



**Velo NB Event Organizers' Guide**  
**Revised August 2021**

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## 1. Introduction

The intent of this guide is to ensure that an event organizing committee is well prepared, have given due consideration for all aspects, and to understand their responsibilities so the event goes as planned. Velo NB is committed to safety of the participants and facilitating well organized events. Be sure to check with Velo NB for the latest edition of these guidelines as there may be annual updates or information.

If you have any questions or problems concerning your event please get in touch with the road or mountain bike chair and the Executive Director. Contact information can be found on our website, or otherwise email us at [info@velo.nb.ca](mailto:info@velo.nb.ca).

**NOTE:** As a race organizer you must hold at least a general membership with VeloNB and may be obtained through our website at [www.velo.nb.ca](http://www.velo.nb.ca)

## **2. Sanction Process**

"Sanction" meaning official permission, is required for provincial level competitions in New Brunswick. The application form can be found on our website, or provided as needed.

For club competitions that are localized, but open to participants from outside the club, these events need to be communicated in advance to Velo NB for insurance purposes. Velo NB reserves the right to assign a sanctioning process, in order to assign resources if needed.

Non-competitive club rides or non-competitive local events that are not listed on our 'Events Calendar' need not be 'sanctioned' through a formal process but must be communicated in advance to Velo NB for insurance purposes.

Velo NB facilitates the coordination of events on our calendar to minimize scheduling conflicts, provides organizer guidelines, access to favourable insurance rates, and a Commissaire to assist with adherence to cycling regulations. The following outlines the guidelines and process for attaining approval and a calendar date on the Velo NB schedule:

1. Sanctions for events and competitions in New Brunswick will only be issued to clubs that are affiliated to Velo NB. Refer to our website for club affiliation.
2. Events and competitions that are sanctioned by Velo NB must respect the rules and regulations as specified in this organizer guide, and the regulations published by Cycling Canada and the UCI.
3. The club or race organizing committee must submit a sanction application to Velo NB by the end of February for the coming season, or at least 10 weeks prior to an event. Due to limited resources and scheduling we may not guarantee approval of all applications. The sanction process allows Velo NB time to coordinate the annual calendar and to assign a commissaire to each event, taking into consideration their work and vacation schedules. Requests submitted to Velo NB will trigger a notification to the Officiating Technical Director and the Road/MTB Chairs to coordinate schedules and resources.
4. Special events or events that have been held annually by established Organizers may be given priority for their preferred date and officials at the discretion of Velo NB. All organizers should contact Velo NB Road/Mountain Chairperson and Executive Director as early as possible in the Winter months to communicate their preferred date such that Velo NB will coordinate a tentative calendar of events.

Sanction applications must be received as mentioned above or otherwise risk having their event removed from the calendar.

5. At least one member of each organizing committee must attend the organizers meeting in the Spring prior to scheduled cycling season. This annual meeting may be waived by Velo NB depending on availability of an Official to host. The organizer must review safety guidelines and understand their role and responsibilities and communicate details and safety plans to their volunteers. Other opportunities for conferencing can be made available if needed.
6. The sanction fee (refer to the following section) paid by cheque, money order, or e-transfer must be paid to Velo NB at the time of the application. Velo NB will reimburse the amount if the sanction is not granted.
7. By issuing a sanction for a specific event, Velo NB includes the event in the annual calendar of events and will protect the date towards other sanction applications on the same date.
8. The Velo NB has the right to cancel a sanction if the organizer does not respect the rules and regulations as listed in the Organizer's Guide, or the Cycling Canada and UCI Regulations. The Commissaire of an event also has the right to cancel an entire event or part of the event if he or she notices infractions to the rules and regulations that would put participants, volunteers, or public safety at risk.
9. Only sanctioned events will be considered for Provincial Championships, or be used in the Provincial Points Series.
10. If interested in sanctioning your event for the Cycling Canada National Calendar, please contact Velo NB.

### **3. Fees: Sanction, and Insurance**

These fees are charged to cover our overhead and operating costs as a non-profit organization. The additional fee for non-members/day licence defrays the additional cost of insuring these riders and recognizes members that have paid their dues in support of Velo NB.

Sanctioning fee is due prior to the event at time of sanction application, whereas the rider levy fees can be paid to the commissaire at the end of the day if possible or otherwise paid to Velo NB within 30 days of the event. Velo NB will issue an invoice of fees paid and any outstanding balance within 2 weeks of the event, or be made available prior to the event.

