



MOTORCYCLING NZ TRAIL RIDE SAFETY RULES AND GUIDELINES 2019



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INTRODUCTION

Motorcycle Trail riding is a very popular form of motorcycling in New Zealand with Trail Rides taking place every weekend in some amazing forest and farm locations. These non-competitive rides provide an opportunity for thousands of kiwi Trail Riders to crank some corners, bust some berms and explore new country.

Like many sports, motorcycle Trail Riding involves risks which are heightened due to the sport involving high speeds leading to potential impact, physical effort creating fatigue and environmental factors including variable terrain, other riders and weather.

Therefore it is vital that all Clubs, organisations and individuals involved in motorcycle Trail Rides do all they can to deliver a fun and safe experience for their staff, the riders and the general public.

The purpose of this document is to provide guidelines for Clubs to run Trail Rides that are as safe as they can be. The intention is to achieve a consistent standard at all MNZ Trail Rides so that riders taking part anywhere in New Zealand can trust that they are taking part in a well-run safe event.

The document includes both rules and guidelines. **The rules are in red font and must be adhered to.** It is recommended that Clubs adhere to the guidelines or principles behind the guidelines.

Safety is a result of many factors including good safety planning, good safety systems and a true safety culture where Organisers genuinely care about their staff and participants and seek to keep risk levels as low as possible.

Motorcycling NZ is always available to offer assistance to any Clubs striving to make their events safer.

Related Documents that should be referred to when running a Trail Ride

- MNZ Clerk of Course Checklist
- MNZ Steward's Checklist
- MNZ Race Secretary Checklist
- MNZ Venue Inspection Sheet
- MNZ Riders Briefing
- MNZ Serious or Fatal Accident Guide.

Document control

DATE	VERSION	AUTHOR	COMMENT
6 May 2018	1	Nick Reader	
11 May 2018	2	Nick Reader	Added all Craig Mills edits
14 May 2018	3	Nick Reader	Fine tuning, added 'sound motorcycle' as a requirement, redefined rider protective equipment
24 September 2019	3.1	Nick Reader	Refinements
1 October 2019	4	Nick Reader	Updated after phone conference with Nick Reader, Virginia Henderson and Craig Mills. Renamed the document to be Guidelines and replaced 'must' with 'should' throughout the document after instructions from Virginia.
13 November 2019	4.1	Nick Reader	Highlighted in red the components that should be compulsory
25 November 2019	4.2	Nick Reader	Added edits from Craig Mills and updated the medical section to refer to existing MNZ Medical Guidelines
26 November	4.3	Nick Reader	Updated medical recommendation to be either Intermediate or Advanced level.
18 December 2019	4.4	Nick Reader	Updated after Jannine Curnow (MNZ) comments
9 January 2020	4.5	Danielle Van Houtte	Small edits to current text (capitalisations etc.)

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DRAFT

2 BASE / EVENT START

The base or pit area forms an important location for parking, staff, equipment, rider's briefings and track entrance control.

Make sure the riders have a point of contact for event enquiries. This is especially important for newcomers to the sport of trail riding.

Clubs must include a fire extinguisher in the base area of at least 5kg to cater for fires in the pit area.

Consider the parking area surface and chance for a vehicle to lose control. Place signs that restrict vehicle speeds to 5km per hour.



Organisers must ensure that there are restricted track entrances. Track entrances should have clear signage that say 'tracks closed' or 'keep out' if the tracks are not open. The reason is that you do not want riders out on the tracks until the ride is ready or after you close the tracks.

Staff should guard the track entrances checking to ensure that all participants have event identification that shows they have been briefed and agree to the rules in the Participation Agreement.

Track Guards should also visually inspect all riders to ensure they have;

- Helmet
- Long sleeved trousers

- Long sleeved top.
- Leather boots that cover the ankle.

If the weather is, or could be, cold, then the guards should also ensure that the riders have adequate warm clothing like a fleece, jersey and/or jacket.

3 BREAK DOWN / RECOVERY

Ensure you have the resources in place to recover broken bikes and their riders. Keep in mind that that these riders can become at risk to exposure/cold if they are not collected in a short time frame of under one hour. Side by Sides with chariot style trailers work well. Bear in mind that there is both a bike and a rider to recover. You may need approximately one recovery vehicle for every 300-400 riders.

4 COMMUNICATIONS

OBJECTIVE

Provide effective communication to run the event and manage any incidents.

You must have an effective communication system in place so all key personnel (including the CoC and Steward) know about any incidents on the track as quickly as possible so that a response to the incident can be actioned quickly. A code word for serious incidents is a good idea.

Communication system options include;

- Cell phones
- Radios
- Satellite Phones/Garmin In Reach type devices
- Sweep Riders information
- Track marshals static Staff positions on the track
- Reports from Riders

5 COURSE

OBJECTIVE

The objective is to mark a fun course with some challenges, but minimal risk.

The first decision is to decide if the venue is even suitable for a Trail Ride. Considerations include the following: Does it have the parking space required? What is the soil type like and can it handle rain? Can you get the access you need for medical recovery? Does it have cell phone coverage?

Once the venue is chosen then it is time to choose the course. A lot of risk can be minimised by careful course selection. I.e. avoid super high speeds for prolonged periods. Don't choose tracks with large drop offs on the outside of bends.

When you clear the course, consider the hazards sitting just off the course and especially on the outside of bends. When riders crash, they may hit these objects. Clear as many hazards as you can. Avoid sticks or branches poking back towards riders. If you do trim branches off a tree, then trim them at the trunk of the tree, not part way along the branch.

If you cannot eliminate hazards like stumps or fence posts, then dazzle them to make them more visible, place down arrows prior to the hazard or reduce the speed of the riders via the track or create a taped chicane to reduce rider speed.







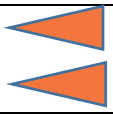










5.1 COURSE MARKING

Marking the course correctly is very important and can do a lot to reduce risk.

MNZ wants all Trail Ride track marking systems to be as similar as possible so riders all around the country experience consistent marking.

MNZ will provide a standardised track marking sign that **SHOULD** be displayed at Event Registration.

