



# RACE ORGANISERS GUIDE



# ROAD



# Contents

Chapter 1: The organiser	2
Chapter 2: Key Personnel and Local Authorities	4
Chapter 3: Organiser Responsibilities	8
Chapter 4: Sanctioning and Calendar	10
Chapter 5: The Organisation team	12
Chapter 6: Technical & Sport	14
Chapter 7: Medical Services	30
Chapter 8: Partners	32
Chapter 9: Budget and financial management	34
CV Open Event: Road Timeline Tick box	36
Risk Management Criteria: Category 3 and 4 Gold Events	38
Risk Management Criteria: Category 5 and 6 Road Cycling Events	42
Resources	47







# Chapter 1 The organiser

## 1.1 ORGANISING A CYCLING RACE

---

Organising a cycling race can be both hard work but also a great reward when done successful. "To be sanctioned by Cycling Victoria "CV" means making a commitment to safety, quality standards and regulations. This booklet is designed to help support your race organisation and standardize the safe operation of events.

Individuals or groups embarking on organising an event may have a range of different motivations. Whatever these motivations are, the commitment to quality and safety are paramount.

Conducting events is the core activity of Cycling Victoria and our clubs. CV has recognised the increasing demands on event organisers imposed by authorities in response to changing regulations and requirements. CV also remains aware of the resources and limitations of clubs (as event organisers) in meeting event demands. As a result, the sport is determined to take a leadership role in addressing risk management in a way that instils confidence in authorities whilst at the same time assists clubs conduct their events in an efficient and effective manner.

## 1.2 TYPES OF RACES

---

### *Time Trial*

Time trials are bicycle race events in which individuals or small teams of riders, ride the same route and distance separately for elapsed time. Time trials are generally started at preset intervals and held on an out-and-back or circuit course.

### *Criterium*

Criteriums are massed start, high-speed bicycle race events in which riders race around multiple laps of a closed circuit racecourse to compete for order of finish. Criteriums are usually held on closed public streets. The racecourse is normally up to three kilometres in length.

### *Road Race*

Road races are massed start bicycle race events in which riders complete a racecourse for order of finish. The racecourse may be point-to-point, a large circuit, or repeated laps of a shorter circuit.

### *Stage Races*

Stage races combine several different types of bicycle races into one multiple part cycling race. Stage races commonly include road races, time trials, and criteriums. These races are usually scheduled over a period of two or more days. Order of finish is determined by lowest combined elapsed time or combined points depending on the scoring format. Such bicycle race events require significant preparation and staffing

### 1.3 CATEGORIES OF EVENTS

Cycling Victoria has adopted a National standard for event categorization. Each level has a varying requirement and expectation of their management. The following table outlines the levels of categories for all events in Australia.

Category	Event Type	Event Examples	Comments
1	▶ National Championships - Open	▶ National Road	▶ The pinnacle (non-UCI) events on the National Calendar. There is an 'Organising Committee Handbook – Australian Championships (Road and Track)' for the operation of these events
2	▶ National Championships - Masters, Juniors and Athletes with a Disability ▶ National Road Series ▶ *National Profile Events	▶ Bay Criterium Series, VIC	▶ *National Profile Events – this refers to events such as the Bay Criterium Series, ▶ Direct National television coverage, or ▶ More than 50% (or agreed arbitrary percentage) of the field as members of NRS, UCI Continental or Protour Teams, or ▶ Event prize money that exceeds \$10k (or agreed amount) and more than 25% (or agreed arbitrary percentage) of the field are interstate riders
3	▶ State Championships - Open, Masters, Junior and AWD	▶ Victorian Junior Road	▶ State Championship events conducted by (or on behalf) of the State/Territory body
4	▶ State Open Events	▶ Melbourne to Ballarat ▶ Tour of Bright	▶ All events on the State Open ▶ Calendar that do not have a higher category rating
5	▶ Interclub, Club Combine ▶ Regional	▶ Northern Combine Races ▶ Criterium Summer	▶ Events that are open to and include multiple competitors from more than one club and are not classified as State Open events
6	▶ Club (only)	▶ Club Based events	▶ Events open to club members only or events involving predominantly club members only (e.g. country club events).



## Chapter 2 Key Personnel and Local Authorities

*The planning of a competitive road cycle race is a process that involves the organiser, police, Local Councils and a sanctioning body. Planning for the road cycle race involves the logistics of handling the expected numbers of riders and spectators, the technical aspects of the race course and the review of the proposal to ensure the safety of the competitors and the general public. The following are areas that organisers will review and pertain directly to the race permit certification process.*

*VicRoads and Cycling Victoria have developed a permit flow chart to assist your permit planning process (appendix A).*

Full information about the VicRoads approval process can be found at <http://www.vicroads.vic.gov.au/Home/TrafficAndRoadConditions/Eventsandfilmingonourroads/Doyouneedapermit.htm>

Organiser should get in contact with local VicRoads/Victoria Police officers to discuss their event at the same time of lodging their application.

### 2.1 VICROADS

VicRoads or the Roads Corporation of Victoria is a statutory corporation which is the state road and traffic authority in the state of Victoria. It is responsible for maintenance and construction of the state arterial road network, as well as driver licensing and vehicle registration.

Cycling races are considered to be 'non-road activities'. By law, non-road activities require a permit from the coordinating road authority. VicRoads is responsible for the management of all major roads and freeways in Victoria (except tollways). If your event will impact a major road you will need to apply for a permit from VicRoads. If your event only impacts local roads, you should contact the relevant municipal council. There is a "Map of Declared Roads" on this website that will help you determine the status of the roads involved. (As a general guide, VicRoads is responsible for roads coloured green, black and red in a Melway street directory.)

Even if the event only impacts local roads, VicRoads' permission will be necessary if the event requires exemptions from the Road Rules or other laws.

VicRoads requires a complete permit application to be submitted at least 60 days before the date of the Event.

For more information please review the VicRoads Guide to Obtaining Permits at <http://www.vicroads.vic.gov.au/NR/rdonlyres/F1F17021-7671-408B-A9EA-E91101C9E64E/0/VRPIN006122.pdf>



## 2.2 VICTORIA POLICE

Victorian Police play a vital role in the running of road events in Victoria.

A permit issued by Victoria Police is required under Regulation 26 of the Road Safety (Traffic Management) Regulations 2009 for all races with over 30 participants.

### *The permit application*

#### Road Cycle Race Permit and Application Process

- ▶ The road cycle race permit application must complete the Cycling Australia online permit application process.
- ▶ A completed application form must be submitted to the State Events Unit and local patrol a minimum of 60 days prior.
- ▶ Local Highway Patrols receiving any permit application will endeavour to complete the approval process as soon as practicable to allow race organisers time to confirm details to be distributed to riders, officials, sponsors and those road users affected by the staging of the race.
- ▶ A race permit is issued by Victoria Police under the powers granted under the Road Safety Act 2009. Issues taken into account by senior police prior to granting the permit include:
  - ▶ The safety and convenience of the public including all competitors and event management staff
  - ▶ the arrangements made for the safety and convenience of participants in the proposed race, and
  - ▶ any such other considerations as appear relevant having regard to the time and nature of the proposed race, its location or, if applicable, its route
- ▶ Organisers, competitors and officials must comply with all guidelines appropriate to their race. This will be a condition of the permit.

### *Rolling Road Closures*

Where an event is Level 2 or above there is a requirement for a rolling road closure; these closures can only be put in place by the Victoria Police Special Solos unit. The special solos should be contacted at least 12 months in advance if you are planning to use their service.

## 2.3 LOCAL COUNCILS

Local councils play a critical role in the approval of on-road cycling events. In many circumstances road races use both VicRoads and local council roads. In all situations where local council roads are used you will need to seek permission from the council to run the race on their roads. As with the permits, if you go through multiple council roads you will need to apply for permission from all the councils that the roads go through.

Some courses cross through multiple councils. Organisers should ensure they have received appropriate approval from all councils for these events.

Even if you are not using council roads it is still good practices to work closely with the local council to ensure that they are aware of the event and advance planning are taken into consideration. Further, using public area or space where you can have the event village and registration. Note: if you are using a public area you MUST ask for permission from the council first.

