



## Event organizers guidelines

The original road and mountain bike organizers guides remain excellent resources for you to use when preparing to hold a Velo NB sanctioned event. There are however some yearly changes, updates or additional information you may need to use, which are covered in this addendum. If you have any questions or problems regarding your event please get in touch with either the road or mountain bike chair or the executive director. A list of contact numbers and emails is listed in this document.

**Commissaires:** Velo NB assigns a commissaire for your event. You do not have to arrange this yourself. The commissaire assigned to your event is there to help you put on a safe and fair event. You are a team and when you work well together your event will be a success. Please remember that even though you pay the commissaire an honorarium, he or she is in fact a volunteer and not doing this for anything more than the same love of cycling that you have. Commissaires put in a long day and you need to take good care of them. Your responsibilities to the commissaire include to following:

1. Pay the honorarium (\$50 - \$100) on the day of the event. If your event is over four hours in duration the fee is \$100, Events lasting under four hours remain at \$50.
2. Provide food for the commissaire – many of our events are held in remote areas and given the length of the race day most commissaires do not have the opportunity to purchase a meal during the course of the event so it is important that you provide them with something to eat.
3. Gas mileage – commissaire usually come in their own vehicle and for road races, most likely use their own vehicle to follow the race – please check with the commissaire for their mileage claim and again pay that on the day of the event.

**Sanction fees and race levies:** Sanction fees are due prior to the day of the event. The fee is \$100 and should accompany your sanction application. Race levies are \$3 per licenced rider and \$10 per day licence. The additional fee for a day licence helps defray the additional cost of insuring these riders. Velo NB subsidizes this cost as the desire is to encourage new riders and

make it affordable for them to try out the sport without having to purchase a full licence. Race levies can be given to the commissaire at the end of the day if possible or submitted to Velo NB within the week after the event.

**Waivers:** Every rider must complete and sign a race waiver. Minor riders must have a parent or guardian sign for them. These forms must then be submitted to Velo NB following the event. These can be given to the commissaire at the end of the day as well. These forms are kept on file in the Velo NB office. These forms are needed for several reasons. First all day licence riders need to be tracked and reported to the insurer, also the waivers are retained for seven years in case of any issues arising from the event. Also we need a record of riders. Having the full address of riders is also helpful as we may wish to offer membership to the day licenced riders as well as track the number of events riders enter as one day members. Your race package includes two waivers – one for adults, one for minors. You should edit the waiver to include the name of your event in the appropriate space – do not make any other changes to the waiver. Each participant in your event must sign this waiver, in the case of a minor, the parent or guardian must sign the waiver. Make sure you print enough copies of this waiver to cover all entries.

**First aid/Safety:** all organizers should be aware that while Saint John Ambulance services provide excellent first aid, they do not provide ambulance transport to injured riders. They may arrive in a vehicle that looks like an ambulance but it is not licenced to transport a patient. You must call 911 and request ambulance services for any rider that requires treatment at a hospital. If the race is being held in a rural area you may be able to inform the closest Ambulance New Brunswick (ANB) station of the time and location of your event. In some cases if you ask them, the ANB crew may come out to your event if they are not on a 911 call or transfer. First aid services can be provided by anyone who has a current basic first aid certification. Other options for first aid personnel include off duty ANB personnel, local fire department personnel who have first aid training or a club member who has first aid training. It is important that during the running of the event the first aid person not have other duties such as marshalling or driving as they may be needed at any time. You should develop an Emergency Action Plan for your event – it should include contact persons and numbers for various services, who is responsible for enacting the EAP and what provisions are available on site – first aid kits, ice, land line 911 access if cell phone service is spotty etc. There are many examples of EAPs – if you need one get in touch with your Velo NB Executive Director.

**Race Kit:** Velo NB has a race kit for events. For road it contains flags, vests, some signage and a lap bell. For mountain bike it contains tons of coroplast arrows. In addition Velo NB provides race numbers or plates. This kit is sent out to organizers upon request. You should provide your own safety pins or zip ties.

**Photo Finish:** Velo NB may be able to provide your event with photo finish coverage – the fee for this is \$100 and must be paid on race day. Contact Sheila if you are interested in this service.

**Communication:** Radios or cell phone linkage between the commissaire, first aid and yourself are vital. Additionally it is good to have communication between marshals especially at DH events.

**Organizers riding in their own events:** This is not recommended unless on the day of the event you have a reliable designate to act as event organizer. The commissaire has a set of duties and cannot assume yours as well.

**Organizers commissairing their own events:** This is not permitted as each of these people have a set of duties that cannot be completed by one person. While the organizer and the commissaire work in partnership and have the same objectives it is unacceptable to have one person filling both roles.

**Race results:** You and the commissaire are the team that are responsible for accurate results. Your role is to provide finish line personnel to record rider's numbers as they pass by on each lap – this will make sorting the finish out easier later. They also assist or are fully responsible for the tabulation of the finish order so these should be your most dependable and mature volunteers. Also do not wait until race day and hope to recruit a couple of parents or spouses of riders for this job. Depending on the field size you may need as few as two or as many as five volunteers for this job. You and the commissaire can work this out prior to the event.

**Finish area:** The job of the finish line personnel can be greatly enhanced by the provision of a raised viewing stand. This can be a flatbed truck, a secure scaffolding or even the back of a pickup truck as long as it can be placed off the road and in line with the finish line.

**Race categories:** in 2009 Velo NB adopted an ability based race category system. As an organizer this simplifies your life considerably as there are now only 3 licenced categories and 1 day licenced category. In order to encourage new riders to take out full membership they must ride in the D category if they are a day licence purchaser for all road, track or cyclocross events. In mountain bike events a day licence purchaser may ride in A, B or C or if the event is distance based, whichever distance they wish. Licenced riders are assigned to one of the 3 categories based on their ability. The sanction form contains a chart with the prize list suggestions. You must offer an equal prize to the top female racer of the day as the prize for the A race winner, you may offer additional prizes as you have available.

**Rules:** There is no longer a CCA rule book printed yearly – the CCA publishes a companion guide – it is included in your organizers package. It is lengthy but broken into sections so you can take a look at what applies to your event. If you have any questions about whether a rule

listed in the companion guide applies to your event or you have a request for an explanation please contact the Velo NB Executive Director or your event commissaire.

**Membership:** As a race organizer you must hold at least a general membership in Velo NB. The cost for this is \$30 and can be applied for online at <https://reg.ccnbikes.com>