

ORGANISER'S GUIDE TO ROAD CONTINENTAL CHAMPIONSHIPS

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INTRODUCTION

The Organiser's Guide to the Road Continental Championships specifies the **Organising Committee's obligations** and forms an integral part of the agreement between the Continental Confederation and the Organising Committee of the Road Continental Championships.

The Organising Committee (OC) is responsible for adapting the provisions of the Organiser's Guide to its specific circumstances. The Continental Confederation oversees the application of these provisions.

The Organising Committee must observe the specific requirements of their Continental Confederation, the UCI Regulations and any other laws or regulations that apply.

1. SPECIFICATIONS FOR THE CONTINENTAL CONFEDERATION AND THE NATIONAL FEDERATION, ORGANISERS OF THE EVENT

The UCI Continental Championships are one of the main events of the cycling season on each continent.

Each year, the Continental Confederation attributes the organisation of the Continental Championships to a National Federation or to an organiser, member of a cycling National Federation.

Each Continental Confederation establishes a formal agreement with the National Federation hosting the Continental Championships.

The organiser is entirely and exclusively responsible for the organisation of the event, administratively, financially and legally. The organiser is solely responsible to the authorities, participants, teams' staff, officials and spectators.

The event is organised according to the UCI regulations and the Continental Confederation specifications setting out the material and technical conditions that apply to the organisation of Continental Championships.

2. DATE OF THE CONTINENTAL CHAMPIONSHIPS AND INSCRIPTION IN THE UCI CALENDAR

The Continental Championships are organised under the responsibility of the Continental Confederations and are entered on the continental and international calendar on a fixed date, chosen in agreement with the UCI (article 10.1.001).

The Continental Championships must take place every year, whenever possible at a fixed date, taking into account the other events already registered in the UCI calendar.

The Continental Confederation and the National Federation organising the Continental Championships must send the official enrolment request to the UCI before 1st June of the year preceding the organization of the event.

3. PARTICIPATION

All the National Federations members of the Continental Confederation, and only these, can participate in the Continental Championships organised on their continent.

The maximum number of riders taking part in the various races will be the same for all these National Federations (article 10.1.005).

The invitation must be sent to all National Federations that may participate, together with the registration forms and the program of the event, according to the deadline set by the Continental Confederation specifications and the UCI Regulation (article 1.2.049). It is very important to make sure that the program of the event contains the profiles of the different circuits and courses, so that the nations can select the athletes according to the proposed routes.

4. RACES PROGRAMME

The UCI must be informed about the races programme and schedule at the latest two months before, for approval. This programme must at least include the specialities and categories of riders which feature in the UCI World Championships (article 10.1.003).

The Confederation may award the organisation of the Continental Championships to a single National Federation, which organises the events for all categories, or to two National Federations, each one organising for separate categories.

The programme is drafted according to the participating categories and the number of days available for the organisation of the event.

RACES TO BE INCLUDED IN THE PROGRAMME:

Individual Time Trial

- Women Junior
- Men Junior
- Women U23*
- Women Elite
- Men U23*
- Men Elite

** U23 and Elite categories can compete in a combined event. When Elite and Under 23 compete in their continental championships or continental game in the same event, points shall be awarded according to the Elite points scale.*

Road Race

- Women Junior
- Men Junior
- Women U23 and Elite*
- Men U23
- Men Elite

** Continental Confederations are encouraged to organise a special classification for Women U23 and also a separate award ceremony for the first three riders ; however, only one official classification, U23 and Elite together, is entered in the UCI DataRide, for the award of UCI points*

Team Time Trial and Mixed Relay

The organisation of a team time trial for the categories listed above is optional.

Moreover, the Organising Committee, in agreement with the Continental Confederation, draws up a general programme for the Continental Championships, listing the schedules and places for all possible activities, such as technical meetings, teams and riders' registration, national coaches' meetings, opening and closing ceremonies, award ceremony after each race, official meetings, Continental Confederation Congress and official dinner.

5. TECHNICAL GUIDE

In addition to the official programme, the Organising Committee will draft a technical guide, approved by the Continental Confederation. Content is set by the provisions governing the different disciplines. The technical guide must be drafted in at least one of the two official languages of the UCI. The organiser can also produce a version in any other language. Except for minor changes to the schedule of the event or harmonization with the Regulation, the provisions included in the programme and in the technical guide may not be changed, unless approved by all concerned parties.

The Organising Committee must send the technical guide to all participating National Federations at the same time as the official invitation. It must also be sent to the President of the Commissaires' Panel at least 30 days before the start of the event. The UCI Technical Delegate will of course be consulted before the technical guide is sent to the National Federations. He will check its compliance with the UCI Regulation. During the meeting with the national coaches, a member of the Organising Committee will provide enough programmes and technical guides for the riders.

The programme-technical guide must include the organisational details as specified in point 2.2.012 of the UCI Regulation.

6. THE STAKEHOLDERS

6.1. THE UCI

To ensure the technical supervision of the races, the UCI appoints a Technical Delegate, responsible for representing the UCI and guaranteeing its interests.

The Technical Delegate is a representative of the UCI in all the races where he is appointed, and in the Continental Championships in particular. Thanks to his extensive knowledge of cycling in general, of its rules and technical aspects, he is a reference person that each organiser can consult. His main role is to enforce the rules of good organisation as stipulated in the UCI Regulation, in the Organisers' guide to road events and in the Organisers' guide to Continental Championships. Having a real role of consultant/expert, the UCI Technical Delegate makes recon visits (one or more as needed) and organises all necessary meetings with the Organising Committee, and this at least 3 months before the date scheduled for the beginning of the Continental Championships. The Organising Committee Director General must be present during the recon visits and meetings. A vehicle, with an experienced driver, must be available to the UCI Technical Delegate for the duration of the Championships. The UCI covers the Technical Delegate's air transportation and daily fees. The Organiser covers ground transportation, hotels and meals (for the recon visit(s) and during the Championships).

The UCI appoints also the President of the Commissaires' Panel (at least; and possibly other international commissaires). The Organising Committee must send the latter all the necessary information for preparing his work (technical guide, and so on) at least **one month** before the event.

The logo of the UCI and of the corresponding circuit (Africa Tour, America Tour, Asia Tour and Oceania Tour) must appear in the technical guide as well as on the infrastructures present in the start/finish zone.

6.2. THE CONTINENTAL CONFEDERATION

The Continental Confederation appoints 3 additional UCI International Commissaires to complete the Jury.

The National Federation of the host country and the Organising Committee of the Continental Championships work in close collaboration with their Continental Confederation, within the framework of the races and of side events involving the Continental Confederation, such as the opening and closing ceremonies, the official dinner and the Congress of the Continental Confederation, provided that the latter takes place at the same place and date as the Championships. It is important to know that the Congress is elective every four years, which means additional administrative and organisational work.