#### **The following fees apply and are payable to Velo NB:**

Regional sanction, local competitive club event or series: \$50 + Insurance fees

These events are smaller in nature, and is intended for local competition. A local club may organize a Tuesday Night race series, or a one time event such as a charity ride. The sanction fee and insurance fee would only needed to be paid once for multiple events in a series. Fees can be waived at the discretion of Velo NB.

Provincial sanction, Velo NB points series: \$100 + Insurance fees

National sanction, Cycling Canada event: Per event basis.

Cycling Event Liability Insurance (2021): \$150 base fee + Non member

Additional non-member insurance: \$10 each

#### **Example for an event with 80 members and 20 non-member riders:**

Type	Sanction	Insurance	Fees (Levy and Ins.)	Total
Local Club Event	\$50	\$150	\$10 x 20 non-members	400
Provincial Race	\$100	\$150	\$10 x 20 non-members	450

**Note:** An affiliated club event with organizer and participants that are strictly members of Velo NB would not require insurance, since it is included in the insurance program that comes with membership. For more information please contact the Executive Director.

## 4. Officiating and Regulations

Velo NB assigns a qualified Official for your event - the Official is also known as a Commissaire in cycling and they are trained in the rules of conduct, safety, and course requirements to assist the event organizer. Their role is critical to the success of an event. We encourage clubs to have a local cycling enthusiast become certified for this duty. The Velo NB Officiating Technical Director will coordinate and schedule a commissaire for each event. 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 the cost is an honorarium fee for the time invested in becoming certified for this important role, he or she is in fact a volunteer with a passion for cycling. Commissaires put in a long day and should be given your full support. Your responsibilities to the commissaire include the following:

1. 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.
2. Pay the honorarium fee on the day of the event. If your event is over four hours in duration the fee is \$125, Events lasting under four hours remain at \$75. The time is calculated from start of registration until the end of duties on the race day.
3. Gas mileage is also paid to the commissaire, to and from the event and driving of the course if needed at a road race to cover the cost of fuel and use of their vehicle – please check with the commissaire for their mileage claim and again pay that on the day of the event, or as soon as possible thereafter.

**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 officiating their own events:** This is not permitted as each of these people have a set of duties that cannot be undertaken 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.

**Rules:** Cycling Canada publishes a companion guide annually, that is in addition to the rules of the UCI. This is the organizers reference; 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.

**Local / Club Events:**

- A commissaire is not required. Velo NB does reserve the right to ageing one if needed. The organizer is responsible to have a safety plan in place and appropriate measures to ensure safety and fair sport. This is a good opportunity to have a level 'C' commissaire gain experience, although it will not count towards accreditation to level 'B'.

**Regional / Provincial Sanction Event:**

- One or two commissaires are required at timed competitive events, plus the organizing committee must supply two volunteers who will assist the commissaire.
- The duties of the commissaire are extensive and it is not reasonable for one person to cover the entire event. The commissaire may need assistance checking on specific items throughout the day.

**National Sanction:**

- One commissaire will act as chief commissaire, however a team of officials and volunteers will be needed to fulfill the officiating plan as outlined in the Cycling Canada Guide.

**Rates Paid to Commissaire:**

Short Event (Cyclocross): \$75 /half day (3-4 hrs on site) plus expenses

Day Event (Road or MTB): \$125 / day (5-8 hrs on site) plus expenses

Travel expenses:      \$0.42 per kilometre for local events up to 75km return trip.  
                          \$0.35 per kilometre for travel exceeding 100km return trip.

Meal expense: \$15 per day is allowed for a meal cost incurred for during travel home from the event. The organizer should provide food and beverage for the commissaire during the on-site time.

Example for travel from Saint John to Sussex for MTB Race (84km x 2 = 168km):

$$\$125 \text{ fee} + \$51 + \$15 = \$191$$

This fee is payable to the commissaire on the day of the event or shortly after. A receipt or email exchange should be made to confirm details of payment. If needed, Velo NB can pay the commissaire, but will invoice the organizer after the event to cover the costs.

**Duties:** The following duties are the responsibility of the commissaires. A commissaire can have more than one of these duties as long as the minimum number of commissaires is respected.

- Chief Official
- Race Official
- Starting Official
- Finish Line Judge
- Competition Secretary
- Results Secretary

In general, the commissaire's duty is to confirm the course is satisfactory prior to the event and that there are marshals assigned, to confirm a safety and communication plan is in place, and to assure regulations are adhered to. The organizer must take action to correct any deficiencies identified by the commissaire.