COURSE MARKING SIGNAGE – MUST BE USED

	Straight ahead
	Right turn 90 degrees
	Left turn 90 degrees
	Right turn sharp
	Left turn sharp
	Right turn - moderate
	Left turn - moderate
	Danger – slow down
	Danger - slow down (More arrows means more danger).
	Wrong Way. And/or there will be tape across the track
	Go between
	Distance Markers (colour is optional)
	Hard option
 	Easy Option – May also include green arrows.

The minimum arrow size should be 100mm x 250mm and colour must be hi viz red/orange for the main trail.

Suitable material includes 3mm corflute, plastic or card.

The course is to be marked so that it is clear and unmistakable to fast moving riders.

Turn warning arrows should be placed prior to sharp turns after high speed sections.

Confirmation arrows should be placed within 20-50 metres after a turn so riders know they have made the correct turn.

Tape/Bunting should be used to mark off hazards and wrong ways. Tape/Bunting that says “KEEP OUT” should be used in areas where riders are not to go.

Courses should have a distance marker no more than every 5km. This can either be a distance km marker or location marker. These provide course point references for incident management.

Avoid head on collisions

If by missing an arrow the riders place themselves in a potential head on situation then tape or an orange mesh plastic fence should be placed across that track.

Track marking – Merging trails

Often 2 trails need to merge so you need to make sure the riders merge safely.

Where 2 tracks merge, the following procedure applies:

1. Where possible, the trails will merge at an angle of 90 degrees or less. Try to avoid head on merges.
2. If head on merges are the only option, then there must be speed reductions to 30 kph or less and physical barriers in place to eliminate the possibility of a head on collision.
3. Both approaches should be marked with at least four down arrows indicating for the riders to slow down and take care.
4. Chicanes may be appropriate on one or both approaches to reduce rider speed.
5. Tape may be placed to help merge the riders together safely at a low speed. Drums or cones and orange mesh may also be used, especially for head on merges.
6. 2 sets of crossed arrows indicating wrong way should be placed approximately 10 metres or so backwards up the 2 trails to deter riders accidentally riding backwards on the trail.

2 way sections

Where possible, eliminate 2 way sections (i.e. through a farm gateway).

If 2 way sections have to be used, then you must chicane the 2 approaches to force rider speed to a very low speed under 30 kph with a centre divider between the paths,

Consider using event marshals to slow rider's speeds.

Track Marking – Danger Cliff

If at all possible, trail rides should not go near large drop offs/cliffs or other dangers.

Where there is a possibility of a rider accidentally riding over a cliff/large bank that could cause serious harm then the following procedure must be actioned;

1. The course will be constructed so that the riders speed is reduced to approximately 30 km per hour or less.
2. Down arrows will be placed prior to the cliff to indicate danger.
3. Tape/Bunting or Orange mesh fencing will be placed as a barrier to the cliff.

Avoiding collisions on roads

Where the trail enters, crosses or exits a road capable of having a car/vehicle on it organisers should place 2 cones, tape (or similar) on either side of the crossing for 2 reasons;

1. To deter the riders from riding off the marked track.

2. To warn any vehicles that may be using the main roads (i.e. medical or recovery vehicles) that they are approaching a position where the motorcycle track either crosses or uses the road.

Closing a track

The track closing method is as follows and should be done;

1. Place 2 pairs of crossed arrows on either side of the trail
2. Place 2 lots of 'Keep out' tape across the trail

5.2 COURSE AUDIT

The entire course must be checked for hazards and correct marking by an experienced member of the organising team prior to the first rider riding the trail. This audit must take place in the morning prior to the first rider riding the trail.

It is recommended that the track is also audited in the 1-2 days prior to the trail ride.

The track should be audited by someone from the Club who has not set the track out – working with a club member who did set the track out. It is recommended that the course be audited by a suitably experienced person from a club different from the club running the event if possible.

Course elements to be checked should include;

- Course directional marking
- Hazards eliminated, isolated or minimised
- Course signs out every 5km minimum
- Track conditions

Course elements to check may also include;

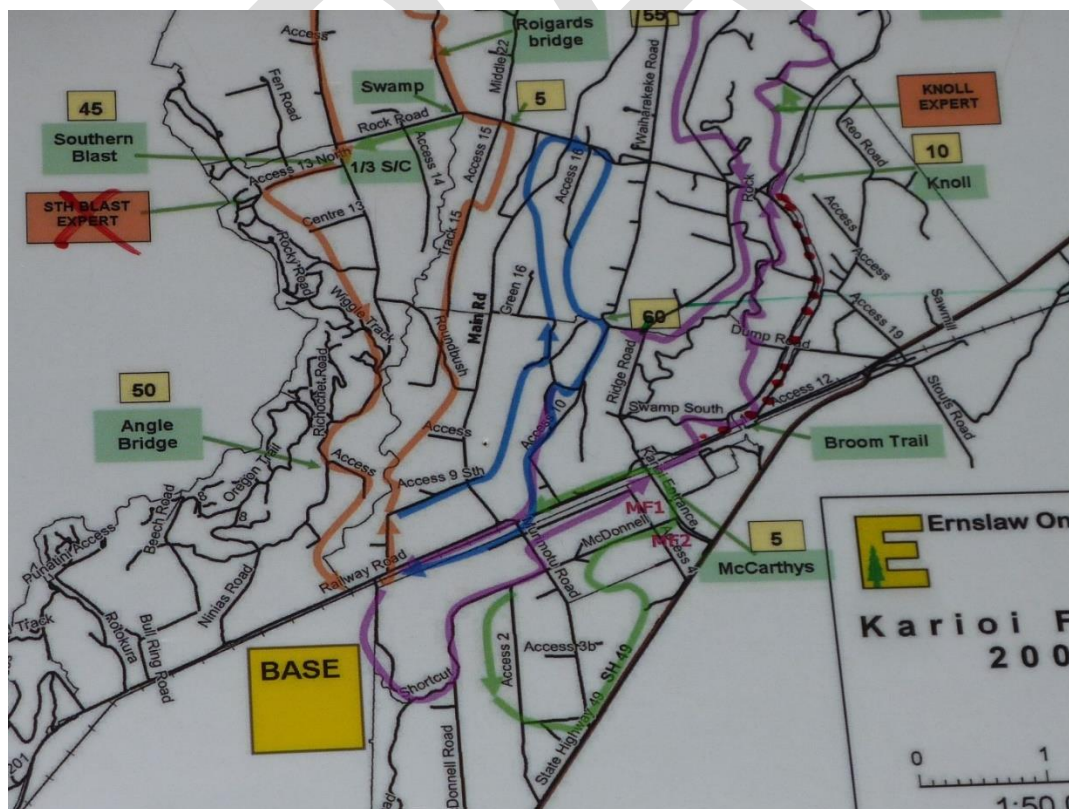
- Static marshals in place
- Gates
- Stock



6 DOCUMENTS REQUIRED

There are some key documents that you should produce for your event. These documents should be as practical as possible to guide the operation of the event.