## 2.4 OTHER AUTHORITIES

---

Depending on the size and route of the race you may require notification to the following authorities:

- ▶ Department of Transport – if there you will block a bus stop
- ▶ Parks Victoria – if the course passes through a State or National Park
- ▶ CFA – Particular attention and consultation should take place with the CFA for events taking place during the summer.



## Chapter 3 *Organiser Responsibilities*

*The organiser is responsible for ensuring the overall smooth operation and must strive to achieve an optimal quality of organisation. Most importantly the organiser is responsible for working closely with Cycling Victoria, Victoria Police, VicRoads and other key stakeholders to ensure that the event is run to the appropriate standard.*

*The organiser must always remember that the various participants involved in the event should be given the opportunity to be confident in the safe operation of the event. Above all, safety must be a priority throughout the event for everybody's benefit.*

*The organiser must pay particular attention to any issues or other unexpected events that may occur during the race that could influence the safety and the fair running of the event.*

*The organiser should also ensure that the event fully complies with the event permits, Cycling Australia Rules & Regulations, as well as the Cycling Victoria Technical Regulations.*

### 3.1 EVENT PLANNING

---

The Event Management Plan (EMP) forms the basis of a standing plan for conducting an event that can be developed and adapted for use in future years. The objectives of the EMP are to:

- ▶ Assist Event Organisers deliver a well-prepared, safe, legally/financially sound and ultimately successful event
- ▶ Ensure that the risk management standards for the category of event are addressed
- ▶ Provide all relevant authorities (Police, Road Authority, Local Council) with a detailed event plan that covers their requirements
- ▶ Provide the relevant cycling governing body with a document that meets their sanctioning requirements

To receive a permit and all events must complete the Cycling Australia online permit application and event management modules for application to Cycling Victoria and the local and state authorities.

## 3.2 TRAFFIC MANAGEMENT

Organisers of a road cycle race and Cycling Victoria have a responsibility for the safety of all people who are involved in the race and the general public who may have their normal travel or business affected by the race. Of paramount importance in ensuring the safety of people at a race location is the need to provide a high standard of traffic control around and in advance of the race course. This can only be done through the systematic consideration of the conditions to be encountered at each race venue and designing and implementing a specific plan for the control of both competitors and other traffic in the area of the race.

### *Design of Traffic Control Plans*

Appropriate warning signs are a vital component of any Traffic Control Plan. Compliance with Traffic Control Plans will take precedence over any operational or competitive expedience encountered in the conduct of a race. Please refer to the Generic Traffic Control Plans at [www.vic.cycling.org.au](http://www.vic.cycling.org.au) for further information.

### *Responsibilities for Traffic Control*

The race organiser of each road cycle race is responsible for ensuring that all Traffic Control Plans are put in place in a timely manner prior to the race and removed at the conclusion of the race.

### *Signage*

For all cycling events the signage bearing the words 'Cycle Race In Progress' must be erected in accordance with VicRoads Cycle Notes 6.

## 3.3 RISK MANAGEMENT

Risk management is a critical part of any event sanctioned by Cycling Victoria. The risk management process developed by Cycling Australia is recognition that risk management is an integral part of good management practice. CV is committed to establishing an organisational culture ensuring that risk management is embedded in CV activities and business operations.

The National Risk Register is a documentation of the risks associated with all levels of events, their severity and the treatment actions to be taken. The Risk Register is a valuable resource for ensuring that risk treatment strategies and plans are incorporated into event management practices. It can be utilized by event organisers as an event planning checklist and as a guide to developing event specific Risk Management Plans. It is a reference for administrators and officials when reviewing event policies and procedures. The Risk Register will require a process of continual review and updating in response to new issues that are identified or may arise.

For those events in fire danger areas or conducted between November and April organisers should prepare plans in case of fire dangers. The CFA and Victoria Police should be consulted on these plans.

Part of the sanctioning process requires all event organizers to complete the online event risk management process.



# Chapter 4 Sanctioning and Calendar

## 4.1 STATE CALENDAR

---

Cycling Victoria has a calendar on our website that has a list of all State, National and International events taking place in Victoria. The calendar can be found here: <http://vic.cycling.org.au/Road/Events>

Cycling Victoria has two seasonal calendars that change every year – Winter & Summer. Around every six months CV asks for expressions of interest for dates for proposed Winter or Summer calendar.

## 4.2 CLUB AND COMBINE CALENDARS

---

While Cycling Victoria does not publish Club & Combine events it is strongly recommended that each club and combine has their dates released on the club websites and combine website (if applicable).

Clubs must send a sanctioning form with the details of each event to Cycling Victoria for consideration. Failure to submit the sanctioning form for the club/combine event removes any insurance that you would get as a sanctioned event. Also riders who ride in a non-sanctioned event risk losing their membership.

## 4.3 SANCTION PROCESS

---

As previously stated all events in Victoria need to be sanctioned in order for them to be covered by insurance and for licensed riders to be allowed to compete in them.

In order to be a sanctioned event the club or promoter must meet all requirements in the 'Risk Management Guidelines' Appendix A. Through agreement that the event will meet these requirements CV will provide a provisional sanction to the event. The sanction will only be finalised when the Chief Commissaire has checked that all requirements are in place. Sanctioning for an event can be withdrawn post event if it is found that the club or promoter has not met the required standard.

The level of fee is dependant on the level of event that is being hosted. These fees will be set annually by CV.

Any races organised by private companies ('promoters') are required to purchase a Private Event Promoters license through CA.

#### 4.4 SANCTIONING FEES

---

The level of fee is dependent on the level of event that is being hosted. These fees will be set annually by Cycling Victoria.

Any races organized by private companies ('promoters') are required to purchase a Private Event Promoters license through Cycling Australia.

#### 4.5 EVENT MONITORING

---

It is important that events follow UCI, CA, CV and government agency protocol and regulations otherwise they risk losing their sanctioning from Cycling Victoria.

At all events Commissaires represent CA and CV and are obligated to report to CV on each event. In particular the report covers the organisation of the event as well as the assistance received from the organiser.

As well as the Commissaire, CV may also have staff in attendance at some of the major events. In conjunction with the Chief Commissaire, the staff member will compile a list of recommendations for future events and will hold a debrief with the organizer.



## Chapter 5 The Organisation team

*The key elements in forming an organisation team are professional competence, experience and knowledge of cycling, irrespective of the size of the event. The responsibilities involved in organising a cycling event are considerable; it is a complex task. For this reason, a skilled team is indispensable to the proper running of the event, and in particular to guarantee the safety of all involved.*

### 5.1 THE RACE DIRECTOR

---

The race director is one of the most important role in the organization team for the event. They are responsible for organizing all racing aspects of the race in conjunction with Cycling Victoria and the Chief Commissaire.

### 5.2 OPERATIONAL TEAMS

---

It is difficult to promote an event without an effective personnel team, whether volunteer or paid, in all aspects of the organisation. This aspect is particularly significant in so far as the success of the event is determined in the weeks and months leading up to the race.





## Chapter 6 *Technical & Sport*

### 6.1 THE COURSE

Different races have different needs. Variables include road condition and width, traffic volumes and speeds, number and complexity of intersections with other roads, side traffic access requirements, and the number of racers.

#### 6.1.1 Determining the route

The route must be carefully selected in order to optimise the safety of all concerned.

Safety matters are addressed in a separate section of this guide. However, it is appropriate to repeat a few general points that the organiser should take into account in defining the race route.

