



ORGANISER'S GUIDE TO ROAD EVENTS



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INTRODUCTION

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ISO INTERNATIONAL STANDARDS

www.iso.org

ISO 14000 is a set of international standards concerning environmental management. These standards apply to all organisations (often companies but also a range of other bodies) who want to apply management procedures while minimising their environmental impact. These standards have been drawn up in such a way that they can be applied to all types and sizes of organisation and can be adapted to all geographical, cultural and social situations. The standards provide guidelines which users can adapt to their organisations.

A new ISO 26000 standard was published in 2010. This standard relates to the social responsibility of organisations and aims to reconcile the management methods of enterprises with all aspects of sustainable development. This voluntary standard proposes and defines good practice. The environmental section of the standard is a key element.



Nature deserves our respect. Environmental concerns now come first and foremost in determining the future of our planet; each and every one of us must make a contribution. The world of cycling must cooperate with these efforts. This will guarantee the reputation of cycling events and ensure their development in the future. With this in mind, the UCI would like to use this introduction to the Organiser's Guide to bring these matters to the attention of everyone involved in cycling.

- By its very nature, the bicycle is the perfect environmentally-friendly means of transport. It is thus essential that all cycling events are exemplary in their environmental considerations.
- Environmental problems that arise are essentially issues related to behaviour. This means that they can be corrected by raising the consciousness of those involved. Many environmental problems can be resolved by implementing simple, practical and inexpensive measures.
- The inappropriate management of harmful environmental effects relating to the organisation of a cycling event may not only severely damage the reputation of the event itself but can also be detrimental to the sport of cycling in general. It is thus the organiser's task to identify the event's potential environmental problems in advance and implement appropriate measures and solutions. These problems should be addressed in three stages: before, during and after the race.
- Environmental concerns should not be the subject of a special study or specific programme, but rather should be completely embedded and form an integral part of the organisational plan. The objective is that, eventually, measures that are currently considered to be "environmental measures" will become completely natural and routine for all those involved.
- It is with this in mind that you will find several "green issues" highlighted in the chapters of this guide. These have been inserted to make organisers aware of environmental problems and offer practical advice for cycling events. It is up to the individual organiser to apply this advice.

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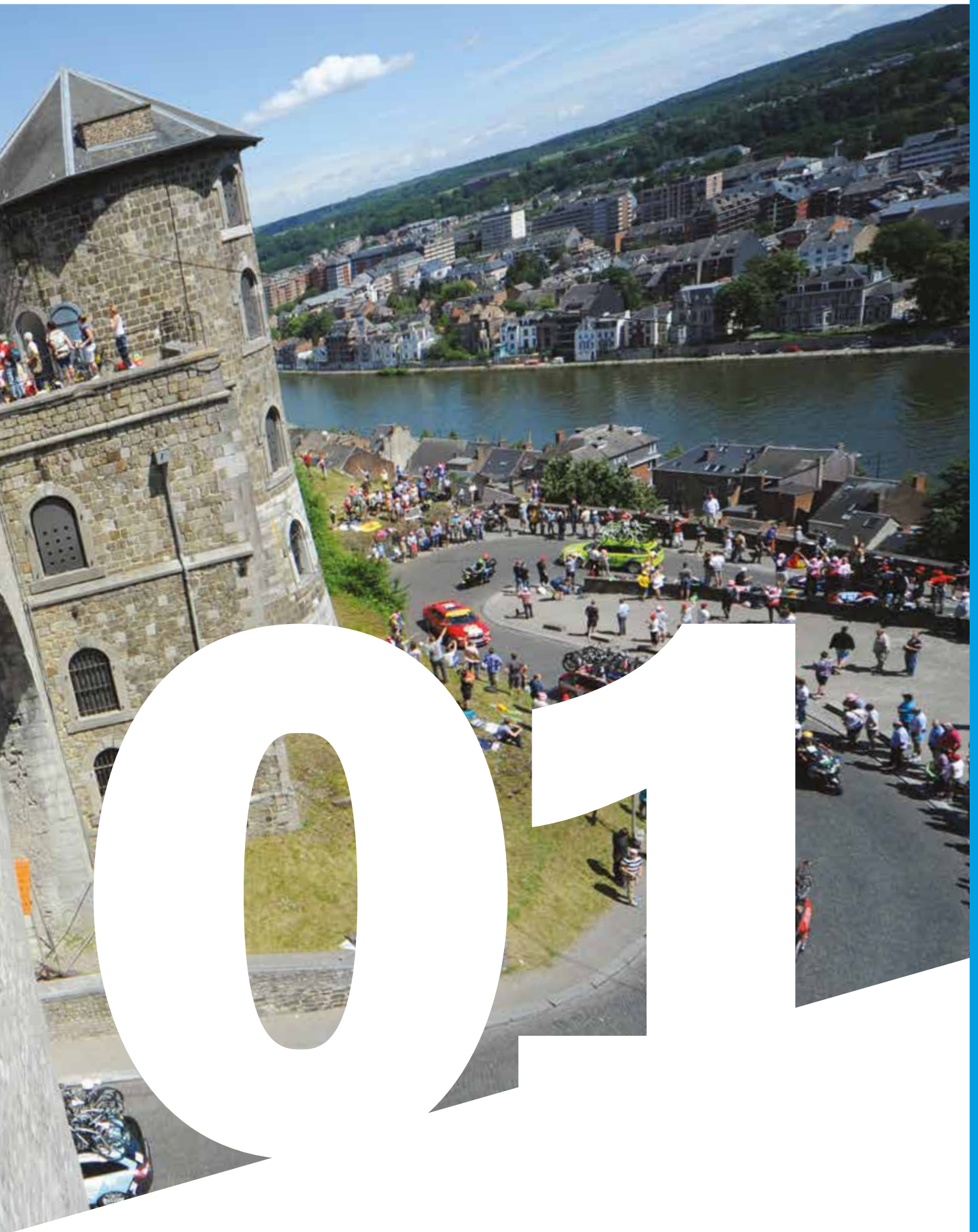
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THE ORGANISER

THE ORGANISER



A

ORGANISING A CYCLE RACE

Organising a cycle race on the road is not a simple matter, especially if it is an international race on the UCI calendar. Registration with the International Federation inevitably means making a commitment to certain quality standards and regulations. Individuals or groups embarking on organising an event may have a range of different motivations. Whatever these motivations are, the commitment to the event must be very consistent.



Organisers may want to put on an event for the following reasons:

■ EMOTIONAL REASONS

It is very often the case that the individuals behind **race organisations are personally and emotionally attached to cycling**. Organisers may be former competitors, club officials, enthusiasts, etc. For these individuals, it is above all a matter of sharing and passing on their love of cycling.

■ SOCIAL REASONS

Road cycling conveys **very many educational and social values**. As a result more events are being organised, including in countries where cycling has been a minority sport up to now. It is consequently not unusual to see organisers establish new events to respond to demand within their countries and to afford young riders the opportunity to race.

■ CULTURAL REASONS

In some countries, cycle road races have a long-standing **popular tradition**. It is very common for cycle races in these regions to be organised to coincide with local festivals. In this way the event represents a significant shared experience for the organisers, riders and general public.



■ PROMOTIONAL REASONS

Television coverage of **road races allows viewers to discover a town or region**. As a result, many towns, regions and countries have chosen road cycling as a promotional tool and have become race organisers for this reason.

Similar motives apply to companies who have chosen road cycling for their **own advertising purposes**. Whether it is a matter of improving brand recognition, increasing sales, acquiring a positive image with clients or developing public relations, road cycling is an effective tool that is relatively inexpensive considering the wide media coverage. For these reasons, some companies organise their own events.

THE ORGANISER



B

CATEGORIES OF ORGANISER

The organiser of a cycling event must be licensed as an organiser by the National Federation of the country in which the event will take place.



Different events have different categories of organiser. The following organisations may act as organisers:

■ NATIONAL FEDERATION

The National Federation is entirely responsible for organising the event. A well-structured Federation will have an internal body with a salaried staff responsible for organising major events on its territory.

■ A CLUB AFFILIATED TO THE NATIONAL FEDERATION

A **non-profit making club** is run by its members who are usually unpaid.

- The organisation team is entirely, or mostly, made up of volunteers.
- The continuity of the event, year after year, can be uncertain as it depends almost entirely on the commitment of the volunteer organiser (club chairperson and/or race organiser) and his/her team.

■ PRIVATE COMPANY AFFILIATED TO THE NATIONAL FEDERATION

A race can be organised by a private company. Many races are organised by companies that specialise in sports events.

- The organiser mobilises its human, financial and technical resources to establish, manage, develop and promote its event.
- As is the case for all commercial enterprises, the continuity of the race, a product of the company, depends on the company's capacity to sell the event.

In practice, an organiser, irrespective of category, often develops relationships with other entities such as clubs or companies who collaborate in specific domains to ensure the successful organisation of the event.

THE ORGANISER



C

THE ORGANISER'S RESPONSIBILITIES

- **The organiser is the sole body responsible for its event** with regards to all other parties (sports federations, the authorities, financial partners, participants and their helpers, spectators, etc.) and in all respects (administrative, financial and legal). The organiser is responsible for making all arrangements to ensure the event runs smoothly and must strive to achieve an optimal quality of organisation.
- **The organiser must always remember that** the various parties involved in the event (riders, teams, officials, volunteers, press, etc.) should be given the opportunity to operate under the best conditions possible. Above all, safety must be a priority throughout the event for everybody's benefit.
- **The organiser must pay particular attention** to any obstacles or other unexpected events that may occur during the race that could influence the race results, for example the peloton being stopped at a level crossing. The organiser should take all necessary measures to avoid such unforeseen events interfering with the race.



■ **The organiser must consider that it may be necessary to cancel the event or alter the route**, for example in cases of force majeure (adverse weather conditions, political reasons, etc.). If the race route is changed before the start of the event, the organiser must react in an optimum manner and coordinate decisions with the Commissaires' Panel. In some races the team representatives and riders will have to be consulted.

■ If there is a serious accident at the race, **the organiser must implement all necessary safety measures** and quickly direct suitable medical care to any part of the race circuit.

The organiser should also ensure that the event fully complies with UCI rules as well as all other laws and regulations applicable in the host country of the event. The organiser must obtain the administrative permits required by the authorities of the country in which the event is to be held.

Finally, the organiser must take into consideration all risks relating to the event. Bearing this in mind, the organiser must take out an insurance contract to cover all risks relating to the organisation of the event. This insurance policy must name the UCI as a co-insured party and must cover any claims that may be made against the UCI in relation to the event. The UCI can in no event be held liable for problems with the course, any accidents that may occur or cancellation of the event.

The UCI's control of the event through an International Commissaire only relates to sporting matters. The organiser is solely liable for the quality and safety of the organisation and all installations.





THE INSTITUTIONAL **FRAMEWORK** FOR ORGANISATION

THE INSTITUTIONAL FRAMEWORK FOR ORGANISATION



A

NATIONAL REGULATIONS AND LEGAL ENVIRONMENT

For an organiser's project to become reality, knowledge of the legal and regulatory framework of the country in which the event will be held is essential. The prevailing laws and regulations define this reference framework.

A good knowledge of the administrative procedures of the country, relationships built up over the years with political and administrative leaders as well as experience in drawing up applications are all important elements in order to obtain authorisation to organise an event.

A prospective organiser must ask certain questions before developing a project. The responses vary from country to country. The National Federation, the authority representing cycling in a country, can very often assist in answering these fundamental enquiries.



The basic questions are the following:

■ **Does the law allow sports events to be organised on public roads and, if so, under what conditions?**

In general, **national laws govern the use of public roads**. The laws specify the framework under which sports competitions are authorised. Are races authorised on the road? On what type of road (main roads, secondary roads)? During what periods or upon which dates? Who (National Federation, affiliated club, public authority, private organisation) has the right to organise competitions?

■ **To which competent authorities should requests for authorisation to organise an event be addressed?**

The response obviously depends on the **country's administrative structure** (centralised state, federal state, etc.). The organiser should apply to the State (ministries, etc.), regions, municipalities or other territorial entities as appropriate for the country.

Relations may be facilitated by working together with a local administrative body. However, for international events, national tours and stage races covering large areas, it is obligatory to arrange the organisation of the event in conjunction with the State and the relevant ministry or ministries. It is often the case that several administrative bodies are involved; for this reason it is important to take into account the time required for each body to carry out its relevant procedures.

■ **Can public roads be closed to all other road users during the event, or will the race share the road with other parties?**

This point is described in further detail in Chapter 4 in the section on safety. The response to this question will determine the type of safety arrangements for the event. The exclusive use of the road is safer for all concerned (riders, team members, officials, the general public) but requires additional human resources (usually the police) **in order to prevent standard road users accessing the course**.

Some authorities provide these services and police officers free of charge, while others make the organiser bear the related cost.



ENVIRONMENT

In Europe, the establishment of a network of sites promoting biodiversity, known as the Natura 2000 network, is gradually imposing requirements on organisers to evaluate the effects of their events on biodiversity (environmental degradation, environmental pollution, sound and visual pollution, etc.) and to take appropriate measures to remedy these situations.

■ What type of insurance is required by the law?

Whatever the event, the organiser's liability is likely to be engaged if there is an accident. For this reason **it is imperative that the organiser is aware of the precise legal and regulatory requirements in terms of insurance.** It may be the case that the National Federation has negotiated a minimum, standard insurance cover for all the country's organisers. The organiser may then add optional extras to this cover.

■ Do the authorities have specific requirements on environmental issues?

The organiser should request the authorities for information on any regulatory requirements concerning the environment.

The decision whether to organise or not should be made after having obtained clear responses to all these questions. These matters can greatly affect the organisation of the race (general feasibility, course, safety, budget, etc.).





THE INSTITUTIONAL FRAMEWORK FOR ORGANISATION



B

PROCESSING THE APPLICATION BY THE AUTHORITIES

*When the institutional framework has been fully understood by **the prospective organiser and the project** has taken a definite shape, an authorisation to organise the event must be obtained from the authorities.*

The procedure varies from country to country but is generally as follows:

1. APPLICATION FOR AUTHORISATION TO ORGANISE

The organiser sends the application to the relevant authorities. A file presenting the project is appended.

This file may, for example, include the following information:

- introduction and references (other events organised, etc.) of the organising entity,
- date of the event,
- number of riders,

- route,
- roads to be used,
- regions and districts passed through,
- race schedule: give a time range using the fastest and slowest estimated average speeds,
- areas of intense sporting activity: intermediate sprints, King of the Mountains primes, etc.,
- feed zones,
- plans of start and finish areas
- arrangements made by the organiser or requested of the authorities with regards to medical assistance,
- arrangements made by the organiser or requested of the authorities with regards to safety,
- arrangements made by the organiser or requested of the authorities with regards to respecting the environment,
- Insurance.

The file should be as complete and accurate as possible. All information considered useful or requested by the authorities must be included. The file should be sent to the authorities in good time to allow it to be processed within a reasonable period.

2. FURTHER EXPLANATION

After the authorities have studied the information presented, **the organiser may be invited to answer questions on the project before an ad-hoc committee**. The organiser will then clarify any matters regarding the organisation in terms of safety, medical services, use of public roads, etc. For this reason it is essential that the organiser has all the facts of the file at hand.

Personal relationships established with the representatives of the authorities may be an important consideration at this stage of the project

3. CHANGES TO THE FILE DURING THE ASSESSMENT PERIOD

While the file is being assessed by the authorities, a procedure that may last several months, **the organiser may find it necessary to change some of the information given in the initial file** (for example minor route changes due to road works or a specific event due to take place in the area through which the race passes). These changes, which occur relatively frequently, require regular contact with the authorities responsible for processing the file.

It is advisable to try to anticipate any problems that may arise during this period in order to avoid any administrative delays in the run-up to the event. Furthermore, it is sensible to make provisions for alternative solutions in the event that delays of any kind on the day of the race prevent it taking place as initially planned.