Document	Detail or contents
Maps	Maps should be produced for all events and include the course, location markers, options for poor weather, recovery routes. Consider locating possible shoulder points for emergencies like fire.
Event Management Plan	At a minimum this should include the <ul style="list-style-type: none"> • Staff names and phone numbers • Event schedule • Key Instructions for all staff • Risk identification and management • Emergency Plans • Course points notes, i.e. GPS locations for helivac. • Staff induction forms • Radio allocation
Riders Briefing form	See example in Appendices
Participation Agreement	See example in Appendices
Staff induction form	See example in Appendices



Sample map with courses, km and location markers.

7 EQUIPMENT

A Trail Ride requires a reasonable amount of equipment to run including vehicles, motorcycles, ATV's, UTV's trailers, fire extinguishers and first aid kits etc.

All Organisers equipment used must be fit for purpose and if, necessary, certified for use. Practical examples mean staff motorcycles in good mechanical condition, Side by Sides regularly serviced, good tread on tyres and correct tyre pressure.

All public road going vehicles used to have current WOF and Registration.

Someone in the Club should be responsible for checking the condition of key equipment prior to it being used.

Fire extinguishers must be charged and within the approved test period.

All field staff must wear a fluorescent hi visibility vest.

If working at night, the vest must feature night reflectivity and are called class D/N.

It is recommended that the vest say STAFF or CREW on the back for identification purposes.



8 INCIDENT AND EMERGENCY PLANNING

Organisers should have contingency plans in place for the 'what if' situations that may occur. These contingencies include:

- Poor weather
- Fire
- Injured rider
- Missing person
- Fatality

Remember that these scenarios may take prior to or during your event and may affect staff, the public or riders.

Note that Emergency services like St John, Fire and Police may have radio communication between them.

8.1 WEATHER

Trail Rides take place in the NZ outdoors often in rugged and remote locations which means we are at the mercy of the NZ weather.

Considerations:

- Make sure you have plans in place to cancel or postpone the event or alter the course.
- Ensure all staff and riders are equipped appropriately with staff well equipped for long periods in extreme conditions.
- Include short cuts home if you can.
- Consider closing the tracks early if the weather is cold and/or wet.
- Be aware of rivers that may rise.
- Consider is it possible for riders to become stranded in remote locations.
- Be proactive and anticipate the effect of the weather before it causes an issue.

8.2 FIRE

Pre event

- Ensure you have alerted FENZ (Fire and Emergency NZ)
- Locate safe muster holding points on your map – e.g. rivers, lakes, ponds, areas with no vegetation.

If a fire occurs

- All outgoing tracks from the event base are to be closed.
- Notify all staff of the fire with instructions for riders and staff to move to a place of safety which is usually upwind of the fire or a muster point.
- Event Manager to call Emergency Services by dialling 111 immediately. At this point the event will probably be taken under the control of the emergency services with the Event Manager cooperating with the response to move riders to safety.
- Event Manager to call the landowner/ manager.
- Locate the source of the fire and a point where emergency services can access the fire.

- Any fire trucks or helicopters on standby are to be briefed and mobilised.
- If the fire threatens the base, then the base will need to be evacuated.



This motorbike DID actually catch on fire at a trail ride and the owner extinguished the fire with their fire extinguisher!

8.3 CONTINGENCY PLAN FATALITY

REFER TO MNZ DOCUMENT TITLED 'SERIOUS INCIDENTS GUIDELINE'.

9 EMERGENCY SERVICES NOTIFICATION

The following emergency services must be notified of the event at least 2 weeks prior to the event. Send your operations plan, map and some GPS locations for helivac points. Ensure you use the same GPS settings as the rescue helicopter.

- The local Ambulance service, which is often, but not always, St John

The following emergency services should be notified of the trail ride

- Fire and Emergency NZ (FENZ)
- Rescue Helicopter

10 MEDICAL

OBJECTIVE

The requirement is to be able to provide top level medical support to the riders quickly and safely with efficient extractions.

Please refer to the following MNZ Medical Guidelines for advice on the appropriate medical resources for a Trail ride.

<https://www.mnz.co.nz/docs/default-source/club/medic-guidelines-draft---v3.pdf?sfvrsn=2>

MNZ recommends that the Trail Ride be resourced with either Intermediate or Advanced Care as follows.

Level of Care Required	Personnel Required	Vehicles	Facilities
Intermediate Care	1 x EMT or Registered Nurse (RN) + 1 x First Responder	Patient Transport Vehicle	First Aid Room/First Aid Facilities
Advanced Care	1 x Paramedic + 2 x EMT + 1 x First Responder	Patient Transport Vehicle	Trackside Medical Centre

RULE

- Events must not start or continue without the required medical resource on site.

Generally there will be both field medics and medics stationed at the event base to provide care for incoming riders.

More field medics (at a minimum of the St John Emergency Medical Technician (EMT) level or equivalent) should be added relative to;

- Length of track
- Geographical isolation / access to track. Consider the medical resource you will need if you have 2-3 large injuries at the same time.

The base should contain a sheltered location to treat the volume of injured riders expected. This base could be an ambulance (should stay on site) or waterproof and windproof tent or building that offers privacy.

In general if an Ambulance is on site then it will stay on site and additional transport should be called in if required.

