

This checklist is a reference tool for the race organizers. Its purpose is to standardize the things that race organizers are responsible for doing when organizing their events.

Most of the items in this list apply to races in every discipline, and at most levels of sanction. If something only applies to a single discipline or sanction level, it is noted. Of course, the extent to which each of these things is done depends upon the sanction level of the race. For example, the amount of course marking done for a Mountain Bike BC Cup versus a mid-week local race is quite different, even though at least some course marking has to be done in both cases.

For the sake of brevity, specific requirements for events at each sanction level are not listed here; organizers should consult the technical policy for the discipline of the race. This list is meant to serve as both a reference and a reminder.

Similar checklists defining the responsibilities of Commissaires, Technical Delegates, and Cycling BC staff have also been created so that people doing each of these jobs also know what they're responsible for doing.

## Before the Race

### Satisfy Policy & Regulatory Obligations

- Attend the Race Organizer's Meeting (usually in the fall for most disciplines)
- Apply for a Race Organizer's License (in the first quarter of the year)
- Review the Rules and Policies that apply to Race Organizers
  - See Appendix 1 concerning how the rules apply to provincial races and which rules you need to know
- Select the course and venue for the race
- Define course route
- Get land use permission (permits)
- Get road use permission (permits)
  - Traffic management plan
  - Road closures
  - Flag persons
- Apply for Insurance certificate (if needed)
  - Most municipalities (or other landowners) will want to be named as "additional insured" on an insurance certificate; this is proof of insurance
  - Make sure to do this at least 3 weeks in advance of the race
- Sign event agreement with Cycling BC
  - Usually not done for club / local races

## Prepare Technical Information about the Race

- Prepare the technical guide
  - Race schedule
  - Prizes
  - Course maps
  - Start / Finish / Feed zone locations
  - Directions to the race site
  - Practice schedule
  - Parking
  - Registration Deadlines & Methods
  - Categories
  - Entry fees
  - Official hotel / accommodation
  - Social / event activities
  - Post race food and drink
- Send technical guide to Cycling BC for approval
  - At least 30 days prior to race; not necessary for club / local races
- Race advertising and exposure
  - Media coverage
    - Press releases
    - Invitations
  - Advertising
    - Web
    - Newsletter
    - Poster
    - Flyers
  - Race web site
- Financial & Sponsorship
  - Recruit sponsors & suppliers

## Race Preparation and Execution

- Volunteer Recruitment
  - For larger events, appoint a volunteer coordinator
  - Determine volunteer positions needed
    - See Appendix 2 for a suggested volunteer list by discipline
  - Volunteer job descriptions
  - Create a volunteer schedule
  - Determine what volunteer equipment & training is needed
  - Volunteer food and amenities
- Risk Management
  - Course and venue design and setup is appropriate for anticipated level of competitors

- Emergency Response Plan
  - See Appendix 3 for sample Emergency Response Plan
  - First aid
    - Number of first aiders
    - Locations on course map
  - Evacuation
  - Call person
  - Communication
  - Contact list
  - Ambulance lane & parking
- Planning for bad weather
  - Indoor or sheltered race office & registration
  - Shelter at finish line (and start line for Time Trials / DH events)
  - Race refund policy
- Arrange for Race Equipment
  - Road
    - Bunch Races
      - Caravan vehicles
      - Lap Counter / Bell
      - Finish Lynx
      - Finish line barricades (may be optional, depends on race)
    - Time Trials
      - Timing equipment
      - Start ramp (optional)
    - All Races
      - Traffic control equipment (vests, stop signs, traffic cones)
      - Podium and tent for finish judge and timekeepers
  - Mountain Bike
    - Course marking tape
    - Fence posts / stakes for signs and tape
    - Course marking signs
    - Timing equipment
    - Start / Finish line barricades (optional, depends on race)
    - DH: Tent for Start & Finish Lines
    - DH: Vehicles for shuttling riders and bikes (if needed)
    - XC: Tent for Finish Line
  - Cyclo-cross
    - Course marking tape
    - Fence posts / stakes for tape
    - Start / Finish line barricades (optional, depends on race)

Cycling BC  
Detailed Event Checklist for Race Organizers (All Disciplines)  
2010-02-23

- Tent for Finish Line
- BMX
  - Tent for finish line
  - Barricades for staging area setup
  - Computer and printer
  - Video camera to record finish order at line for video protests
- Tables
- Chairs
- Tents
- P/A system
- Number plates
- Toilets
- Radios
  - For organization
  - For Commissaires (Cycling BC console radios available for road races)
- Registration materials & office supplies
  - Laptop
  - Printer
  - Power source(s)
  - Day license forms
  - Registration forms
  - Pens
  - Paper
  - Stapler
  - Tape
  - Misc. office supplies
  - Signs
  - Markers
  - Tables & Chairs
  - Tents (in case registration is out-doors)
- Prizes
  - Prize money for elite categories (if any awarded)
  - Symbolic prizes
    - Medals from Cycling BC for provincial championship events
    - Leaders jerseys from Cycling BC for elite categories for BC Cup events
    - Provincial Champion jerseys from Cycling BC for elite categories for provincial championship events
  - Prizes for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> for all categories
  - Draw prizes (if any)
- Arrangements for technical staff and volunteers