4. DECISION BY THE AUTHORITIES

The decision by the authorities to authorise the organisation of the race is usually formalised by an **official document** used to regulate the holding of the event.

This official document grants rights and imposes duties on the organiser. The organiser must fully respect all directives received; in the event of a breach or serious accident, the official document may be used against the organiser.

THE INSTITUTIONAL FRAMEWORK FOR ORGANISATION



C

THE UCI

The International Cycling Union (UCI) is the association of national cycling federations.

The UCI's aims are the supervision, development, regulation and control of all forms of cycling at international level.

*With these aims in mind, the UCI draws up an **international calendar** every year.*

The organisers of events on this calendar are obliged to abide by UCI regulations in carrying out their organisational activities.

C.1

INTERNATIONAL CALENDAR



The UCI Calendar lists all international events in chronological order. The events are separated into more specific calendars, defined in accordance with the continent in which they will take place or by the category of participant.

THE UCI HAS ESTABLISHED THE FOLLOWING CATEGORIES:

- **Juniors - Men and Women (MJ and WJ):** riders aged 17 and 18
- **Under 23 - Men (MU):** riders aged from 19 to 22.
This category only exists for men.
- **Elite - Men and Women (ME and WE):** riders aged 23 and over for men and 19 and over for women.

An organiser must specify the event's rider category. The race will then be included on the appropriate calendar. However, the organiser must select an existing category: Junior, Under 23 or Elite. The event cannot be arbitrarily restricted to a different age category, except with the prior, specific authorisation of the UCI Management Committee.

THE VARIOUS CALENDARS OPERATE IN A PYRAMID SYSTEM. THE CURRENT CALENDARS ARE LISTED BELOW:

- **UCI WorldTour Calendar:** incorporates Men's Elite UCI WorldTour events.
- **Continental Calendars:** all Men's Elite and Under 23 events are registered on the calendar of the continent in which they take place. The following Continental Calendars exist: UCI Africa Tour, UCI America Tour, UCI Asia Tour, UCI Europe Tour and UCI Oceania Tour.
- **Elite Women Calendar:** all Elite Women's events.
- **Junior Men Calendar:** all events for Junior Men.
- **Junior Women Calendar:** all events for Junior Women.

Each of these calendars covers a **specific season** lasting 12 months. The start and finish dates of the calendar do not necessarily correspond to the calendar year.

In general, organisers choose to organise traditional events. But they may also choose to apply to organise a round of a UCI Cup, namely:

- UCI Women's Road World Cup,
- UCI Under 23 Men Road Nations' Cup,
- Junior Men Road Nations' Cup.

These events belong to the specific calendar for their category but also make up a series with its own classification. These events are noted for their very high quality.

The UCI selects events for these competitions after studying the files presented by applicant organisers. Any organiser may present an application. However, it is strongly recommended that an organiser should already have considerable experience in organising cycle races as only events that are stable, serious and have a good reputation will be selected.

An organiser wishing to receive more information on the UCI Cups should contact the **UCI Sport and Technical Department**.

The organiser must also decide whether to organise a one-day race (a single competition held on one day) or a stage race (at least two days of competition). Obviously the resources, infrastructures, etc. required to organise a stage race are different from those required for a one-day race.

THE ORGANISER MUST ALSO CHOOSE THE EVENT CLASS. THERE ARE THREE DIFFERENT CLASSES APART FROM THE UCI WORLDTOUR:

- **HC Class:** events of a very high sporting and organisational level,
- **Class 1:** events of a very good sporting level,
- **Class 2:** events of a lower sporting level, between professional and amateur.

Not all classes are used for all categories.

The organiser should choose a class in accordance with the objectives for the race, although the overriding factor should be financial and human resources, etc. Organising an HC Class event requires a significant mobilisation of resources. The demands involved in organising this type of event can be quite considerable. Conversely, a class 2 event requires a range of similar resources but on a much smaller scale.

Generally speaking, organisers start by organising a national-level event, then progress to a Class 2 event and on to Class 1 and HC if they have the capacity and desire to do so. The organiser must however have proven his/her abilities to be granted a change of class.

The international calendar is drawn up once a year for the following season. It is subject to approval by the Professional Cycling Council for all UCI WorldTour events and by the UCI Management Committee for all other events.



C.2

REGISTRATION PROCEDURE

In order to register an event on the calendar, the organiser must send a registration application for the event to the National Federation **every year**. The Federation then forwards the registration application to the UCI, dispatching a copy to their Continental Confederation, before the cut-off date set annually by the UCI.

If an event is scheduled to take place on the territory of more than one country, it can only be registered on the calendar with the agreement of all the countries involved.

The registration of the event on the calendar serves as an authorisation for organisation. However, it does not engage the liability of the UCI or the National Federation carrying out the registration.

Special case of **FIRST REGISTRATION ON THE INTERNATIONAL CALENDAR**

When an event is registered on the international calendar for the first time, the UCI must be provided with an event file. This file shall contain the following information as a minimum:

- type of race (discipline, event, format),
- description of the course including total distance in kilometres and, if appropriate, details of stages and circuits,
- type and number of teams and/or categories of riders desired,
- finances (prizes and primes, accommodation and travel expenses),
- organisational references.

If the file is accepted, the event will be registered for a probationary year on a date that is compatible with existing events on the calendar. The event may be monitored by a UCI technical delegate at the organiser's expense.

C.3

NAME OF THE EVENT

The organiser chooses **a name for the event**. This name should be neutral and not suggest a status that is inappropriate to the event. For example, an organiser cannot call an event "World Cup" if it is not part of this series. Furthermore, an organiser may not use the words "national", "regional", "continental" or "world" in the name of the event.

The organiser then submits the name of the event to the National Federation and the UCI; these may require an amendment if another event has an identical or similar name.

Once the name has been accepted by the UCI and the event registered on the international calendar, the organiser can only change the name by submitting a request to the UCI through the National Federation.



INSCRIPTION DES EPREUVES INTERNATIONALES 2020 UCI CALENDAR REGISTRATION FORM

L'organisateur doit compléter ce formulaire **uniquement de manière informatisée** et le retourner à la Fédération Nationale.
The organiser must fill in this form **only electronically** and send it by e-mail to its National Federation.
La Fédération Nationale approuve ce bulletin **uniquement de manière informatisée** et le transmet à l'UCI.
The National Federation approves this form **only electronically** and sends it to the UCI Sports Department.

Fédération Nationale / National Federation

(Veuillez choisir une fédération / Please choose a federation)

Epreuve / Event

Nom / Name

Dates

De / From

A / To

Dates souhaitées /
Requested dates

1^{ère} priorité / 1st priority

2^{ème} priorité / 2nd priority

Catégorie
souhaitée /
Category
requested

Classe
souhaitée /
Class requested

Hommes Elite & Moins de 23 ans / Men Elite & Under 23 = **ME**
Hommes Moins de 23 ans / Men Under 23 = **MU**
Hommes Junior / Men Juniors = **MJ**
Femmes Elite / Women Elite = **WE**
Femmes Junior / Women Juniors = **WJ**

Territoire / Territory

Oui / Yes

Non / No

L'épreuve emprunte-t-elle le territoire de plusieurs pays ?
Does the race run over the territory of several countries?

☐
☐

Si oui, merci de joindre l'accord de chaque Fédération concernée.
If so, please join the agreement of the Federation of each country concerned.

Approbation de l'organisateur / Endorsement of the organiser

Lu et approuvé par / Read and approved by

Nom / Name

Date

NATIONALES AU CALENDRIER UCI 2020 / ROUTE **FOR THE INTERNATIONAL EVENTS / ROAD**

par e-mail à sa Fédération Nationale **avant le 15 juin 2019.**
 tion **no later than 15 June, 2019.**

et par email au Département des Sports UCI **avant le 1^{er} juillet 2019.**
 partment by e-mail **no later than 1st July, 2019.**

Union Cycliste Internationale
 Département des Sports
 Sports Department
 Tél./ Phone : +41 24 468 58 11
 Email : road@uci.ch

Site Internet de l'épreuve / Event Web Site	E-mail de l'épreuve / Event E-mail

Organisation / Organization			
Nom de l'entreprise, société Company Name			
Personne responsable Person in charge		Salutation	
Adresse 1 / Address 1			
Adresse 2 / Address 2			
Ville / Town		Code postal / Zip Code	
Pays / Country		(Veuillez choisir un pays / Please choose a country)	
Téléphone / Phone		Mobile	
Courriel / E-mail			
Langue / Language			

Organisme de facturation (si différent) / Billing Organization (if different)			
Nom de l'entreprise, société Company Name			
Personne responsable Person in charge		Salutation	
Adresse 1 / Address 1			
Adresse 2 / Address 2			
Ville / Town		Code postal / Zip Code	
Pays / Country		(Veuillez choisir un pays / Please choose a country)	
Téléphone / Phone		Mobile	
Courriel / E-mail			
Langue / Language			

Approbation de la Fédération Nationale / Approval of the National Federation			
Lu et approuvé par / Read and approved by			
Nom / Name			
Fonction / Position			
Courriel / E-mail		Date	

C.4

MANAGEMENT OF THE CALENDAR BY THE UCI

The Calendar working group is responsible for examining the coherence of the international calendar each year. The working group examines all new requests for registration as well as applications to change the date or class of existing events. The working group's conclusions are put to the UCI Road Commission for approval and then sent to the UCI Management Committee for ratification.

The dates of events are fixed from one year to the next by reference to the number of weeks from the start of the year and to the day of the week.

e.g.

Monday of the 13th week of the year.

Any change of date of an event registered on the international calendar **must be submitted to the UCI** for prior authorisation by the organiser's National Federation. The UCI reserves the right to impose a fine on the organiser if the change of date or cancellation gives rise to complications (travel by commissaires, etc.). For this reason, the organiser should communicate any request for a date change, or notify the cancellation of an event, as soon as possible.

An organiser may wish to change the class of the event. All requests in this respect shall be examined taking into account the race reports from previous years, the event's reputation, the organiser's reasons for requesting the change, etc.

C.5

CALENDAR FEES

A fee is payable for the registration of an event on the international calendar; this is known as the calendar fee. The amount of the fee is set by the UCI Management Committee on an annual basis. The fee rates can be consulted on the UCI website.

The fee allows the UCI to send an international commissaire and anti-doping inspector to the event. In general, the fee does not cover all of the travel costs of international commissaires. The difference is fully assumed by the UCI.

The organiser must pay the fee within the deadline set by UCI regulations. A delay in payment will lead to the application of monthly penalties. If the calendar fee is not paid, the event will not be registered on the following year's calendar.

Organisers should exercise care when taking over existing events. The organiser will be considered as the successor to the previous organiser and must settle any debts left by the latter.

C.6

EVENT MONITORING BY THE UCI



C.6.1. COMMISSAIRE'S REPORT

A report of each event is drawn up by the President of the Commissaires' Panel. On the basis of this report, the UCI sends the organiser a letter describing any negative aspects of the event. This allows the organiser to improve the general organisation of the race for the following year. If the same problems are noted over consecutive years, the UCI may sanction the organiser, in particular by downgrading the event's class.

In the event that serious failings are noted, the organiser is sent a letter requesting that these failings be rectified the following year. If this does not occur, the race is withdrawn from the international calendar. Following the report, a race may be assigned a technical delegate the following year at the expense of the organiser.

The commissaire's race report is mainly drawn up with a view to supporting the organiser rather than with the objective of imposing sanctions. The report's conclusions must allow the organiser to improve the event.



EVALUATION

2019 - NAME OF THE EVENT



FINAL REPORT

Overall evaluation of the event for the attention of the Organiser



SAFETY

Summary in few words

Detailed evaluation



ACCOMMODATION

Summary in few words

Detailed evaluation



TV PRODUCTION

Summary in few words

Detailed evaluation



SPECTATORS AND COURSE

Summary in few words

Detailed evaluation



OUTSIDE OF THE EVENT

Summary in few words

Detailed evaluation

ON REPORT**OF THE EVENT -****ATION FOR TEAMS****ORGANISATION***Summary in few words**Detailed evaluation***ODUCTION****EUROPE SPECIFICS**

THE INSTITUTIONAL FRAMEWORK FOR ORGANISATION



D

THE ROLE OF THE NATIONAL FEDERATION

*The organiser must send its application to register the event on the **international calendar to the National Federation**. The National Federation then forwards the application to the UCI.*



The organiser must provide the National Federation with details of the event before it can be registered with the UCI. The following information shall be given:

- special event regulations; these regulations can only be printed in the race programme with the approval of the National Federation,
- competition programme and schedule,
- riders invited (rider category, teams, etc.),
- acceptance of entries, distribution of identification numbers,
- list of prizes and primes,
- financial arrangements regarding travel and accommodation expenses,
- feed arrangements (food available, quantities, feed zones, etc.),
- organisation of transport of participants and their baggage,
- description and detailed plans of the course including the start and finish areas,
- location of podiums and administrative offices (anti-doping control, secretary's office, press room, etc.),
- arrangements for stewards, safety and first aid,
- photo-finish and timing equipment,
- public address equipment,

The race prizes must be paid directly to the National Federation by the organiser. **The National Federation**, or any organisation appointed by it (e.g. national riders' association, etc.), is responsible for paying out the prizes.





THE KEY PLAYERS IN EVENT ORGANISATION

THE KEY PLAYERS IN EVENT ORGANISATION



A

THE PUBLIC AUTHORITIES

The contribution of the authorities represents a key “resource” to the organiser to ensure the successful completion of the project. In contrast to most other sporting events, the public authorities are involved in many aspects of organising an international road race.

Without the resources that the authorities make available, it would be very complicated, or indeed impossible, to organise an event.

States, regions, towns and other territorial structures contribute to events alongside organisers, and in certain cases replace organisers, for many different reasons.

A.1

REASONS FOR INVOLVEMENT BY THE PUBLIC AUTHORITIES



Among these reasons are the following:

■ HISTORICAL REASONS

The organisation of some events is inseparable from the sporting culture of the country, region or town. The organisation of the event is, above all, a continuation of a sporting tradition that is anchored in the community's social life.

■ SPORTS POLICIES

Political leaders at state and municipal level may implement sports policies on behalf of their citizens. This naturally leads them to assist National Federations, promote and structure sports activities and support the organisation of events, including cycle races.

■ IMPROVING LOCAL AMBIENCE

Cycling events create a buzz that can be an important consideration for political decision-makers. Cycle racing is almost unique as a top-level, popular sport that comes to the public, is free to watch and creates an ambience in the towns and regions it passes through.

■ THE IMAGE AND PROMOTION OF A COUNTRY AND REGIONS

The public authorities may invest in cycling to improve a region's image. Significant media coverage of an event may be much more effective than a standard promotional campaign. The event may thus be considered a special media vehicle by the authorities.

■ DIRECT ECONOMIC BENEFITS

There are economic benefits for a region hosting a major race. These benefits are generated by the money spent by the organisation's teams, media representatives, competitors and their entourage as well as the general public. The total involved may be considerably more than the initial sum invested by the public authority to host and organise the event.

■ PRESTIGE AND POLITICAL RECOGNITION

Political leaders at state, regional or municipal level who decide to host a cycling event, hope to gain benefits from it. In fact, if the event is a considerable success, they can take the plaudits for it, which may be a significant political coup. A major event may focus a spotlight on a town or region, thus gaining worldwide recognition.

This range of reasons can act as an incentive for the authorities to apply their human, financial, technical and logistical resources to ensure that an event is a success.



A.2

METHODS OF INTERVENTION BY THE PUBLIC AUTHORITIES

The interventions of public authorities can vary widely depending on the country, region and event.

The authorities may intervene in different ways:

■ AUTHORISING THE ORGANISATION OF THE RACE

The authorities own the public roads and regulate their use. This is the main way in which the authorities intervene in the organisation of an event.