The event medics must have a medical driver or escort who is familiar with the terrain and can therefore locate injured persons efficiently. A dedicated medical driver from the Club is almost always the best option as they will have vehicle operation skills, venue knowledge and can assist with physical extractions.

Side by Sides are recommended for medical recovery as they can seat multi people and have a carry tray for patients who should lie down. **Note that ATV's may only carry one person unless certified for two.**

A medical meeting/discussion should take place prior to the event to plan and organise medical resources. A second and final medical meeting is held on the morning of the trail ride prior to the tracks opening to finalise medical plans. All Recovery and Medical Staff will attend the final medical meeting.

A medical form should be filled out for every injury by the Medical Manager – REFER FORMS.

Patient condition status codes

	Status 4	Status 3	Status 2	Status 1	Status Zero
Patient condition	Minor	Moderate	Serious	Critical	Deceased
Threat to life	None	Unlikely	Potentially	Immediate	N/A

General injury procedures to follow

1. Incident reported to Steward and Clerk of the Course by Rider or Staff.
2. Clerk of the Course writes the incident on the injury report form.
3. Clerk of Course appoints an appropriate Mobile Medical response unit. A plan is made of how to reach the injured person. The vehicle used will either be an ATV, UTV or 4WD.
4. Medical team is despatched with a Marshal rider on a 2 wheeler as an escort if required.
5. All medical crew are informed of the situation.
6. Medical Manager records updates on an injury form.
7. Once the Mobile Medic reaches the person and assesses them and extraction plan is devised.
8. If the injury is Minor/Moderate and the Patient can be safely transported by UTV, the Patient will be transported back to the Base on the UTV or 4WD.
9. If the injury is serious, then the Medical Manager will attempt to call in a helicopter to extract the patient. Note that Rescue Helicopters are not always available so an alternative plan should be actioned also.
10. All medical crew are advised once the injured party is back to base.
11. Injury form is completed and filed.

Equipment required by mobile medical crews.

1. Warm clothing and rain gear
2. Fluorescent vests.
3. Medics need a medical kit including neck brace and pain relief etc.
4. Functional communication – mobile phone, radio, Satellite phone etc.
5. Backboard and straps
6. GPS



11 INSURANCE

All clubs must be affiliated, paid members of Motorcycling NZ and therefore hold the appropriate insurance required. MNZ provides comprehensive insurance for MNZ permitted Trail Rides. This insurance will cover clubs for up to \$10,000,000.

12 RIDER BRIEFING AND TRACKING

REQUIREMENT

Every person who takes part in the Trail Ride is well briefed and accounted for at the end of the event.

12.1 BRIEFING.

The objective is to provide all event information including safety information to all riders.

The Club must provide an effective briefing for all riders including disclosure of risk.

REFER TO SECTIONS 15.1, 15.2 AND 15.3

Options for briefings include:

- Website so riders can read key information prior to the ride.

- Paper briefings read by riders at registration. I.e. an A3 laminated copy on the sign on desk.
- paper briefing handouts given to riders
- written on signs (i.e. course marking and rider rules)
- information on a white board (e.g. track conditions, lengths, weather)
- verbal briefings are good for novice riders
- video

Note it is critical that the information is clear with no conflicting information.

12.2 REGISTRATION

Prior to riding, every rider must be briefed, and should agree to comply with the event rules with evidence of this agreement to comply recorded and stored safely.

The Event Secretary is responsible for Registration.

The agreement of the rider to comply with event rules may be called a PARTICIPATION AGREEMENT.

Information gathered from the entrant should include rider:

- Name
- Phone number
- Car registration plate number of the car they are travelling in
- Emergency contact name and number (stress that this person should be available all day on event day)

REFER FORM IN APPENDICES – PARTICIPATION AGREEMENT

Any riders who rode to the event (i.e. did not take a car) should state that when entering and should sign out at the end of the event.

A post event check of all vehicles left at the event car park should be done towards and at the end of the event. If any vehicles are left, then the person will be rung. If not located then Police are to be called on 111 who will likely initiate a Search and Rescue.

Riders 18 years or under on the day of the event should have an Adult 18 years or over on the day of the event sign the participation Agreement. The adult should be responsible for the Minor throughout the event.

Riders should be given some form of identification for 2 purposes:

1. So you know they have been briefed and have agreed to the PARTICIPATION AGREEMENT
2. To identify them if they are unconscious

Rider identification options:

1. Rider number on sticker on helmet
2. Write the riders number on a bracelet
3. Write the number using a vivid pen on the back of the rider's hand.

All riders should be given the Event Emergency contact phone number if there is cell phone coverage at the event so that they can call for assistance if needed.



13 RISK MANAGEMENT

Most sporting events involve some degree of risk and as mentioned in the introduction to this document, motorcycle trail rides involve a fairly high degree of risk.

The objective for Trail Ride organisers is to IDENTIFY, ASSESS

AND MANAGE the risks involved

To ensure that the risks are reduced to levels as low as is reasonably practical.

One very practical way to go about Risk Management is to have a meeting with your staff.

STEP 1

The first question to ask is; Out of ten, how risky is the event we plan to deliver?

Then ask all staff to individually write down their top 3-10 risks of the event considering both the consequence and likelihood.

STEP 2

Once these risks have been written up on a whiteboard, some common risks will occur.

Put all the high consequence risks (i.e. ones that might result in serious harm including death) on the left and smaller consequence risks on the right.

STEP 3

Starting with the highest consequence risks, now come up with solutions to first eliminate the risk, and if that is not possible to manage the risk.

STEP 4

The next step is to communicate the risks and treatments to the event staff, stakeholders like land owners and of course the riders.

STEP 5

Keep in mind that risks are constantly changing, therefore Risk Management is ongoing – you should continue to monitor and manage risk at every event you run and during each event you run.