For non-competitive events, or events that do not have an official, the organizer shall accept responsibility to have a safety plan, competent volunteers, and assume all duties as applicable.

Rules and regulations, as they apply to competitive race events, are to be in accordance with the Cycling Canada Rules unless exceptions are approved by Velo NB.

## 5. Registration Procedure

Participation at all events throughout the province and in your local area depend on reasonable fees to ensure financial barriers do not become a deterrent. At the same time Velo NB understands that clubs and organizers need to cover expenses' and provide for the community they serve. Velo NB has made sure that it provides the most competitive pricing for its events, clubs, and organizers.

For non-Velo NB members, all events require a \$10 fee to become a part of the insurance program.

For national events, refer to the Cycling Canada Organizer's Guide as it will be used to determine the registration procedure and appropriate fees. Cycling Canada will have input and assisting with your National Event, as well as working with Velo NB to make sure everything is done to national standards.

A late registration fee should be applied to any licensed racer wishing to register on race day. This late fee should be \$10.00 or more. The fee helps to encourage participation for pre-registered racers.

A pre-registration procedure should be used to minimize work on race day. Velo NB can provide an online system for pre-registration.

Registration on race day should be scheduled up to an hour prior to the start such that people travelling from out of town can still reasonably make it, but pre-registration is strongly recommended to allow the timing system to be configured. Refer to Section 13. Race Day Order of Events for further suggestions.

Check in and registration should be separate line-ups with clear signage to alleviate confusion and expedite the process. Those who pre-registered should not have to wait in line with those who are registering the day of the event. Tables, chairs, paper forms, pens, and shelter from wind and weather are required and should, if possible, be indoors.

When using electronic chip-timing and registration with computer, please consider other logistical support items that may be required such as the source of power, generator, power cords/bars, etc.

**Waivers:** Every rider must complete and sign a race waiver prior to the event. Minor riders (Under the age of 19) 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, or sent to the Executive Director. These forms are kept on file by Velo NB.

These forms are needed for several reasons. First all non-member 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.

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. Waivers and Registration forms are available from the Executive Director.

## **6. Results & Awards**

**Race Results:** The organizer is responsible for timing and accurate results. The Commissaire may assist and provide backup timing and confirmation of top 5 finishers. The organizer's role is to provide finish line personnel to record rider's numbers as they pass by on each lap – this will make sorting the finishing results possible. Velo NB can provide an electronic system that can be used by the organizer in order to record and assist in determining final race results, timing and scoring.

The finish area volunteers also assist or are fully responsible for the tabulation of the finish order so these should be your most dependable and mature volunteers and should be experienced. 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 - keep the timing area clear of distractions and spectators throughout the event.

Following the event, it is the responsibility of the organizer to compile and post or provide to Velo NB for posting of provincial sanctioned events, the full results from each category. The full results shall be posted no later than 36 hours following the event completion.

**Awards:** Top three finishers shall be recognized equally for both male and female in all categories.

Velo NB encourages everyone to participate at a level they belong in. We want to recognize all the podium finishers for male and female in all categories.

The sanction form contains a chart with the prize list suggestions. You must offer an equal prize to male and female in all categories.

Medals can be awarded to all categories at the organizers expense. For Provincial Championships, Velo NB will provide an award to recognize those that are champions. Substitutions may be approved by Velo NB and MUST have the Velo NB logo represented on the award!!

For national events, Cycling Canada Organizer's Guide must be followed with respect to prize distribution, as well they will provide more information as needed.

## 7. Categories

In 2009 Velo NB adopted an ability based race category system, and have made recent updates in 2018. As an organizer this simplifies the results considerably as there are now only 4 licensed categories for the senior categories. In all events a day licence purchaser may ride in A, B, C or D, whichever category they wish. Additional details for specific events are listed below.

**Cyclocross and Race Race:** For Road events as well as cyclocross, use the A, B, C, and D categories for both male and female as detailed above. Velo NB reserves the right to assign youth categories as needed in these events.

**XCO:** For XCO events, the categories outlined above shall be used as well as the addition of youth categories both male and female in Under 11 (U11), Under 13 (U13), Under 15 (U15), as well as Under 17 (U17). These categories for youth racing are important as they are a gateway to the sport. In a situation where there is low participation in the U11 categories (less than required to fill a podium), the organizer may choose to combine with U13 by first consulting with Velo NB prior to the event.

**XCM:** For the long distance Mountain Bike events, please consider the race distance and correlation with the A, B, C, and D Categories as outlined above. The addition of an Under 17 category may be added to the event in consultation with Velo NB.