■ CLOSING ROADS

Some major events benefit from the exclusive use of the road. Regulations are applied such that the road is exclusively reserved for the riders and vehicles accredited by the organisation. This arrangement allows the race route to be made safe to an optimum degree.

■ PREPARING AND ARRANGING THE ROUTE

The public authorities may intervene to:

- carry out the necessary road works and arrangements to allow the race to pass through,
- schedule or reschedule road works so as not to hinder the race,
- put up event signs,
- indicate and protect obstacles (traffic islands, road narrowings, etc.).

■ INFORMING AND ADVISING OTHER ROAD USERS

- informing road users of disturbances due to the race route,
- organising diversions for other road users.

■ EVENT SAFETY

- deploying the security forces (army, police, etc.) on the course and at various other sites,
- escorting and protecting the riders and entourage during the race (mobile escort),
- making mobile medical and health resources available during the event,
- mobilising hospitals and emergency services in the vicinity of the course.

■ PROMOTING THE EVENT

- mobilising resources for TV production and broadcast.

■ PROVIDING TECHNICAL AND LOGISTICAL SUPPORT

- providing technical resources and allocating frequencies for the event's communication channels,
- authorising helicopters and aeroplanes to fly over the race in order to provide race radio connections, TV coverage and HF relays as well as transport for guests if appropriate.

■ WELCOMING THOSE INVOLVED IN THE EVENT

- assisting those involved in the event (riders, sports delegations, international media representatives, etc.) with the issue of visas for entry to the country.

■ FINANCING THE EVENT

- contributing financially to the event's organisation,
- guaranteeing the organiser's loans,
- guaranteeing any operating losses made by the event.



ENVIRONMENT

The public authorities can provide waste sorting containers that the start and finish areas. They can also undertake the cleaning of the sites (start, finish, route) after the race has passed through.

THE KEY PLAYERS IN EVENT ORGANISATION



B

THE ORGANISATION TEAM

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

B.1

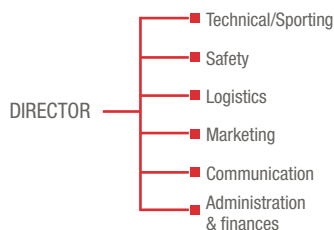
THE EVENT DIRECTOR AND THE MAJOR ORGANISATIONAL RESPONSIBILITIES



A race has only one director. This person should recruit competent officers responsible for specific areas of organisation. These persons are generally part of the operational management team and are always allowed to take autonomous decisions as necessary. This capacity to make rapid, autonomous decisions becomes very important during the race.

Example

The organisation chart can be applied to all types of road race, of whatever size:



As the chart illustrates, the operational management team is made up of the event director and his/her officers, known as sector managers. This group of people works very closely together. Regular internal coordination meetings are held.

The success of a race depends, to a large extent, on the quality of the sector managers. For this reason it is essential to carefully consider the recruitment of the right personnel. Of course, the example organisation chart may be changed depending on the size of the event. Several functions may be carried out by one person.

The listing of the various competences required to organise a cycling event, given below, provides an insight into the number and range of tasks to be conducted. These specifications are of course given for information purposes and may be adapted to each organisation team depending on the specific needs and capacities of the personnel involved. Those persons making up the operational management team may be volunteers (most commonly the case) or remunerated. The decision in this respect is up to the promoter of the project. Above all it depends on the resources available. In all events, it is highly recommended to apply a consistent rule to all staff operating at the same level.

B.1.1 GENERAL DIRECTOR

The favoured candidate for this position is someone who **already has experience in event organisation**, of whatever sort. A knowledge of cycling is a significant advantage however.

The director's profile depends on the structure of the organisational unit. Several cases are possible, including:

- the organisation has a **strategic management** body to which the director must refer. In this case, the director is dedicated to carrying out a strategy defined by this body.
- **the director is also the organiser.** In this case, it is up to the director to initially establish the project and then personally take strategic decisions.

In both these cases, the tasks involved in the post of director are the following:

- Drawing up a budget,
- Appointing the sector managers,
- Ensuring coordination between sectors,

- Making sure that the budget is respected by the sector managers,
- Representing the event to external bodies (public authorities, sporting authorities, partners, etc.),
- Ensuring the management of the project overall, in particular in administrative, financial and managerial terms.

After the event, the director requests each sector manager to submit a written report describing the relevant sector in detail as well as the tasks carried out. This allows a document to be drawn up that is extremely useful for future events.

B.1.2 TECHNICAL – SPORTING DIRECTOR

The favoured candidate for this position is a former competitor or someone with an excellent knowledge of road cycling. The sporting director must be fully at ease within this domain.

The tasks associated with this post include:

- Planning the race route (starts, finishes, feed zones, etc.),
- Making arrangements with the local authorities to allow the public road to be used,
- Making arrangements with the sporting authorities (registration on the National Federation calendar, approval of the course, sports regulations, arrangements for commissaires, prizes, etc.),
- Defining the race's logistical needs (barriers, parking, emergency evacuations, offices, ambulances, personnel, vehicles, etc.),
- Making arrangements with teams (invitations, selection, compensation, accommodation, transport, etc.),
- The management/organisation of race communications (race radio, public address system, etc.),
- The management/organisation of the movement of the race on the road (vehicles, drivers, etc.),
- The management/selection of timekeeping and photo-finish equipment and personnel,
- Drawing up special regulations for the event,
- The organisation/management of official ceremonies.

B.1.3 SAFETY AND ENVIRONMENT MANAGER

The person chosen for this post must have a minimum of experience in establishing safety plans. This person must have excellent knowledge of the local area through which the race will pass. A good relationship with the police and public services involved in safety, in the broadest sense of the term, is naturally a major asset for this position.

The safety tasks include the following:

- Defining the safety needs of the course, race offices and personnel (barriers, staff, other resources),
- Obtaining the agreement and co-operation of the public authorities responsible for safety,
- Coordinating the positioning of teams of volunteer marshals around the course in support of the police,
- Drawing up and implementing a traffic circulation plan for race vehicles as well as for the teams, general public, health services, etc.,
- Drawing up and implementing a safety plan (evacuation arrangements) for athletes, team members and the general public,



ENVIRONMENT

This person can also contribute towards the environmental requirements, as safety and environmental issues are often related. The role in this respect is one of surveillance and taking corrective action if necessary.

- Negotiating, obtaining and coordinating the participation of the various public and private services (police, army, health services, hospitals, private security staff, fire-fighters, civil defence officials, the Red Cross, etc.),
- Putting up access signs,
- Analysing and dealing with any problems that may arise concerning customs clearance and visas relating to the event crossing borders and the invitation of foreign teams,
- Managing access to the various event zones and implementing an accreditation system to regulate access.

B.1.4 LOGISTICS MANAGER

The person selected for this post should have experience of logistics and event organisation. This individual must forge good relationships with the public authorities as well as private entities. The logistics manager mainly makes his/her skills available to colleague sector managers.

The logistics manager has the following tasks:



- Locating, implementing and managing the necessary structures (*e.g. grandstands, offices, parking, pavilions, arches, etc.*) to allow the proper running of the race, as required by the sector managers,
- Locating, implementing and managing the necessary equipment (*e.g. barriers, toilets, protective safety gear, etc.*) to allow the proper running of the race, as required by the sector managers,
- Locating, implementing and managing the necessary technology (*e.g. screens, computing systems, radio/telecommunication networks, etc.*) to allow the proper running of the race, as required by the sector managers,
- Locating, implementing and managing the necessary services (*e.g. catering, accommodation, transport, etc.*) to allow the proper running of the race, as required by the sector managers,
- Managing the fleet of cars and motorbikes,
- Obtaining approval for all installations from the relevant authorities before the start of the event.

B.1.5 MARKETING MANAGER

This is an important job as, in the majority of cases, it is through marketing that most of the financial resources required for the proper running of the race are generated. The favoured candidate for this position is someone with a background in business and experience in advertising, trade or promotion.

The marketing manager has the following tasks:

- Drawing up proposals for economic partners (sponsors, patrons, advertisers, etc.),
- Presenting and selling advertising packages,
- Finalising (drafting and signing) agreements with partners,
- Ensuring that agreements with partners are adhered to and managing after-sales matters.

It should be noted that this aspect of organisation is often subcontracted. In fact, it often makes sense for an organiser to confide this task to an external service provider experienced in the domain (*e.g. newspaper advertising sales department, specialist*

agency, etc.) In this event, the agency or service provider is usually either remunerated by a fixed fee or on a commission basis.

Alternatively, it is often the case that the event director personally takes on the responsibilities and tasks in this domain.

B.1.6 COMMUNICATIONS/MEDIA MANAGER

The favoured candidate for this post is someone with knowledge of the communications sector or who is a natural communicator, both verbally and in writing. One of the main priorities for this person is to promote local communications (with newspapers, radio, television, the general public, etc.).

The communications/media manager has the following tasks:

- Drawing up and implementing a communications plan to promote the event as widely as possible, both with the media and the general public,
- Acting as a liaison with journalists,
- Making sure that journalists have the necessary resources to conduct their work (press room, means of communication, transport, etc.),
- Managing information flows, in particular in emergency situations,
- Working closely with the marketing manager in order to ensure the high profile of partners,
- Actively collaborating with commercial and institutional partners in order to ensure that these parties promote the event via their institutional communications.

B.1.7 ADMINISTRATIVE/FINANCE MANAGER

The favoured candidate for this post is a person with experience and training in the administrative sector. This person must have a solid background in the fields of finance, administration and law. In many ways, the administrative/finance manager acts as the event director's main assistant with the task of informing the director of the organisation's financial situation.

Whatever the event's budget, the administrative/finance manager is the guarantor of the event's credibility. If this aspect is well managed, the partners' confidence will grow year on year. For this reason it is vital to acquire the services of this type of manager.

He or she will carry out the following tasks, among others:

- Establishing, monitoring and managing the budget,
- Keeping and checking the accounts and drawing up the event's balance sheet,
- Issuing invoices and checking their settlement,
- Checking invoices received and ensuring their payment,
- Drawing up a cash flow plan,
- If necessary, preparing the tax documents required by law,
- Presenting the annual accounts,
- Managing all matters relating to personnel (volunteers and paid staff), e.g. payment of expenses, insurance, remuneration, etc.,
- Managing all matters relating to insurance, e.g. civil liability, accident insurance, vehicle insurance, property damage, etc.,
- Recruiting and managing volunteer staff.

B.2

OPERATIONAL TEAMS



B.2.1 ORGANISATION PERSONNEL

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

The organisation team, following the orders of the sector managers, fulfils a wide range of tasks in the sectors defined above (sport, safety, logistics, marketing, communications, administration) before, during and after the event.

Some organisers – generally professional organisers – employ permanent staff to carry out event preparations. These are paid personnel employed by the organiser under the terms of the individual country's employment laws. In the days after the event, this team also carries out a range of administrative and logistical tasks as appropriate.

Some companies only use paid staff to organise their events. However, this is relatively rare. In fact, most cycle race organisers rely on the contributions of volunteers who put in their efforts to a greater or lesser degree depending on their tasks. The contributions made by volunteers can vary greatly: from just a few hours on the day of the event to a considerable personal investment of time throughout the year; from a simple reception task to operational management.

A volunteer manager can be appointed to recruit through various organisations (clubs, associations, schools and educational establishments). However, it is often the case that volunteers are recruited through personal contacts or by spontaneous offers to help. Volunteers are often cycling enthusiasts, the relations of competitors or friends of the organisation team.

Although the relationship with volunteers is not a financial employer/employee arrangement, the organiser should nevertheless carefully manage the personnel and afford the appropriate respect and recognition taking into account the personal investment involved. This should earn the loyalty of those involved, which is vital to developing the organisation team.

Volunteers must also benefit from insurance cover for accidents and civil liability for the time during which they are working for the organisation.



B.2.2 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.

In general, these are individuals and companies with good knowledge of cycling events and the manner in which they operate.

These service providers may contribute in the following ways:

- structures at the start and finish areas (start and finish arches and podiums, particularly for stage races, as these require rapid assembly and disassembly),
- structures on the course (arches and inflatables),
- the provision and installation of the race radio network and technical assistance,
- timing and computer classification equipment,
- neutral race service (providing riders with spare wheels etc. during the race).





THE KEY PLAYERS IN EVENT ORGANISATION



C

PARTNERS

*An organiser may find it a more difficult task to secure **the funds** to put on an event than to organise the race itself. This guide provides basic information, but it does not replace the services that a specialist in the field can offer.*

C.1

METHODOLOGY AND TOOLS

To properly sell an event, the organiser should fully control and structure the marketing and commercial approaches.

■ MARKETING PACKAGE

This document, that can be accompanied by a video presentation and press review, should be drawn up in a professional manner and contain specific key information presented with marketing in mind and illustrated with recent, impactful images:

- | | |
|-------------------------------|-----------------------------|
| ■ Basic facts about the event | ■ History |
| ■ Concept | ■ Presentation |
| ■ Special features | ■ Communication plan |
| ■ Sporting characteristics | ■ Programme |
| ■ Marketing platform | ■ Range of solutions |
| ■ Packages offered | ■ Pricing |
| ■ Summaries and benefits | ■ Contact names and details |

■ MARKETING STRATEGY

Prior to any commercial preparations, **the organiser should define a marketing strategy** that incorporates a genuine positioning for its event. The stage in which a marketing strategy is conceived and developed is a very important one because it affords the event its relevance, dynamism, originality and ensures its present and future success. The notion of positioning means creating and cementing, in the minds of the public, a unique image for the event compared with competing races. This implies an in-depth knowledge of what the client (spectator or advertiser) wants as well as a good assessment of competing events in order to satisfy the client and provide a distinctive event. In this process, it is important to promote the unique nature and key assets of the event, in particular referring to qualitative and quantitative information. Positioning allows a cycling event to be made attractive, by means of price, accessibility and visual presentation.

■ LOGO AND GRAPHIC CHARTER

The visual presentation of the event requires special attention to be paid to **designing a logo and graphic charter which should include the official logos of partners** in order to give substance to the association between the partner and the event. The logos allow the partner to use the event for internal and external purposes, in this way providing the organiser with additional media coverage. The graphic identity of the event should appear on all communication media. The event positioning is thus the foundation for the entire sales campaign.



Sponsorship is now a completely accepted part of the communication approaches of large, medium and even small enterprises. As a consequence, it must fulfil the same assessment criteria as an advertising or promotional campaign. Before any decision is taken, the enterprise assesses the coherence of the communication solutions that the organiser offers. It also checks whether the requested budget corresponds to the value of the envisaged benefits. For this reason it is important to present a sound, serious proposal.



C.2

PARTNERS' OBJECTIVES



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

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

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

■ INCREASING VISIBILITY

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

■ DEVELOPING RECOGNITION

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

■ FORGING AND PROMOTING A SPECIFIC IMAGE

Due to the fact that advertising messages are often very image-based, road cycling is a popular sport among advertisers. Road races appeal directly to spectators because they can empathise with how tough it is for the riders. The spectators have an almost automatic sense of admiration for the riders.

Road cycling also promotes other values such as team spirit, dynamism, strength, solidarity, pushing oneself to the limits, the use of technology, human performance and excellence. Furthermore, cycling is considered an “ecological sport” or a “sustainable development sport”.

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

■ GETTING CLOSER TO THE CONSUMER

Road cycling is a popular sport appreciated by very many people of all social classes and ages. In contrast to many other sports, cycling is a free show that does not require spectators to go to a stadium; on the contrary the show comes to the audience. It





is for this reason that road cycling not only attracts lovers of the sport, but also the general public as a whole. The spectators at the roadside are often families and whole villages will turn out to watch a race pass. There is a festival atmosphere in many places when a race passes through. By associating with a cycle road race, a brand can get closer to consumers and build an emotional bond with them.