- Recruit a photo finish operator, if needed (references available from Cycling BC)
- Commissaires, and Photo Finish Operator
  - Accommodation for out of town officials
  - Payment on-hand for honorariums & travel expenses (an estimate of the cost is available upon request from Cycling BC)
  - Lunch for commissaires
- Bells and Whistles
  - Event atmosphere
  - BBQ
  - 50 / 50, raffles, door prizes
  - Post event refreshments
  - Concession
  - Party / social events
  - VIP area
- Pre-Registration Setup
  - Deadlines
  - Early bird fees
  - Online registration setup
- Course Setup
  - Course design / route
  - Marking and taping
  - Finish line
  - Staging area
  - Tent at start (MTB DH)
  - Fencing
  - Traffic management
  - Marshal stations signed and marked on map
  - First aid stations signed and marked on map
  - MTB: course marking signs
  - Risk Management: Are you comfortable accepting the consequences of including something that may be particularly difficult or dangerous in the race? If no, then remove it
  - Done in time for first official practice (according to race schedule)
  - Have course maintenance volunteers available to correct issues

## At the Race

- Race office, Registration and Results
  - Race office / registration office is indoors, or at least sheltered under tents
  - Enough volunteers to collect entries, create start lists, hand out number plates, and compile race results (type them in from hand-written)

- Issue number plates / panels
- Collect entry fees
- Collect signed event waivers
- Direct problems to the Cycling BC technical delegate
  - Unlicensed riders
  - Riders who have not yet received their license card
  - Riders who have forgotten their licenses
  - Riders with questions about categories
- Verify that on-line pre-entries are correct when rider shows up with license
- Create start lists and give them to the Commissaires
- Send final results via e-mail to Cycling BC within 48 hours of the race
- BMX only:
  - Prepare and post rider lists
  - Accept corrections
  - Combine classes
  - Build and post the Motos
  - Determine who transfers to the next round and create new moto sheets
  - Post interim results after every few motos
- Volunteer Delegation and Management
  - Gather course marshals and other volunteers together in time for a briefing
  - Assigning radios and/or whistles
  - Lunch for the volunteers
  - Job assignments
  - Times when they're needed and when they can go home
  - Reimburse expenses (e.g. gas money for caravan drivers)
  - Thank the volunteers
- Commissaires, Announcers, Photo Finish, Timing Operators, First Aid
  - Provide lunch
  - Setup equipment needed by each
    - Announcer: Power, P/A System, sound board, microphone, start lists
    - Photofinish: Power, table, chair, tent
    - Timing Staff: Power, table, chair, tent
    - First Aid: Emergency Action Plan, Radios
    - Commissaires: Tent at Finish Line, Radios, Road Race & Crits: Podium for finish judge, caravan vehicles, drivers
  - Pay each of above before they leave after the race
- Respond to emergency situations
  - Fill out an accident report form for any accidents where riders require transportation to hospital (See Appendix 4 for the Accident Report Form)

- Have the course designer stand-by to address any issues with the race course, or management of traffic (road events)

### **After the Race**

- Send race results to Cycling BC via e-mail within 48 hours
- Contact Cycling BC in order to complete post-race accounting
  - Fees for any day-of-event licenses sold
  - Any sanction fees outstanding
- De-briefing with key organizational volunteers to see what can be improved for next year

## Appendix 1: Rules

As a member federation of the Canadian Cycling Association (CCA), Cycling BC is also affiliated with the International Cycling Union (UCI). Therefore, the UCI's rules apply at all races in BC, as do any national amendments that the CCA has made to those rules. The UCI and CCA rules consist of Sporting Regulations and Administrative Regulations. These rules are available from the websites of the UCI and CCA.

- UCI: [www.uci.ch](http://www.uci.ch) (rules are in the "Rules" section)
- CCA: [www.canadian-cycling.com](http://www.canadian-cycling.com) (rules are in the "Commissaire Section under the title "CCA Companion Guide"

For most of the disciplines there are very few Sporting Regulations. The Sporting Regulations define the race procedure (how the race is run and scored), the equipment that can be used by participants, and the expected behavior of the participants in those races.

The Administrative Regulations describe how the sport is administered and how the races are organized. Most of the UCI and CCA rules are Administrative Regulations.