**DH Categories:** For Downhill events, Velo NB recommends Beginner, Sport and Pro Categories for both male and female.

As part of the sanctioning process, you'll be asked to outline the categories you'll have in your event. If you have any questions prior to this please consult with the Executive Director, and Road/MTB Chairperson.

**Youth Categories:** Youth categories are further defined by the age of the athlete on December 31<sup>st</sup> of the current year; and therefore, the athlete must be younger than the category's age (Under 'xx'). Example, U15 is for all riders who will be 14 or 13 on December 31<sup>st</sup> of the current year; and therefore, 15 year-olds would fall under the U17 category. The table below provides the details for the coming seasons:

<b>Calendar Year</b>	<b>U11 (Atome)</b>	<b>U13 (Pee Wee)</b>	<b>U15 (Minime)</b>	<b>U17 (Cadet)</b>
<b>2019</b>	2009+	2007-08	2005-06	2003-04
<b>2020</b>	2010+	2008-09	2006-07	2004-05
<b>2021</b>	2011+	2009-10	2007-08	2005-06
<b>2022</b>	2012+	2010-11	2008-09	2006-07
<b>2023</b>	2013+	2011-12	2009-10	2007-08
<b>2024</b>	2014+	2012-13	2010-11	2008-09
<b>2025</b>	2015+	2013-14	2011-12	2009-10

Furthermore, Velo NB adopted in 2018 a policy for Youth Categories at Velo NB Sanctioned Events. The policy except is included under *Appendix A – Velo NB Youth Categories Policy (2018)*. If any youth athlete is seeking an exemption, Velo NB must approve/recommend it first as explained in the policy. Please contact the Youth Development Chair for further questions.

## 8. Duration of Events

XCO: The following times are based on suggested race times from Cycling Canada (2016 Companion Guide) for fastest/slowest riders, and are approximate. The "Min. Race Time" should be considered the target race time for the winner, of each category. Use these as a guide to determine the number of laps each category would be doing on the course. The Senior course is approximately 4 to 5 km in length. Refer further below for the Youth Categories courses.

Category	Sub-Categories	Time (Min. Race Time)	Time (Max. Race Time)
Under 11	Male & Female	0 h 10	0 h 30
Under 13	Male & Female	0 h 25	0 h 45
Under 15	Male & Female	0 h 35	0 h 55
Under 17	Male	0 h 45	1 h 15
Under 17	Female	0 h 45	1 h 05
Category D	Male	0 h 30	0 h 50
Category D	Female	0 h 30	0 h 50
Category C	Male	1 h 00	1 h 30
Category C	Female	1 h 00	1 h 15
Category B	Male	1 h 15	1 h 30
Category B	Female	1 h 00	1 h 30
Category A	Male	1 h 30	2 h 00
Category A	Female	1 h 30	2 h 00

While U17 Category may race at the same time and on same course as the senior categories, it is especially important for U15 and U13 categories to be on a adapted course to ensure that race times are respected and that the course provides the right-level of technical difficulty for their development level. **Ensuring that the above race times are respected promotes the Long-Term Athlete Development (LTAD) of our youth athletes and to ensure the sustainability of the sport.**

Furthermore and ideally, U15/U13 should be on a 3-4 km course with lap times of 12-18 minutes (e.g. 3 laps for U15 and 2 laps for U13). This has many benefits:

- It allows the organizer to easily manage race durations and to stay on schedule (in case of very slow riders than need to be pulled out);
- It allows the youth athletes the possibility of pre-riding a full lap before the race without burning themselves out and to identify/review challenging areas, opportunities to pass, recover, etc. during the race;
- It allows the youth athletes to ride many laps and consequently learn, adapt and get stronger on particular sections that may be challenging;
- It provides a better control of the race environment (e.g. mechanical/support zone) for athletes and coaches;
- It promotes a more enjoyable and secure environment for youth participants and their parents waiting and watching from the spectator areas – **reminder that it is the parents in most cases driving youth athletes to the events, and we want them to return!**

Finally, U11 must have an even shorter course, so that it allows laps of 5-10 minutes for the same reasons as above.

**XCM:** The duration of the XCM shall not exceed 160km in distance for Category A riders, or be less than 60km. Distance for Category B, C, and U17 if added, would be less than A.

**Cyclocross:** The duration of a cyclocross race should be between 40 and 50 minutes including the last lap.

**Road:** The following times are based on the fastest riders and are approximate. Use these as a guide to determine the number of laps needed on the course. This chart should be used in regards to point to point road races, or circuit races. If you plan on hosting another format for a road race, please contact the Executive Director, and the Road Chairperson.

