



Section 1: Competition Requirements

Race material						
	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots	Mass Participation
Medals	CBC	Organizer	Organizer	Organizer	Organizer	Organizer
Plates	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Bibs	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Winners Jerseys	CBC	Organizer	Organizer	Organizer	Organizer	Organizer
Podium backdrop	CBC	CC / CBC	CBC	Organizer	Organizer	Organizer
Podium	CBC	Organizer	Organizer	Organizer	Organizer	Organizer

Race services						
	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots	Mass Participation
Insurance certificate	CBC	CBC	CBC	CBC	CBC	CBC
Registration form	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Online registration	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Technical guide	CBC / Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Timing equipment	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Timing staff	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Podium staff	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Start/Finish structure	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
S/F staff	Organizer	Organizer	Organizer	Organizer	Organizer	Organizer
Commissaire Honouraria/ per diem/ travel***	CBC	CBC/Organizer**	CBC	CBC/Organizer	Organizer*	Organizer*

*Commissaires are not required for Grassroots or Mass Participation events.

**Cycling BC is only responsible for the fees of Cycling BC assigned commissaires. UCI/CC assigned commissaires are an organizer cost.

***Lodging should be provided by the organizer unless an alternative arrangement has been made between organizer/CBC.



Section 2: Human Resources

2.1 Executive Committee						
Position	Description	Mandatory for :				
		BC Prov Champs	AAA - National	AA - Provincial	A – Local	Grassroots
Event Chief	Responsible for overseeing the general management of the event. This person will oversee event course preparation and safety, logistics, marketing, human resources, communications and finance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Race/course Director	Responsible for overseeing the preparation of the course/track. This person will be in charge of the course design, as well as the preparation, maintenance and security.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Services Director	Responsible for overseeing the management of the race services during the event. This person will manage the various needs and requirements of the commissaires, staff, athletes, teams, sponsors, volunteers and public (accommodation, travel, procurement, technical guide, web site, registration, credential, timing, etc.).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.2 Event Committee - additional roles						
Position	Description	Recommended for :				
		BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Human Resources Director	Responsible for overseeing the hiring of staff and volunteers for the event. This person will establish a recruitment system and manage the working schedule for the workforce.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Director	Responsible for overseeing the promotion of the event. This person will create communication tools to inform the general public about the event (poster, event flyer, advertising, press conference, press kits, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logistics Director	Responsible for overseeing the various needs related to the race site. This person will manage various services such as transportation, equipment, site security, site maintenance, parking, and directional signage.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Director	Responsible for overseeing the event budget. This person will manage the revenue and expenses account.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2.3 Organizing Committee responsibilities

Under the responsibility of the Race/Course Director (or event chief for local and grassroots events)						
Position	Description	Mandatory for :				Grassroots
		BC Prov Champs	AAA - National	AA - Provincial	A - Local	
Course security	Responsible for overseeing the security around the course/track during the event. The Race/Course Director will be in charge of a marshal crew to ensure course/track access control.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course maintenance	Responsible for overseeing the preparation and the maintenance of the course/track. The Race/Course Director will be in charge of a course crew that will keep a quality course throughout the event.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course First Aid	Responsible for overseeing the first aid needs on the course during the event. The Race/Course Director will be in charge of a paramedic crew to ensure quality delivery of first aid services to the athletes when necessary.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course equipment	Responsible for overseeing the installation of equipment on the course (tents, scoreboard, start gate, staging area, PA system, etc.). Race/Course Director will be in charge of a crew that will install and maintain the equipment during the event.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Neutral Support	Responsible for overseeing the neutral mechanical support during the races. The Race/Course Director will be in charge of a crew that will assist riders in difficulties as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