■ INCREASING INTERNAL MOTIVATION AND UNITING STAFF

Sponsoring a cycle road race allows a company to **unite its employees** around a sports project. Employees can become attached to the event and feel proud to see their company's colours paraded before a mass audience.

However, care should be taken because some employees may consider that the money spent on sponsorship could be better used in other areas. The company executives should ensure that they carefully inform their employees of the objectives and effect of the sponsorship project. They may also set up a number of internal activities to allow employees to feel fully involved. The organiser can offer to arrange meetings, invitations to attend the event, regular progress reports, the screening of a film, etc. for the company's employees.

■ RAISING PRODUCT AWARENESS / ALLOWING PRODUCT SAMPLING

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

■ CONDUCTING PUBLIC RELATIONS EXERCISES

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



C.3

POTENTIAL PARTNERS FOR THE EVENT



In certain parts of the world there are legal restrictions on sponsorship: examples are bans on advertising tobacco, alcohol, etc. Furthermore, UCI regulations prohibit deals with partners whose activities may be harmful to the reputation of cycling.

In theory, any company or entity could sponsor a cycle road race. There follow some suggestions for entities/companies to approach. There are essentially two different types of approach: one for municipalities, **public authorities and tourist bodies** that are interested in the event's social and territorial considerations; the other for economic actors, who are also interested in the social dimension but are mainly concerned with the marketing potential.

Furthermore, the organiser should use market research to draw up a detailed, up-to-date list of potential partners by sector of activity. To a great extent the options will depend on the region's economic fabric. Collaboration with a local economic institute such as a Chamber of Commerce is often an excellent approach to get the event known and to forge links with decision-makers during this commercial phase.

C.3.1 ECONOMIC ACTORS

■ LOCAL AND NATIONAL ENTERPRISES

Depending on the scope of the race, the organiser can contact **local, national or international businesses**. Obviously for a local race, sponsorship is more attractive to local enterprises in the region than multinational corporations. As cycle sport historically has close connections to specific areas, local enterprises that have interests close to the event venue are generally the most receptive to partnerships for these kinds of races. As a result of the image benefits and popularity at local level, regional-level enterprises often support a race as road cycling represents a free festival for local people.

Some enterprises can be approached to assist with the organiser's technical or operational needs. By offering a material contribution through a free supply or service (also described as barter), an enterprise can benefit from a comprehensive partnership. For example, motor manufacturers are frequently requested to provide race vehicles by cycle race organisers.

■ MEDIA

These enterprises can be radio or television channels, newspapers, websites, etc. The enterprises can experience a double benefit by becoming an event partner: as well as promoting recognition of the media entity among the general public, the event can also generate content for the media partner.



A sensible approach with the media (newspapers, magazines, radio, websites, TV) is often to propose an exchange. This means that the media does not pay cash for the sponsorship deal but instead provides advertising space and editorial support for the event. This advertising space can then be used to promote the race and its partners (communication plan).

C.3.2 INSTITUTIONAL ACTORS



■ TERRITORIAL AUTHORITIES

This category includes municipal, regional, provincial, national authorities, etc.

These bodies traditionally sponsor road cycling. In fact, they are indispensable to the organisation of a cycling event: it would be virtually impossible to organise a race without the assistance of the territorial authorities. Road cycling has two very appealing features to attract this type of partner. Firstly, a road race may give a lot of exposure to one or more towns or a region; this represents a means of direct promotion. Secondly, a road race has the advantage of allowing spectators to discover a whole region and all its attractions. This is achieved through television coverage or by photographs in the press. Territorial authorities often fund cycle road races through their tourism promotion budgets.

■ GOVERNMENTAL ENTITIES

This category concerns **ministries** (sports, health, tourism, interior, etc.). In some countries, these ministries have a budget to promote their activities to the general public.

■ NATIONAL STATE LOTTERIES

These organisations often have a **legal obligation to return part of their income to projects in the public interest** (culture, sports, leisure, etc.).

■ NATIONAL OLYMPIC COMMITTEE

Some NOCs receive financial support from the state that they must use to promote sport. The organiser should automatically contact its NOC to check whether any financial aid is available.

■ PATRONS

On occasion a company, **foundation or individual may wish to support a cycle road race free of charge** and without benefiting from any commercial or marketing recompense, in other words without expecting a return on investment. These individuals and/or entities are often motivated by their love of road cycling. In this case, patrons can be offered the opportunity to benefit from certain tax deductions.



C.4

PRODUCTS FOR THE ORGANISER TO PROMOTE AND MARKET

In addition to distinctive symbols, such as the award of a denomination or status (Official Partner, Main Partner, Leading Partner, Official Supplier, etc.) or the use of the event logos, the organiser can offer **a brand several different types of service**. The volume and quality of what is offered the partner depends, of course, on the package bought.

C.4.1 VISIBILITY RELATING TO THE EVENT



■ EVENT COMMUNICATIONS MEDIA

Marketing is very closely related to the image and reputation of a product and special attention must be paid to an event's communications. This interdependence of communication and marketing is very important as this relationship allows the overall impact and dynamic nature of the event to be portrayed.

The partners should be systematically included in communications about the race. Of course the association will depend on the package sold to the partner. However, as a general rule, the main partners should benefit from the following advantages, among others:

- printing the partner's logo on all the organiser's publications (press pack, posters, communiqués, website, social media messages, official displays, programmes, etc.),
- logo included in race advertising (press inserts, posters, promotion plan, press conference, evening presentation, etc.).

■ ADVERTISING MEDIA ON THE COURSE

The purpose of this kind of **advertising media** is often solely to convey sponsors' messages (usually partners' logo). The media can take the form of rigid advertising boards, banners, tarpaulins, advertising arches and gantries, road markings, distance signs, start ramps, etc. Located at strategic points around the course, this advertising media can have a greater or lesser effect depending on its dimensions and positioning, particularly for events benefiting from TV coverage.

■ ADVERTISING MEDIA AWAY FROM THE COURSE

This advertising media often has the primary function of serving as **decoration, providing information, etc.** The organiser may thus use the entire official podium area and start and finish areas to display partners' names using banners, podium backdrops, flags or other items which serve both as decoration and advertising.

In general terms, both on the race circuit during the event, as well as away from the course at the start and finish areas, it is possible to make arrangements that are very satisfactory to the partners and interesting to the spectators. It does take a bit of imagination by the organiser, but it is true that the organiser has freedom of action and a wide range of options.

■ PUBLIC ADDRESS ANNOUNCEMENTS

If a public address system has been installed on the race circuit and/or at the start/finish areas, the organiser may use this **to broadcast promotional messages** on behalf of its partners.

In the start and finish areas, the announcer may also request that the spectators do not leave litter.



ENVIRONMENT

In the start and finish areas, the announcer may also use the public address system to request the public not to leave litter.

■ PROMOTIONAL VIDEOS

If giant screens have been installed on the race circuit and/or at start/finish areas to allow the spectators to follow the race, the organiser may use the screens to **broadcast promotional video clips** (advertising) for its partners.

■ OFFICIAL PROGRAMME

An organiser often prints an official programme for the race. This may be aimed at both the public and the riders (it can include a technical guide and special event regulations) or may be intended solely for distribution to spectators, providing them with information on the event. The organiser can use this resource to highlight the event's history, shine a spotlight on the organising committee (management and volunteers) and above all offer exposure to event partners. However, if the document is intended solely for riders and their entourage, it is highly advisable not to overload it with advertising.

In addition to these very visible methods of communication, the organiser also has several other ways of promoting its partners by displaying their names, logos, slogans, etc. These include:

- **Leaders' jerseys** (in accordance with UCI regulations),
- **Staff clothing**,
- **Bibs** for photographers/camera operators,
- **Individual passes/accreditations**,
- **Official stickers/vehicle accreditations** (cars, motorbikes and logistics lorries),
- **Race numbers/frame numbers** (in accordance with UCI regulations),
- **Organisation vehicles**.



C.4.2 HOSPITALITY OR PUBLIC RELATIONS PROGRAMMES

This aspect of marketing is known as public relations in some countries.

The concept is to offer companies access to the race as VIPs accompanied by their clients, partners, employees or other persons of significance. In addition to providing seats with a good view of the race (stand at the finish line), **the organiser may also offer the company additional services** such as catering, reserved parking, places in a vehicle following the race or entertainment (video screens, meetings, hosts, souvenir presents). The purchase of hospitality packages has become very widespread in companies' communications policies; they are frequently requested. Hospitality is also a useful tool to introduce the event to individuals who do not know the sport, often important decision-makers, in this way increasing the opportunities for partnerships in the medium term. It is up to organisers to assess the benefits and drawbacks of the various solutions and to adapt their marketing packages to local conditions.



C.4.3 COMMERCIAL AND EVENT-BASED OPERATIONS

This refers to giving the partner brands of the event **the opportunity to carry out commercial and/or event-based operations appropriate to their sector of activity**. This could take the form carrying out information-gathering operations at the course, either offering spectators special deals or encouraging them to enter competitions to allow a client database to be compiled.

Brands may also be interested in promoting their products by the distribution of samples at the event, either through the publicity caravan, by hostesses at the start and finish areas or by promoting products in the partner village.

C.5

OTHER EVENT PRODUCTS



Care should be taken as the prevailing quality and hygiene standards apply even if only **SNACKS** are being served. Another important point: ensure that there is uniformity of pricing throughout the venue. Contracting out the concession of restaurants and mobile snack bars to a single service provider or partner can be an advantageous solution for an organiser.

Care should be taken; although it is often thought that this is an easy way to make money, it should be noted that there is virtually no tradition of **MERCHANDISING** in cycling. Although merchandising represents a significant income for many large football clubs, the revenue for the organisers of even major cycling events remains rather modest. This type of activity is usually reserved for the most popular events.

■ CATERING

The issue here is not to sell a service off to an external enterprise but rather to **generate income** from selling food and drink to the spectators at the event.

The use of fixed or mobile refreshment stalls mean that spectators can eat and drink during the race, allowing the organiser to generate earnings.

■ MERCHANDISING

This concerns generating income from selling novelties and souvenirs to the spectators at the event as well as others interested in the race.

It can however be an important tool in promoting the image of the event. **Merchandising** can be a success at lesser events if attended by sufficient numbers of people and having a significant impact in the country or region in which the event is held such that the spectators want to have a souvenir of the event. Contracting out this task to an «Official Licence Holder» can be an advantageous solution for an organiser.



■ EXHIBITORS' VILLAGE

In order to **capitalise** on the large target audience at the event, the organiser can set up a village dedicated to the event's partners to allow them to exhibit products, sell goods and welcome guests to a dedicated site. The village must be set up at a strategic location in terms of the flow of visitors to the event. The facilities must be attractive and relaxed. The concept of a village of this type is particularly suited to events that are held on a circuit where the spectators are concentrated within a specific area. Special attention should be paid to the choice of exhibitors who should be in tune with the positioning of the event (for example selecting enterprises selling local produce or companies from the world of cycling). In this way the village will not turn into a market that could devalue the event.

C.6

ENCOURAGING LOYALTY BY CREATING A PARTNERS' CLUB



Encouraging the loyalty of partners lies at the very core of the marketing and commercial considerations of an event. Setting up a «partners' club», bringing together all the partner enterprises, their directors and decision-makers, is nowadays viewed as essential to cementing the event's long-term links. Active throughout the year (not just during the event) and promoting an upbeat atmosphere that favours exchanges and conviviality, the main purpose of these clubs is to create a feeling of belonging for all the members and to establish a suitable environment to generate meetings and potential common business opportunities for the partners' decision-makers.

THE KEY PLAYERS IN EVENT ORGANISATION



D

THE MEDIA

The media coverage of an event is particularly important to the organiser. It allows the prior promotion of the event and means that the general public can follow the race, sometimes live. For the event's partners, it can also offer guaranteed exposure of their brand or region to a large audience and in this way influence the event's business model and promote its continuity.

The organiser must thus gain the interest of the media and ensure that media representatives attend the event. Increasingly organisers must create their own content to be broadcast via the Internet and social media.

The biggest events benefit from TV coverage. Organisers now dedicate a great deal of effort to the production and broadcasting of TV images. The technical considerations of TV production are covered by a special section in Chapter 4 (Technical and Sports Preparation for the Event).

D.1

CONTACTING AND INFORMING THE MEDIA

Whatever the size of the event, the organiser should identify and invite the journalists and photographers who may be interested in covering the race. Different types of media may be interested:

- the specialist media,
- local and regional media,
- national and international media,
- press agencies.

The event's media and communications manager (who may be a professional press attaché for major events) is **responsible for contacting and managing** all journalists and press representatives. The organiser should represent a reliable information source over the years for all media representatives interested in the event.

The organiser must be ready to help all media representatives, taking into account their particular interests. All information that is useful and usable by the media should be provided by means of press files, press communiqués, etc. One or more press conferences may be organised before the event. The communication campaign should obviously start well before the actual event.

The information to be provided varies depending on the type of media:

■ THE SPECIALIST MEDIA

are naturally interested in the **sporting aspects**: the course, the challenges and strategic points, the riders and teams, the honours to be won, the event's history, expert comments, etc.

■ THE LOCAL MEDIA

also deal with the **sporting side** of the event but in general are very interested in the local dimension of the event and all information of interest to their **local audience**. The local media is keen to describe subject such as: the festivities organised for the event, any major personalities invited, preparations for the event, the members of the organisation team, the recruitment of volunteers, local riders competing in the event, the economic benefits of the event, good locations at which to spectate, information on road closures, etc.

■ THE GENERAL MEDIA

is interested in the above subjects and also, whether **national or international press**, may be interested in non-sporting subjects such as tourism, the economy and other social matters related to the event environment or location.

■ PRESS AGENCIES

are interested in concise, verifiable information such as the list of starters, brief description of the route, etc.

The organisers must thus **provide press organisations with as much information** on the event as possible, and indeed even suggest possible subjects, well in advance





of the day of the race. All media representatives must be given a definitive list of starters the day before the race. The organisation's press manager, or other appointed person, should draft a concise daily account of how the race unfolded and its main points of interest. This summary, the race results and possibly one or more photos are sent to media organisations not attending the race as soon as possible after the finish. This information may also be provided without delay on the event website or a partner website.

■ NEW MEDIA

New media incorporates media organisations that prefer to use, or exclusively use, the **Internet for distribution**, whether for news reporting or features, or for television (webtv) or radio (webradio) broadcasting. New media should definitely not be neglected. Some specialist sites reach a very large audience and represent an excellent means of communication. Many events can be followed in real time on the Internet by text updates or streaming (audio or video data feed).

■ SOCIAL MEDIA

The expression «social media» covers a range of activities that involve **technology, social interaction** (between individuals and groups of individuals) **and content creation**. Social media incorporates many different approaches such as RSS feeds, blogs, photo sharing (Flickr, etc.), video sharing (YouTube, etc.), social networks (Facebook, Twitter, etc.). Information presented through this media can also be taken up by the traditional media.

It is in the organisers' interest to use new media by creating and organising content. If this is done properly, organisers receive a major benefit: **the immediacy of information**.



D.2

RECEPTION AND ACCREDITATION



The organiser should invite the media by sending them an **accreditation** application in accordance with the UCI-approved form.

The media should be informed of the location and times of opening of the accreditation centre by the organiser. The organisation's communication manager sets up a reception desk and welcomes each media representative upon arrival.

Some race organisers provide transport and even accommodation for some or all of the journalists. It is up to the organiser – or the partners, in particular public bodies responsible for promoting tourism – to decide whether to offer these benefits to the media.

D.3

REQUIREMENTS FOR THE PRESS

■ BEFORE THE RACE START

The press room should **only be accessible to accredited persons** and members of the race organisation team to ensure that good working conditions are maintained. The press room is generally made available once the race headquarters have opened on the day before the event. It must be equipped such that it fulfils the media requirements expressed in the accreditation forms (see page 88).