Organisers must work through the risk management planning section carefully when considering the course. Some general points include:

- ▶ When establishing the route, the organiser should take into account locations or situations that may present a safety risk (whether to the riders entourage, spectators, etc.). If there is a choice between different routes, that involving any potential dangers such as narrow roads, dangerous junctions, heavy traffic, bottlenecks, roads in poor condition and road works should be avoided. If, as is often the case, the organiser is left with no choice between two options, then special arrangements may be necessary to guarantee safety.
- ▶ The organiser must however take care to avoid obstacles such as road narrowings, traffic islands and speed bumps in the final few kilometres. These obstacles must not be present in the last kilometre.
- ▶ The organiser may of course use narrow roads if these do not present any particular dangers.
- ▶ The route should be adapted to the character of the event or stage. Requirements differ for mountain stages, where riders pass in small groups, and flat stages, where the race tends to pass in a large peloton.
- ▶ It is sensible to approach VicRoads, Victoria Police and Cycling Victoria officials during the stage of setting the route in order to ask their advice, involve them in the project and take into account any comments that they may make to avoid problems in the future. A highly experience commissaire should be involved in designing any course.
- ▶ In some stage races, held in mountainous regions in the early season or spring, it is important to be able to implement appropriate measures to counter any weather risks that may make the initially scheduled route impracticable.

The weather conditions may be very bad (wind, rain) and the route become unsuitable for the riders, in particular climbs and descents. Under such conditions, it is not acceptable to allow the race to set out on the initially conceived route if there are risks to the riders' safety. Thus the weather should be assessed the evening before a stage and, if necessary, an alternative route (plan B) proposed by the organiser after consultation with the Chief Commissaire and Victoria Police and informing riders as soon as possible.

---

### 6.1.2 Road closures

The authorities that govern the use of the public roads determine the framework in which the race will take place.

#### **OPEN ROADS (USING RACE CARAVAN)**

Many events have limited fields or take place on quiet roads. As a result the majority of Victorian events are run on open roads.

This is fine but it is important that if it is open road that only lead cars, commissaires and sag wagons are in the convoy as it will be almost impossible for cars to pass.

In the event of an open road race, riders must stay left and must not cross the centre line. It is incumbent on the Commissaires to enforce this with the riders.

In this case a number of risk reduction methods are required:

- ▶ A lead car will be put in place with 'Race in Progress Sign' and Flashing Light;
- ▶ Commissaire to follow bunch with flashing light
- ▶ Sag Wagon to follow race

#### **CLOSED ROADS**

This arrangement, although entailing considerable effort to implement, allows the route to be made safe and facilitates the progress of the race. Closing roads is an exceptional arrangement for the largest of events.

Another option for road closure is a rolling road closure, in other words the temporary interruption of traffic flow (+/- 15 minutes), implemented by the police. In order to have a rolling road closure the applicant must obtain the permission of Victoria Police under regulation 26 of the Road Safety (Traffic Management) Regulations 2009. The applicant must also seek VicRoads' written approval of the approved police-controlled rolling road closure (reg 27), whether or not the event is on an arterial road. Note that reg 27 includes some Road Rules exemptions for approved races. A section 99B permit will probably also be required.

In this way the race convoy comprising the riders and following vehicles benefits from a temporary dispensation from the rules of the road (traffic lights, road signs).

If a rolling closure system is used, the organiser can still request the relevant public authorities to restrict the parking of vehicles – particularly dangerous on narrow roads – and/or the movement of traffic on certain sections of road used by the race.

Of course, the implementation of such measures will vary depending on the public authority involved.

### 6.1.3 Motorcycle Scouts

A motorcycle Scout may be used to support Victoria Police as part of a rolling road closure or as event support.

When supporting Victoria Police they are under the direction of the office in charge throughout their appointment and assist in the Scout protects the entire peloton and moves rapidly from place to place.

#### As event support

- ▶ To anticipate: they warn other riders ahead of the race at major road junctions.
- ▶ To protect. They protect the riders and warn any oncoming traffic,
- ▶ During time trials, they ride in front of each competitor in order to protect the rider from spectators, oncoming traffic, etc.
- ▶ To warn: motorcycle Scouts are equipped with a whistle and yellow flag provided by the organiser. They warn riders about dangerous bends and other sections, as well as traffic islands, roundabouts, badly-parked vehicles, etc.
- ▶ To communicate: To facilitate communication with the peloton or riders.

Training must be motor scouts before the event in order to clarify the tasks and how objectives can be achieved during the race (positioning at danger points, use of flags, overtaking the peloton, moving through the vehicle convoy, handling descents, passing through towns, etc.). It should be noted that former competitors acting as motorcycle marshals generally have a good idea of the behaviour of the peloton, the line that cyclists will take on the road and the way that the race will develop.

Civilian motorcycle Scouts must be clearly identifiable. Their clothing should be identical and brightly coloured, usually fluorescent, so that they can be easily spotted by other road users.

Civilian motorcyclists intervene in the event within the regulatory framework, in other words they respect the rules of the road without any dispensations.

#### The missions of the Scout during the race are as follows:

Good radio communication (each motorbike should be equipped with a race radio receiver), clearly defined tasks and operation, experience and effective group responses are all essential to ensure that the riders are protected, from the lead group to the back of the race.

The organiser should pay particular attention to difficult stages (mountain stages). The riders often split into several small groups and become spread over many kilometres in this type of stage. It is often the case that other road users do not expect the later riders, thinking that the race has passed once the first groups have ridden by. This means that the mobile Scout plays an essential role in ensuring the safety of the later riders. Leaving riders alone, without an Scout at the back of the race, is a dangerous situation to be avoided at all costs.

### 6.1.4 Stationary marshals and Traffic Controllers

Accredited Traffic Controllers may be used in events where changes to traffic conditions are put in place. Traffic Controllers are also required for the operation of "STOP/SLOW" bats.

In the case of stationary marshals their role is to promote the safety of the event by warning other road users of the imminent arrival of the race. They stop cyclists at any intersections before the riders pass through, in this way avoiding any traffic moving in the same direction or against the flow of the race.

- ▶ The organiser must conduct a prior survey of junctions and dangerous sections of the course at which stationary marshals will be positioned. The traffic management services involved in the event generally carry out this survey in conjunction with the organiser.
- ▶ The stationary marshals indicate the route to follow as the riders and race entourage pass through. In contrast to members of the motorcycle Scout, stationary marshals are at their posts well before the race passes through. In this way they can anticipate any measures required to ensure the safety of the event.

#### Useful advice:

- ▶ draw up an information pack for each person, specifying their post and task
- ▶ stationary marshals should not be passive as the riders and race entourage pass through. They should clearly indicate the direction to follow. They remain at their posts until the last vehicles of the race have passed.
- ▶ identify organisation personnel by means of special, high-visibility clothing, provide marshals with signs in accordance with the regulations (green = go / red = stop),
- ▶ snacks and drinks are usually appreciated by the marshals during/after their tasks.

### 6.1.5 Other considerations

Other issues may intervene in the choice of the route, depending on the organiser's objectives, but these must never take precedence over the sporting and safety aspect.

For events that benefit from TV coverage, the route is often designed taking into account the event's setting and the quality of the images, the heritage of the regions the race passes through and any spectacular displays along the route; these are all key elements for TV production.

The design of the route must also take into account accessibility for spectators, in particular at the most important sporting sections (climbs, mountain passes, etc.).

## 6.2 PREPARING THE COURSE AND MARKING OBSTACLES

The organiser must indicate, at a suitable distance, all obstacles that it is reasonable to know about or foresee and that represent an unusual risk to the safety of the riders and race followers. The various obstacles must be pointed out in the event programme/technical guide. In one-day races, any obstacles must also be mentioned during the riders briefing. The organiser should provide for a reconnaissance vehicle to precede the race in order to mark any new obstacles or problems that have appeared on the route.

### 6.2.1 *Preparing the Road*

- ▶ The organiser should select a route that uses roads that are in good condition and do not present a danger to the riders. The condition of the course should be reconnoitred on the day before the race. If necessary the road should be swept.
- ▶ The organiser can also request the public authorities to adapt or remove obstacles that represent a real danger to the riders (removal of plastic bollards screwed to the ground, smoothing out speed bumps, etc.)
- ▶ Some bridge expansion joints may need special attention if they represent a danger to the cyclists (e.g. wide metal joints). These joints can be covered by a rubber strip securely attached so that it will not move out of place as the race vehicles pass over it. The joints can even be temporarily filled in with plaster. A similar approach can be adopted for level crossings (and tram lines in towns, etc.).