13.1 EXAMPLES OF RISK IDENTIFICATION AND MANAGEMENT FOR A TRAIL RIDE

Hazard	Controls required	Person responsible
A staff member could get injured.	All staff to attend a staff briefing at which all hazards will be identified. All field staff to wear protective gear. Minimum age for staff. REFER GENERAL MANAGEMENT – STAFF	Clerk of Course
A rider could get injured due to: collision with other rider or object or falling off bike.	All riders to be well briefed - REFER PARTICIPANT BRIEFING. Course chosen will be of acceptable risk and will be marked to the MNZ national standard for Trail Riding - REFER COURSE MARKING. Adequate medical resource will be available - REFER MEDICAL PLAN.	Clerk of Course
Riders may collide where trails merge	Rider speed reduced and appropriate signage in place REFER COURSE MARKING 'TRAILS MERGE'	Clerk of Course
Rider could ride off a cliff	Cliffs are avoided where possible or if it is not possible to avoid them, they will be well marked with rider speeds reduced REFER COURSE MARKING 'DANGER CLIFF'	Clerk of Course
Riders may suffer hypothermia in cold weather	Riders told in entry form & riders briefing to wear warm clothes and carry a jacket. REFER RIDERS BRIEFING First Aid kits carried by sweep crew contain a heat foil blanket and plastic sack Short cut options available for short cut home	Clerk of Course
A rider could get struck by an unauthorised vehicle in the venue.	Keep out signs are placed at venue entrances Gates are locked. Security guards are placed. REFER SECURITY PLAN	Clerk of Course
A Rider could become lost	REFER COURSE MARKING Motorcycle track audit REFER MISSING RIDER PLAN	Clerk of Course Track Auditor

Club or MNZ may be charged with negligence or criminal nuisance	Club has Public Liability Insurance issued by MNZ. REFER INSURANCE. Run a safe event.	Clerk of Course Steward
Motorcycles may catch on fire and cause a fire in the forest	Club to hold \$5,000,000 Public Liability Cover. REFER CONTINGENCY PLAN – FIRE RISK	Clerk of Course Steward
Riders may disobey event safety rules	The rules will be communicated to riders in writing with the consequences explained. REFER RIDERS BRIEFING	Clerk of Course Steward
Riders may get tired and cannot complete the lap	There will be short cuts home	Clerk of Course
The course may become very difficult to ride due to rain, snow or high rivers.	The track has options and can be changed. The ride may close earlier than planned. REFER TRACK MARKING REFER CONTINGENCY PLAN	Clerk of Course

New hazards are to be reported to the Event Manager who will record and action the hazard appropriately.

Also consider the risks involved with

- Staff fatigue
- Staff working alone
- Staff work done PRIOR to the Trail Ride. Often this is overlooked with the assumption that the key workers know what they are doing and will be OK.
- Staff driving to and from event
- Parking areas with vehicle on vehicle or vehicle on person collisions
- Stings – bees, wasps etc.

14 STAFF

OBJECTIVE

Have enough competent, experienced and trained staff to run the event and react to incidents.

The most influential factors on event safety will probably be the team leader's attitude to risk. The second biggest factor will be the attitude of the staff involved in the event. Safety is often driven from the top down and less commonly from the bottom up. Clubs need to choose Event Team Leaders very carefully and then form great teams.

Two important parts of choosing a team are Attitude and Team Fit. After all you want to have a bunch of people who get on well, enjoy working with each other and have some fun!



RULE:

Staff must have the skills, experience and qualifications required for their role. Staff who don't yet have competency and experience must be looked after and trained by other more senior staff. All staff must be well briefed so they know exactly what they are doing, are aware of the risks involved (including risks to themselves and others) and know the emergency plans.

REFER KEY INSTRUCTIONS FOR ALL STAFF as a starting point, but be aware that many staff (especially new staff) will need special and individualised briefings.

The staff briefing and induction should be recorded – REFER APPENDICES - STAFF INDUCTION FORM

Staff required at a trail ride include;

- Event Secretary
- Steward – should be qualified
- Clerk of the Course – should be qualified
- Chief Marshal
- Marshals
- Medics
- Registration Staff

RECOMMENDATIONS

The minimum age for event staff is 12 years.

The minimum age for staff on the course is 16 years.

The minimum age for staff on course in high risk or isolated positions is 18 years.

One of the pair of Marshals should hold a current basic first aid certificate.

14.1 CONTRACTORS

The Club must ensure that all contractors (like Medical providers) are competent and well briefed. Clubs should do some research on new providers and ask the Contractors for their Certificates or Licences to operate and their Safety Management Plans.

Clubs should be very clear on the various responsibilities at an event with contractors especially with medical providers. Include in your discussion time of arrival, who is responsible for locating injured persons, driving to injured persons and working out an extraction plan.



15 APPENDICES

15.1 MOTORCYCLING NEW ZEALAND TRAIL RIDE RULES FOR RIDERS

Riders (AND Legal Guardians) must read, understand, sign to abide by and obey these rules prior to taking part in this event.

All riders must:

1. Sign into the event and supply all requested details on the sign on form.
2. Read and understand the event rules and sign the PARTICIPATION AGREEMENT and attend a riders briefing before entering the trail. (If you miss the riders briefing, the base officials will be able to deliver this briefing to you).
3. Ride slowly in the base in first gear at no more than walking pace. Use the base access roads as/if provided. Do not rip up grassy areas. No wheelies.
4. Wear the correct safety gear when riding – refer below. Always wear a helmet when riding a motorcycle/ATV.
5. All motorcycles to be in sound mechanical condition and may be subject to random machine inspection. The event officials reserve the right to stop you from entering the trail if they have safety concerns.
6. Follow all instructions of event officials and marshals at all times.
7. Only use the marked trails within the hours specified. Do not go out on the trails before the trails are open or after the trails are closed.
8. Stay on the marked tracks. Do not take shortcuts other than proper shortcuts marked by the event.
9. Obey all arrows. 2 crossed arrows indicate the wrong way, down arrow/s indicate slow down for potential danger. More arrows indicate more danger. NEVER ride or push your machine backwards against the direction of the arrows.
10. Stay left at all times as there could be other people and vehicles in the venue.
11. Ride within your capabilities and vision.
12. If you are passing another rider, it is YOUR responsibility to pass safely. Be mindful of children and beginner riders.
13. If you break down, push your bike off the trail to a safe position, but stay near the trail where you can be seen. Wait for event staff, or ring the base for assistance, or send another rider for help. A recovery vehicle will be despatched when possible. Once back at base, report to sign on to confirm that you & your bike are back. NEVER ride or push your machine backwards against the direction of the arrows.
14. If injured, stay with your bike near the trail. Try to move to a safe position where you can be seen. Try to make yourself safe and comfortable. Ring the base if you can or wait for help. ****The next rider on the scene must stop and assist the injured rider**** Make sure that oncoming riders cannot hit the injured person or yourself (Park your machine in a position it can be easily seen as a warning to other riders). Ring/Radio the base phone numbers if there is phone coverage. The second rider on the accident scene needs to get help. Flag down a marshal, or ride to get mobile phone coverage, or follow the track to base to get medical help. Only use proper marked trails to get to base (some trails may have marked shortcuts). If you know or think you may have been reported injured, but make it back to base, you must report to sign on to say that you are back safe.
15. Notify the base if you are injured (even small injuries need to be notified) or retire or leave the event early.
16. Be drug and alcohol free.