Before the start of the race, the organiser and the President of the Commissaires' Panel **should invite all media representatives covering the race**, as well as a TV representative, to a briefing in which the conditions of their following the race are explained. Bibs for photographers and camera operators are distributed during this meeting. These bibs afford access to the race convoy and the finish line. The bibs are different colours depending on the location to which they give a right of access.

■ DURING THE RACE

Each press organisation may only have **one car** and **one motorbike** in the race convoy, unless otherwise authorised by the organiser. These vehicles must be fitted with an accreditation plate issued by the organiser.

All vehicles must be fitted with a receiver that can be tuned in to the race radio channel. Accredited persons receive information and instructions from the commissaires as the event is under way.

The organiser must require press vehicles to **be driven by experienced drivers** with knowledge of cycling events and how to manoeuvre during cycle races. The drivers may be journalists or technical staff. Each press organisation is responsible for the skills of the drivers and/or motorbike riders that it employs.







Filming or taking photographs from a moving car is prohibited.



ENVIRONMENT

It is generally recommended to group journalists together in vehicles in order to restrict the number of vehicles following the race. Vehicles' exhaust fumes pollute the air. This pollution of course depends on the degree of ventilation in the area and the composition of the exhaust fumes. The fumes depend on the type of engine (petrol or diesel) and the engine speed (idling, cruising, accelerating, decelerating, etc.). The more vehicles there are in a restricted area, the higher the level of fumes will be, especially if there is no wind to disperse the fumes. In a cycle race, these adverse conditions can accumulate: even at idling speed, a large number of vehicles in an enclosed space or narrow valley can cause a build-up of fumes. Cyclists can thus be very exposed, in particular in events in mountainous areas. Idling, accelerating and decelerating can cause fumes to be produced that have CO₂ levels five to 10 times higher than when engines are running at cruising speed. This deterioration of air quality is likely to affect the riders' physical potential at strategic points just when they are at the limit of their physical capacities.



The drivers and motorbike riders are responsible for their vehicles and must obey the orders and directions given by commissaires and the organiser at all times. In some events, the organiser makes one or more cars and/or motorbikes available to journalists and photographers so that they can follow the race. The organisation's press manager decides the allocation of cars and motorbikes to the media representatives who want to make use of this service.

■ AFTER THE FINISH

■ THE POSITIONING OF PHOTOGRAPHERS

The positioning of photographers behind the **finish line** is explained in Chapter 4 (Technical and Sports Preparation for the Event).

■ BEHIND THE FINISH LINE

After the finish, journalists want to get the riders' reactions as quickly as possible. In order to facilitate their work, the organiser should set up an **area reserved for the press** and team staff immediately after the finish line. This area must be sufficiently large and be subject to strict access controls.

■ FLASH INTERVIEW

The flash interview **area is reserved solely for the host TV broadcaster**. It is located in the immediate vicinity of the official podium. This area is used for television interviews with riders taking part in the podium ceremony. In general, these interviews take place before, or just after, the ceremony.

■ MIXED ZONE FOR INTERVIEWS

In major events, a **mixed zone for radio and TV journalists** is made available near the podium. This allows riders to be interviewed after the official ceremony. The positions of the media representatives are defined by the organiser in accordance with an order of priority.

■ PRESS ROOM

Only properly-accredited persons are allowed access. The press room is generally open two hours before the finish of the race. It should be equipped in such a way as to meet the needs of the media as expressed in the accreditation forms. The race results and communiqués by the organisation should be given to all the journalists in the press room without delay. It is preferable that this information is given directly and personally to the journalists working in the press room.

■ RIDERS' PRESS CONFERENCE

The size of the room for the press conference depends on the importance of the event and the number of media representatives present. The press conference generally takes place in the press room unless the finish is too far away from this location. This case, a videoconference system can be set up to link the press room to the finish line. Usually the winner of the event, or the first three riders, attend the press conference, as well as the leader of the general classification in a stage race. Refreshing drinks should be made available to the riders in this area.



D.4

BROADCAST OF TV IMAGES



The organiser owns the images of the event. These may be provided free of charge or sold to various broadcasters.

See Chapter 4 - J - TV production



CARE IS REQUIRED WITH THE FOLLOWING ISSUES:

- marketing and distributing TV images requires a good knowledge of the TV industry.
- the distribution of TV images abroad automatically implies the production of an international signal (audio and video).

In general, the host broadcaster is responsible for the production and national broadcast of the images. With regards to the distribution of images to other channels (whether nationally or abroad), the organiser has a range of solutions.

Either the host broadcaster is made responsible for selling and distributing the images to third parties, or the organiser decides to take on this task itself. However, only a few races benefit from live national and/or international coverage. It is even more rare for organisers to manage to sell the television rights to their race.

For the great majority of organisers, other modes of media coverage, some of which are very effective, must be exploited. Some examples:

■ NEWS

when the national TV channel is not interested in broadcasting the race live, it may produce a short summary of a few minutes duration. These images can be used in a general sports programme.

■ REGIONAL TELEVISION CHANNELS

many countries have regional television channels, sometimes funded by the regional authorities. Their main interest is local events. This kind of coverage is not generally live, but tends to be a daily summary.

■ SPORTS TELEVISION CHANNELS

many sports channels have developed around the world; they are often looking for content. Care should be taken as these channels usually require the organiser to carry out the TV production.

The TV coverage of a road cycling event is a costly matter and it is not always in the organiser's interest to bear this considerable expense. In some cases, it is better to abandon the idea of TV coverage. It must be emphasised that very many excellent cycle races take place each year without TV coverage. These races use other means of communication and address other audiences and have developed very well in sporting, human, financial and organisational terms.

THE KEY PLAYERS IN EVENT ORGANISATION



E

BUDGET AND FINANCIAL MANAGEMENT

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

The prize list, calendar fees and other considerations established by the UCI are, quite naturally, higher for top-level races. Furthermore, the conditions under which races are organised vary widely from one country/continent to another. Some organisers do not have to pay for the services provided by the police, security services, army etc., while others have to assume relatively heavy costs.

A first step is to determine the minimum amount necessary to organise the event. In practical terms, this involves the following stages:

■ DEFINING THE CHARACTERISTICS OF THE RACE

- cone-day or stage race,
- class, category,
- teams taking part and the origin of these teams.



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

■ ESTABLISHING THE OPERATING BUDGET

On the basis of the standard form provided in appendix, the organiser enters the envisaged **income** and **expense** items line by line in order to calculate and analyse the budget. The organiser bases his/her estimates on proven figures obtained from contacting other organisers and by checking ideas with third parties (e.g. sports marketing or event organisation specialists). In principle, the budget should be based solely on definite income (e.g. a signed sponsorship contract). Income that is uncertain or conditional (e.g. bonus from sponsor for media interest) must be excluded, unless this covers expenses of the same type (publication of a souvenir book after the race, etc.).



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

■ DRAWING UP A CASH FLOW PLAN

Another problem that may arise is a cash flow crisis. Some organisers, although for all intents and purposes financially viable and healthy, **are confronted with a temporary lack of liquidity**. This is quite a frequent problem for the simple reason that sponsors tend to want to pay their contribution after the race, when the service has been provided, while the expenses borne by the organiser are often due for payment before or during the race.

In order to find out whether the event is likely to suffer cash flow problems, a cash flow plan should be drawn up in advance. This is a matter of listing the due dates of payments to be made over the coming 12 months and comparing these with the due dates of income to be received during the same period. This exercise will quickly give a good idea of the cash flow situation throughout the year. If it is noted that at a certain time of year there will be a cash flow problem, a bridging loan should be negotiated with a financial institution with which the organiser cooperates. It is understandable for sponsors not to want to pay all of their contribution before the event. It is also normal for service providers to request an instalment, or even the entire sum, once the service is partially or fully completed. This situation is more likely to occur in the first few years of an event before a relation of trust has been built up between partners. As the event continues year after year, the partners gain confidence, get to know each other and a cash flow problem can often be resolved internally by a renegotiation of payment due dates.

■ PUTTING A FINANCIAL CONTROL TOOL IN PLACE

A financial control or **reporting tool** is essential because it allows the organisation's financial position to be pinpointed each month. This task is confided to the finance manager who is also responsible for keeping accounts in accordance with the legislation of the country in question.

■ DRAFTING INTERNAL REGULATIONS ON THE REIMBURSEMENT OF EXPENSES

Organisation staff will have expenses relating to their activities (travel, hotels, meals, etc.). It is recommended that rules should be drawn up from the very start to set out the conditions for the reimbursement of these expenses.

■ HIRING AN AUDITOR

Depending on the size of the event and/or the prevailing legal obligations in the country, it may be worth **having an audit conducted and having the annual accounts certified**. This practice is particularly recommended if an organiser receives subsidies or contributions from the public authorities.

Example Budget (the following tables are available from the UCI website and are ready to be used by the organiser)

Budget for the year	
Figures expressed in (EUR, USD or other currency):	
Name of the organiser:	
Name of the race:	
Category:	
Version no. and date:	

INCOME	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Sponsoring (cash)	2	A		—
Grants, subsidies and others (cash)	3	B		—
Services in kind	4	A-B-C	—	
Ticketing	5			—
Hospitality and merchandising	6			—
Advertising (official programme)	7			—
TV Rights	8			—
Other income (to be specified)	10	C		—
TOTAL INCOME			—	—

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Team travel costs	11		—	—
Prize money and team bonuses	12		—	—
Accommodation/team transportation	13		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL TEAM EXPENSES			—	—

PREVIOUS YEAR'S RESULT (CASH + KIND)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0%	
PREVIOUS YEAR'S RESULT (CASH + KIND)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Preparation of race routes	14		—	—
Facilities/photo-finish services/timing + results management	15		—	—
Facilities/radio-communication services and race radio	16		—	—
Allowances for commissaires/officials	17		—	—
Transport/accommodation for commissaires	18		—	—
Calendar fees, fees, licences, contributions, etc.	19		—	—
Anti-doping control	20		—	—
Trophies, medals, flowers, awards, etc.	21		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL EXPENSES RELATED TO SPORTING ACTIVITIES			—	—

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Insurance	22		—	—
Police services	23		—	—
Barriers, protection, etc.	24		—	—
Medical services, in and out of competition	25		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL EXPENSES RELATED TO SAFETY			—	—

PREVIOUS YEAR'S RESULT (CASH + KIND)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	

(CASH + KIND)	PREVIOUS YEAR'S RESULT	DIFFERENCE IN %	DIFFERENCE	COMMENTS
–	+ 0	0.0 %		
–	+ 0	0.0 %		
–	+ 0	0.0 %		
–	+ 0	0.0 %		
–	+ 0	0.0 %		
–	+ 0	0.0 %		

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Temporary constructions	26		—	—
Publicity materials (banners, advertising stencils, etc.)	27		—	—
Signs, direction arrows and distance markers	28		—	—
Payment for use of premises	29		—	—
Cleaning	30		—	—
Public address system and video screens	31		—	—
Supplies (water, power, etc.)	32		—	—
Vehicles	33		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL EXPENSES RELATED TO LOGISTICS			—	—

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Production and printing of documents	34			
Promotion (advertisements, mailings, publicity, website, press conferences, etc.)	35		—	—
TV production costs	36		—	—
Entertainment	37		—	—
Receptions and hospitality (VIP)	38		—	—
Merchandising	39		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL EXPENSES RELATED TO COMMUNICATIONS AND PUBLIC RELATIONS			—	—

PREVIOUS YEAR'S RESULT (CASH + KIND)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	

PREVIOUS YEAR'S RESULT (CASH + KIND)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	
—	+ 0	0.0 %	

EXPENDITURE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR KIND	CASH
Salaries and staff allowances	40		—	—
Social security contributions	41		—	—
Volunteer costs	42		—	—
Travel and representation costs	43		—	—
Rent	44		—	—
Secretariat and administration	45		—	—
Leasing of event name	46		—	—
Taxes and duties	47		—	—
Other expenditure (to be specified)	10	C	—	—
TOTAL OVERHEADS			—	—

INCOME	RÉF. INSTRUCTIONS	ANNEXE	BUDGET DE L'ANNÉE EN COURS NATURE	CASH
Gross operating surplus			—	—
Financial charges (-)	48		—	—
Financial products (+)	49		—	—
Depreciation (-)	50		—	—
Allocation to provisions (-)	51		—	—
Release of provisions (+)	52		—	—
NET RESULT			—	—

DEFICIT GUARANTEE	REF. TO INSTRUCTIONS	ANNEXE	BUDGET OF CURRENT YEAR MAXIMUM AMOUNT	AMOUNT USED OF THE GUARANTEE
—	53		—	—
—	53		—	—
—	53		—	—
—	53		—	—
Total deficit guarantees			—	—
Final result			—	—
FINAL RESULT			—	—

INSTRUCTIONS FOR PREPARING THE BUDGET OF A ROAD RACE

1

INDICATE IN WHAT CURRENCY THE BUDGET IS DRAWN UP (*in principle the currency of the country in which the race takes place*). The figures can be expressed in thousands; in this case, this must be indicated (e.g. thousands of EUR or KEUR).

2

ENTER THE TOTAL AMOUNT TO BE RECEIVED IN CASH FROM SPONSORS. If there are several sponsors, it may be useful to draw up a list of the receivables from each. Note: do not write in this cell, but fill out Annexe A. The figures entered in Annexe A will automatically appear in this cell.

3

SAME COMMENT AS FOR SPONSORS. Note: do not write in this cell, but fill out Annexe B. The figures entered in Annexe B will automatically appear in this cell.

PREVIOUS YEAR'S RESULT (CASH)	DIFFERENCE	DIFFERENCE IN %	COMMENTS
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	
–	+ 0	0.0 %	

4

IF THEY REPRESENT SIGNIFICANT ENTRIES, BENEFITS IN KIND MUST BE VALUED. This includes the amount (value of the service) and the nature of benefits under a contract «in kind». If necessary, the corresponding amount will be listed on the expenditure side. Note: do not write in this cell, but fill out Annexe A-B-C. The figures entered in Annexe A-B-C will automatically appear in this cell.

5

REVENUE FROM THE SALE OF TICKETS TO THE RACE. Note that road cycling is traditionally a «free access» sport for spectators!

6

PUBLIC RELATIONS: revenue from sales of special VIP tickets to the race and/or sales of food/beverages (bars). Merchandising: revenue from sales of merchandise and/or programmes. Note that the budget should be based on definite income (e.g. a signed

sponsorship contract). Income that is uncertain or conditional must be excluded, unless this covers expenses of the same type.

7

THE ORGANISER can transform the technical guide of the race into an official programme. In this case, the organiser can sell advertising space in the publication.

8

IN SOME CASES, the organiser manages to sell the television broadcasting rights of the race to one or more TV channels.

10

LINES ARE LEFT BLANK FOR TOPICS that were not foreseen in the standard model made available to the organiser (explain the type of revenue or expenditure).

Note: do not write in this cell, but fill out Annexe C. The figures entered in Annexe C will automatically appear in this cell.

11

SUM OF TRAVEL EXPENSES PAID BY THE ORGANISER TO INVITED TEAMS. The amount is calculated on the basis of the UCI regulations. It must also include any additional amounts negotiated by the organiser and all or some of the teams.

12

THE SUM OF THE PRIZE MONEY AND PRIMES (spot prizes) paid to the teams and riders by the organiser. The amount is calculated on the basis of the UCI regulations (scale of minimum prizes) but must also include any additional prizes offered by the organiser as described in the event's special regulations.

13

COST OF ACCOMMODATION/CATERING to be paid by the organiser in accordance with UCI regulations and any special agreements negotiated with the invited teams. The calculation should be based on estimates prepared by the selected hotels. If the organiser plans one or more transfers during the race, the costs of these must be shown here.