Under the responsibility of the Event Services Director or (or event chief for local and grassroots events)						
Position	Description	Mandatory for :				
		BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Registration	Responsible for overseeing the registration process of athletes during the event. The Race Services Director will be in charge of a team to ensure quality registration services to athletes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Race Office	Responsible for overseeing the sport administrative services during the event (photocopy and distribution of start list, preliminary results list, fines, etc.) The Race Services Director will be in charge of a team to ensure quality delivery of sports administrative services to all relevant individuals.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing/Results	Responsible for overseeing the timing/results operations during the event. The Race Services Director will be in charge of a team that will supply timing/results services for the race.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awards	Responsible for overseeing the awards ceremonies during the event. The Race Services Director will be in charge of a team to ensure quality delivery of medals and prizes to the winning athletes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anti-Doping	Responsible for overseeing the anti-doping process during the event should your race be selected by the CCES for random testing. The Race Services Director will be in charge of a chaperones team to ensure quality anti-doping services delivery to all concerned athletes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

Under the responsibility of the Event Services Director or (or event chief for local and grassroots events)						
		Mandatory for :				
Position	Description	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Information	Responsible for overseeing the information desk during the event. The Event Services Director will be in charge of a team to ensure quality information services to the general public.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcers/DJs	Responsible for overseeing the management of announcers and DJ's. The Event Services Director will be in charge of a crew that will support the announcers and DJ's needs during the event.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Press coordinator	Responsible for overseeing the guidance of various media during the event. The Event Services Director will be in charge of a team that will guide the non-experienced media on course/track.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Facilities

The following facilities must be available to host the event.
 In certain cases, facilities can be merged in the same location: ex: Registration / Credential / Race Office.

Mandatory for :						
Facilities	Location	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Registration Office	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commissaire Room	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race Office	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timing/Results Office	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Podium Area	Tent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcer Area	Tent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Room	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Pit Area	Tables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Barricades or course markings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Toilets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Recommended for :						
Facilities	Location	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Volunteer/Staff Room	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIP/Hospitality Area	Tent, Mobile or Permanent space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information office	Tent, Mobile or Permanent space	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riders Meeting Room	Tent, Mobile or Permanent office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Equipment

The following equipment must be available to host the event.
 In certain case, equipment can be merged in the same location: ex: Registration/Credential/Race Office.

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Registration Office / Race office	Phone (mobile phone included)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	High speed printer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wireless internet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Two way radio (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Bag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Credit & bank card machine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registration forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Waiver forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Pens	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Tables & chairs	<input checked="" type="checkbox"/> 4 tables	<input checked="" type="checkbox"/> 4 tables	<input checked="" type="checkbox"/> 4 Tables	<input checked="" type="checkbox"/> 2 Tables	<input checked="" type="checkbox"/> 1 Table
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Host City Map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Timing/Results Office	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High speed printer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wireless internet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables (2) & chairs (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Race management software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Photo-finish system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Video camera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Photo-cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Results Board	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
First Aid Room (tent)	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Two way radio (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Tables (2) & chairs (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Incident report form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Emergency case number list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First aid material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Stretcher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency vehicles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Defibrillator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Podium	PA system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Podium steps	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Back drop	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Results sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trophies/Medals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prize money	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Announcer Area	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PA system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Commentator screen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Music selection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables (2) & chairs (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Recommended for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
VIP/hospitality area	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sound system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Music selection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wireless internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables (12) & chairs (24)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Food & beverage services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Cycling BC Event Operations Manual – Cyclocross & Mountain Bike

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Volunteer/Staff Room (Tent)	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wireless internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tables (12) & chairs (24)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Food & beverage services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Mandatory for :				
Facilities	Equipment	BC Prov Champs	AAA - National	AA - Provincial	A - Local	Grassroots
Course	Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Site map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Utility vehicles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flags and whistles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Track maintenance tools (rack, shovels, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Fencing / Tape / Stakes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Bleachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two way radio (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tables (2) & chairs (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Directional signage material	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pit / Feed Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Start gate (w/tent) - DH only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 5: Appendix

Appendix 1: 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)
 - **Master of Ceremonies (MC)** (responsible for communicating with attendees, announcing races start times, race results, and providing general commentary)
 - **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 2: 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: