

Standard Operating Procedures (SOPs)

PNP MTB EVENTS

STANDARD OPERATING PROCEDURES (SOPs)

Organisation: Port Nicholson Pōneke Cycling Club (PNP)

Activity: Mountain Bike (MTB) Events

Applies to: All PNP MTB events, event staff, volunteers, contractors

Linked documents:

- PNP MTB Health and Safety Policy and Plan
 - Risk Management Register – Appendix 1
 - Emergency Response Plan – Appendix 2
 - Event Manual on PNP Website
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1. Purpose of these SOPs

The purpose of these Standard Operating Procedures (SOPs) is to describe **how PNP MTB events are delivered safely and consistently in practice.**

These SOPs:

- Translate safety policy and risk controls into clear operational actions
 - Support volunteers and staff to manage MTB-specific risks
 - Ensure MTB events are delivered consistently across locations and dates
 - Support compliance with the Health and Safety at Work Act 2015
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2. Scope

These SOPs apply to all stages of MTB events, including:

- Planning and preparation
- Course setup and inspection
- Event delivery
- Incident and emergency response
- Pack-down and post-event review

They cover **participants, staff, volunteers, contractors, and spectators.**

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3. Roles and Authority

Key Roles

- **Event Director:** Overall authority for event safety
- **Race Manager:** Operational control of race delivery
- **Track Manager:** Course safety and suitability
- **Marshal Coordinator:** Deployment and support of marshals
- **First Aid Provider:** Medical response
- **Event Staff & Volunteers:** Implement SOPs and report hazards

Authority

- Any Event Staff member may **pause or stop an activity** if an immediate safety risk is identified.
 - The Event Director or Race Manager may **modify, delay, shorten, or cancel races**.
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SOP 1 – Event Planning & Preparation

Purpose

To ensure MTB events are planned with safety controls in place before event day.

Procedure

1. Confirm landowner approvals and permissions.
2. Review the Risk Management Register for the venue.
3. Confirm emergency access points and evacuation routes.
4. Confirm First Aid coverage.
5. Prepare Event Manual with event-specific details.
6. Monitor weather forecasts in the days leading up to the event.

SOP 2 – Course Setup and Inspection

Purpose

To ensure MTB courses are suitable and safe for racing.

Procedure

1. Track Manager inspects the course prior to race day.

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2. Hazards checked include:
 - Track surface and erosion
 - Trees, branches, obstacles
 - Intersections and crossings
 - Visibility and line-of-sight
3. Hazards are:
 - Eliminated where possible
 - Controlled through marking, marshalling, or course modification
4. Unsafe sections are closed or rerouted.
5. Course is re-checked on race day, especially after weather events.

SOP 3 – Marshal and Volunteer Management

Purpose

To ensure marshals and volunteers are positioned and supported to manage safety.

Procedure

1. The number of Marshalls depends on individual courses and are placed where and when needed. Marshals are briefed before duties commence.
2. Briefing includes:
 - High visibility vest issued
 - Location and responsibilities
 - Identified hazards
 - Radio use and escalation process
3. Marshals are positioned at:
 - Intersections
 - High-risk or high-speed areas
 - Spectator access points
4. Marshals:
 - Control spectators
 - Warn riders of hazards
 - Report incidents immediately
5. Marshals remain in position until officially stood down.

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SOP 4 – Participant Safety and Equipment

Purpose

To ensure participants meet minimum safety requirements.

Procedure

1. Riders must wear a NZ-approved helmet at all times while racing.
2. Bikes must be in safe working condition.
3. Riders are advised on:
 - Weather-appropriate clothing
 - Hydration and fitness requirements
4. Non-compliant riders may be:
 - Directed to correct the issue
 - Prevented from starting if unsafe

Safety equipment is monitored at the start line to make sure everyone complies and during the race by officials. Officials equipment if monitored by PNP Committee at end of race.

SOP 5 – Dynamic Risk Management

Purpose

To manage changing conditions during MTB events.

Procedure

1. Staff monitor:
 - Weather changes
 - Track degradation
 - Rider congestion
2. Risks are escalated to the Race Manager or Event Director.
3. Actions may include:
 - Delaying starts
 - Modifying course sections
 - Neutralising or cancelling races
4. Decisions are communicated to:
 - Marshals
 - Participants
 - First Aid providers

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SOP 6 – Communication During the Event

Purpose

To ensure clear communication between staff.

Procedure

1. Radios and mobile phones are used as primary communication tools.
2. Emergency communication takes priority.
3. The Race Desk acts as the central communication hub.
4. All significant safety decisions are communicated clearly and promptly.

SOP 7 – Ancillary Services

1. All ancillary service providers are identified prior to the event.
2. Service providers are provided with relevant safety information.
3. Roles and responsibilities are clarified before event day.
4. Service providers report hazards or incidents to the Event Director.
5. Overlapping duties are coordinated to avoid conflicts or gaps.
6. Unsafe activities may be stopped by the Event Director.

Linkages

- Risk Register
- Emergency Response Plan
- Contractor engagement section

SOP 8 – Incident and Emergency Response

Purpose

To ensure timely and effective response to incidents.

Procedure

1. First priority is **scene safety**.
2. Provide first aid within competence.

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3. Contact First Aid providers or dial **111** as required.
4. Secure the area to prevent further harm.
5. Notify the Event Director or Race Manager.
6. Follow the Emergency Response Plan for serious incidents.

SOP 9 – Post-Event Pack-Down and Review

Purpose

To ensure safe closure of the event and continual improvement.

Procedure

1. Confirm all riders are off the course.
2. Marshals are stood down.
3. Equipment and signage are removed safely.
4. Incidents and near-misses are recorded.
5. Post-event debrief held with key staff.
6. Risk Register and SOPs updated if required.

4. Review and Improvement

- SOPs are reviewed:
 - After incidents
 - After significant changes
 - At least annually
- Feedback from staff and volunteers is incorporated.