Cycling BC's policy is to observe the sporting regulations of the UCI and CCA rules with as little modification as possible. This is done because it means that it is much more likely for BC riders to have a consistent experience in the sport should they occasionally race outside of the province.

However, most of the Administrative Regulations were written with the intention that they apply to International and National level races. Because the sport in BC is usually practiced in a more grass-roots manner than for events on the National and International calendars, Administrative Regulations often don't make sense for provincial races.

The technical policy for each Cycling discipline describes the Administrative Regulations that Cycling BC expects of race organizers for that discipline. These technical policies describe the expected organizational standard for provincial level races in BC. If a particular subject is not dealt with in the technical policy, then the UCI / CCA administrative rule should be followed, unless it is apparent that the rule makes no sense for provincial level races. In such cases, Cycling BC should be contacted for guidance.

Organizers need to keep a current knowledge of the rules for each discipline in which they organize races. Organizers also need to be aware of the following rules, found in the general section of the UCI and CCA rules, Part I, "General Organization of Cycling as a Sport".

- 1.2.031 – 1.2.043, describing the responsibilities of race organizers
- 1.2.060 – 1.2.065, describing the safety and the race course
- 1.2.077 – 1.2.078, describing the supervision of the race
- 1.2.078 – 1.2.083, describing the behavior of the riders

## Appendix 2: Suggested Volunteer List for Provincial Events

- **Organizing Committee**
  - **Race Organizer / Director** (responsible for overall coordination and organization of the race)
  - **Chief of Race Course** (responsible for planning, setting up, and maintaining the race course, including any necessary traffic plans and permits)
  - **Volunteer Coordinator** (responsible for recruiting and managing all event volunteers)
  - **Registration and Results Coordinator** (responsible for setting up and managing race registration and results production)
  - **Awards Coordinator** (responsible for obtaining and organizing prizes, and running the award ceremony)
  - **Sponsorship and Marketing Coordinator** (responsible for promoting the race and recruiting event sponsors)
- **Key Event Day Volunteers**
  - **Emergency Response Plan Coordinator:** 1 (responsible for directing the movements of the First Aiders and Calling Emergency Services, if needed)
  - **First Aiders:** 2 – 10 (responsible for responding to emergencies and providing first aid; may be paid contractors or qualified volunteers; number depends on type of race)
  - **Registration and Results Volunteers:** 3 to 6 (to help with registration, start list production, timing, and race results production, number depends on type of race and timing method)
  - **Awards Ceremony Volunteers:** 1 – 2 (to help Awards Coordinator with the Awards Ceremony)
  - **Venue and Course Setup Volunteers:** (responsible for helping the Chief of Course set up and maintain the venue and race course; number depends on the type of race and course; some may also double as traffic or course marshals)
  - **Race Course Volunteers:**
    - **Road Events: Traffic Marshals** (responsible for controlling and stopping traffic on the race course; number depends on the race course; some may also have to be hired, as certified traffic flag persons may be needed in some cases)
    - **Road Events: Caravan Drivers** (responsible for driving caravan vehicles; number depends upon the number of caravan vehicles in the race at one time)
    - **MTB and Cyclo-cross Events: Course Marshals** (responsible for keeping spectators off the race course, and for informing the organizer and Commissaires of emergencies, or instances of riders leaving the course)
    - **Track Events:** (responsible for holding riders on their bikes, operating start gates, putting out and taking in pursuit pads, etc., usually 4 – 8 are needed)
    - **BMX Events:** (responsible for helping in staging, or with scoring of races, or with track maintenance, usually 4 – 10 are needed, depending on the race)

### **Appendix 3: Sample Emergency Action Plan**

This form should be accompanied by a map of the race course and venue showing first aid stations, course marshal stations (if applicable), and access routes.

Name of the Chief of Course:

Method of Contact during the Event:

Name of the Call Person / Emergency Response Coordinator: (This is the person responsible for calling emergency services.)

Method of Contact during the Event:

Name of in-charge First Aid Attendant:

Method of Contact during the Event:

Location of Primary/Base First Aid Station:

Local Emergency Services Telephone Number:

Telephone number, address of and directions to the nearest hospital:

Location of ambulance pickup / evacuation points:

## Appendix 4: Sample Accident Report Form

Name of injured person: \_\_\_\_\_

Event name: \_\_\_\_\_

Date and Time of accident: \_\_\_\_\_

Contact number for injured person: \_\_\_\_\_

Nature of injury: \_\_\_\_\_

Injury description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief description of circumstances leading to the injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness name(s) and contact number(s): \_\_\_\_\_

Race Organizer's name and number: \_\_\_\_\_

Was first aid administered at the scene?       Yes       No

Was an ambulance called to the scene?       Yes       No

Was the injured person taken to hospital?       Yes       No

If so, what hospital (if known)? : \_\_\_\_\_

Any other relevant information please provide below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_