Category	Sub-Categories	Time (Min. Race Time)
Category D	Male & Female	0 h 30 – 0 h 45
Category C	Male	1 h 30 – 1 h 45
Category C	Female	1 h 15 - 1 h 30
Category B	Male	2 h 00
Category B	Female	1 h30 – 1 h 45

Category A	Male	2 h 30
Category A	Female	2 h 00

**Downhill:** There will be a minimum of one mandatory practice run for all competitors. The race result will be based on the better of two runs. The course shall be less than 5 minutes to run for the fastest competitors.

## 9. New Brunswick Provincial Series

The New Brunswick Provincial Series consists of all the races identified as "Provincial Series" in the annual provincial calendar. The participants will accumulate points according to their results in these races. In order to determine the final standings for the season, the discipline (Mountain or Road/Cyclocross) Chairperson of Velo NB will consider a formula, determined prior to the start of the season, such as:

THE NUMBER OF RACES MINUS (1) (e.g. if there are 8 races it is the best 7)

THE NUMBER OF RACES MINUS (2) (e.g. if there are 8 races it is the best 6)

HALF THE NUMBER OF RACES PLUS (1) (e.g. if there are 8 races it is the best 5)

## **10. First Aid & Emergency Action Plan**

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 licensed 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, ski-patrol personnel, 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 will develop an Emergency Action Plan (EAP) 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, location of and map with direction to medical facilities, etc. The primary first-aid personnel should remain on site in the event of an accident requiring someone to be taken off-site for further medical care. The EAP must identify course landmarks or checkpoints and access points for communicating location effectively. There are many examples of EAPs – if you need one get in touch with the Velo NB Executive Director.

These Safety Regulations in the guide has been approved by Velo NB and must be followed by all members of Velo NB and by riders licensed by Cycling Canada.

## **11. Personnel Required For an Event**

On top of the commissaires and first aid personnel, the organization must have reliable members or volunteers who will assume the following positions; a person can assume multiple positions.

- Race director: event coordination (schedule and assignment of personnel, facilitating transportation of volunteers to their station);
- Course coordinator: to lay out race course(s) for various categories, responsible for overseeing course flagging, signage, etc. before the event and on the day of the event;
- Security coordinator: to control access and the circuit, ensure proper signage;
- Technical coordinator: facilities, communications and signalization;
- First-Aid: primary contact for first-aid and supply kit, EAP;
- Volunteers coordinator (effectively relay each volunteers' timeline, duties, location, and contact info, and EAP);
- Public relation's coordinator: publicity and promotions;
- Protocol coordinator: coordinates schedule of activities and start-times;
- Registration coordinator: registration and control, rider identification and pre-race information (signage, forms and waivers, list of Velo NB members);
- Participant services coordinator (bathrooms, wash-up area, post-race snacks/water);
- Electronic timing technician (timing and results);
- Announcer or MC (making timely announcements prior to start and awards, etc);
- Clean-up crew: to clean-up site, course, retrieve race plates / numbers, etc. following the event;

The Cycling Canada Organizer's Guide may contain additional requirements regarding personnel for National Level Competition.

## 12. Installations and equipment

**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 coroplast arrows. For cyclocross events there is a large number of plastic stakes used for taping the course. In addition Velo NB provides race numbers or plates. The kit is kept in a small unity trailer than can be towed behind your vehicle. Included in the trailer along with the items mentioned above is a small generator, and sound system with a microphone. This kit is sent out to organizers upon request, please contact the Executive Director if it is needed. You should provide your own safety pins or zip ties, and fuel for the generator along with any other necessary power cords.

**Photo Finish:** Velo NB may be able to provide your event with photo finish coverage – the fee for this is \$150 and must be paid ahead of race day. Contact the Executive Director if you are interested in this service.

**Timing and Scoring:** Velo NB can help arrange a timing and scoring system that works with an online registration system that provides seamless results, and integration. There is an additional cost for the equipment. Contact the Executive Director if you are interested in this service, and for more details.

**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.

**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.

**Registration:** Online pre-registration is recommended in order to provide racers/clubs/parents an opportunity to remove a race day stress. It also provides you the organizer the means to collect funds before the race in a seamless fashion. Velo NB provides this service at no extra cost. Contact the Executive Director for additional information.

It is very important to have a registration area on race day for the following:

- The office must be sheltered from rain and wind and close to where the majority of activities will happen.
- A table must be available for two Velo NB representatives.
- A table and electricity must be available for both the timing and the tabulation crew.
- Enough personnel should be available to handle the registration and check-in in separate lines.