The Continental Confederation provide the Organising Committee with the Continental Champion jerseys and medals (gold, silver and bronze) for all races of each category.

The logo of the Continental Confederation must appear in the technical guide as well as on the infrastructures present in the start/finish zone.

6.3. THE NATIONAL FEDERATION

The President of the Commissaires' Panel being appointed by the UCI and the 3 members of the Jury being appointed by the Continental Confederation, the host national Federation must appoint the other officials, as described below:

- 1 finish line judge (who will also act as secretary of the Commissaires' Panel)
- 2 timekeepers
- 2 or 3 motorbikes commissaires
- 3 assistant commissaires (for the time trials)
- 1 commissaire in the broom wagon
- 1 regulator
- 1 blackboard official (provide blackboard and chalk sticks)

6.4. THE ORGANISING COMMITTEE

The Organising Committee is the linchpin of the event. It is therefore important to define its composition and the specific function of each of its members.

- 1 Director General
- 1 Finance Manager
- 1 Technical/Sports Manager (course, start/finish infrastructures, barriers, races organisation, police, safety)
- 1 Media Manager (liaison with the media representatives, press room, press conferences, results publication and distribution)
- 1 Logistics Manager (transportation, hotels, catering, staff, side events, medical services, antidoping)
- 1 Marketing Manager (contact with sponsors, promotion of the event)
- 1 Administrative Manager (National Delegations, visas, accreditations, organisation of the different meetings, secretariat)
- 1 Staff and Volunteers Manager
- 1 Race Director, during the races (may be or not the DG of the Organisation)
- The Organising Committee must meet regularly to check the progress of the project and redefine, if necessary, the different functions and tasks.

6.5. PUBLIC AUTHORITIES

Public authorities play a major role and must be closely associated with the organisation of the Continental Championship.

They must facilitate the entry of participants and officials into the territory of the host country and also facilitate the granting of the necessary visas for the visitors (work carried out in collaboration with the Administrative Manager of the Organising Committee, who must draw up a list with the nations whose citizens require a visa and contact the embassies of the organising country in the countries where the visa application is requested. He must also draft an official letter of invitation, which will be sent to the National Federations that request it).

They grant the permits necessary for the use of public roads and ensure that roads are secured and, if necessary, have those repaired to ensure riders' safety during the races.

They provide staff to ensure riders, officials and spectators' safety throughout the event (security forces, army, police, and so on). These forces must also ensure the security of the infrastructures at the various sites and security during the competitions (securing the course, access of authorised vehicles to sites, escort and protection for the riders, stopping traffic to prevent it disturbing the races, and so on).

They arrange the medical services and mobilise the hospitals and emergency services in the proximity of the course.

Public authorities also authorise helicopters to fly over the race in order to provide TV coverage for live broadcasting.

Public authorities are also involved in other aspects of organisation such as environment (cleaning of sites) and promotion of the event.

6.6. NATIONAL FEDERATIONS' DELEGATIONS

No Continental Championships without national selections! Athletes and support staff must be welcomed in the best possible way and everything must be done to ensure that their stay will unfold smoothly.

Continental Championships use to coincide with the holding of the Congress of the Continental Confederation (elective every 4 years). The Organising Committee must take this factor into account, from a logistical point of view (visas, accommodation, transportation, accreditations). The President of each National Federation will indeed undoubtedly be present, accompanied by one or two delegates. These people will require accommodations and accreditations.

6.7. MEDIA

The media (television, radio, print press, Internet and social media) play a key role to promote and publicize the event. The Media Manager must therefore contact them a long time in advance; send them accurate information in relation to the event; and facilitate their work according to their professional requirements.

6.8. THE PUBLIC

The public is necessary for the success of the event. It is essential to motivate the local population to attend the various races and side events. Moreover, to prevent a protest demonstration, it is also essential that local residents are kept fully informed of the restrictions associated with the event (road closures, for example).

6.9. TECHNICAL SERVICE PROVIDERS

Organising a cycling event cannot be an improvised affair. Whatever the experience and competence of the organisation team, it is often necessary for the organiser to resort to specialist service providers.

These service providers may contribute in the following ways: assembly and disassembly of the structures at the start /finish areas (start and finish arches, podiums, and so on); structures on the course (signage, intermediate time check station for time trials); provision and installation of the race radio network; timing and computer classification equipment ; neutral race service, etc.

6.10. THE SPONSORS

Sponsors are necessary for the organisation of the event and the accomplishment of the organisation plan that has been established. To organise a Continental Championship in accordance with the established rules requires indeed an important budget. The Marketing Manager of the Organising Committee, after finding the sponsors necessary to the smooth running of the event, must ensure that signed contracts are respected.

6.11. THE VOLUNTEERS

The organisation of a Continental Championship requires many collaborators. Indeed, in addition to the police and the security forces and staff, who will work mainly in the races and in the start/finish area, many other functions must be assigned: traffic at the access points to the circuits and to the parking areas; hospitality desk and accreditation check at the entrance of the headquarters, the media centre and the VIP tent; organising following cars position before the start of each rider during time trial events and, where applicable, placing and removing of the name plates; photocopies and distribution of the official communiqués; daily distribution of catering to the officials; flags hoisting during award ceremonies; chaperons for anti-doping controls; and so on. In order to carry out these various tasks, the Organising Committee will call upon volunteers and remunerated hostesses. It is important to start recruiting a long time in advance to find truly motivated volunteers, aware that they will be part of a major international event. Volunteers, as the name suggests, work for free. It is therefore important, to keep them motivated throughout the event, to provide them with good working conditions (meals and drinks).

7. BUDGET

The organisation of Continental Championships represents a very important financial investment. The Finance Manager works in collaboration with the Marketing Manager in the quest for sponsors and establishes an accurate budget for each sector, taking into account the revenues and expenses, which he submits to the whole Organising Committee (National Federation).

The Finance Manager then distributes the available budget to the different sectors, taking into account the priorities and possible last-minute expenses, in collaboration with the Director General of the Organisation.

8. SITES

8.1. ROUTES

8.1.1. General concerns

Time trial and road races can take place on the same circuit or not.

For time trial events, it is necessary to foresee an off-race route to allow vehicles following more than one rider to easily and quickly come back to the start after the previous rider finished his race.

If time trial events take place on two circuit laps (maximum authorised), wave starts are necessary to guarantee the regularity of the competitions.

The start and the finish of time trial events can, or not, take place at the same location. For logistical reasons, it is recommended that this is indeed the case. For time trial events, it is also necessary to install a timing intermediate station (half way), with the necessary technical equipment and staff.

8.1.2. Lengths, Width and dimensions

For road race circuits, the ideal distance is between 12 and 15 kilometres and must in any case be superior to 10 km. The total mileage of the events organised within the framework of Continental Championships is available at point 2.3.002 of the UCI Regulation for road races and at point 2.4.001 for time trial events.

