

EVENT ORGANIZER Handbook



**HOW TO CREATE AN
UNFORGETTABLE EXPERIENCE**



FOREWORD

NBDRA is is thrilled to be able to partner with various landowners to offer our members racing events that are sure to delight everyone. Land and course preparation are the cornerstones of an unforgettable experience. This guide will help you establish a standard of operation and present a thorough review of key activities associated with the preparation of the site/event. This guide should help you create an event that will leave participants and promoters wanting to return year after year.

KEY ACTIVITIES

- Communication
- Emergency Support Services
- Lavatory Equipment (Porta-potty)
- Course Design/Maintenance
- Volunteers
- Parking
- Camping
- Food Services

ADDITIONAL INFORMATION

If you have any questions, please connect with our racing director.

- racing@nbdra.ca



COMMUNICATION

Communication is critical to the success of the event as many items requires coordination. In order to ensure a smooth planning and prompt decision making, the landowner must be able to respond to inquiries within a 24hr period.

In the event that the landowner is unavailable, they will assign a delegate and provide the new contact information to NBDRA.

EMERGENCY SUPPORT SERVICES

The landowner is responsible for booking emergency services to be on site the day of the event. Emergency services can be performed by the following groups:

- Fire department
- Ski patrol
- Saint John Ambulance
- etc.

The chosen group must be able to provide first aid treatment and have access to equipment needed for extraction from the race course.



LAVATORY EQUIPMENT

The landowner is responsible for booking portable toilets. The equipment must be on site at least one day prior to the event. Should the landowner allow camping onsite prior to the event, the equipment also has to be available during the camping period and during the entirety of the event.

COURSE DESIGN & MAINTENANCE

The landowner is responsible for designing all the courses that are needed for race day. Special consideration need to be made to the various classes that will participate as certain classes will require their own course.

- Peewees require their own course. The course should be approximately 2kms long with an average lap time of 5 to 8 minutes.
- Schoolkid and Supermini require their own course. The course should be approximately 6kms long with an average lap time of 14 to 16 minutes for Schoolkid and 9 to 11 minutes for Supermini.
- Women/Junior/Int B need their own course. The course should be approximately 6 to 8kms long with an average lap time of 17 to 19 minutes. The course should have alternative lines, “B



Lines”, around obstacles in consideration of newer riders and varying skill level.

- The afternoon classes of 40 Plus/Intermediate A/Expert needs their own course. The course should be 7 to 8kms long with an average lap time of 15 to 17 minutes.
- Any straight-away need to be designed in such a way to prevent riders from reaching excessive speeds (>75km/hr).

The course design is expected to be completed in collaboration with NBDRA’s Race Director. This will ensure alignment in the course design, ensure the safety and pleasure of our participants and create a course with the appropriate challenges for each category.

VOLUNTEERS

The landowner is responsible for providing a list of sweep riders to the NBDRA’s race director for each class they will support. Please note that the minimum age for sweepers is 18 and it is strongly recommended to consider if the participants are First Aid trained. All sweepers should have a general knowledge of infractions they may encounter on the racecourse. If needed, the NBDRA can assist with this task.



PARKING

The landowner must designate an area dedicated for parking. The area should allow for cars to have accessibility without any concern of becoming stuck or unable to exit the site.

- Field parking will need the grass mowed.
- Two-way traffic is preferred for attendees to reach the parking destination. In the event the only option is a single lane you are required to designate two parking attendants to ensure the lane is clear at all times for emergency services.

CAMPING

The landowner may, at their discretion, allow participants to access the site prior to the event and offer camping.

- The landowner can charge a fee for camping.
- The landowner is responsible for collecting the money.
- There should be sound restrictions implemented no later than 11pm.

FOOD SERVICES

The landowner is responsible for booking any food providers for the event if they desire to offer this feature to participants.



OTHER IMPORTANT INFORMATION

There are several other essential activities that needs to take place in order to make those events possible. NBDRA will be there to support you during this time. Here is a list of other important items to consider:

- The NBDRA will supply the track organizer with course tape and numbered section markers. Sponsored tape is to be used at the staging area (timing and scoring, start line, pit area and spectator area) and needs to be positioned right side up.
- The NBDRA will coordinate with the track organizer how the start line and lap area needs to be designed. NBDRA reserves the right to have the final decision on this item.
- The NBDRA will supply the necessary means to register racers for the event.
- The NBDRA will create on-line events and promote the event leading up to race day.
- The NBDRA will pay the invoices from the portable toilets and medical first aid.
- The NBDRA will supply all timing equipment and timing volunteers.
- The NBDRA will supply results of the event.



- The landowner is responsible for removing the section markers within a week after the event. NBDRA will coordinate pick-up of signs.

Thank you very much for partnering with NBDRA. We believe this guide will enable you to create a successful event and we look forward to working with you.

If you have any questions, please do not hesitate to contact us.

NBDRA
Board of Directors