For National level events, additional requirements will be needed. You'll be consulted on them prior to the event.

**Posting:** You must have a centrally located area reserved for posting the start lists and the race results.

**Sound System:** It is important to have a sound system to call the riders to the start line. This system must be used in the start/finish area. There is a microphone and sound system provided in the race kit. Alternatively, a bullhorn may be used.

**First Aid:** A central first aid station must be accessible at all times and other posts should be along the circuit, especially in dangerous locations and at sharp downhills. Please consult Section 10 for more information.

**Feed Stations:** Depending on the length of the course, one or more feed stations will have to be set up. The station must be clearly indicated and at intervals of no more than 10km.

**Signage:** Signage, which can be provided by Velo NB, must be used to mark the course at least by noon hour of the day preceding the race by the organizer. This is especially important to allow the participants to pre-ride the course the day before, to ensure that it is safe and properly marked, and to limit the number of riders who may venture on the course day of the race for recon/warm-up (recognizing that there may be multiple start times for the different categories).

**Communications:** An efficient communication system is important in order to have a successful event. The organizers must have enough radios and must be able to supply the quantity requested by the Commissaries. These radios must be equipped with two frequencies, one for the College of Commissaries and the other for the organizers.

**Spectator Area:** The principal spectator zones will be around the start/finish area and at the most spectacular points on the circuit. These locations must be well indicated and colour ribbon must be installed on both sides of the circuit. The spectator zone in the start/finish area must not interfere with the view of the commissaries, or with the event itself.

## **13. Race Day Order of Events**

The day of the event can be hectic, use the following example as a guide to help you plan out your event so that it can run without interruptions. Your event may not have all the categories as this event uses, so please take that into consideration as this is based on a XCO event. Consider this example:

**Race Day Registration:** See below. The organizer may consider adding on-site or off-site check-in and race plate pick-up (for Pre-Registered riders) the day before the Event (e.g. 3:00 – 5:00 pm) to ensure things roll more quickly the morning of the Event itself.

**Course Recon:** Course to be open for pre-ride between specific times and then closed 30 minutes prior to Start times to ensure all riders are available for the Riders Meeting and roll call. See below for suggested times.

**Riders Meeting:** Riders meeting must be held prior to the event, 15+ minutes prior to each start time is suggested. All riders must attend this meeting. A roll call can be performed at this time. The race director as well as commissaire shall be present

**Laps:** Final number of laps for each category shall be clearly posted on site a minimum of 30 minutes before the scheduled Start time. Refer to Appendix C - Sample Event Laps poster/board.

### **Start A (10:00 am): U11, U13 and U15 Categories**

8:00 to 8:45 → Organizing committee to review course.

8:45 to 9:30 → Course open for Pre-Ride of Start A group. Course closed to all at 9:30 am.

8:45 to 9:30 → Race Day Registration and check in (Race Plate pick-up) for morning start (Start A) group only. *Allow ample time for morning registration, considering that the riders have a limited time to check-in and Pre-Ride the course at the same time.*

9:30 (or earlier) → Post the number of laps for each category in Start A.

9:45 → U11 Riders Meetings and roll call (15 min. in advance).

10:00 → U11 (*30 min. max time allowance, to 10:30 max*)

Start Order: Mass start, male and female, in no particular order.

10:30 → U15/U13 Riders Meeting and roll call (15+ min. in advance).

10:45 → U15/U13 (*60 min. max time allowance, to 11:45 max*)

*Note: Top-6 called up according to current Velo NB Series Standings.*

Start Order:

- U15 Male (top-6 called up); then 1-2 minute delay before next group,
- U15 Female (top-6 called up), then 1-2 minute delay...;
- U13 Male (top-6 called up), then 1-2 minute delay...;
- U13 Female (top-6 called up).

\* Alternatively, U15/U13 can start at 10:00 am and U11 at 11:15 am.

12:00 → Start A Awards & Prizes Presentation (**must be completed prior to Start B**)

### **Start B (1:00 pm): Senior (A,B,C,D) + U17 Categories**

10:00 to 11:00 → Race Day Registration and check-in for pre-registered for afternoon start (Start B) group.

11:45 to 12:30 → Course open for Pre-Ride of Start B group once all Start A riders are off the course. Course closed to all at 12:30 pm.

12:00 (or earlier) → Post the number of laps for each category in Start B.

12:45 → A, B, C, D and U17 Riders Meeting and roll call (15+ min. in advance).