Once the course is chosen, the UCI Technical Delegate makes a recon visit to check and approve various aspects (compliance with the UCI Regulation, safety, road conditions, possibility to close the road to traffic, parking possibilities close to the circuit, and so on). If necessary, modifications must be made or another circuit found. It is therefore important that this visit takes place early enough to allow the Organising Committee to look for other options if necessary.

The road must be wide enough over the entire circuit and no level crossing may be present on the course.

8.1.3. Signages during races

Access to the circuit and the circuit itself must be signposted to facilitate access to all persons and vehicles coming to the race.

Circuits are signposted in accordance with articles 2.3.004 and 2.3.005 of the UCI Regulation. In addition, the number of laps remaining must be indicated by a lap counter at the finish line. The last lap is indicated by ringing a bell (don't forget to appoint a person in charge of ringing it). *(See picture 1)*

All dangerous points must be indicated by yellow flags and protected (for example by straw bales or mattresses). *(See picture 2)*

If works need to be done to improve roads condition, it is very important to inform public authorities as soon as possible so that the work is achieved within the given time. Works can indeed not be carried out at any time (climatic conditions, spreading of the budget of the region or the municipality, and so on).

8.1.4. Pit boxes and feeding zones

Pit boxes (tents) must be set up for teams' use near the start/finish line. These boxes can be shared by two or three teams depending on the number of riders participating in each race. The name of each nation must be inscribed on the corresponding box. Sufficient toilets (separated for men and women) must be installed in this area. *(See picture 3)*

Unless the teams' hotels are located near the finishing line, changing rooms must be provided so that the riders can take a shower and change their clothes once the race is over.



Team pit boxes may or not be located on the race road. For logistical reasons and to avoid extra costs to the Organising Committee, it is recommended to install them immediately after the start/finish line. In such a case, this area can also serve as a feeding zone, which must be enclosed by barriers and indicated by panels. It must be followed by a waste zone. Only duly accredited persons have access to that area. *(See picture 4)*

A second feeding zone, corresponding to the same characteristics, even if more basic, may, if necessary, be arranged at the other end of the circuit.

8.1.5. Barriers

Barriers are installed on the course to hold spectators back and protect the riders. They must be installed throughout the circuit where required and in any case, at least 300 metres before and 100 metres after the finishing line.

All barriers must meet the security measures required by the UCI (barriers bearing advertising banner or subject to a risk of being blown over by the wind must be secured by stakes or ballast; feet encroaching on the road must be avoided, and so on). *(See picture 5)*

8.2. START AND FINISH AREA

8.2.1. General concerns

The ideal situation is to use, if possible, the same site for all the events. *(See picture 6)*

The access to the start/finish area must be correctly signposted and parking areas (big enough for all the vehicles) must be located nearby. Duly accredited vehicles only have access to these parking areas. However, it is also necessary to provide parking areas for the public, not too far from the circuit and its areas of interest, and in any case within walking distance.

If this is not possible, shuttles must be organised to transport the spectators to and from the circuit. Separate parking areas must be provided for teams, officials, media and guests. Policemen or volunteers must organise traffic at the entrance and at the exit of the parking areas and arrange vehicles so that there is enough space for all the vehicles.



picture 5



picture 6

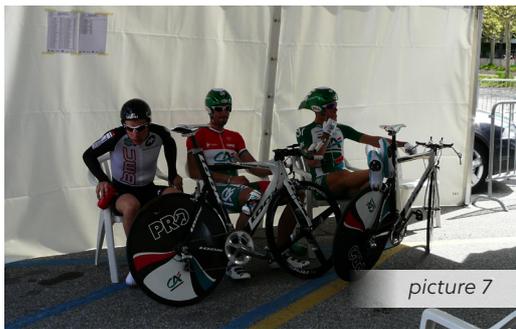
8.2.2. Time trial specificities

For time trial events, a sheltered bike check point must be installed close to the start ramp. That area must be equipped with sufficient chairs for the riders waiting for their turn or their start; a scale for the weighing of bicycles; a measuring jig complying with the UCI standards and previously delivered to the President of the Commissaires' Panel; and a few rollers to give riders the possibility to keep warming up while waiting for their turn.

For Junior races, it is recommended to foresee an area long enough to check the gears (See picture 7). Moreover, it is compulsory to install a start ramp (See picture 8) in accordance to the UCI standards; a clock indicating the time elapsed between each start; and the necessary timing equipment (electronic timing strip). It is also necessary to provide holders (the same person for all the riders participating in the same race).

The start order, with each rider's schedule, must be posted in the start area, clearly visible to all. Such a list, different for every category, must be drawn up by the Commissaires' Panel. However, it is the Organising Committee's responsibility to print, distribute and post it. The list must be printed on the event official letterhead, the same that will be used for the publication of results and all official communiqués. (See picture 9)

In the time trials start area, a corridor must be kept free from any vehicles except those following riders. A member of the organisation should be appointed to order those cars. It is also in this area that a person will be in charge of attaching plates with the name of each rider on the following vehicles. This practice is not mandatory, but it is attractive to the public to know which rider is passing through.



Nevertheless, these plates must be prepared in advance, which means that it is necessary to know the final start list with sufficient anticipation. Another person must stand right after the finishing line (or in the deviation) to collect the name plates. *(See picture 10)*

8.2.3. General setup

The organiser shall provide a secured warm-up circuit of at least 800 metres, in the vicinity of the start of the time trial.

The distances remaining to be ridden shall be indicated every 5 kilometres.

Toilets (separate for men and women) must be present in the start area.

The general plan of the start area must be published in the technical guide of the Continental Championships.

The start/finish area will be materialized by an arch. As mentioned above, the logo of the UCI, of the Continental Confederation and of the continental circuit must be placed in a prominent place on the arch. *(See picture 11)*

Barriers are installed at least 300 meters before and 100 metres behind the start/finish line.

Supervised and secured crossing points for pedestrians must be provided in the start/finish area. The first crossing point cannot be located less than 300 m before the finishing line. The second crossing point must be located at least 150 m after the finishing line. The persons in charge of security at the crossing points must have been trained beforehand. It is indeed the athletes and the public's safety, as well as the smooth running of the races, that are at stake.

In the start area, a location must be provided, easily accessible and visible to all, for the riders to sign the start sheet. It can be done on traditional sheets of paper, prepared and printed by the finishing judge or on a board installed on a podium, near to the start. The second option is more spectacular for the public and the media *(See picture 12)*. Provide a covered place in case of rain.