14

EXPENDITURE RELATING TO THE PREPARATION OF THE RACE ROUTES: marking the road, reconnaissance, signposting, improvements to road surface, etc.

15

FACILITIES / PHOTO-FINISH SERVICES, TIMING AND RESULTS MANAGEMENT. In general, a service provider draws up an estimate for the services offered.

16

FACILITIES / RADIO COMMUNICATIONS (for press room, race radio, etc.). In general, a service provider draws up an estimate for the services offered.

17

ALLOWANCES FOR COMMISSAIRES/OFFICIALS To be calculated on the basis of rates given by the National Federation and the UCI (national and international commissaires).

18

THE ORGANISER MUST GENERALLY PROVIDE COMMISSAIRES (national and international) with transport, accommodation and food..

19

AN INTERNATIONAL RACE and its staff must be registered with the National Federation and the UCI. Note: the contribution to the costs of doping controls and other mandatory sports fees charged by the UCI and/or the National Federation should be included in this item. To be calculated on the basis of rates given by the National Federation and the UCI.

20

CHECK IN ADVANCE who is responsible for carrying out doping controls and the analysis of samples. If these costs are borne by the organiser, enter the amounts involved here.

21

THE ORGANISER SHOULD PROVIDE A BUDGET for awards to winning riders / teams. Podium ceremonies require certain items (flowers, medals, trophies, etc.), as well as the leaders' jerseys during stage races.

22

THE UCI REGULATIONS REQUIRE THAT ALL ROAD EVENTS HAVE ADEQUATE INSURANCE COVER. The organiser must consider taking out civil liability insurance and, where appropriate, insuring the people who work at the event, as well as the organisation's property. Special attention must be paid to obtaining cover for individuals, vehicles and buildings/land provided by third parties.

23

IF THE ORGANISER HAS THE COOPERATION OF THE POLICE, the authorities may want to charge for the services provided or request that the organiser provides the police officers with accommodation and food. If the organiser does not receive any support from the police, the services of a private security company will have to be secured.

24

IN ADDITION TO SECURITY PERSONNEL (police or other), a race route must always have barriers, safety padding/mattresses, crossing points for spectators, etc.

25

THE ORGANISER SHOULD PROVIDE A BUDGET for ambulances and medical personnel attending the race. It is not uncommon for local authorities to also require arrangements to be made to ensure spectator safety.

26

IF STRUCTURES SUCH AS GRANDSTANDS, advertising arches, tents, start ramps, toilets, etc. are necessary, the expected cost (request estimates) should be indicated here.

27

IF SPONSORS DO NOT SUPPLY THE ADVERTISING MATERIAL required to carry out contractual services themselves (putting up banners), the expected cost (request estimates) of these materials should be indicated here.

28

THE EXPECTED COST (request estimates) of signage and route indicators (distance markers, last kilometre sign, etc.) should be indicated here.

29

SOME PROPERTY owners will make their premises (conference rooms, offices, etc.) available to the event but will request compensation and/or that the organiser covers the cost of cleaning and returning the venues to their original condition.

30

SPECIAL ATTENTION SHOULD BE PAID TO CLEANING THE RACE ROUTE and spectator areas. Cycling must protect its image and it is therefore essential that the organiser ensures that the areas occupied by the race are cleaned after the event. In particular, remember to take down all signs and remove any road surface paintings.

31

THESE SYSTEMS ARE NOT MANDATORY, but they contribute greatly to the spectators' enjoyment.

32

IF THE LOCAL AUTHORITIES do not make these supplies available free of charge, the organiser must include them in the budget.

33

BY DEFINITION, THE RACE NEEDS VEHICLES. The officials (commissaires, organiser, doctors, information officials, etc.) need to follow the riders; thus cars and motorcycles are essential. This item includes: fuel, taxes, maintenance, equipment, vehicle leasing, etc. (depreciation is described under a separate heading).

34

FOR TECHNICAL REASONS (see UCI Regulations), but also for promotional reasons, the organiser must produce a large number of documents. These include maps, technical guides, official programmes, posters, start lists, etc.

35

TO PROMOTE THE RACE, the organiser should plan a marketing campaign and draw up the corresponding budgetary item..

36

IN VERY MANY CASES, NATIONAL OR LOCAL TELEVISION is willing to take care of TV production provided that the organiser covers the production costs. If paying for TV production, the organiser can attempt to sell the rights to a broadcaster.

37

TO LIVEN UP THE RACE VENUES (start/finish areas, race route, etc.) the organiser can arrange entertainment such as music, dance performances, street theatre, etc. Remember that these activities have a cost (artists' fees and logistics) and they should therefore be included in the budget.

38

IN ORDER TO RECEIVE IMPORTANT GUESTS (sponsors, authorities, etc.) in an appropriate manner and to have the option to sell hospitality/public relations packages, the organiser should arrange specially reserved areas and provide related services (drinks, meals, gifts, etc.). Any revenue from the sale of such packages should be included under item 6 of the budget.

39

IN ORDER TO PRODUCE AND SELL MERCHANDISING (novelty goods, souvenirs), the organiser must budget for the manufacture of these items. Take care to carefully assess the quantities needed for both sales and the organiser's requirements (e.g. VIP gifts). Any revenue from the sale of such products should be included under item 6 of the budget.

40

SALARIES AND STAFF ALLOWANCES. Like any other company, the race organisation must pay its employees and compensate any professionals who work for it on a freelance basis. If the race organisation uses only volunteers, this heading is not used.

41

EMPLOYER CONTRIBUTIONS TO STAFF SOCIAL SECURITY CHARGES (generally relating to contributions due under the statutory social security system).

42

ALL COSTS RELATING TO VOLUNTEERS. Here are some examples: clothing, meals, travel, accommodation, allowances and not to forget - if applicable - insurance.

43

REIMBURSEMENTS TO STAFF for costs incurred by their activities for the organisation (travel, hotels, meals, etc.). Where required, such reimbursement should comply with the amounts set out by the organisation's internal rules.

44

ANY RENTAL COSTS (offices, warehouses, conference rooms, etc.).

45

ALL OPERATING COSTS OF THE RACE ADMINISTRATION AND SECRETARIAT (office equipment, postage, telephone, etc.).

46

IN SOME CASES, AN ORGANISER TAKES OVER AN EXISTING RACE and must pay the previous organiser a fee to continue using the event's name.

47

TAXES AND DUTIES (e.g. VAT).

48

INTEREST AND FEES PAID to banks and other lenders.

49

INTEREST EARNED on the organiser's bank deposits, assets, etc.

50

DEPRECIATION ON PROPERTY (e.g. vehicles, equipment, etc.) belonging to the organiser that relate to the event. Investments are described under a separate heading.

51

INCREASES IN PROVISIONS FOR RISKS AND CHARGES (e.g. provision for litigation with a sponsor).

52

DECREASES IN PROVISIONS for risks and charges following the resolution of a problem.

53

DEFICIT GUARANTEES are sometimes granted by local or national authorities as they want a race to be organised in their area. This takes the form of a sum made available by the authorities to cover any deficit. In other words, this amount is only paid to the organiser if the event posts a loss. Note that, generally speaking, very strict guidelines apply to the granting of such guarantees.

ANNEXE A

REVENUE FROM SPONSORS		
SPONSOR NAME	KIND	CASH
Main sponsors		
TOTAL MAIN SPONSORS	0	0
Other sponsors		
TOTAL OTHER SPONSORS	0	0
TOTAL REVENUE FROM SPONSORS	0	0

ANNEXE B

GRANTS, SUBSIDIES AND OTHERS		
SPONSOR NAME	KIND	CASH
Name		
TOTAL REVENUE FROM GRANTS, SUBSIDIES, AND OTHERS	0	0

ANNEXE C

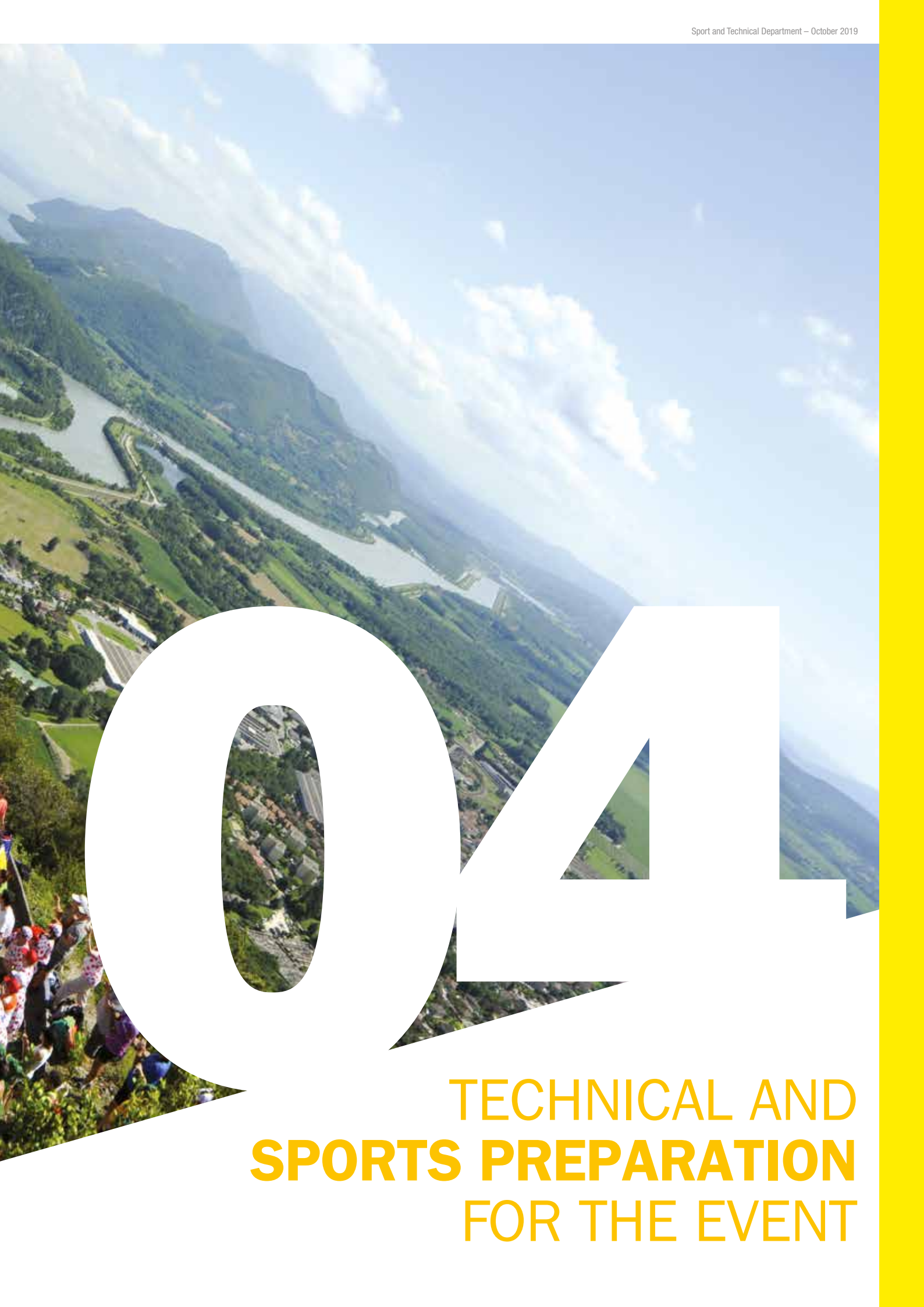
OTHER INCOME REVENUE		
SPONSOR NAME	KIND	CASH
Details of revenue		
—		
—		
—		
TOTAL OTHER REVENUE	0	0

OTHER EXPENSES		
SPONSOR NAME	KIND	CASH
Details of other «team cost» expenses		
—		
—		
—		
TOTAL OTHER TEAM COST EXPENSES	0	0
Details of other «sport costs» expenses		
—		
—		
—		
TOTAL OTHER SPORT COST EXPENSES	0	0

ANNEXE C (SUITE)

OTHER EXPENSES		
SPONSOR NAME	KIND	
Details of other «safety cost» expenses		
—		
—		
—		
TOTAL OTHER SAFETY COST EXPENSES	0	0
<hr/>		
Details of other «logistics cost» expenses		
—		
—		
—		
TOTAL OTHER LOGISTICS COST EXPENSES	0	0
<hr/>		
Details of other «communications cost» expenses		
—		
—		
—		
TOTAL OTHER COMMUNICATIONS COST EXPENSES	0	0
<hr/>		
Details of other «overheads» expenses		
—		
—		
—		
TOTAL OTHER OVERHEADS EXPENSES	0	0
<hr/>		
TOTAL OTHER EXPENSES	0	0
<hr/>		





TECHNICAL AND **SPORTS PREPARATION** FOR THE EVENT

TECHNICAL AND
SPORTS PREPARATION
FOR THE EVENT



A

THE COURSE



A.1

DIFFERENT ASPECTS OF THE COURSE

Sporting considerations and the riders' safety are paramount in selecting the course. Media requirements, and in particular TV requirements, should be taken into account but not to the detriment of the sport.

A.1.1 GENERAL SPORTS CONSIDERATIONS



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

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

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

In stage races, as far as possible there should be alternation between flat stages for sprinters, undulating stages that favour breaks and mountain stages for climbers.

The most difficult stages should be kept until the final days of the event in order to preserve the sporting interest. It can be a good idea to organise an individual time trial or even a team time trial in stage races over four days long. The duration of stage races is governed by regulations and varies depending on categories. The duration of such races should always be submitted to the UCI for approval.

Organisers should also respect the average distance for the event in accordance with its class and category. Moreover, no stage should exceed the maximum daily distance allowed. In long stage races (lasting 11 days or more), one or two rest days are necessary and indeed mandatory.

The UCI regulations set out all these requirements.

A.1.2 SPECIAL SPORTS CONSIDERATIONS

The following points deserve special attention:

■ HALF-STAGES

The organiser may decide to **organise two half-stages in a day**, i.e. **a stage in the morning and another stage in the afternoon**. The organisation and number of half-stages that may be included are governed by the class, category and duration of the event. Half-stages are prohibited for some events; in other events they may be allowed, depending on the duration of the race.

The riders' well-being is the priority when considering whether to organise half-stages. There must be sufficient recovery time between the two half-stages. The riders must have time to shower, eat and rest.

In general, riders do not like half-stages. For this reason, their systematic use is not recommended.



It should be noted that half-stages are not allowed in one-day events.



ENVIRONMENT

The organiser can issue messages to encourage spectators to attend the event using public transport, possibly organised specially for the occasion. The organiser can also decide to locate the start and finish areas at places that are well served by public transport.



ENVIRONMENT

It is highly advisable to provide two litter zones in which the riders can dispose of unwanted items (empty bottles, packaging, food bags, etc.):

- the first litter zone should be located in the 500 m prior to the start of the feed zone,
- a second litter zone should be located in the 1000 m following the end of the feed zone.

The organiser is responsible for providing a team to clean up the feed and litter zones after the riders have passed through in order to avoid large amounts of litter being left behind.

■ CIRCUITS

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

The organiser has two options:

- organising the whole event or stage on a circuit,
- using a finishing circuit for the event/stage preceded by a standard road race (place to place).

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

■ If an event or stage is to be run on a circuit, the circuit must be at least **10 km long**. The event organiser may request the UCI for an exemption of this provision. Such a request must be sent to the UCI at least 90 days before the start of the event through the National Federation. The request must comprise a detailed description of the course and explain the reasons justifying an exemption. However, **circuits under 7 km long are not allowed under any circumstances**.

■ For circuits of between **10 and 12 km**, only one vehicle per team carrying out an official sporting function is allowed to follow the race.

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

- The circuit must be at least 3 km long;
- The maximum number of laps of the circuit shall be:
 - 3 laps of circuits of 3-5 km,
 - 5 laps of circuits of 5-8 km,
 - 8 laps of circuits of 8-10 km.