1:00 → A, B, C, D and U17

*Note: Top-6 called up according to current Velo NB Series Standings.*

Start Order:

- A Male (top-6 called up); then 1-2 min delay before next group;
- B Male -> U17 Male -> A Female (top-6 called up, for each), then 1-2 min delay...;
- C Male -> B Female -> U17Female -> C Female (top-6 called up, for each), then 1-2 min delay...;
- D Male & Female (no particular order).

3:30 → Start B Awards & Prizes Presentation

**DH:** Things to consider for your downhill event. Registration shall be an hour on race day, with a riders meeting taking place before training time. Minimum of 2 hrs training time, 1 hour prior to race start time which will be 2pm. Minimum of 30 seconds between riders and a minimum of 1 minute between categories

**Start Order...**

Beginner Women

Beginner Men

Sport Women

Sport Men

Pro Women

Pro Men

**Awards ceremony:**

The awards ceremony should be held thirty minutes following the last event of the day.

**Road / Cyclocross:** Things to consider for your event, ensure that the course is safe prior and during the event when using public roads and/or lands.

## **14. Event Checklist**

Use the following example as a way to arrange what work needs to be done, and when to do it. Some of the information may not pertain to your event. Some of the information in this section is similar to Section 13, and can be used as an alternative exile to race day procedures. If you have any questions feel free to contact the Executive Director.

### **One month prior to Event:**

- Coordinate with Velo NB (Sanction, Insurance, Registration method, Trailer if needed);
- Confirm with landowner(s) and arrange for parking too;
- Course design and prep (clean trail, mark with ribbon, etc.);
- Race flyers, newspaper/radio advertising, social media sites, Local Bike Shops;
- Arrange for sponsors and/or local accommodation group rates, if any;
- Arrange prizes and awards;
- Arrange volunteers;
- Arrange first aid;
- Arrange commissaire(s) ;
- Arrange pre-registration site, if done online;
- Arrange for portable washroom facilities, if required, depending on the venue;
- Arrange for electricity / portable power, if required, depending on the venue.

### **One week prior to Event:**

- Mark course (with signage arrows, ribbons, flagging tape, etc.)
- Contact volunteers, first aid, sponsors, service providers, etc. for reminder confirmation and to provide schedule of event.

### **Day before Event:**

- Ensure course is fully flagged / marked by noon. Pre-ride should be made available, if weather / course conditions permit, the afternoon prior to the event (this is also to help the organizer the Day of the Event);
- Contact Commissionaire, volunteers, first aid, etc. for final confirmation;
- Ensure that Emergency Action Plan is ready and available on-site;
- Ensure everything is checked-off from the “to do” / required list – e.g. refer to *Appendix B – Sample List of Tools / Supplies Needed*;
- As a minimum, ensure that you have planned food/water on-site for Commisssaire and others (e.g. on-course marshalls with delivery) as agreed upon;
- Decide which Awards/Prizes are handed to morning Start group;
- Retrieve Velo NB Series Standings (top 6 rankings) to current date, for race day start order.
- Retrieve pre-registration list.

**Event Day:**

- Verify course to make sure all arrows and ribbons are still in place, and in the right condition (weather the night before may have impacted the course – e.g. excessive water, fallen tree / branches, road debris or unforeseen road closure, snow/ice, etc.) before the course is open for pre-ride;
- Refer to Section 13 for Race Day Order of Events;
- After the Event, clean-up course and site;
- Pay Commissionaire and other expenses;
- Provide registration forms / waivers to Velo NB, if rep is on-site;
- Relax and have fun!

**Day after Event:**

- Pay any outstanding expenses;
- Arrange to provide registration forms / waivers to Velo NB if not handed on-site the day of the Event;
- Compile and post or share with Velo NB for posting full event results;
- Send thank you notes / calls to all who helped make the Event a success.