8.2.4. Specific areas

A diagonal line is drawn on the road, at least 25-35 meters behind the finishing line, to mark out the photographers' area. That area is reserved for accredited photographers. Moreover, these photographers must wear a bib, lent by the Media Manager of the Organising Committee. The photographers present in the race on a motorbike must also wear a bib to identify them. *(See picture 13)*

A deviation must be put in place at the end of the last lap, for all the vehicles that are not allowed to cross the finishing line. It should ideally be located at least 200 metres before the finishing line. This distance can be adjusted to the possibility of benefiting from a side road allowing the vehicles to reach their parking area. One or two members of the organisation must be present to indicate the deviation point to vehicles that are most of the time arriving at high speed. *(See picture 14)*

The finishing straight should be at minimum 300 m long with a consistent width of at least 6 m. The road surface must be in excellent condition.

The finishing line is a 4 cm-wide black line inside a white band 72 cm wide, i.e. 34 cm of white each side of the black line. The line is marked after the timekeeper's booth has been set up.

8.2.5. Timekeeper booth

The timekeeper's booth must be installed alongside the finish arch, in line with the finishing line and on the opposite side to the finishing line's camera. The timekeeper's booth must be provided with all the necessary equipment for timing and photo-finishing, unless the Organising Committee contracted a service provider who, in addition to establishing the classifications, will also provide all the necessary equipment, without of course forgetting the transponders.

The booth must be covered and equipped with one table, 5 chairs, electricity and an Internet connection, so that the classifications can be sent as soon as they are issued to the main stakeholders and entered in the UCI DataRide. A mailing list must be provided to the photo-finish operator, with the e-mail addresses of all the persons who should receive the classifications and possible communiqués, drafted and validated by the Commissaires' Panel. It is also essential to accommodate the photo-finish operator and his possible collaborators in the same hotel as the Jury of Commissaires, in case they should meet urgently, for example to correct a classification or issue a communiqué. *(See picture 15)*

8.2.6. Finishing line and TV / sound setup

A covered podium must be provided for the finishing judge, allowing him to have a perfect view of the finishing line.

Ideally, an electronic board should overhang the finishing line, to indicate the time elapsed since the start of the race and the number of laps covered. For time trials, that board shows the time of the last rider who crossed the line. (See picture 16)

If possible and if the race is on TV (live or closed circuit), it is interesting to install a giant screen in the finish area so that everyone (including the public) can see how the race is unfolding. (See picture 17)

A sound system must be installed for the speaker of the event. This function is very important. The speaker must speak in the language of the country and in one of the two official languages of the UCI (English or French). In addition to the function of animating the start/finish areas and entertaining the public while waiting for the riders, the speaker is also responsible, at the start of the time trial events, for calling the riders who must present themselves for bike check and start. Before the road race, the speaker calls the riders to line them on the starting line and reminds (in agreement with the President of the Commissaires' Panel) some safety measures or a few points of the race regulation. Finally, the speaker also plays an important and official role during the award ceremonies, by calling the riders on the podium according to their position; presenting the authorities handing over the continental champion jersey, the medals and the flowers; and asking the public to remain silent during the national anthem of the winner.



picture 13



picture 14



picture 15



picture 16

8.2.7. VIP and Media zones

In the start/finish area, separate grandstands should be installed for the public, the media and the authorities. A VIP tent must also be installed in that area. Snacks and drinks must be served to the guests. Toilets must be available nearby. One or two hostesses must keep the entrance and check that accredited persons only access the VIP tent. If the race is on TV (live or closed circuit), it is recommended to install one or more TV screens (depending on the space available).

Finally, in the absence of media grandstands, a space must be reserved for print media immediately after the finishing line, possibly with a TV screen to follow the race if the event is indeed broadcasted (live or closed circuit). It is also recommended to delimit a mixed zone in the finish area, to facilitate TV and radio interviews immediately after the race, just before the award ceremony. The Media Manager of the Organising Committee will lead the riders through that area. Print media will have the opportunity to ask their questions to the first three riders during the press conference organised for them immediately after the award ceremony and before the anti-doping control.

If applicable, TV and radio commentator booths must be installed immediately after the finishing line.

8.3. PODIUM FOR THE AWARD CEREMONIES

The podium must be set after the finishing line, possibly in a large area open to spectators. A delimited and protected space is reserved to accredited photographers in front of the podium.

For time trial events, a hot seat must be installed near the podium for the three riders who achieved the best times. Positions change each time a rider achieves a faster time. Apart from being interesting for the media, this arrangement makes it possible to have the riders who must take part in the award ceremony at hand and thus be able to hold the ceremony as soon as possible (particularly important in case of live TV broadcasting). *(See picture 18)*

The podium must be raised and equipped with three steps bearing the numbers 1, 2 and 3, respectively in the centre, on the left side and on the right side *(See picture 19)*. The podium must be sheltered (to protect the riders and the authorities in case of bad weather or strong sun). The logos of the various institutions and sponsors involved in the event must appear on the backdrop. *(See picture 20)*

The podium area must be equipped with a sound system allowing the speaker to carry out his function during the award ceremony (see above) and permitting to play the national anthems of the various winners. The organiser must provide a recording of the national anthem of each country of his continent. He can also ask either his Continental Confederation or the UCI. Three mats must be fixed in the ground, next to the podium, to hoist the flags of the countries of the three riders present on the podium.

The organiser must provide one person to play the national anthem and three persons to hoist the three flags simultaneously. It is recommended to ask participating countries to bring a flag of their country (with regulatory dimensions). But attention, it is recommended to have at least two flags for each participating country (indeed, two, or even three riders from the same country may climb on the same podium). To avoid an embarrassing situation, and because more and more organisations use it, it is also possible to hoist the flags electronically on a LED screen, which solves the problem of having to provide physical flags.

The Continental Confederation must provide the continental champions jerseys and the medals. The host country must provide the bouquets of flowers (optional).

A covered space, sheltered from onlookers, must be installed just behind or next to the podium, so that riders can refresh before taking part in the award ceremony. Seating and fresh sealed bottles of water must be available. Another similar space must be installed for the authorities who will hand over jersey and medals. A third space, sheltered from onlookers, is reserved for the Chief of Protocol and the hostesses, so that they can change hidden from public view.

The schedule of the award ceremonies must be included in the program and in the technical guide. In principle, each ceremony takes place immediately after the race related thereto. Some imperatives may require the organisers to schedule two ceremonies one after the other, for example if there is not enough time between the arrival of the time trial for a category and the start of the next category; this can happen if, for example, more riders registered than originally planned, after the programme was already printed and distributed.

The Organising Committee must ensure that staff is available to pick up the riders who must attend the award ceremony as soon as they cross the finishing line and bring them immediately to the reserved space next to the podium.



picture 17



picture 18



picture 19



picture 20

8.4. THE HEADQUARTERS

The headquarters, divided in several spaces, must be available several days before the beginning of the Continental Championships and be fully functional as soon as the first teams arrive in the host country.