### 6.2.2 *Protection from Obstacles*

- ▶ The increasing amount of street furniture in many towns complicates the organization of cycle races. It is nowadays essential to remove or provide protection from such obstacles. The organiser must anticipate potential crash sites during the race and provide suitable protection (straw bales, mattresses, etc.). The most vulnerable parts of the course are tight bends, where the road narrows and descents from mountain passes.
- ▶ Riders should be made aware of these obstacles prior to the race in the race briefing and course information provided.

### **6.2.3 The protection of vulnerable points (tunnels, level crossings, critical points of the race)**

#### **6.2.3.1 FEED ZONE**

The feed zone can be a dangerous place; accidents often happen here. In major races with a significant spectator presence, the organiser is advised to make the feed zone as safe as possible by implementing the following measures:

- ▶ cordon off the zone with barriers to avoid spectators mixing with the team helpers
- ▶ Locate Feed zone on road of sufficient width, flat or slightly uphill (never downhill) and with an area where vehicles can pull over without any problem
- ▶ use clear signposting to indicate the area reserved for the vehicles of each team and provide the teams with a plan of the feed zone before the start
- ▶ mark a line on the surface of the road to indicate the area reserved for team helpers to prevent them encroaching on the part of the road intended for the riders

It is important that all the teams/riders are subject to the same conditions at the feed zone (all teams on the same false flat, on the same straight section of road, etc.

#### **6.2.3.2 ADVERTISING MEDIA**

Advertising media (banners, inflatables) located around the race route can sometimes represent a danger to the riders. If such advertising media is used away from the start and finish areas, in the countryside and without any officials in attendance, it should at least be well secured. Banners placed alongside the race route that may be blown by the wind must be located more than 50 cm from the side of the road. The objective is to prevent banners hindering the race in the event of a strong wind. If banners are fitted to barriers, the barriers just be weighted down to avoid them overturning in a strong wind. Inflatable arches set up around the course must be monitored to allow immediate intervention if they unexpectedly deflate.

#### **6.2.3.3 ADVERTISING MEDIA**

Advertising media (banners, inflatables) located around the race route can sometimes represent a danger to the riders. If such advertising media is used away from the start and finish areas, in the countryside and without any officials in attendance, it should at least be well secured. Banners placed alongside the race route that may be blown by the wind must be located more than 50 cm from the side of the road. The objective is to prevent banners hindering the race in the event of a strong wind. If banners are fitted to barriers, the barriers just be weighted down to avoid them overturning in a strong wind. Inflatable arches set up around the course must be monitored to allow immediate intervention if they unexpectedly deflate.

---

### 6.2.4 General Sports Considerations

The choice of the course is very often imposed by a region's geography: flat, valley or mountain roads. The location of the start and finish areas also determines the length of the route.

The first half of the race route, usually up to the feed zone (if there is a feed zone), should be relatively easy in order to maintain the sporting interest until the latter stages of the event. For this reason, as far as possible it is not recommended to start the race with a steep climb or mountain climb.

On the other hand, the final kilometres are the most important and should be attractive to the public and media. The organiser should also take into account the wind; this may have a strong influence on the style of the race (echelons, riders in single file in the gutter, splits in the peloton). For one-day races, it is worthwhile having a very individual type of route, alternating wide and narrow roads and including special features such as cobbled sections, sharp climbs, etc. It is in this way that the many of the major classics overseas have constructed their specific identities.

In stage races, as far as possible there should be alternation between flat stages for sprinters, undulating stages that favour breaks and mountain stages for climbers. The most difficult stages should be kept until the final days of the event in order to preserve the sporting interest. It can be a good idea to organise an individual time trial or even a team time trial in stage races over four days long. The duration of stage races is governed by regulations and varies depending on age categories. The duration of such races should always be submitted to Cycling Victoria for approval.

Organisers should also respect the average distance for the event in accordance with the Cycling Australia regulations. Moreover, no stage should exceed the maximum daily distance allowed in these regulations. Please note that if you are having races with combined grades (Under 19, Elite, Masters) the maximum distance is based on the younger grade. Any event that is over the maximum distance needs to apply for approval through Cycling Victoria and Cycling Australia.

#### **CENTRELINE RULE**

When a race is run on open roads the application of the centreline rule is critical. Organisers should ensure that the road selected will allow safe participation for such a manner of racing.

In events where a full or rolling road closure is in place riders may use the entire road.



---

### 6.2.5 Special Sports considerations

The following points deserve special attention:

#### **TWO STAGES IN ONE DAY**

The majority of tours in Victoria are over 2-3 days and as a result organisers often decide to organise two stages in a day, i.e. a stage in the morning and another stage in the afternoon. The riders' well-being is the priority when considering whether to organise double-stages. There must be sufficient recovery time between the two stages. The riders must have time to shower, eat and rest. It is recommended that two road races are not run on the same day for the individual rider.

#### **CIRCUIT**

Circuits are always an attractive method of allowing the spectators to see the race pass on several occasions.

The organiser has two options:

- ▶ Organising the whole event or stage on a circuit
- ▶ Using a finishing circuit for the event/stage preceded by a standard road race (place to place).

In order to guarantee sporting fairness and safety, organising an event on a circuit must adhere to certain rules, in particular concerning the circuit length.

- ▶ If an event or stage is to be run on a circuit, the circuit must be at least 10 km long

If part of the event is held on a circuit, the following conditions must be respected:

- ▶ The circuit must be at least 3 km long;

The maximum number of laps of the circuit shall be:

- ▶ 3 laps of circuits of 3-5 km,
- ▶ 5 laps of circuits of 5-8 km,
- ▶ 8 laps of circuits of 8-10 km.

---

## TIME TRIALS

Organisers should select the course for a time trial based on the duration of effort rather than the distance. An individual time trial should represent 20-40 minutes of effort depending on the terrain (flat or mountains). In a stage race, the organiser must exercise care when deciding the distance of a time trial in order to avoid distorting the event and removing the sporting interest from the subsequent road stages. In a traditional-style time trial, the first half of the course is usually fairly flat, followed by one or two minor climbs (1-3 km) in the second half in order to preserve the sporting interest.

The organiser has several options for a time trial course:

- ▶ A point to point time trial, with the start and finish at different locations. In this scenario, the organiser must provide a return route to the start area for team support (if required) and official vehicles (route marked with signs). Alternatively, a large number of vehicles must be made available to follow the riders.
- ▶ A circuit, with the start and finish at the same location. This is an ideal arrangement for the organizer.
- ▶ A course covering a circuit two or more times, with the start and finish at the same location. This option is more difficult to manage in sporting terms and is highly recommended to avoid if possible.

Once the event starts, the course can only be used by the competing riders and their following vehicles (officials & team support if required). This safety requirement may be an important consideration when selecting the course.

## CRITERIUMS

criteriums are between 800m and 3km long and riders do multiple laps until the finish. Each total amount of laps for a criterium is determined by two options:

- ▶ Decide on the number of laps before the event starts (eg 20 laps)
- ▶ Base the criterium on time where riders continue completing laps for a certain time until time expires and then there are a designated amount of laps after the time expires (for example 40 minutes + 3 laps).

Due to the nature of the racing it is highly recommended that you create a course where the majority of the turns are left and the circuit is an anti-clockwise circuit. Also due to the distance of each lap it is important that there is only 1 category on the course at the same time.

---

### 6.2.6 Reconnaissance of the course

A reconnaissance of the course, taking technical notes, is mandatory in order to establish the route and draw up a timetable for the race (or course mokka) to a high degree of accuracy. The route must be drawn on a map and a profile produced: these are essential to the technical guide. Furthermore, this is the only way in which to visualize the route, in this way optimizing it for the riders and accurately assessing the difficulty of the course and potentially dangerous sections.

To achieve this task, the following equipment is essential:

- ▶ road and topographical maps,
- ▶ an odometer,
- ▶ an altimeter,
- ▶ a GPS device and camera may also be useful.

Distances and altitudes must be recorded, as well as the total height climbed and descended. Details must also be given of the locations of level crossings, intermediate sprints, cols and climbs (with percentage gradients), feed zone, litter zones, dangerous features such as traffic islands, roundabouts, tunnels, speed bumps, narrowings, sharp bends on descents, cobbles and any road works or alterations required in the last kilometre.