An exception is made for stage races if the an exception is made stage and final stage is held on a circuit: in this case, the circuit must exceed 5 km in length and the total distance covered on the circuit must not exceed 100 km.

Commissaires will take all necessary measures to ensure that the event respects the regulations, in particular if there is a change of the race situation after entry onto the circuit. This would be a serious problem for stage races where the distance is the overriding factor. All riders must complete the same distance. Any configuration in which riders can be lapped, stopped but then return to the start line the following day is prohibited.

■ FEED ZONE

Organisers must provide a feed zone in a road race. **The feed zone is essential if the event is over 150 km**. In events under 150 km, food can be passed directly from team managers' cars. A feed zone can also be provided for long time trials.

A feed zone is a dangerous place; accidents often occur here. For this reason it is essential to consider its location with care in order to maximise the riders' safety. **The feed zone is generally 500-1500 m long**. It must be located away from built-up areas on a flat, or preferably slightly uphill, section of road, in this way making it easier for the team assistants and allowing the riders to catch hold of food bags.

A feed zone on a downhill or sharp uphill section is not allowed under any circumstances. It is preferable for the feed zone to be on a straight section of road so that the riders can look ahead to identify where their team assistants are standing. There must be enough space (parking, verges, etc.) to allow team cars to park without hampering the flow of traffic before the race arrives and to avoid any risk to the riders.

■ PROLOGUE

Stage races may start with a prologue. A prologue is a very short time trial. It can only be held on the first day of the event. A prologue counts as a day of the race, but not as a stage. **The following day's stage is considered to be the first stage.**

The prologue must observe certain conditions:

- Less than 8 km for Elite and Under 23 Men and less than 4 km for Elite Women and Juniors.

- Start intervals of less than a minute between riders if there are more than 60 competitors.
- The prologue counts towards the individual general classification.
- The prologue should be the only event of the day (no half-stages, etc.).

If a rider crashes and cannot finish the prologue, he/she will be allowed to start the following day but will be credited with the slowest time for the prologue. Once the event starts, the course can only be used by the competing riders and their following vehicles. This safety requirement may be an important consideration when selecting the course.

■ TIME TRIAL

Organisers should select the course for a time trial **based on the duration of effort rather than the distance**. An individual time trial should represent 20-60 minutes of effort depending on the terrain (flat or mountains). In a stage race, the organiser must exercise care when deciding the distance of a time trial in order to avoid distorting the event and removing the sporting interest from the subsequent road stages. In a traditional-style time trial, the first half of the course is usually fairly flat, followed by one or two minor climbs (1-3 km) in the second half in order to preserve the sporting interest.



THE ORGANISER HAS SEVERAL OPTIONS FOR A TIME TRIAL COURSE:

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

Once the event starts, the course can only be used by the competing riders and their following vehicles. This safety requirement may be an important consideration when selecting the course.

DRAWING UP THE STARTING ORDER FOR TIME TRIALS

The organiser should arrange groups of riders and start times in conjunction with the Commissaires' Panel. There are several options.

- **If the organiser decides to have a prologue or time trial on the first day of the event, there are no restrictions on deciding the starting order of riders.** In this case, the starting order is usually determined in the following manner: if, for example, there are 18 teams of seven riders, there will be seven groups made up of one rider from each team, i.e. 18 riders. The riders start at identical time intervals.

Team managers provide the commissaires with the order in which they would like their riders to start at the licence check. This allows the list of starters to be drawn up.

The Commissaires' Panel and the organiser draw up the list of starters. To maintain the event's sporting interest, it is desirable to place riders who are time trial specialists and who have similar sporting performance levels close together in the starting order, generally as the later starters.



- **If a time trial takes place during a stage race, the starting order is the reverse of the individual general classification on time. If two riders from the same team follow each other, this order may be changed by the commissaires.** If the time trial comprises several laps of a circuit, then the organisers should ensure that the riders start in groups or «waves». The riders of each wave must have completed a full lap and passed the finish line for the first time before the subsequent wave starts. Consequently, in an event of two laps for example, the organiser should estimate the time required for the riders to complete the first lap. If the organiser estimates that a lap of the circuit will take 15 minutes, and riders start in one-minute

intervals, then only 13 or 14 riders should start in the first wave. The second wave will start only after the last rider of the first wave has finished the lap. This process then repeats.

The estimated times should be calculated by the organiser and checked by the Commissaires' Panel. Start times cannot be changed during the time trial, as riders warm up according to the starting order. Once this has been communicated to the riders, it cannot be modified. The system of starting riders in waves reduces the risk of timekeeping errors and the possibility of two or more riders crossing the finish line at the same time, one finishing the time trial and the other still with a lap to complete. This procedure also allows the commissaires to maintain optimum control over the race and prevents the circuit from being blocked by following vehicles.

■ **The organiser may choose to include a team time trial in a stage race.** This must be scheduled in the first third of the event. A team time trial requires wide roads throughout in order to allow teams to safely overtake each other.

The organiser should take into account that time trials mean that teams have to bring more special equipment (bikes, wheels) for the riders. This means an increase in the logistical organisation required, in particular during a stage race where standard equipment is also needed. It must not be the case that a time trial becomes a disincentive to some teams because of the logistical complications, leading these teams to decline invitations to participate. Furthermore, when teams at quite different levels are participating in an event, a time trial may count against the more modest teams who do not have the same equipment resources as teams on higher budgets.

This problem can be resolved, and parity established between teams, if the organiser uses its specific regulations to prohibit the use of time trial bikes.



■ **When the first stage of an event is a team time trial, the organiser can choose the order of the teams, or draw them at random.** If the previous year's winner is competing, his/her team shall be the last to start. Standard procedure is to decide the starting order randomly.

The starting order of teams in a team time trial during a stage race is the reverse order of the team general classification with the exception of the team of the leader of the individual general classification – this team starts last.

The starting intervals between teams in a team time trial should be longer than for an individual time trial as the average speed is higher and the performances more heterogeneous.

It is recommended that the list of start times should be displayed in the start area to allow consultation by the managers and riders.

One or two intermediate time checks should be provided on the course. The intermediate times should be communicated by race radio and, if possible, by electronic displays at the intermediate points.

A.1.3 SAFETY CONSIDERATIONS

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

General points:



ENVIRONMENT

Out of respect for the riders, the organiser should avoid heavily polluted areas as much as possible (industrial towns, etc.), particularly if there are other options for the race route.



■ When establishing the route, **the organiser should take into account locations or situations that may present a safety risk** (whether to the riders, entourage, spectators, etc.). If there is a choice between different routes, that involving any potential dangers such as narrow roads, dangerous junctions, heavy traffic, bottlenecks, roads in poor condition and road works should be avoided. If, as is often the case, the organiser is left with no choice between two options, then special arrangements may be necessary to guarantee safety.

■ The organiser **must however take care to avoid obstacles** such as road narrowings, traffic islands and speed bumps in the final few kilometres. These obstacles must not be present in the last kilometre.

■ The organiser may of course **use narrow roads** if these do not present any particular dangers.

■ **The route should be adapted to the character of the event or stage.** Requirements differ for mountain stages, where riders pass in small groups, and flat stages, where the race tends to pass in a large peloton.

■ It is sensible to approach **the authorities and appropriate administrative officials** during the stage of defining the route in order to ask their advice, involve them in the project and take into account any comments that they may make to avoid problems in the future.

■ In some stage races, held in mountainous regions in the early season or spring, it is important to be able to implement appropriate measures to counter **any weather risks** that may make the initially scheduled route impracticable.

The weather conditions may be very bad (snow, ice) and the route become unsuitable for the riders, in particular climbs and descents. Under such conditions, it is not acceptable to allow the race to set out on the initially conceived route if there are risks to the riders' safety. Thus the weather should be assessed the evening before a stage and, if necessary, an alternative route (plan B) proposed by the organiser after consultation with the President of the Commissaires' Panel and representatives of the teams and riders.

A.1.4 OTHER CONSIDERATIONS

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

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

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





A.2

RECONNAISSANCE OF THE COURSE



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

To achieve this task, the following equipment is essential:

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

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

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

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



ENVIRONMENT

While surveying the course, the organiser can also record any damage noted. In this way any subsequent accusations of causing harm can be circumvented.

CH.4. A.2 TECHNICAL AND SPORTS PREPARATION FOR THE EVENT

RECONNAISSANCE OF THE COURSE

Example route notes

Course map



↑ R. du bœuf

P — Drapeau jaune

↑ ilot ou autre obstacle

EVIAN-LES-BAINS

EVIAN-LES-BAINS

entrée commune

sortie commune

insérer les noms des communes en MAJUSCULE et les noms des lieux-dits en minuscule.

↑







la flèche indique la direction de la course.


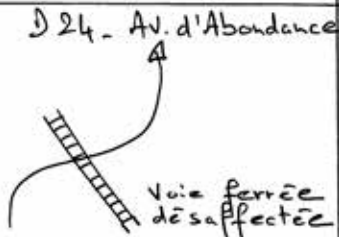

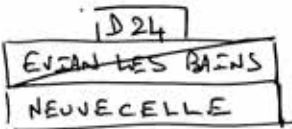

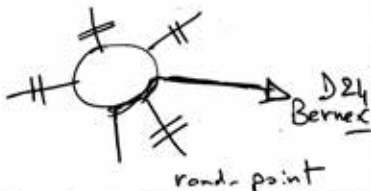

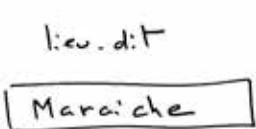

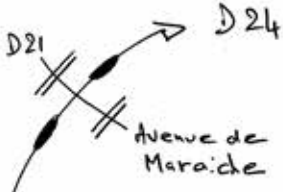

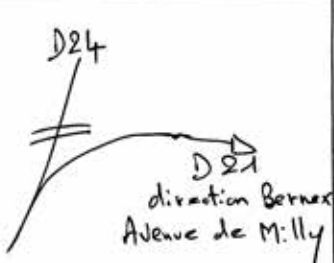
↑

passage sous pont

↑

passage sur pont

PHOTOS	SCHEMAS	KILOMETRAGE	ALTITUDE
	EVIAN-LES-BAINS (Haut Savoie). NS Quai de Blonay ligne de départ Rue Edouard et Gaspard Folliet	0 km - départ fictif.	383 m
	NS Quai de Blonay	0,1	383 m.
	NS Place du port.	0,2	383 m
	NS Bernex - D 24	0,4	383 m.
	D 24 place de la libération	0,6	
	D 24 Avenue d'Abondance Bd Jean Jaurès	0,8	397 m.

PHOTOS	SCHEMAS	KILOMETRAGE	ALTITUDE
		1,3 km	440 m.
		1,7 km. Départ réel 1 km 0 et début côte - 6PM	437 m.
		0,1 km	460 m.
		0,4	457 m
		0,5 P drapacou jeune	458 m
		0,8	470 m

PHOTOS


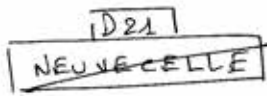

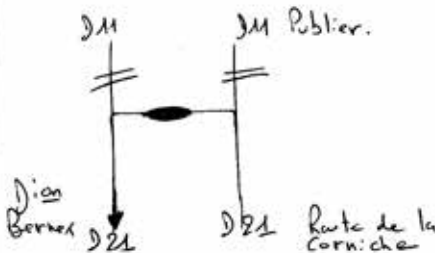

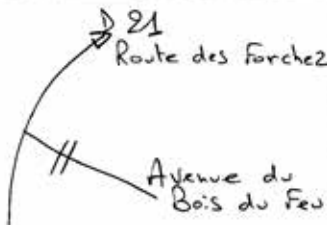

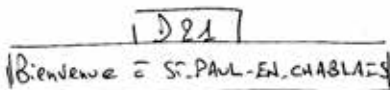

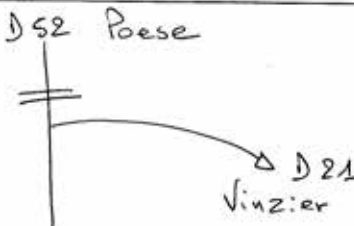

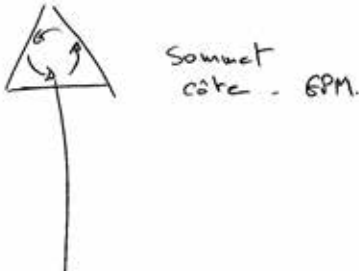
SCHEMAS

KILOMETRAGE

ALTITUDE

	<p>lieu-dit</p> <p>Verlagny</p>	0,9	475 m.
	<p>D21</p> <p>le Forcher</p> <p>passage sur pont</p>	1,3	488 m
	<p>D21</p> <p>A</p> <p>Id.</p> <p>Milly</p>	1,5	501 m
	<p>D21</p> <p>A</p> <p>Av. d'Evian</p> <p>Centre village Neuvicelle</p>	1,7	507 m.
	<p>D21</p> <p>A</p>	2	521 m.
	<p>D21</p> <p>A</p> <p>la Verniaz</p>	2,2	531 m.

Example route notes

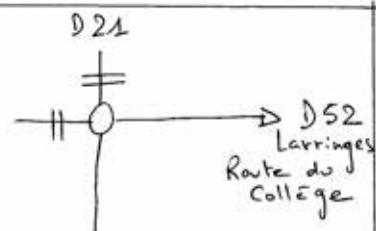
PHOTOS	SCHEMAS	KILOMETRAGE	ALTITUDE
		2,5	552m
		3,9	622 m.
		6	722 m.
		7,1	789 m.
		7,4	801 m.
		8,1	855m.
			calcul d'énivellé 855m - 437m = 418m.

PHOTOS

SCHEMAS

KILOMETRAGE

ALTITUDE



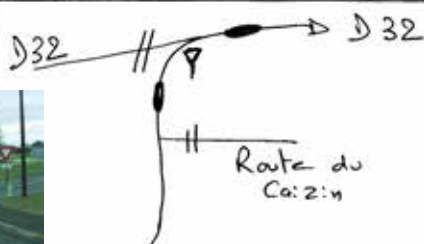
9,1

864 m.



11,2

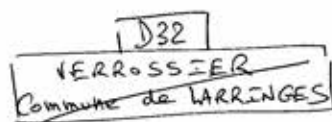
832 m.



11,2

832 m

P drapeau jaune



11,5

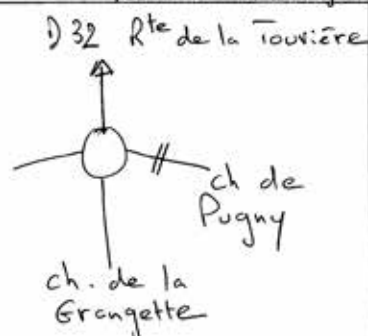
823 m.



12,2

809 m.


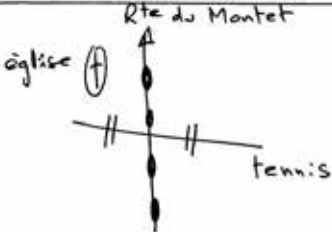



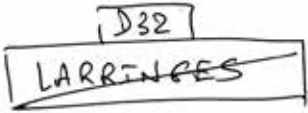

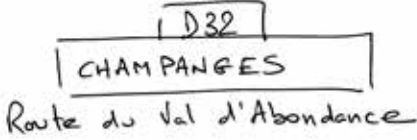

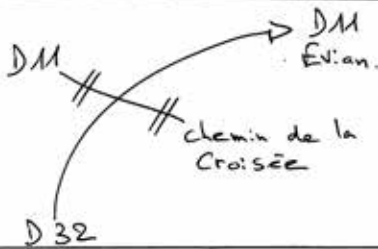

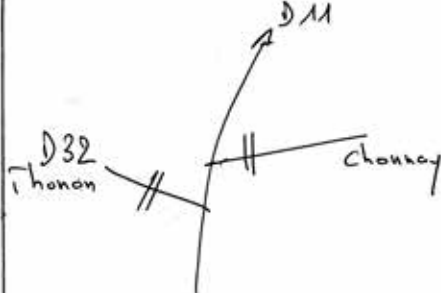
P drapeau jaune



12,3

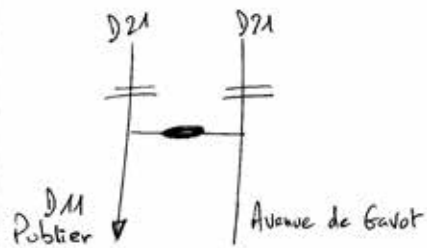
802 m.