Private offices must be available for the President of the Continental Confederation, for the President of the host National Federation, for the Director General of the Organising Committee, for the UCI Technical Delegate and for the Commissaires' Panel. The persons in charge of the various departments will normally work in the area they are in charge of, but it is necessary to provide a room for urgent meetings and for the daily evening debriefing.

The headquarters desk issues individual accreditations (provide therefore a separate room with equipment to print last minute accreditations; others must be prepared in advance). All persons having access to the various venues of the event and being directly or indirectly involved in the event must wear a nominative accreditation, possibly with their ID photo. Qualified and trained staff distribute the accreditations according to the lists the Administrative Manager gave them.

Another room must be provided for the registration of teams and riders. Schedules corresponding to this operation must appear in the technical guide of the Continental Championships. The room must be equipped with a large table with sufficient chairs, so that the Commissaires' Panel can control the participants' licences and compose the start lists; and that the IT operator can enter them into his system and in the UCI DataRide. Three smaller tables must also be provided: one for the distribution of race numbers and frame plates; one for the distribution of transponders and one so that the commissaires in charge of checking the conformity of national equipment, can do their job in good conditions.

The Organising Committee must prepare envelopes (one for each team) with the race numbers and the frame plates that will be assigned to the riders. Unless the race numbers are adhesive, it is also necessary to put enough safety pins in each envelope. Dimensions required for race numbers and frame plates are specified in article 1.3.075 of the UCI Regulation. *(See picture 21 & 22)*



picture 21



picture 22

Each rider must receive two race numbers for the road race and only one for the time trial events. Race numbers start at number 1 and go up to the number of registered riders. However, it is necessary to prepare additional race numbers, considering last minute registrations are possible. Moreover, a spare set of race numbers must be handed to the finishing judge. If a rider loses or damages his number(s), the finish judge will be able to give him a new one.

Each rider must receive one frame plate, for road races only. Frame plates start at number 1 and go up to the number of registered riders. However, it is necessary to prepare additional frame plates, considering last minute registrations are possible. Moreover, a spare set of frame plates must be handed to the finishing judge. If a rider loses or damages his frame plate the finishing judge will be able to give him a new one.

For road races, the Organising Committee must also prepare adhesive squares with black numbers on a coloured background, starting from number 1 till the numbers of registered teams (prepare additional numbers in case of last minute registration and also a few blank ones). There must be a set for each road race. Each series will be of different colour. The dimension of each side must be 15-20 cm. All sets must be handed to the President of the Commissaires' Panel as soon as he arrives at the headquarters. He will distribute them at the end of the national coaches' meeting.

The headquarters, and in particular the computer area, must be equipped with electrical sockets and a good Internet connection. Also provide refreshments and lunch for staff members working all day at the headquarters, the days previous to the races and also during the races.

The headquarters must also include a secretariat, equipped with a printer and a photocopier (provide sufficient paper, a person in charge of making photocopies and volunteers to distribute the communiqués and results to the various people who must receive them during the race (commissaires, media, riders' quarters). It is a wise decision to have a spare printer and photocopier in case one of them breaks down during the event.

For the confirmation of starters, the Organising Committee, in collaboration with the Continental Confederation, will provide the commissaires with the registration forms sent by the participating National Federations, for each discipline and category.

A meeting room, big enough to organise the national coaches' meetings must be prepared in the headquarters. That room must be equipped with a large table with seats for the Technical Manager of the Organising Committee, the President of the Commissaires' Panel and his Jury and the CADF inspector. That table must face about 60/80 seats, reserved for the national teams' coaches, the other members of the commissaires' panel, the police, the drivers of the neutral assistance vehicles, and so on. The room must be equipped with projection material (computer, beeper and screen), several microphones and the corresponding sound system.

This room must be available for the duration of the event (the Commissaires' Jury, in agreement with the Organising Committee, can decide to organise only one technical meeting for both time trial and road races, or to organise two separate meetings). This room will also be used for the meetings the Organising Committee will set up for informing and training security staff, volunteers, and so on. The commissaires will also use that room to organise a meeting with the police and another one with the media. It is also recommended to have a room available at any time for any emergency meeting.

The schedules of all these meetings must be included in the programme-technical guide and the headquarters infrastructure must be approved by the UCI Technical Delegate during his recon visit.

8.5. ANTI-DOPING CONTROL STATION

The Continental Championships are submitted to anti-doping controls as set forth in the UCI Anti-Doping Rules.

The Cycling Anti-Doping Foundation (CADF) is in charge of the anti-doping controls and will give the Organising Committee a list of specifications to be observed and including all the elements relating to the room (or mobile-home) where the controls will be carried out; accommodation, meals and transportation for the CADF inspector and doctor. The specifications also deal with the chaperons (men and women, provided by the race organisation), the sampling kits and their sending to the accredited laboratory.

8.6. MEDIA CENTRE

Assuming that teams and national delegations' accreditations are distributed at the headquarters (although it is recommended for better organisation and less traffic at the headquarters to open a separate accreditation centre, provided that the Organising Committee has the necessary material and human resources to do this), media accreditations must be given at the media centre. The media centre may be located in a separate wing of the building housing the headquarters.

The accreditations of journalists who registered in advance must be ready for the opening of the media centre. Like it is the case at the headquarters, the room where accreditations are handed over must be equipped with everything that is necessary to print last minute accreditations.

The press room can be simple, but it must be functional. It must be equipped with tables and seats (make a prior assessment of the number of journalist who are expected to attend the event). There is no points in having a huge empty room, but neither should journalists work in a narrow space.

The press room will be equipped with an excellent Internet connection, so that journalists and photographers can work optimally. It is recommended to install a separate Internet connection for photographers.

A photocopier must be installed in the media centre. Provide enough paper and a person in charge of making copies.

A team of volunteers will be in charge of going back and forth between the finishing line, the secretariat and the press room to distribute, as soon as possible, the various communiqués and rankings that are released at the secretariat by the Commissaires' Panel or at the finishing line by the photo-finish operator, after approval of the President of the Commissaires' Panel.

It is also recommended to establish a mailing list with the e-mail addresses of all national coaches, authorities and media to whom official rankings and communiqués must be sent. Doing so, everyone will receive the information much faster and nobody will be forgotten. One person must be appointed to assume that specific task. It can be the photo-finish operator or a member of the Organising Committee. It is recommended that the photo-finish operator send it to the teams and officials and the Media Manager of the Organising Committee to the press, sponsors, and so on.

The Media Manager of the Organising Committee, when his presence is not required at the finishing line, for example to place the photographers behind the line or in front of the podium at the award ceremonies, must always be present in the media centre, where he will ensure that journalists can do their job in the best possible conditions. It is in the interest of the Continental Championships and of the Organising Committee.

It is necessary to make sure that enough electricity sockets are installed in the media centre, so that every journalist can connect his laptop to the power supply. If a lot of foreign media are expected, provide some adapters for negligent journalists.

Cold drinks and snacks are usually offered to journalists working at the media centre.