The finish area also requires a detailed study in order to determine the exact position of the finish line and the various access routes to it. Safety is of paramount importance in the last kilometre and for this reason is examined particularly carefully. There should be no hesitation in changing the scheduled route if the proper running of the event cannot be guaranteed (in terms of safety or sporting, media or tourism considerations). If possible research should be conducted on the best alternative roads.

A consultation with a former competitor or experienced local club official, or other expert with good knowledge of the roads of the region, could be beneficial to gain advice on the route.

## 6.3 START & FINISH AREAS

For most road cycle races, a desirable Start/Finish area has excellent visibility for monitoring the arrival of the racers and for advance control of traffic in the immediate area. The finish of a race often involves special preparation. In major races sufficient width needs to be provided to allow riders to sprint safely, usually starting from a visible marker, 200 metres prior to the finish line and ending 200 metres past the finish. Riders must obey traffic regulations at the finish of a race and keep on the left hand side of the road way unless other traffic changes have been made as per the approved Traffic Control Plan (ie closed road). Unless full road closure is permitted, under no circumstance should any rider cross onto the incorrect side of the road.

### *Start line*

The start line is a critical area for the race. There are a few requirements for the start line:

- ▶ Ideally the starting straight should be wide enough to allow 8-10 riders to stand abreast.
- ▶ The start line itself should take the form of a white line drawn across the road below. Where possible a marking of Start with a gantry would be ideal.
- ▶ In junior events, an area must be provided to check gear ratios. This is cordoned off by barriers and located some 50-80 m from the start.

There are two types of start:

#### **STANDING START**

The riders assemble on the start line. The race starts immediately from this point. This type of start is generally used for circuit races where the start line is also the finish line.

#### **NEUTRALISED START**

The riders assemble on the start line. Once they move off, the race is neutralized until the start proper a few kilometres further on. This arrangement means that the riders can leave the town calmly, processing through the streets to the spectators' enjoyment. This is the most commonly-used option as the riders' safety can be ensured.

The distance between the neutralised start and the start proper must not in any case exceed 10 km.

### *The start of time trials*

The configuration of the start area for a time trial has some special features in addition which may include the structures for a road race start. This section deals only with the special features for time trials.

The priority for a time trial start is fluidity and ease of movement around the whole start area. It is essential that riders can adhere to their start times in the time trial. The riders should be able to access the start ramp with ease. Arrangements should be put in place to facilitate this (security staff, signposting, barriers, etc.). Following vehicles must also be able to access the start area without hindrance (if required).

## START LINE

The road at the start line should be wide enough to allow sufficient room for the start ramp and the following vehicle alongside.

Time trials sometimes make use of a start ramp. The start ramp comprises a covered platform, approximately 80 cm to 1 m above the ground, of sufficient size to accommodate the starting rider and his/her bike, as well as a person to hold the rider up and two Commissaires. An inclined ramp leads down to the road; the rider sets off down the ramp. The inclined ramp must be long enough such that the change of gradient when the rider reaches the road is not a problem. The ramp and the starting platform shall be covered with an antiskid coating to avoid any risk of falling if it is raining.

- ▶ The organiser must provide a person to hold the rider up at the start (and one person per rider for team time trials).
- ▶ Riders access the start ramp by steps or a gentle slope
- ▶ A start ramp is not obligatory for team time trials, although it is recommended to allow spectators a better view.

## *The finish*

**In the same way as for the start area, the finish area must be carefully prepared to make sure that all procedures run as smoothly as possible. The most important factor at the finish area is safety. The whole site must be organised in order to optimise the safety conditions. All the pressures of the race are focused at the finish, making it particularly dangerous.**

**The finishing straight should observe several safety considerations and must be carefully chosen in accordance with these.**

In choosing the location of the finish line, the organiser should take into account:

- ▶ the general profile of the finish: mountain or flat,
- ▶ the type of race: road race, criterium or time trial,
- ▶ the expected outcome of the race: individual riders, small groups or large peloton,
- ▶ the expected spectator numbers: large or small crowd,
- ▶ how dangerous the finish is.

The finishing straight should be as long as possible, at least 200 m. It should also be sufficiently wide, at least 6m, or ideally 8-10 m. The road width must be consistent. The road must not narrow at all. Of course these specifications can be adapted to suit the type of finish. The finish of a time trial may be on a narrower road. The finishing straight for a summit finish can be both shorter and narrower. However, the minimum distances are essential when it is possible that riders may finish in a large peloton. The finish line should be located on a section of road that is flat or slightly uphill. A downhill finish is not advised. Riders would approach the finish at too great a speed.

---

## THE LINE

- ▶ The finish line itself must be painted or taped with white tape. The line is a minimum of 4 cm-wide. The event promoter must provide the finish tape/paint.
- ▶ A banner or arch bearing the word «Finish» is recommended to be installed above the line or next to it. The banner or arch must be sufficiently high to allow all vehicles to pass underneath.
- ▶ A shelter for commissaires and the photo-finish equipment must be located next to the finish. It is advisable to install this shelter first and then lay the finish line. The shelter must be big enough to accommodate at least the photo-finish operator, the finish judge and the timekeeper(s).

## Parking

Parking arrangements are crucial to the successful organisation of a start area. This consideration is actually fundamental to the choice of site. Given that all the vehicles involved in the event will be in the same place at the same time, sufficient space is required so that they can all park, maneuver and move away.

- ▶ The organiser must evaluate the space required taking into account the size and needs of the race.
- ▶ Parking areas can be set up on any type of surface suitable for vehicles. Setting up parking areas in fields or on land that may deteriorate in bad weather is strongly advised against.
- ▶ As far as possible, parking areas should be free of obstacles, including height and width restrictions (barriers) as well as kerbs and street furniture, such that all vehicles can park without problem.
- ▶ The organiser should put up signs to allow the various groups to easily find their parking areas.
- ▶ The arrangement of the parking areas should correspond to the position of the vehicles during the race. However, the organiser is free to arrange the vehicles in any way desired. There is no standard solution; the arrangement of vehicles and parking areas depends on the event, the configuration of the start area and the organiser's preference.

---

However, the arrangement is generally as follows:

#### Front Vehicles Parking

This parking is for vehicles that start and travel ahead of the riders.

#### Front parking: Lead Cars, Officials:

Some of the officials' vehicles (commissaire, lead cars, neutral service, safety motorbikes) and race management vehicles form part of the race convoy but proceed in front of the peloton. These vehicles usually park directly on the road after the start line. This allows them to move off in front of the riders upon the start of the race. However, if the road after the start area remains open to traffic until shortly before the start, it is preferable to park these vehicles in a parking area located just after the start line.

#### Rear Vehicles Parking

This is parking for the vehicles that depart after the riders and travel behind them. These are mostly team vehicles and officials' vehicles (commissaires, doctor's car, neutral service, safety). These vehicles are allocated parking areas or streets near to the start, but before the start line.

In the same way that advance officials' vehicles are parked on the road after the start line, some of the rear officials' vehicles are parked on the road before the start line. These are generally the vehicles of the Commissaire 1 for each grade, the race doctor and neutral service.

#### Spectator Parking

This is parking for the general public or other people attending the start who do not have authorisation to access the reserved parking areas. The organizer should provide parking near to the start area to accommodate these vehicles. If there is no other choice, these parking areas may be slightly further away, although pedestrian signs should be put in place to allow spectators to walk to the start.

## 6.4 SPECTATORS

---

Spectators appreciate the start of cycle races as it is an excellent opportunity to get near to the riders who will often sign autographs or chat to their supporters. It is also a good occasion to organise various entertainment; this is always popular with spectators.

The more action at the start area, the more the general public will enjoy their visit. If the start area is completely deserted with nothing much happening, spectators will drift away. For this reason, organisers are strongly advised to make the area lively. Stages can be set up to organise competitions while awaiting the arrival of the riders. Exhibitors and traders can also display their products (regional products, event sponsors, etc.). The distribution of novelty gifts as a form of advertising also draws in the spectators.

