[Insert Title Page / Graphic Here]

[Organization Name]

Sanctioned by



[Insert Sanctioning body logo, sponsor logos or any other funding institutions]

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# Welcome Remarks

[Insert welcome remarks from title sponsors and local, provincial or federal representatives]

# General information

## Event Overview

[General event information including organizer, sanctioning bodies, sanction level, event status, event history.

## Venue

[Address and other insightful information about the venue.]

## Site Map

[Map of the venue including parking, washrooms, medical, race office. **Not complete course map**.]

## Race Staff

|  |  |  |
| --- | --- | --- |
| Position | Name | Contact |
| Chief Organizer | Bob Smith | bsmith@racing.com |
| Course Director |  |  |
| Race Services Director |  |  |
| Volunteer Coordinator |  |  |
| Marketing Director |  |  |
| Etc. |  |  |

## Officials Committee

|  |  |  |
| --- | --- | --- |
| Position | Name | Contact |
| Technical Delegate |  |  |
| Chief Commissaire |  |  |
| Secretary |  |  |
| Finish Judge |  |  |
| Member |  |  |
| Member |  |  |

## Inclement Weather

[Eg. “Event held rain or shine. In the Event of unsafe weather (e.g. snow or smoke) on race day, race officials may delay or cancel racing.

## Race Headquarters, Awards, Podium location, Media

## Useful Links

[Race website, registration website, Cycling BC series page, UCI regulation, Cycling Canada Regulations]

## Registration and package pickup

* [Registration website]
* [Registration open and close date]
* [Onsite reg fee’

##  Race Schedule and Registration Feeds

[Insert table]

## Complete Event Schedule

[Insert table]

# [Event Specific Information]

Use the event subsections for information related to specific race events (i.e. TT, Road Race, Kids Race, or Day 1 vs. Day 2.).

## Date & Location [if different from above]

## Rules & Racing format

[UCI/CC rules, Cycling BC rule, any specific organizer rules or racing formats]

## Eligibility and License information

* All athletes must be in possession of a valid UCI international license or a Cycling BC provincial race license]
* Domestic licenses from other countries or provinces within Canada are not permitted
* 1 day event licenses will be available for the following categories:[see Cycling BC for specifics]

[Eligibility information. For provincial championships please refer to Cycling BC for eligibility wording]

## Categories

## Sign on or Registration and package pickup

* re

## Accreditations, pit passes, caravan information

[Information regarding required accreditations for coaches or team staff including pit passes or caravan location. Including caravan driver licensing information.]

## Race numbers and timing information

## Doping Control

* All races are conducted under UCI Antidoping regulations.
* It is the rider’s and team manager’s responsibility to know the rules.
* Drug Test Facility for CCES Antidoping Inspector to be announced at each venue.
* Athletes who are selected for testing will be met at the finish line by a chaperone. \*Note to all athletes who DNF you must report to the finish line. − Medical problems should be reported to a commissaire.
* Athletes participating at the [Event Title] requiring the use of a medication included on the Prohibited List must have a TUE prior to participating in the event.
* This applies to all categories of athlete: elite, junior, master, etc. To obtain forms and TUE requirements, athletes are encouraged to visit the TUE Wizard, http://cces.ca/tueforms

## Course Map

## Warm ups/Pre-riding the course

## Equipment

* [Helmets are required while riding a bike at all times.]
* [Riders are required to wear club or team jerseys corresponding to their license.]
* [TT bike, CX tires, other equipment rules]

## Podium Protocol

* [All podium finishers are expected to be in attendance and in clean cycling apparel representing their club or team corresponding to their license]
* [Explanation of protocol should multiple podium ceremonies need to occurs (i.e. BC Cup overall, Canada Cup overall, Championship, etc.)]
* [When will podium ceremonies take place?]

## Results

[Where will results be posted at race venue and online?]

## Series Points

[BC Cup, Canada Cup, UCI points matrix]

## Race Services and Amenities

### Team Tent area, washroom and showers

### Pit and bike washing area

### Parking

### First aid and medial

### Security and policing

### Lodging and restaurants

### Travel directions