A private office must be provided for the Press Officer of the Continental Confederation.

A conference room must be installed, adjoining the media centre. After each race, the first three athletes must indeed present themselves at the media centre to participate in a press conference, which is organised jointly by the Press Officer of the Continental Confederation and the Media Manager of the Organisation. This conference room can also be used for impromptu press conferences.

Microphones and sound system must be provided for those press conferences, as well as a translator speaking the language of the host country and the official language of the UCI used during the event.

The media centre should be situated as close as possible to the finishing line, or even in the finish area, depending on the number of journalists expected to cover the event and of the space available in the finish area.

If the media centre is not located near the finishing line, a shuttle service must be provided so that the journalists can reach the start/finish area. The same service must be provided to photographers, for whom it is also necessary to provide a shuttle to transport them to a few specific spots in the course. Once the race is finished, or before the last lap, it is necessary to bring them back and permit them to see the finish of the race if they wish to do so. It would be unfortunate to forget them somewhere on the course.

9. ACCOMODATION

9.1. OFFICIAL HOTEL

The official hotel provides accommodation for the UCI and Continental Confederation authorities, the UCI Technical Delegate, the Jury of Commissaires and the Presidents of the National Federations, unless they prefer to be accommodated with their national team. The hotel must meet the criteria required by the Continental Confederation and have a meeting room big enough and technically well-equipped, to receive the Congress of the Continental Confederation and the official dinner.

9.2. OTHER HOTELS

People who cannot be accommodated at the official hotel, or preferring not to, will be accommodated in other hotels. This will be the case of the various national teams. The selected hotels must be quality ones and located as close as possible to the circuits. The Logistics Manager of the Organising Committee must visit all the hotels selected for the national teams. The hotels must be clean and secured. Particular attention must be paid to the presence of car parks and sufficiently large and secure rooms for the storage of the teams' bikes and material. The Logistics Manager must also provide the hotel with standard menus adapted to cyclists.

It is desirable that the Organising Committee provide teams with sufficient bottles of water (for example through a sponsor distributing this product).

10. TRANSPORTATION - VEHICLES - RADIOS

10.1. AIRPORT SHUTTLES

All officials (UCI, Continental Confederation and National Federations) as well as all members of national teams (athletes and teams staff) must be collected at the airport. Shuttles must be provided to transport them to their respective hotels. It is therefore necessary to provide sufficiently spacious vehicles for teams arriving with their bicycles, spare material, massage tables, and so on.

The Logistics Manager will, several weeks before the Championships, get in touch with the Continental Confederation and each National Federation to know the exact number of people needing transportation, as well as the schedules of all flights. It is necessary to organise this in advance in order to establish a precise timetable and be able to mobilize enough vehicles and staff to organise the round trips between the airport and the different hotels. Nothing more unpleasant indeed for a person or a team arriving at the airport (or the train station) after a long and often tiring trip, than having to wait in the arrival hall or, worse, to be forgotten.

And, because the event does not finish once the last rider crosses the finishing line, the same operation must be organised to bring people and teams back to the airport, the evening of the last race, or the next morning. It is therefore convenient to post, in each hotel, a list with each person or team's pick-up schedule.

It is also recommended, in the presentation booklet of the Continental Championships, to provide information concerning transportation available to join the event (nearest airports, trains, boats, motorways).

10.2. VEHICLES PROVIDED BY THE ORGANISER

The Organising Committee must provide the following vehicles (or ensure that they are present):

- 1 "lead" vehicle (green flag)
- 1 "end of race" vehicle (red flag)
- 1 car with sun roof for the President of the Commissaires' Panel
- 3 cars for the commissaires members of the Jury (possibly with sun roof)
- 3 motorbikes (commissaires)
- 1 blackboard motorbike
- 1 info motorbike
- 1 motorbike for the regulator
- 1 broom wagon (spacious enough to transport a few bikes if necessary)
- 1 car for the doctor
- 2 ambulances
- 3 neutral assistance vehicles (6 for the Junior category if team cars are not authorised to follow the race; and a sufficient number for time trial events). These vehicles must carry spare material to give all riders technical assistance during the race. Moreover, teams can provide them additional material for their athletes; in this case material must be clearly identified so that it can be returned to the teams after the finish. These vehicles should also carry enough sealed bottles of water to pass up to riders if necessary.
- 1 car for the President of the Continental Confederation
- 1 car for the President of the UCI, if he is expected to attend the event
- 1 car for the UCI Technical Delegate
- 1 car for the photo-finish operator (spacious enough to transport his material)
- 1 car for the CADF inspector and the appointed doctor (see CADF specifications)
- 1 guest car
- 2 spare vehicles (at least one car and one motorbike in case one of the listed vehicles breaks down during the event).
- In case of civil security escort, motorbikes must also be provided for those people.

All vehicles in the race convoy are restricted to a maximum height of 166 cm, except during time trials.

All the vehicles must be identified by different colour stickers, according to their function in the race. Enough stickers should be provided. The various logos of the Continental Championships must be printed on the stickers, which must be stuck on the windshield and on the rear window. These stickers identify the vehicles involved in the Championships and indicate their function in the race.

The Organising Committee must also provide a vehicle for each participating national team. These vehicles will be identified thanks to same colour stickers, with the name of the team, which must be stuck on the windshield and on the rear window of the vehicle. These vehicles must be equipped with bicycles racks. The Continental Confederation specifies if the fuel costs are payable by the Organising Committee or by the participating National Federations.

The Organising Committee must not provide vehicles to the media, but same colour stickers must identify them.

The colour of the different stickers is usually blue for the officials, yellow for the teams and green for the media. *(See picture 22)*



picture 23

All vehicles must be available in a secured parking lot so that national teams, as soon as they arrive in the host country, can dispose of these. The Organising Committee must appoint at least two persons, responsible for the delivery and, at the end of the Championships, for the collecting of the vehicles. Vehicles will be delivered after the driver has provided a copy of his driver licence, a copy of his UCI licence and all supporting documents for driving a vehicle in the host country. The Organising Committee must prepare a document specifying what the insurance of the Organising Committee covers and what it does not cover.