17. Refrain from smoking.
18. Light no fires.
19. Ask event officials questions if unsure about anything.

Compulsory protective gear:

1. Approved Motorcycle Helmet in good condition (preferably less than 10 years old). The event officials reserve the right to stop you from entering the trail if they have safety concerns.
2. Boots that are well constructed, either all leather or leather uppers or leather substitute and solid rubber sole not less than 25cm from the inner sole to the top of the boot
3. Jerseys - long sleeved heavyweight cotton or similar type fabric.
4. Sturdy long trousers.
5. If cold or wet then a jersey or rain jacket is compulsory. Thermals are recommended.
6. Gloves, goggles, knee pads, and body armour are strongly recommended.

Note

- Ag farm style helmets are NOT accepted.

15.2 MOTORCYCLING NEW ZEALAND TRAIL RIDE RIDER PARTICIPATION AGREEMENT

I agree to the following;

1. I have read the Regulations for this event as outlined in the document **MOTORCYCLING NEW ZEALAND TRAIL RIDE RULES FOR RIDERS** and agree to be bound by them.
2. I am aware that the sport of Motorcycle riding might a) cause me injury including death and b) damage my property.
3. Neither I, or anyone associated or connected with me, will make any claim against you or your officers, employees or agents in respect of: a) any injury suffered by me; or b) any damage to any of my property regardless of how the injury or damage occurs.
4. I will indemnify you against all claims, damages or losses (including costs) which you incur as the direct or indirect result of any injury to me or damage to my property.
5. I am physically fit and there is no health or other reason why I should not participate in the sport of Motorcycle riding.
6. I am aware that this disclaimer will not affect any legal obligations you have to me which you cannot contract out of under NZ Law.
7. I agree that in this disclaimer "my property" includes any property owned by me or in my possession or under my control.
8. I agree that this disclaimer will be binding on my family, my heirs, my legal assigns and my administrators and executors.
9. Force Majeure: Under no circumstances shall MOTORCYCLING NEW ZEALAND OR THE CLUB RUNNING THIS TRAIL RIDE be held liable for any delay or failure in performance resulting directly or indirectly from acts of nature, forces, or causes beyond its reasonable control, including, without limitation, fires, flood, storms, explosions, acts of God, war, governmental actions or non-performance of third parties. I understand that no refunds will be given one week prior to, during or after this event for whatever reason including cancellation of the event by the Organiser.
- 10. I wish to take part in this event despite all of the risks involved.**

MOTORCYCLING NZ REGISTRATION FORM

Surname	
First name	
Rider 1	
Rider 2	
Rider 3	
Rider 4	
Rider 5	
Mobile phone	
Emergency contact person and phone	
Car registration	
Signature	

Riders should be 18 years or older on day of event in order to sign.

15.3 MNZ TRAIL RIDE RIDERS BRIEFING

This may be written on paper, on a sign and whiteboard, verbal or a combination.
Make sure you are simple, clear and don't contradict any info.

Topic	Notes/comment
Welcome to the xxxx Trail Ride. We hope you have a fun and safe day.	
Describe courses including lengths and difficulty and short cuts home	
Describe how the course is marked	
Describe the Course condition and weather	
Outline major hazards	
Reminder of riding gear required including warm/waterproof jacket if cold/wet	
Reminder of critical safety rules	Slow in pits, follow the arrows, never backtrack, what to do if you are injured or break down etc.
Tracks opening and closing times	
Any first time or novice riders might get a special briefing after the normal briefing.	

15.4 KEY INSTRUCTIONS FOR ALL STAFF (KIFAS)

Thank you for helping. It is **very important that you are well briefed and prepared to perform your tasks so please take the time to read the following;**

General instructions and staff rules;

- Try to inject some positive energy into the event – spread a good vibe ☺
- Make sure you know exactly what is expected from you. Ask if you don't know.
- Be in your position on time or early.
- Stay in your position until you are released from your duty by your Team Leader.
- Mobile phones to be on at all times, charged (please minimise private talks, be available and try to conserve battery). Take a battery pack if you are working away from power.
- Your safety and the safety of others is paramount, think, act, be safe.
- Do not undertake any task without the appropriate qualifications or safety equipment that is legally compliant and fit for purpose. E.g. Drivers licences, vehicle registrations, vehicle WOF's, hi viz, protective clothing. **Staff working on the course should be equipped to operate in the environment in poor weather for an extended period & carry enough equipment to perform their role which may involve helping other staff or participants.**
- Do not be under the influence of alcohol or drugs while performing your duty.
- Take all practicable steps to ensure your own safety while at work.
- Be familiar with the relevant sections of the Operations Manual/Plan for this event.
- Ensure that none of your actions or inaction's cause harm to yourself or another person.
- Observe and enforce the Health and Safety at Work Act 2015 and regulations that apply.
- Report all incidents/accidents/near hits and potential hazards ASAP to your team leader or Race Communications Manager.
- You have the authority to halt an activity if a hazard threatens the safety of any person associated with the activity.
- You have the right to refuse any tasks requested from you.
- If you are authorized to brief and induct other people, you should ensure that the people you are responsible for are competent, well equipped, well briefed etc. as per the above instructions.
- Sign out with your Team Leader once your duties are complete, so we know you are safe.