## 6.5 THE COMMUNICATION OF INFORMATION

### **BEFORE THE RACE**

Events where there will be traffic changes the the organiser must the media (local news papers) and other means of communication to inform the affected residents of the date and time of the passage of the race as well as the relevant restrictions on movement and any diversions that will be put in place. The organizer must also do a letter drop to all the residents that will be affected by the race.

### **THE ROUTE GUIDE (MOKKA)**

The organiser should use the technical guide to indicate all the dangerous sections of the route as best as possible (tunnels, level crossings, speed bumps, dangerous road narrowings, sharp bends, dangerous descents, etc.) and the exact distance into the race at which these are found. In this way, all parties are clearly and accurately informed of the location of dangerous points. Take care not to provide an overload of information: it is not necessary to list all minor obstacles in the route guide but rather highlight the main danger points that the riders must be informed about.

### **MEETINGS BEFORE THE START (PERMANENCE)**

Prior to the event start the Commissaire must provide a briefing the riders for each start. In addition the organizer must provide a briefing to all support vehicles and personnel on any issues on the course.

The organizer should provide and review the course with the Chief Commissaire prior to the event to ensure their notes are accurate.

### **RACE RADIO**

The race entourage can be informed of imminent dangers during the race via race radio



# Chapter 7 *Medical Services*

## 7.1 **BASIC PRINCIPLES**

---

A high-quality medical service is a vital element of a cycle race, providing optimal treatment for any riders, officials, team members, organisation staff, media representatives or other accredited persons who are victims of an accident or illness. The medical service should be in operation at least one hour before the start of the event and until one hour after the finish.

Each intervention by the medical services varies in terms of the number of patients, the seriousness of the injuries, the methods of evacuation and the proximity to hospitals or clinics. Nevertheless, the following basic principles should apply to all types of intervention:

- ▶ The major objective at the site of an accident is to provide care in order to stabilise a rider's condition. Medical care should be available as soon as possible after an accident or the appearance of symptoms: this is the first intervention time. While taking into account the need to ensure the safety and the protection of other riders and race followers and respecting the regulations, medical assistance should be provided as quickly as possible. Progress made in the field of emergency pre-hospital care means that the medical assistance provided should, in the event of a medical emergency, allow the victims to receive the best care possible before being transferred to an appropriate establishment.
- ▶ Evacuation to the most appropriate care establishment as quickly as possible. The medical assistance provided in a cycle race should be of the highest standards and efficiency in all respects. Any delay, error or indecision may have a particularly negative effect.

## 7.2 **FIRST AID**

---

Usually at events in Victoria the first aid is outsourced to a first aid provider (St Johns, etc). It is important to ask them how many staff they are providing and what mode of transport they have. In many instances they will have a mobile ambulance or emergency response vehicle.

A first aid plan should be put in place depending on:

- ▶ Type of event
- ▶ Courses
- ▶ Number of competitors
- ▶ Proximity to hospital

These factors will determine the first aid requirement for the event.





## Chapter 8 Partners

*By associating themselves with a cycling event, advertisers gain the opportunity to project values of strength (such as courage, effort, pushing oneself to one's limit, etc.) and cooperation (team spirit, etc.) to the public. A cycling event is also a unique, concrete occasion at which a sponsor can meet its clients, consumers, users and prospective customers. In this way, involvement in an event as an «Official Partner», «Official Supplier» or an exhibitor is an opportunity to give value to a brand by means of a non-media route.*

*This involvement can take very different forms. The objective is to give value to a brand through different approaches so that it is seen by as many people as possible and the enterprise positions itself as engaged in cycling and identifying with its values.*

*The subsequent media focus on the event through TV, print press, Internet and social media plays a major role in the coverage. This is the goal that is indirectly sought by brands: benefiting from very high visibility at minimal cost in order to expose the brand on a national basis. The effects of sponsorship activities and the return on investment can be measured through a range of consumer surveys.*

---

### ***Increasing Visibility***

This is the main objective of many companies. It is a matter of showing the logo and getting their name known with the general public. The audience consists of the spectators watching the event at the roadside and those following the event via the media (newspapers, website, social media etc.).

### ***Developing Recognition***

This is a corollary of visibility: after the brand and message have been disseminated, efforts must be made to ensure that the public remember these. Recognition can be measured: partners may conduct studies before and after the competition to check the level of brand recognition among consumers during the sponsorship campaign.

### ***Forging And Promoting a Specific Image***

Due to the fact that advertising messages are often very image-based, road cycling is a popular sport among advertisers. Road races appeal directly to spectators because they can empathise with how tough it is for the riders. The spectators have an almost automatic sense of admiration for the riders. Road cycling also promotes other values such as team spirit, dynamism, strength, solidarity, pushing oneself to the limits, the use of technology, human performance and excellence. Furthermore, cycling is considered an “ecological sport” or a “sustainable development sport”.

By linking their brand to a cycle, road race, a company will be associated with all these values by extension.

### ***Getting Closer to the Consumer***

Road cycling is a popular sport appreciated by very many people of all social classes and ages. In contrast to many other sports, cycling is a free show that does not require spectators to go to a stadium; on the contrary the show comes to the audience. It is for this reason that road cycling not only attracts lovers of the sport, but also the general public as a whole. The spectators at the roadside are often families and whole villages will turn out to watch a race pass. There is a festival atmosphere in many places when a race passes through. By associating with a cycle road race, a brand can get closer to consumers and build an emotional bond with them.

### ***Increasing Internal Motivation and Uniting Staff***

Sponsoring a cycle road race allows a company to unite its employees around a sports project. Employees can become attached to the event and feel proud to see their company’s colours paraded before a mass audience. However, care should be taken because some employees may consider that the money spent on sponsorship could be better used in other areas. The company executives should ensure that they carefully inform their employees of the objectives and effect of the sponsorship project. They may also set up a number of internal activities to allow employees to feel fully involved. The organiser can offer to arrange meetings, invitations to attend the event, regular progress reports, the screening of a film, etc. for the company’s employees.

### ***Raising Product Awareness / Allowing Product Sampling***

Association with a cycle road race allows a company to show off its products. The company can use the occasion to put on demonstrations and/or distributions of its products (at the start and finish areas, etc.) to give them exposure to the general public. If this is of interest to the partner, the organiser should make sure that it offers structures to allow this contact to take place (stands, exhibition areas, publicity, etc.).

### ***Conducting Public Relations Exercises***

Many companies are interested in offering their clients, partners and VIPs a special day out at a sporting event. This is an excellent means of cementing links with these groups of people.



## Chapter 9 **Budget and financial management**

*Financing and financial management are vital to a successful project. Whatever the size of the event, large or small, a race needs careful financial management. It is thus essential to have a person with a good knowledge of accounting on the organisation committee. The overall budget of a cycle race depends on the event. The organiser should be aware that the higher the class of event, the more expensive the project will be.*

---

The conditions under which races are organised vary widely from one race to another. Some organisers do not have to pay for the services provided by the police, first aid, timing etc, while others have to assume relatively heavy costs. A first step is to determine the minimum amount necessary to organise the event.

In practical terms, this involves the following stages:

### **Defining the Characteristics of the Race**

One-day or stage race, grades, full road closure or open road, etc.

Once the broad lines of the project have been established, the budget can be drawn up.

### **Establishing the Operating Budget**

On the basis of a standard budget, the organiser enters the envisaged income and expense items line by line in order to calculate and analyse the overall budget. The organiser bases his/her estimates on proven figures obtained from contacting other organisers or previous years entries. In principle, the budget should be based solely on definite income (e.g. a signed sponsorship contract). Income that is uncertain and conditional (e.g. bonus from sponsor for media interest) must be excluded, unless this covers expenses of the same type.

Once a budget has been drawn up, it should be immediately obvious whether the event is feasible or not.

Appendix D provides a draft working budget that events can use to help support their event.