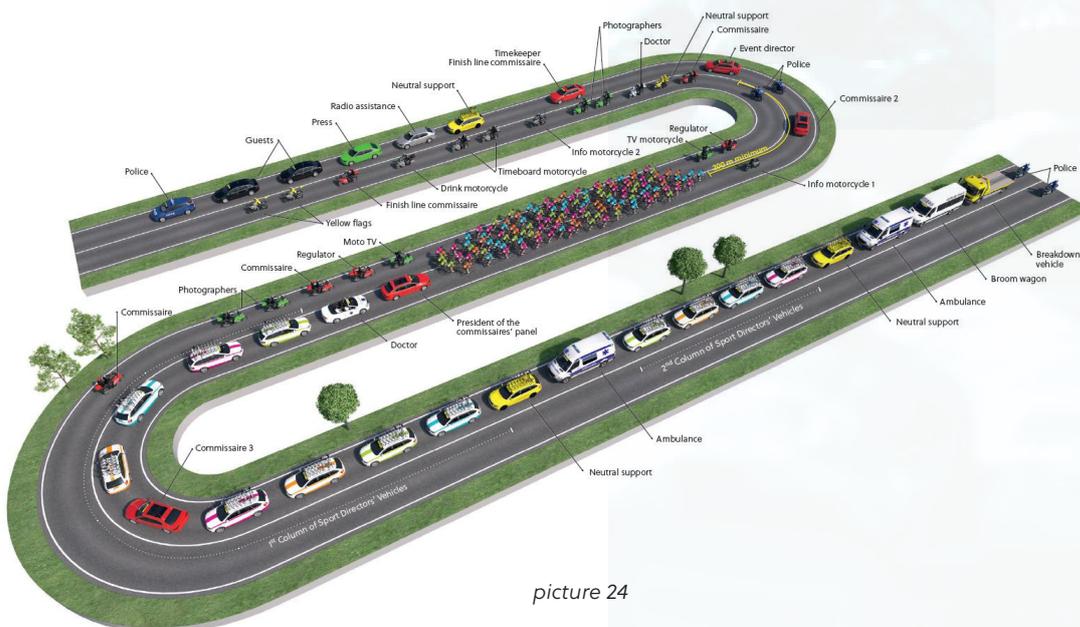
The order of the vehicles circulating in the race convoy is established according to the graphic below. (See picture 23)

10.3. RADIOS

All vehicles circulating in the race must be equipped with a radio receiver. The vehicle of the race director, the commissaires, the UCI Technical Delegate, the doctor and the info motorbike must also be equipped with a radio transmitter. Earphone kits must be provided to motorbike commissaires.

The Organising Committee must contact public authorities a long time in advance to request all the necessary authorizations, in order to be able to broadcast on a specific frequency for the duration of each race.

Radio Tour announcer must compulsorily communicate the information in one of the two official languages of the UCI and possibly in the national language of the host country. He takes place in the car of the President of the Jury (equipped with all necessary radio receivers and transmitters) and works directly under the orders of the latter.



picture 24

11. SECURITY

The Organising Committee must draw up security plans, in collaboration with the public authorities and the police. Security concerns people (riders and their entourage, officials, guests and spectators) as well as locations (airport, hotels, course, start/finish area, training areas) and property (equipment belonging to the teams, to the media and telecommunication and all the infrastructures).

The Organising Committee must therefore take out a good third-party civil liability insurance covering the Organising Committee's organisational liability in case of personal and/or material damage.

The courses must be completely closed to traffic and perfectly secure minimum 60 minutes before the start of each race and 30 minutes after the end of each race. The start of each competition will be authorized only after the UCI Technical Delegate has completed a recon lap to check that everything is in order and that the start can actually be given.

During the races, a mobile escort must protect the riders, at the front and at the back of the race. In time trial events, a motorcycle escort must precede each rider, to announce his passage.

Stationary marshals must be positioned on the course, particularly at junctions and dangerous sections. They indicate riders and vehicles the route to follow. They also prevent unauthorized vehicles entering the course.

As mentioned above, an appropriate number of security officers must also be present in the start/finish area.

12. MEDICAL SERVICES

A health insurance guaranteeing quality care is essential to ensure riders, teams and organization staff, officials and any accredited person are sufficiently covered in case of discomfort or accident.

Race days (and, if applicable, during collective training), medical service must be operational at least one hour before the start of the first race and until one hour after the finish of the last race.

A doctor (in a car equipped with first aid equipment) and two fully equipped ambulances must be present in the start/finish area and in the race. The ambulances must be able to provide immediate assistance to the victims and perform a cardiopulmonary resuscitation if necessary.

These units will follow road races and be stationary at strategic points during the time trial events, ready to intervene at any time.

The doctor, sports or emergency doctor, should have cycling experience. He will coordinate the work and will be in permanent contact with the ambulances. The driver of the doctor's car – if possible a cabriolet, located immediately behind the President of the Commissaires' Panel car during the race, must be used to drive in cycling races.

At least one qualified nurse and one assistant must travel in each ambulance. The first ambulance remains behind the teams' cars, with the main peloton. The second ambulance stays at the back of the race, near the broom wagon. If available, an assistant doctor should travel with one of the two ambulances.

A suitable medical service, with competent staff and first aid equipment, must be available in the start/finish area, in case an official, a guest, a journalist or a spectator is the victim of a discomfort or accident.

A list of the hospitals near the circuit must be available and inserted in the technical guide of the race. Public authorities must notify these hospitals of the existence of the Championships, so that they are ready to receive more patients than in normal times.

In addition, a doctor must be available 24 hours a day, to attend all the teams throughout the duration of the event. He should be accommodated in the hotel where most teams are hosted.

13. TV PRODUCTION

The TV images production is usually carried out by the host broadcaster, but this is not always the case. In fact, taking into account the considerable production costs, the host broadcaster may choose to screen the event without producing the images. In this case, he requests the organiser to provide a « turnkey » product ensuring that images are produced in accordance with strict quality standards. The organiser then entrusts production to an experienced, specialised provider. To ensure a good broadcast of the event, it is important to ensure coordination and that the organiser transmits the broadcasters all available information about the Championships.

14. COMMUNICATION

The Organising Committee must quickly establish and implement a communication and promotion plan and share it with the media, the public and the potential or confirmed sponsors.

To put its plan into action, the Organising Committee must use all available means, from traditional media to social networks via digital media.

It is necessary to create, as soon as possible, the poster announcing the event and the official programme, with advertising spaces that will be sold to potential sponsors.

The Organising Committee can also create its own branding and gadgets.

15. OPENING AND CLOSING CEREMONIES, CONTINENTAL CONFEDERATION CONGRESS AND OFFICIAL DINNER

All these side events are optional and depend on the specifications the Continental Confederation sent to the host country Organising Committee.

If one or more of these events are organised, one or more additional work teams must be provided and everything must be ready in due time.

If teams (athletes and/or staff) must attend one or more of these side events, they should be informed sufficiently in advance. Indeed, a mandatory participation, for example in the opening ceremony, may imply that they must arrive one day earlier in the host country.

16. TRANSLATION SERVICE

The Organising Committee must provide a translation service, especially if the official language of the host country is not one of the official languages of the UCI.

The presence of translators and interpreters may be particularly necessary at the headquarters, the media centre, press conferences, the official hotel and the teams' hotels, and so on.

Moreover, the Continental Confederation may request the Organising Committee to provide a simultaneous translation service for its Congress and the possible meetings of its Management Committee.