Key Instructions for field staff

1. All staff riding motorcycles should wear a long sturdy top, long sturdy trousers, gloves, motorcycle helmet and carry a jacket. Helmets should be worn at all times.
2. All staff using 2 wheelers should wear all Motocross/Enduro style safety gear including boots and a full face helmet.
3. Staff should not backtrack on the trail.
4. Staff should use Staff recovery routes drawn on map if appropriate.
5. Staff should stay left at all times.
6. Staff should ride 2 wheelers carefully and be extra careful when riding Quads to avoid rolling. Quads can be unstable on uneven ground.

Emergency Procedure instructions

E.g. Fire, major accident, storm etc. Stay calm. Contact the event base by radio or mobile phone. If you cannot make contact with anyone, call 111, but only if an emergency. State, who you are, where you are and what the emergency is. Then follow the instructions given to you.

Note that in the case of a major incident (such as a fatality), nobody connected with the event is authorised to communicate with the media without the express permission of the Steward.

Instructions for dealing with an injured person

- Ensure your own safety before all else.
- Make the scene safe, including take measures to protect yourself, the injured person and to prevent the same incident occurring.
- Start applying first aid to the best of your ability.
- Quickly contact the Base and communicate, who you are, where you are, the participants number and what the problem is.
- Continue to apply first aid and make the person comfortable and warm.
- Reassure the person that someone will be with them soon to provide assistance.

Instructions for using a radio

- First listen for any current conversations for about 10 seconds,
- Then press the transmit (talk) button, PAUSE, then talk.
- State who you want to talk to then who you are, and DO YOU COPY?
- If you get a reply back, then state where you are and what you want to communicate. I.e. "I am at the 20km position on the course and I have a rider here, number 123 who cannot continue because they are fatigued and they would like transport to the finish" ... OVER
- Medical incidents or emergencies take precedence over other communications.
- Don't have the radio too close to your mouth
- No jokes, or non-essential talk please.
- Make sure you are ALWAYS LISTENING OUT. Do not put your radio down, keep it on you.
- Ensure you don't accidentally hold the transmit button down, i.e. jam the radio into a bag, because this means the radio system cannot be used by the entire event!

If you don't have radio reception or mobile phone reception, try moving to a location where you get reception. In general higher ground is more likely to have reception than low ground like gully's and valleys.

Key race day contacts

Steward		
Clerk of the Course		
Chief Marshal		
Event Secretary		
Medical Manager		

15.5 JOB DESCRIPTION - TRAIL RIDE MARSHAL

TITLE	Trail Ride Marshal
REPORTS TO	Chief Marshal
FUNCTIONS	<p>One of the pair will be nominated a FIRST AIDER and the 2nd person will be nominated a SITE CONTROLLER.</p> <p>Ride trails in pairs dispatched at maximum one hour intervals</p> <p>Direct Participants according to the Management Plan and as directed by the Event Director</p> <p>Respond to any incidents on the course. Administer first aid. Manage scene until further assistance arrives.</p> <p>Pre ride the trails in the morning to ensure they are open, well-marked, assess hazards, and that no unauthorised people are in the venue</p> <p>Provide first response for break downs – minimal assistance given.</p> <p>Help find missing persons if required.</p> <p>Marshals can change the course if they have been approved by the Clerk of the Course.</p>
RELATIONSHIPS	Other sweep riders, Recovery drivers
NOTES	<p>Each team of 2 should carry the following in a small backpack;</p> <ul style="list-style-type: none"> • Radio • First Aid kit • Fire extinguisher • Map of course • Staple gun and staples • Arrows 15 red, 6 green • Track closed tape – 20 metres • Headlight on bike and/or Torch • Survival bag • Tow rope • Event phone numbers, Serious incident protocol • Tools • Cell phone (charged in a dry bag) <p>Marshal Pair should supply the bold items. Other items supplied by the Club</p> <p>One of the two Marshals should ride the tracks prior to the event to familiarise with the circuits, short cuts and easy ways home.</p>

Instructions to Sweep Crew on how to handle an incident

SITE CONTROLLER	FIRST AIDER
Make the scene safe. Block the track if necessary. WALK backwards up the track carefully to slow or stop oncoming riders. Place barriers and tape to divert riders around the patient if you can. If the patient's condition is serious, you may have to STOP all oncoming riders.	Apply First Aid once the scene is safe.
Notify the Event Base. If you have to leave the site to get mobile phone coverage, get a rider on the course to take over your role of site control.	Stay with the patient until St John staff arrive.
Provide updates to the Base as they occur.	
Get back on the trail as soon as you can.	

15.6 STAFF INDUCTION FORM

The purpose of this induction form is to ensure that staff, contractors and volunteers are ready to undertake their job as safely as possible at this event.

Note that it is the responsibility of the Team Leader to check that their team members meet the requirements of this induction prior to them starting work. This includes that their team are well equipped.

Staff member should be adequately briefed before signing this induction form including any specific hazards they may be exposed to.

Declaration:

By signing this form, I agree that;

- I am competent for the tasks I need to do
- I have been well briefed including the hazards associated with my role
- I have had the opportunity to ask questions and raise any concerns with my Team Leader or the Event Manager.
- I am well equipped including all the safety gear that I need to perform my role
- I will comply with: EVENT Key Instructions for all Staff (KIFAS) and EVENT OPERATIONS MANUAL if it exists.
- I am ready to work at this event.

Date	Time	Name of person who did the induction	Name of staff member being inducted	Signature of person being inducted	Person can induct others Y/N

15.7 GENERAL INCIDENT REPORT FORM

Use this form to record any incidents.

