores			LUNCH	Wash vehicles					

**NOTE:** XC riders are required from 1000h Monday. DH and 4X riders are required from 0900h Tuesday.

**NOTE:** Short course and Trophy presentations will be held at HMAS Harman from 1630h Thu 04 Nov 10. XC riders may depart before this time only by negotiation with the OIC.

**NOTE:** All members are required to help clean, pack up, and return the stores for the event, once this activity is completed members are free to depart.

**FINANCE SUMMARY**

<b>Description</b>	<b>Total Cost (AUD)</b>
Hire of SFP	\$1000
Purchase of consumables	\$500
Trophies	\$750
Prizes	\$1500
Medical – Two 1HSB personnel	\$1000
Defence News advertising	\$1000
Contingency Funds	\$250
<b>TOTAL</b>	<b>\$6000</b>

**NOTE:** All items are 'Not to Exceed' costs.

### CYCLING SA RISK ASSESSMENT

Risk Type	Risk Treatment	Who	Timetable	Comments
<u>Weather</u>	Appropriate Action for competitors & spectators	OIC	Night Prior as per weather policy where applicable or on the day	
<u>Hot Weather</u>	Cancel as appropriate	" "	On the day	We have a hot weather policy.
<u>Heavy Rain/Heavy Winds</u>	Cancel as appropriate	OIC in consultation with SFP staff	On the day	
<u>Liability</u> Claims made against Race Director, Competitors or Local Government for incidents which occur on day of race.	Public Liability Insurance / Police Notification	OIC	Prior to Series commencing	Every rider is registered through MTBA which requires them to sign a code of conduct. Code of conduct includes drug and alcohol policy.
<u>Pre-Event accident or injury</u>	Key personnel have current first aid certificate - and have address and details of local hospital casualty	OIC	Prior to Series commencing	
<u>Marshall Shortage</u>	Reallocation of event personnel IAW para 32.	OIC	On the day	

<u>Race Issues</u>				
<u>Pre Race accident / Incident</u>	Key personnel & medical present prior to commencement	OIC	Prior to Series Commencing	
<u>Severe injury during race</u>	Riders allowed adequate practice to familiarise themselves with terrain.  Riders stop and render assistance until medical support arrives.  Restart of race if too many riders are delayed.  For DH; all riders required to wear full face helmets and encouraged to use other armour.	OIC / All riders	As required	

## E-2.

<u>Participants veer off course during race</u>	Course clearly marked and checked by area directors prior to race start. Marshals in attendance to guide participants. Course briefing conducted by Chief prior to commencement of events	Course Managers and Marshals	Marshals location provided with sanctioning. Course briefing on day of event	
<u>Minor Dehydration</u>	Recovery station situated and manned at pre & post event area Medical area situated and manned near finish and contactable by two way radio and mobile. First Aider in attendance Participants showing signs of dehydration requested to cease competing.	OIC / All riders / Medical	On going monitoring for dehydration	
<u>Major Dehydration</u>	Recovery station situated and manned near finish line Medical tent situated and manned near finish and contactable by two way radio and mobile. First Aider in attendance Participants showing signs of dehydration ordered to cease competing.	OIC / All riders / Medical	On going monitoring for dehydration	
<u>Course conflicts with non competitors</u>	Exclusive use of SFP has been booked	OIC / SFP Park Ranger	On the day	SFP Park Ranger is available to assist enforcing track closures if required.
<u>Cycle Course - Competitor accident during cycle race</u>	Marshals situated line of sight and at every major junction. Two Army Medics in attendance for event. Bike Helmets (Full face for DH) compulsory and in accordance with AS/NZS Standards and MTBA rules.	Race Director	On the day	