# CV Open Event

## *ROAD TIMELINE TICK BOX*

Submit proposed event & dates to CV when CV is asking for expressions of interest for the calendar [6+ months before the event]

Confirmation of dates [CV to send at least 3 months out]

Appoint a race director [At least 3 months out]

Submit the Event Agreement form to CV (including race format, course, schedule & prize money) [3 months out]

CV Open's Entries

Create traffic management plan [3 months out]

Submit traffic plan to VicRoads & Vic Police for permits [at least 3 months out]

CV Appoints Chief Commissaire & officials [at least 3 months out]

First meeting with chief commissaire/race director [immediately after appointments have been made]

Organise Event Volunteers [1 month out]

Organise Lead Cars (one for each race category) [1 month out]

Organise Sag Wagon(s) [1 month out]

---

Investigate the course to make sure it is suitable [1 month out]

Create course mocka [1 month out]

Create technical guide [1 month out]

Send technical guide to chief commissaire for their opinion [1 month out]

Send technical guide, course mocka, police permit to CV [1 month out]

Organise hire of event equipment (radios, flashing lights, car signs etc) [1 month out]

Organise with CV any equipment hire from them [1 month out]

Order jerseys/prizes for event (especially tours) [1 month out]

Organise a meeting with Chief Commissaire/Race Director/CV Road Manager to go over race operations [2 weeks out]

Entries close [1 week out]

Receive entry list from CV [3 days out]

Setup course signage [4 hours before the event]

Setup start/finish area [4 hours before the event]

Receive rider packs/race numbers [1 hour before registration]

Run registration [at least 1.5 hour before the event]

Commissaires arrive [1 hour before start]

Run of Race

Presentation setup [during the race]

Presentations [15 minutes after final results]

Pack up [After event]

Debrief with CV, Chief Comm, Race Director [1 week after event]

# Risk Management Criteria

*CATEGORY 3 AND 4  
GOLD EVENTS*



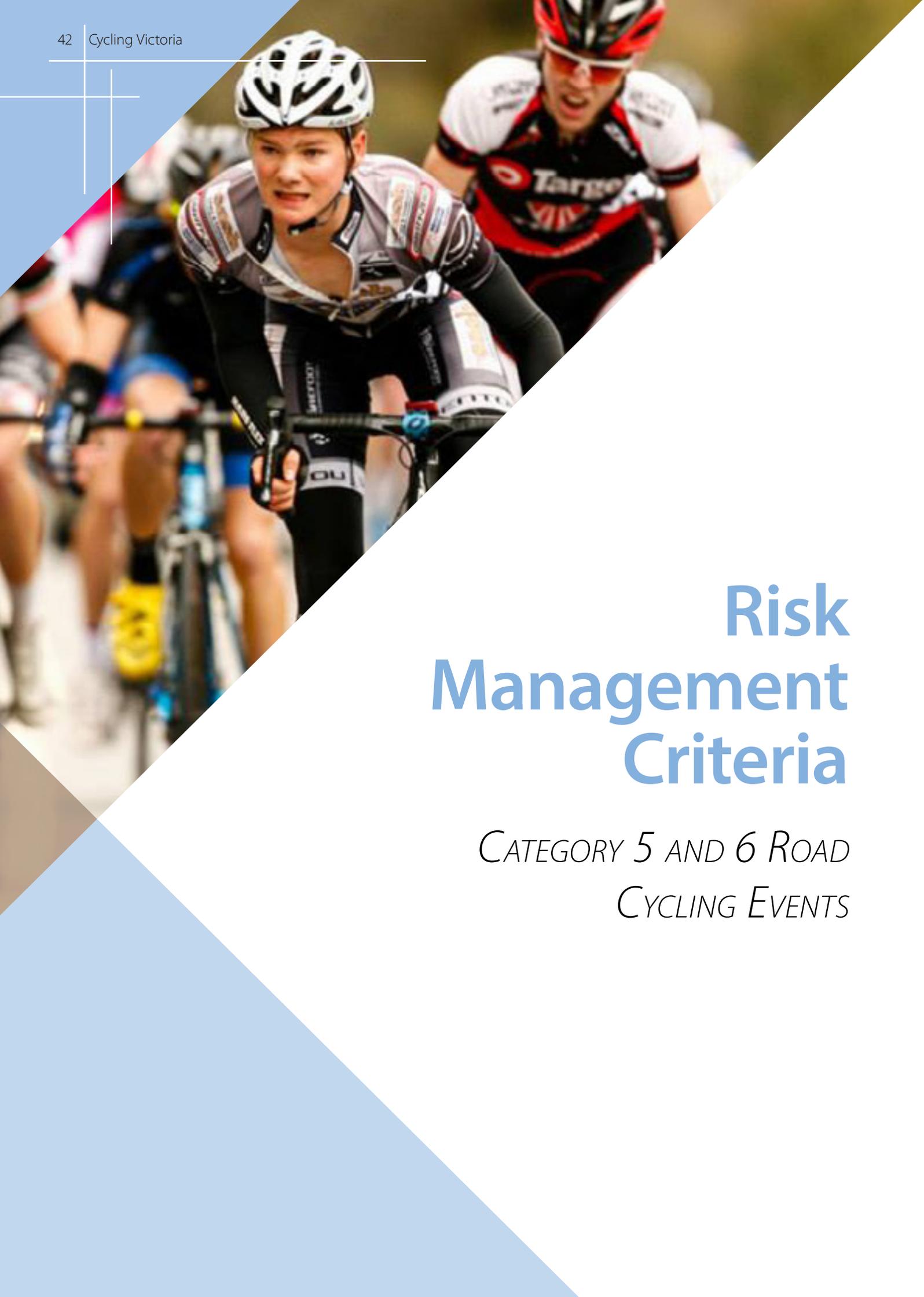
# Criteria for Planning Your Event

<i>CRITERIA</i>	<i>DETAILS</i>
Submit an application with the relevant State or Territory Federation	<ul style="list-style-type: none"> <li>▶ It may be necessary to complete a race application form</li> <li>▶ The requirements for sanctioning an event will be determined by the State or Territory Federation</li> <li>▶ It may be necessary to complete a sanctioning form and/or sign a hosting agreement (if conducting a State Championship)</li> </ul>
Ensure the course has been approved by a Level 3 (minimum) Commissaire	<ul style="list-style-type: none"> <li>▶ A 'Facility and Venue Approval Form – Road Cycling' is available from Cycling Australia to assist with this task</li> <li>▶ The completed form is submitted to the State or Territory federation for input into the National Facilities and Venues Register</li> <li>▶ Course approvals are valid for two years</li> <li>▶ Any changes to the course or course conditions must be reapproved and advised to the State or Territory federation.</li> </ul>
Contact the relevant authorities and complete the approval process to ensure all permits are in place	<ul style="list-style-type: none"> <li>▶ The first point of contact should be local council/s</li> <li>▶ Obtain details on other authorities and organisations that require notification (e.g. Police, Main Roads Authority)</li> <li>▶ Where required, attend stakeholder meetings, complete the relevant documentation required and provide requested material (e.g. Certificate of currency)</li> </ul>
Ensure that a Traffic Management Plan has been prepared for events on public roads	<ul style="list-style-type: none"> <li>▶ The plan must be submitted by a registered provider in the relevant State or Territory</li> </ul>
Ensure that the event has an Incident/Accident Plan	<ul style="list-style-type: none"> <li>▶ Detail the procedures to be followed in case of a minor injury, medical emergency or general emergency</li> <li>▶ Establish the method of communication for key event personnel</li> <li>▶ Notify the local hospital and ambulance of the event details</li> </ul>
Consideration must be given to the area of Public Health and Safety	<ul style="list-style-type: none"> <li>▶ Toilets must be available in quantities appropriate to the number of participants and spectators attending an event with consideration given to officials</li> <li>▶ Adequate bins must be available and accessible at the start and finish areas</li> <li>▶ Other areas to consider include water for competitors, officials, volunteers and spectators; shelter for officials; noise levels; event security, public access and management of infrastructure, equipment and power cords</li> </ul>
Identify the potential risks associated with the event and ensure treatment responses are	<ul style="list-style-type: none"> <li>▶ Refer to Cycling Australia's Risk Register for Events</li> <li>▶ A formal risk assessment can be undertaken to develop a risk management plan that is specific to the event. Please contact Cycling Australia for recommended providers.</li> </ul>