If the incident requires assistance, please contact the Event Manager ASAP

Date		Time	
Who filled out this form			
Problem reported by			
Was this incident reported to the Event Manager?	Yes / No	At what time	
Incident Description			
Response by Event Staff			
Notes			
Final Resolution			

15.8 INJURED PERSON REPORT FORM

Case number		
Event		
Date		
Time of report		
Report received by	Name:	
Injury reported by	Name:	Phone:
Injured person's name	First name:	Surname:
	<i>Note do not discuss injured person's name if the injury is above moderate</i>	
Injured persons Race number		
Location of injured person		
Status 0-4 (4 is minor)		
Description of injury		
Who is with the patient	Name:	Phone:
	Name:	Phone:
Any first aid actions taken by people at the scene		
Name of medics and drivers dispatched at what time by what route		
Time that Medics reached the patient		
Report from medic when reach patient, i.e. confirm status		
Extraction method. Walk, Vehicle, Ambulance, Helicopter		
Description of final action— e.g. Patient back at base, drove home, ambulance took to what hospital, helicopter took to what hospital.		
Is the injury serious harm?	If so, then the incident should be reported to Motorcycling NZ using the Stewards report form.	

15.9 MISSING PERSON REPORT FORM

Event	
Date	
Time of report	
Report taken by name	
Reported by	Name: Phone number:
Missing person's name	
Missing person's race number	
Missing person's description: gender, age, weight, clothing	
Any medical conditions the person may have	
Location last seen at	
Description of actions taken to find the person	
Updates.	
Police notified?	
Description of final action – e.g. Rider found where and at what time.	

15.10 EVENT PLANNING CHECKLISTS

15.10.1 Pre event task Checklist

- Use this leading up to the event and for a final check the day before the event.

Task	Who	Status
Medics confirmed time, place, equipment		
All staff confirmed with roles and rosters clear		
All field staff are familiar with the course		
Communications organised and tested – radios, cell, sat phone, GPS. All are charged, spare batteries		
Traffic management booked and briefed if needed		
Course is checked, audited and ready. Course risks have been assessed and minimised.		
Have the keys for venue, vehicles and equipment		
Key docs produced including maps, list of phone numbers, course plan, rider participation agreements and rider registration forms.		
Event Plan sent to all staff, staff are briefed and inducted		
Emergency services have been informed including St John and Rescue Chopper.		
All equipment is packed, in good order and ready		
Risk analysis and management has been done. Big H&S risks like buses, trucks, railway lines well planned for.		
Weather has been checked and any course changes planned or made for event day		
Have all equipment needed – side by sides, first aid kits, fire extinguishers		

15.10.2 Track set up checklist – Should be checked the day prior to the event

Item	note	status
Main trail checked		
Novice trail checked		
Kids track checked		
Other tracks checked		
All km and location markers placed (every 5km approx.)		
All tracks merge positions set up	See map	
All Danger Cliffs set up	See map	
All 2 way sections well managed with speed reduced to first gear		
All potential head ons blocked by a barrier		
Signed by the Course Manager		
Date		
Time		
Print name		

15.10.3 Runsheet Checklist for on the day tasks

- **Don't open the tracks unless all of this is complete**

This schedule assumes tracks open at 9:00am and close at 3:00pm

Time	Task	Status
5:30am	Steward, Clerk of Course and Pre ride Marshals on site	
6:00am	Marshals dispatched to sweep trails Ride and Check track conditions	
6:15am	Recheck that all track entrances are closed and make sense	
6:40am	Distribute radios and perform radio check	
7:00am	Check that all staff are on site	
8:00am	Confirm medics have arrived	
8:15am	Medical briefing attended by Steward, Clerk of Course, Medical Drivers and Medics	
8:25am	Place track info on whiteboards at track entrances	
8:30am	Equip medical teams	
8:30am	Registration begins (Including briefing and signing participation agreements)	
8:30am	All Marshals return and report all tracks clear	
8:45am	Riders briefing (if doing a verbal riders briefing).	
9:00am	Open tracks if ready, i.e. tracks checked, medics ready, sweeps ready.	
10:00am	Dispatch sweeps according to sweep roster	
1pm	Close tracks if heavy rain or snow with signs and keep out tape	
2pm	Close tracks if heavy rain or snow with signs and keep out tape	
3:00pm	Close tracks with signs and tape with signs and keep out tape	
5:00pm	Check for any unattended vehicles	
5:15pm	All staff accounted for	
6:00pm	All equipment secured, gates locked, leave site	

15.11 MNZ HEALTH AND SAFETY POLICY



Health and Safety Policy

In the context of our sport, we will actively practise and pursue safety for employees, clients and subcontractors, volunteers and the general public who may from time to time come into contact with our workplaces.

We are totally committed to a safe and healthy working environment and will ensure to take all reasonably practicable steps, in the context of our sport, so that no harm will happen to any person as a result of our sports activities.

We will encourage , at all levels to actively support the safe and early return to work of injured workers.

In meeting this promise, we will comply with all relevant legislation, regulations, codes of practice, and safe operating procedures, and will operate with a commitment of continuous improvement, seeking excellence in Health and Safety practices.

To achieve these ideals we will:

- Identify, assess, control and manage workplace hazards, continually seeking to reduce the risks to the lowest safest possible level.
- Consult with employees, employee representatives, committees, managers, subcontractors, suppliers, clients, volunteers and external experts, as appropriate, to encourage participation in contributing to making a safer sport.
- Provide high quality, training, supervision and support our staff to ensure they are fully trained and competent to perform their work.
- Require management at all levels to be fully conversant with and be personally responsible for the implementation of the safety management programme and the safety of others.
- Require workers to follow safe work practices at all times,
- Encourage "a stop work programme " where there is unsafe practices.
- Provide resources to ensure that safety remains the primary objective.
- Require the timely and accurate reporting of all incidents, accidents, unsafe conditions and near misses.
- Regularly review this policy, and annually reset key safety objectives and targets that will allow the sport a process towards achieving a safer sport.

Summary

Thanks for taking the time to read these Guidelines.

Trail Riding is heaps of fun and a really popular way for people to ride their dirt bikes all around NZ, however it does involve risk.

We hope that the guidelines help you to run a safer trail ride and that all MNZ permitted Trail Rides offer a consistent high safety standard all around NZ.

Please feel free to contact the MNZ Office during business hours if you have any questions, concerns or good ideas.

Regards,

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Motorcycling New Zealand
Advancing the Sport of Motorcycling
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- Document ends - Motorcycling NZ Trail Ride Safety Guidelines 2019