## 15. Appendices

### Appendix A – Velo NB Youth Categories Policy (2018)

*“To promote the Long-Term Athlete Development (LTAD) of our youth athletes, and the sustainability and growth of youth categories at sanctioned events, Velo NB is adopting the following policy:*

*Velo NB will be relying on Cycling Canada’s LTAD model and in respecting of the Cycling Canada’s Companion Guide that highlights age categories and recommended race times for athletes of a given age category – recognizing that event organizers are sometimes limited with course constraints that would make an event shorter or longer than recommended.*

<http://www.cyclingcanada.ca/wp-content/uploads/2012/06/Companion-Guide-2016-F.pdf>

*The current focus of the content herein is on U17, U15 and U13 youth categories, with consideration given to further expand in the future. Event organizers may expand to include U19 and U11 categories at their events at their sole discretion.*

*All athletes shall start the season in their respective age categories unless a prior exemption has been granted to an athlete. During the current season, after a minimum of two races completed, an athlete may request an exemption to move up a category and submit it to Velo NB for review and approval. Examples would include, but not limited to, a U17 athlete wanting to move up to “B” or a U15 athlete to U17 category.*

*All exemption requests will be reviewed by the Velo NB discipline (Mountain Bike or Road/Cyclocross) Chair, Youth Development Chair, and Technical Director – Coaching. If one of the positions is vacant, the President will step in to temporarily fill the vacant position for the purpose of this request. Velo NB will advise the athlete and the event organizers of the decision made.*

*An exemption will be considered by Velo NB when all of the following conditions have been met:*

- The legal guardian, and when applicable the coach, of the athlete submit and support the request.*
- The athlete is considered truly exceptional for his/her age-group by continually dominating the current category by a significantly wide margin.*
- The athlete would also be considered to be competitive in (finishing in the top half of) the requested category.*
- The decision would not hinder the competitiveness of the current category and the development of the other athletes in the current category who would otherwise be striving to compete with the athlete in question.*

*An exemption would apply by cycling discipline. Given that the Cyclocross season is at the end of the Mountain Bike / Road seasons, an exemption may be given to an athlete prior to the Cyclocross season based on his/her results in the Mountain Bike / Road season or results in the previous Cyclocross season.*

*If an event doesn’t have all prescribed youth categories, for instance with Mountain Bike – XCM or Cyclocross events, then a temporary decision can be made on an event-by-event basis and perhaps even broadly (e.g. if an event only has a U17 category, then all*

*U15 could move-up to U17 for this specific event), in consultation with the event organizer. In this case, the event organizer would have the final approval based on Velo NB's recommendation.*

*All youth athletes who are moved up to a new category will see the series points adjusted with a formula prior to being moved to the new category.*

*An exemption to move down a youth category can also be requested if it is in the athlete's best interest given the circumstances of the request.*

*To further promote the competitiveness of the U17 categories, consideration will be given to start the U17's with/or at the back of the "B" category when U17's race the same course (less laps) as "B" category. This will be reviewed on an event-by-event basis to ensure that the course layout and projected race time respect Cycling Canada's LTAD model and Companion Guide."*

## **Appendix B – Sample List of Tools / Supplies Needed**

Sample list of things that could be needed for a race or other type of event:

- Tables/chairs/Shelter for Registration and Timing/Results;
- All forms/waivers, including extras for day-of registration;
- Extra paper and clipboards;
- Markers, highlighters, pens, etc;
- Poster board / Bristol board for on-site signage (race day schedule, posting lap numbers);
- Race plates / Race numbers;
- Zip-ties or twist ties for race plates, as applicable;
- Safety pins for jersey numbers, as applicable;
- Duct tape;
- Awards;
- Prizes (if provided);
- Podium;
- Tools and supplies such as: Hammer, sledgehammer, drill, saw, stapler, pliers, and screws/nails (for dealing with Race Day unforeseen);
- Flagging tape and spare signage;
- Cones / Pylons / Extra Stakes;
- Radios/phones/batteries;
- Power supply/cords;
- Cash box and float for on-site registration;
- PA/bullhorn;
- Safety vests / road signs / sunscreen / bug spray for Marshalls, as applicable for race type and location (e.g. road races may require something different than XCO races),
- First aid kit;
- Coolers, ice (if drinks are provided/sold);
- BBQ (if serving/selling cooked food);
- Food/plates/napkins/utensils/condiments (if serving/selling food);
- Portable toilets and supplies (if required);
- Garbage bins and/or bags for debris and site clean-up;
- Backup timing devices (e.g. phone, stopwatch);
- Whistles (e.g. for DH races);
- Tickets for 50/50 draw (suggestion);
- Laptop, if needed.

### **Appendix C – Sample Event Laps poster / board**

Sample Event Laps poster / board for an XCO event, to be adjusted based on race course and target race times:

<b>EVENT LAPS</b>		
<b>Category</b>	<b>Female</b>	<b>Male</b>
<b>U11 Course:</b>		
U11	2	2
<b>U15/U13 Course:</b>		
U15	3	3
U13	2	2
<b>Senior Course:</b>		
A	4	5
B	3	4
C	2	3
U17	2	3
D	1	1