# Criteria for Operating Your Event

CRITERIA	DETAILS
The event must operate in accordance with CA and State or Territory Federation By Laws and Technical Regulations	<p>In particular, note:</p> <ul style="list-style-type: none"> <li>▶ All participants must be CA Gold licence holders.</li> <li>▶ All race directors must be licenced members of CA</li> <li>▶ Race distances and junior gear restrictions must be in accordance with the CA Technical Regulations</li> </ul>
First Aid Officer/s must be appointed with First Aid kits available at the event	<ul style="list-style-type: none"> <li>▶ It is recommended that an accredited First Aid provider supply first aid officers in accordance with the size and nature of the event</li> <li>▶ Accredited First Aid personnel must be in attendance for the duration of the event(s)</li> <li>▶ First Aid personnel must be easily identifiable, contactable and accessible throughout the event and have appropriate radio communications equipment (if required) to call emergency services.</li> </ul>
A Level 2 (minimum) Commissaire must be appointed as Chief Commissaire for the event	<ul style="list-style-type: none"> <li>▶ A Commissaire is responsible for supervising and controlling a cycling competition and has undertaken formal training (including a risk management component) to fulfil this role</li> <li>▶ The Chief Commissaire is responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing</li> <li>▶ A Level 2 (minimum) Commissaire must be appointed for each grade/category of racing</li> </ul>
Support vehicles must be provided for racing conducted on open roads	<ul style="list-style-type: none"> <li>▶ A Lead and Follow vehicle (minimum) must be provided for each event category</li> <li>▶ Additional vehicles can be included in the event convoy for each category in accordance with permit conditions</li> </ul>
The course must be inspected prior to the commencement of the event	<ul style="list-style-type: none"> <li>▶ This should be completed, where practicable, to identify (and minimise, if possible) potential hazards and obstacles and ensure Marshalls, Traffic Controllers (if applicable) and signage are positioned in accordance with traffic control plans and/or permit requirements</li> <li>▶ A 'Facility and Venue Inspection Checklist – Road Cycling' is available from Cycling Australia to assist with this task.</li> </ul>
A Pre-race briefing for participants must be conducted	<ul style="list-style-type: none"> <li>▶ This task is performed by the Chief Commissaire</li> <li>▶ The Chief Commissaire must be aware of the permit conditions, race details and course conditions</li> <li>▶ A 'Pre-race Competitor Briefing Checklist' is available from Cycling Australia</li> </ul>
Identify the potential risks associated with the event and ensure treatment responses are	<ul style="list-style-type: none"> <li>▶ This task is normally performed by the Event Organiser or Chief Commissaire</li> <li>▶ It should include clarification of the roles and responsibilities of course marshals, support vehicle drivers, first aid, event timers, judges etc.</li> <li>▶ Ensure that they are aware of the Accident/Incident Plan and OH&amp;S has been addressed</li> <li>▶ It should reinforce that any control of traffic is only performed by accredited personnel</li> </ul>

<i>CRITERIA</i>	<i>DETAILS</i>
Copies of event approvals from authorities must be available at the event	<ul style="list-style-type: none"> <li>▶ For sighting by the Police or Chief Commissaire, if requested.</li> </ul>
Copies of the approved traffic control plans (if applicable) must be available at the event	<ul style="list-style-type: none"> <li>▶ Used as verification during the course inspection</li> <li>▶ For sighting by the Police or Chief Commissaire, if requested</li> </ul>
<h2>Criteria for Reporting on Your Event</h2>	
<i>CRITERIA</i>	<i>DETAILS</i>
An Event Report must be completed by the Event Organiser within 14 days of the event	<ul style="list-style-type: none"> <li>▶ An 'Event Report Form – Gold Category 3 and 4 Road' is available from Cycling Australia</li> <li>▶ The completed form is forwarded to the relevant State or Territory Federation.</li> </ul>
A Commissaire's Report must be completed by the Chief Commissaire within 14 days of the event	<ul style="list-style-type: none"> <li>▶ The relevant Commissaire Report forms are available from the State and Territory Federations</li> <li>▶ The completed reports must be forwarded to the State or Territory Federation</li> <li>▶ Accidents/incidents must be reported using a Cycling Australia 'Accident Report Form for Chief Commissaire's' and submitted with the Commissaire Report</li> </ul>
Accidents/incidents must be recorded on a CA 'Accident Report Form' and reported to Cycling Australia within 2 working days from the accident	<ul style="list-style-type: none"> <li>▶ An 'Accident Report Form' is available from Cycling Australia and must be completed by the injured person and the event manager/race director</li> </ul>



# Risk Management Criteria

*CATEGORY 5 AND 6 ROAD  
CYCLING EVENTS*

## Criteria for Planning Your Event

<i>CRITERIA</i>	<i>DETAILS</i>
The State or Territory Federation is notified of the event/s	▶ The requirements for sanctioning of the event/s will be determined by the State or Territory federation.
All relevant permits are in place (e.g. Police, Main Roads, Local Government)	▶ The relevant authorities must be contacted to confirm the application process
The course is approved by a Level 1 Commissaire or Coach	▶ A template course approval form will be available. The completed form is submitted to the State or Territory federation for input into the National Facilities and Venues register. Course approvals are valid for three years. Any changes to the course or course conditions must be reapproved and advised to the State or Territory federation.
The event must have an Incident/Accident Plan	▶ This details the procedures to be followed in case of a minor injury, medical emergency or general emergency. Provisions are made for its inclusion in the template event management plan developed for category 5 and 6 events.
The event must have a Communications Plan	▶ This details the means by which officials, marshalls, first aid and other relevant event personnel are in contact throughout the event. Provisions are made for its inclusion in the template event management plan developed for category 5 and 6 events.
The event must have a Risk Management Plan	▶ This identifies and rates the risks associated with the event and details how the risk is treated and its rating after treatment. The risk register for events is available for review and a template risk management plan can be obtained from CA.
The event must address the area of Public Health	▶ Toilets must be available in quantities appropriate to the number of participants attending an event with consideration given to officials. Adequate bins must be available and assessable at the start and finish areas. Provisions are made for the consideration of public health in the template event management plan developed for category 5 and 6 events.

## Criteria for Operating Your Event

<i>CRITERIA</i>	<i>DETAILS</i>
The event must operate in accordance with CA and State or Territory Federation By Laws and Technical Rules and Regulations	▶ All participants must be CA licence holders or take out a CA temporary membership (Day licence). The applicable licence category (Gold or Silver) will depend on the nature of the event. All race directors must be licenced members of CA. Race distances and junior gear restrictions must be in accordance with the CA Technical Rules and Regulations.
First Aid Officer appointed and First Aid kit available	▶ It is preferred that the First Aid officer is not competing in the event and is contactable and accessible throughout the event.
Level 1 (minimum) Commissaire appointed	▶ A Commissaire is responsible for supervising and controlling a cycling competition and has undertaken formal training (including a risk management component) to fulfil this role.
Course inspection conducted	▶ This should be completed, where practicable, to identify (and minimise, if possible) potential hazards and obstacles and ensure Marshalls, Traffic Controllers (if applicable) and signage are positioned in accordance with traffic control plans and/or permit requirements. A course inspection checklist is available.
Pre-race briefing for participants conducted	▶ A pre-race competitor briefing checklist is available.
Pre-race briefing for marshalls and event support personnel conducted	▶ A pre-race marshall briefing checklist is available. Lead and Follow Vehicles Procedures Checklist is available (if applicable)
Copies of event approvals from authorities must be available at the event	▶ For sighting by the Police or Commissaire, if requested.
Approved traffic control plans (if applicable) must be available at the event	▶ For sighting by the Police or Commissaire, if requested.

## Criteria for Reporting on Your Event

<i>CRITERIA</i>	<i>DETAILS</i>
Event Report Completed within 7 days of the event	<ul style="list-style-type: none"><li>▶ A template Event Report Form is available for</li><li>▶ Category 5 and 6 events. It is recommended that Event Reports be tabled at Club Committee meetings. The forms can be forwarded to the State or Territory federation, if requested.</li></ul>
Accidents/incidents must be reported to the State or Territory federation within 24 hours of the event	<ul style="list-style-type: none"><li>▶ A template CA Incident Report Sheet is available.</li></ul>