17. CHARACTERISTICS SPECIFIC TO THE AFRICAN CONTINENTAL CHAMPIONSHIPS

The organisers can provide the teams with vehicles or proposed them car rentals. The vehicles must be equipped with bike racks.

As far as accommodation and meals are concerned, the organiser must take agreements with several hotels before proposing them to the participating National Federations.

The UCI Technical Delegate's visit must take place at least 3 months before the Championships.

In agreement with the President of the Commissaires' Panel, every country can be requested to confirm again its participants on the eve of each competition.

18. CHARACTERISTICS SPECIFIC TO THE PAN-AMERICAN CHAMPIONSHIPS

The National Federation of the host country must send the official invitation to the other National Federations of the American continent at least 90 days before the event. The invitation must be signed by the President of the COPACI. The registration forms must be sent to the participating National Federations 60 days before the beginning of the Championships.

The headquarters must be installed in the official hotel.

Shuttles must be organised to transport all national delegations between the airport and the hotels and, if necessary, between the hotels and the race circuit (and training circuit if applicable).

The Championships must be held over 4 days, plus an additional day for the Congress.

The official programme of the event must include the UCI President's foreword, the welcome message of the President of the COPACI, the welcome message of the President of the host National Federation, a list with the names of the members of the COPACI Management Committee and another one with the names of all the members of the Commissaires' Panel.

The host country National Federation must appoint a minimum of 10 national commissaires, who will join the Commissaires' Panel appointed by the UCI and the COPACI.

The Organising Committee must appoint a « head of road », to make the link between the Organising Committee and the Commissaires' Panel. That person must have a perfect knowledge of the sports regulations.

During the award ceremonies, the national anthems may not exceed 40 seconds each.

Women U23 and Elite compete together, but separate award ceremonies will be held for both categories.

Within the framework of the anti-doping controls, the Organising Committee must make the necessary agreements with a laboratory approved by the WADA, and request a document stating that the laboratory agrees to analyse the samples. This document must be presented to the CADF inspector.

The Organising Committee (at least until 2019, and subject to changes in the COPACI statutes), must pay accommodation and meals for all the national delegations participating in the Championships, from the day before the beginning of the event till the day after the last race, for a total of 22 persons per team (6 Men Elite, 6 Men U23, 6 Women Elite and 4 staff members).

The COPACI will hand the various continental champion jerseys and medals over to the Organising Committee.

The COPACI covers the travel expenses and per diems of the members of the COPACI executive board.

The Organising Committee covers the travel and accommodation expenses of the international commissaires appointed by the COPACI, as well as their per diems.

The Organising Committee covers the costs of purchasing the anti-doping kits and the costs of their transportation to the approved laboratory, as well the costs of the tests.

In the context of the COPACI Congress, the Organising Committee must provide a room for this purpose, which will be ready by 9 am on the day of the event. The room must be equipped with sound system and booths for the simultaneous translation, which must be performed in English, Spanish and French. The room must also be equipped with a projector, and the UCI and COPACI flags. Coffee breaks should be prepared during the Congress.

The Organising Committee must also take into account that national delegations may travel for the sole purpose of participating in the Congress, although they inscribed no riders in the competitions.

19. CHARACTERISTICS SPECIFIC TO THE ASIAN CONTINENTAL CHAMPIONSHIPS

The ACC appoints a General Technical Delegate, which must work in collaboration with the Director General (called "Race Director" in Asia), before and during the Championships.

The host National Federation must submit the programme of the event, together with the schedules and the technical guide including the routes, to the ACC, one year prior to the event.

Training sessions will be organised on the official course the day prior to the Championships, with a schedule for each participating team.

An opening and a closing ceremony must be organised. All participating national delegations (athletes and staff) must attend both.

All national teams are required to bring along two flags bearing the national colours of their country as well as a pendrive (or a CD) with the national anthem of their country. Flags and pendrives must be handed over to the organiser during the national coaches' meeting.

An official dinner must be organised. All participating teams must be invited. This event will be introduced by a welcome speech and may include various speeches and an entertainment programme. If it wishes to do so, the Organising Committee can invite authorities, sponsors and officials to the dinner.

Besides the continental champion jersey and the medals for the first three riders, trophies must be awarded to the riders on the podium. The organiser must provide the trophies. The President of the Organising Committee chooses the authorities invited to hand the trophies over on the podium.

Official invitations must be sent to the National Federations six months before the event. The latter will communicate the number of participants 4 months before the event and their names two months before the Championships.

Visas cannot be guaranteed if the request is made less than 60 days before the start of the Championships.

The hotels proposed to the national teams must have a full board formula, with meals taking into account the religious and cultural specificities of the different participating nations. Full board must not exceed \$ 80 per person (double room) and \$ 100 per person (single room). National delegations must inform the Organising Committee about the kind of accommodation they need no later than two months before the beginning of the Championships.

The organiser is expected to provide teams with transportation from and to the airport to the hotel. However, if a team arrives in several groups, additional transport costs may be at its charge.

All national delegations must send their flight schedules at least one month before the beginning of the Championships. Last minute changes, made less than 5 days before the start of the event may not be taken into account and teams in that situation will have to organise their own transportation.

Only national delegations accommodated in one of the official hotels of the organisation will benefit from free transportation between the airport and the hotel (and return).

Shuttles schedules must be communicated to the teams no later than one day in advance.

The Organising Committee must provide 2-4 VIP vehicles for ACC official use.

The Organising Committee must provide a vehicle for each national delegation before the start of each race.

The organiser is expected to create an event website to publish pictures and videos of the event, in addition to information about the Championships and the different rankings.

All participants must be insured. The organiser cannot be held responsible in case of loss, damage or injury.

The races listed in the table below must be organised:

EVENT	MEN				WOMEN		
	Elite	U23	Junior	Masters	Elite	U23	Junior
Team Time Trial	6	-	-	-	6	-	-
Individual Time Trial	1	1	1	1 per age group	1	1	1
Road Race	4	4	4	4 per age group	4	4	4

The ACC suggests to set up the schedule below, but the Organising Committee may propose a different one.

EVENT	MEN				WOMEN		
	Elite	U23	Junior	Masters	Elite	U23	Junior
Team Time Trial	Day 1	-	-	-	Day 1	-	-
Individual Time Trial	Day 3	Day 1	Day 2	Day 3	Day 2	Day 2	Day 1
Road Race	Day 5	Day 3	Day 4	Day 6	Day 4	Day 4	Day 3

The ACC Management Committee appoints a Technical Delegate, in charge of inspecting the course before each race and ensure that all organizational and technical requirements are met. The Technical Delegate must also resolve any incidents that may occur and report them. No later than one week after the end of the Championships, he must send a detailed report to the ACC.

The organising country must bear the costs related to the technical delegate.

The Asian Masters Continental Championships and Para-cycling Continental Championships are organised at the same time.





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