P drapeau jaune

PHOTOS	SCHEMAS	KILOMETRAGE	ALTITUDE
		12,5	802 m.
		12,9	796 m.
		13,2	784 m.
		13,9	756 m.
		14,5	721 m.
		15,2	688 m.



SCHEMAS



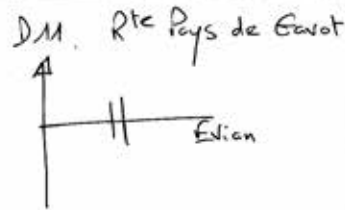
KILOMETRAGE

ALTITUDE

17,3

623m

P drapeau jaune



18,1

602m.



AVULLIGOZ
che du Publier

19,2

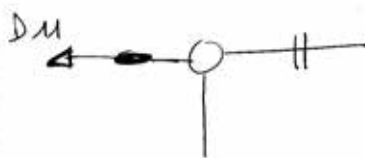
522m.



PUBLIER
~~AVULLIGOZ~~

19,9

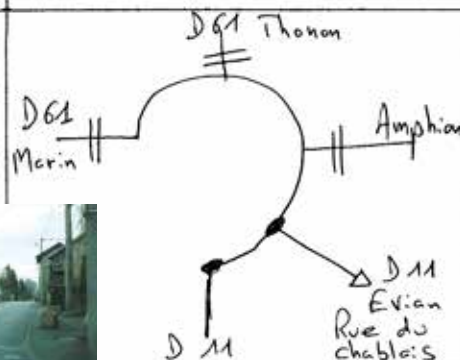
524m.



20,1

513m.


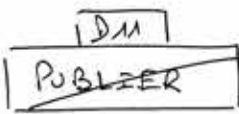


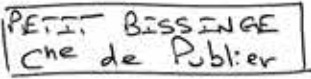

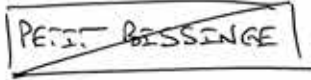

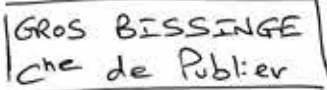




P drapeau jaune









20,3

498m.

P drapeau jaune

		20,4	510 m.
 	 ralentisseurs + balisettes	20,7	497 m. P drapeau jaune
		20,9	479 m.
		21,2	480 m.
		21,5	458 m. P drapeau jaune ralentisseurs + balisettes.
	 Avenue des Rives du Léman.	21,7	456 m.

PHOTOS	SCHEMAS	KILOMETRAGE	ALTITUDE
	<div>EVIAN-LES-BAINS</div> <div>Route de Bissinges.</div>	22,5	435 m.
	<div>MJC</div> <div>Thonon</div> <div>NS</div> <div>Centre-Ville</div> <div>Avenue Anna de Noailles</div>	23,2	401 m.
	<div>NS</div> <div>Centre ville</div>	23,5	390 m.
	<div>NS</div> <div>P drapeau jaune</div> <div>prendre voie de droite</div>	23,7	384 m.
	<div>NS</div> <div>centre-ville</div> <div>Quai Baron de Blonay</div>	24	377 m.
	<div>EVIAN-LES-BAINS</div> <div>Arrivée à hauteur du Casino</div> <div>Quai Baron de Blonay</div>	24,3	374 m.

CH.4. A.2 TECHNICAL AND SPORTS PREPARATION FOR THE EVENT

RECONNAISSANCE OF THE COURSE

Example race route itinerary

Route details and time schedule compiled after drawing up route notes

DISTANCE		ROUTE	ITINERAIRE		HORAIRES	
A parcourir	Parcourue				43 km/h	38 km/h
		N5	EVIAN-LES-BAINS (Place du Casino)	Départ fictif	14:00	14:00
			Quai Baron de Blonay			
			Place du Port			
			Place de la Libération			
			Avenue d'Abondance			
24,5	0,0	D24	EVIAN-LES-BAINS (Avenue d'Abondance)	Départ réel	14:04	14:04
			NEUVECELLE			
24,0	0,5		Maraîche		14:04	14:04
23,5	1,0		Carrefour D24 - D21		14:05	14:05
		D21	Verlagny			
23,0	1,5		Milly		14:06	14:06
20,5	4,0		Carrefour D21 - D11		14:09	14:10
17,0	7,5		SAINT-PAUL-EN-CHABLAIS (Carrefour D21 - D52)		14:14	14:15
15,5	9,0		Côte de Saint-Paul	Côte de 4ème catégorie	14:16	14:18
			Carrefour D21 - D52			
13,0	11,5	D52	Verrossier (Carrefour D52 - D32)		14:20	14:22
12,0	12,5	D32	LARRINGES		14:21	14:23
9,0	15,5		CHAMPANGES (Carrefour D32 - D11)		14:25	14:28
7,0	17,5	D11	Carrefour D11 - D21		14:28	14:31
5,0	19,5		Avulligoz		14:31	14:34
4,0	20,5		PUBLIER (Carrefour D11 - D61)		14:32	14:36
3,5	21,0		Petit Bissinge		14:33	14:37
3,0	21,5		Gros Bissinge (Carrefour D11 - D111)		14:34	14:38
2,0	22,5		EVIAN-LES-BAINS (Carrefour D11 - N5)		14:35	14:39
0,0	24,5	N5	EVIAN-LES-BAINS	Arrivée	14:38	14:42





A.3

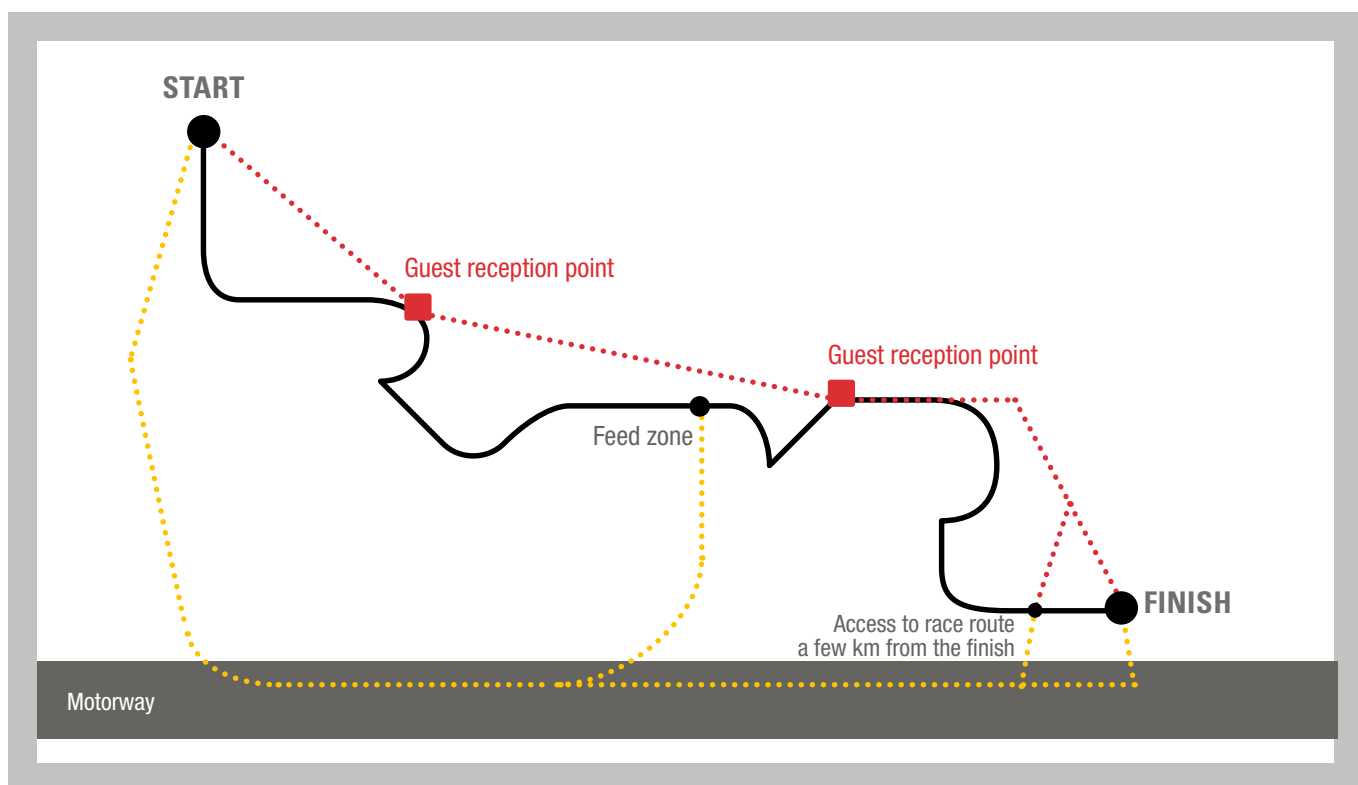
THE OFF-RACE ROUTE

The off-race route allows vehicles to reach key points and to get to the finish using an alternate route from the race route. Non-essential race support vehicles can also use the off-race route keeping the race route free solely for necessary vehicles follow vehicles.

The organiser may provide two different off-race routes:

- one for team vehicles needing to get to the feed zone and finish area,
- one for guest vehicles to allow special guests to see the race at strategic points such as climbs, sprints, etc.

Off-race route



- Off-race route
- Off-race route, not protected.
Direct to finish. (Team assistance cars)
- Off-race route for guests,
not protected

If an off-race route is specified, details must be given in the technical guide. If, in places, the off-race route shares the road with the race route, for example at the summit of a climb, the technical guide must indicate the allowed time of entry to the joint route section.

The times and distances for team vehicles travelling to the finish using the off-race route are provided in the route guide.

FEED ZONE



TAKING DOWN EVENT SIGNS



SIGNPOSTING



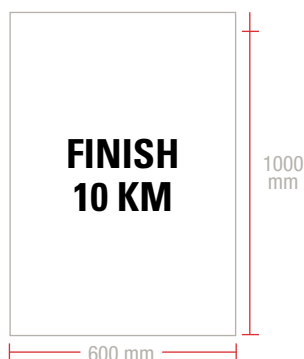
A.4

PREPARATION OF THE ROUTE

The route must be signposted from the start to the finish in a clear and visible manner in order to avoid any riders or vehicles going off course. Signs should be in bright colours so that they can be easily spotted.

Furthermore, **direction arrows should be highly visible to allow vehicle drivers to anticipate any turns without hesitating**. Indications of the distance should be given using signs, banners or arches.

This can be achieved in the following manner:



Example

the start of a mountain climb is indicated by a «KOM start» sign, then signs on the climb display «KOM 5 km», «KOM 1 km» to show the number of kilometres of the climb remaining. Finally, a banner or highly visible sign marks the KOM line at the summit.



ENVIRONMENT

«Green» signs, requesting the public to respect the environment (deposit litter in rubbish bins, etc.) can be located at strategic spectator points (parking, finish area, etc.).

It is essential that the sign removal team follows the race to prevent signs being left behind and littering the countryside.

- **Km 0** (actual start indicated by Km 0 sign)
- **50 km sign:** this indicates that the first 50 km of the race have been completed. The riders have the right to receive food after this point.
- **Feed zone start and finish signs:** feeding (taking food bags) is authorised in a specific zone indicated by the feed zone entry and exit signs. Team helpers take up positions within this zone.
- **Litter zone start and finish signs** (located before and after the feed zone).
- Signs for 25 km, 20 km, 10 km, 5 km, 4 km, 3 km, 2 km: these signs are mandatory to indicate the number of kilometres remaining until the finish.
- **Red kite:** the last kilometre of the race is indicated by a triangular red flag known as the red kite. Banners may not be suspended between the red kite and the finish line.
- **Only the final 3 km should be signposted on finishing circuits.** The number of laps remaining should be indicated by a lap counter at the finish line. The last lap is indicated by ringing a bell.
- **In time trials,** the distances should be indicated at least every 5 km, and every kilometre for mountain time trials.
- **Signs showing 500 m, 300 m, 200 m, 150 m, 100 m, 50 m:** these signs are mandatory to indicate the number of metres to the finish line.
- **Signs for intermediate competitions:** the various competition points (King of the Mountains [KOM] prime, sprint, etc.) must be indicated by a banner or highly visible signs. Signs must also be provided indicating the number of kilometres/metres before the KOM or sprint line.

It is vital that the signs/banners indicating the KOM and sprints are perfectly vertical and/or directly above the KOM or sprint line. The riders use the signs to judge their efforts. A sign located in the wrong place could lead them to mistime their sprints.

The organiser must allocate a number of personnel to prepare the route. These persons are responsible for putting up, taking down and checking event signs.

■ **Three teams of two people are usually necessary for these operations.** The «advance signposters» team departs the day before or early on the morning of the race. This team's task is to put up direction signs at all road junctions to inform the riders and race followers of the correct route.

■ **The «route inspection» team** departs about four hours before the start of the race to check the direction signs and put up the race signs (intermediate sprints, king of the mountains, feed zone, distance signs, danger signs, etc.). If there is a problem on the course, the route inspectors should inform the event director immediately.

■ **The «signpost removal» team** follows on after the broom wagon and is responsible for removing all signage (arrows, signs, etc.).

If special structures such as inflatable arches or gantries are used, members of the organisation staff must be specially allocated to their installation and removal. Any inflatable arches used on the course must be firmly attached to the ground. Organisation staff must remain nearby so that speedy action can be taken if any problems arise (power cut, deflation, etc.).

TECHNICAL AND
SPORTS PREPARATION
FOR THE EVENT



B

**START AND
FINISH AREAS**



B.1

CONTRACT WITH HOST LOCAL AUTHORITY

B.1.1 COMMITMENTS BY THE LOCAL AUTHORITY



The location of the start and finish areas of a race is often decided as a result of meetings between the organiser and local authority representatives (of a town, region, etc.). In many cases, the organiser simply decides to locate the race in his/her town or region. The organisers of stage races research which towns would like to host one or more stages of the event. The organiser may ask those authorities that have expressed interest to make an official application.

A written, legally-binding contract is signed by the town/region and the organiser in order to formalise the agreement. It lists the rights and obligations of each of the parties. The organiser should pay particular attention to the wording of the contract with the town(s) or region(s) in order to avoid any misunderstanding or disagreement. If necessary, a legal adviser should be used to ensure that no significant legal points have been omitted.

■ ADMINISTRATIVE AUTHORISATIONS

The authorities undertake to provide the necessary authorisations to allow the race to use public roads and for the installation of the start and finish areas. A town authority is not usually able to provide all the required authorisations. In many countries, organisers must also obtain authorisation from the various local authorities (regional, district, community, etc.) and/or the State. It is generally the case that not all roads (motorways, trunk roads, regional roads, etc.) are managed and controlled by a single public authority.



Furthermore, temporarily stopping traffic on a road in a town centre usually has repercussions for the surrounding area and may disturb the flow of traffic for several tens of kilometres. The departments responsible for roads and traffic should be aware of the situation in order to act accordingly.



The organiser should **also request the right to carry out advertising and organise commercial activities in their partner towns**. In many regions, displaying advertising and/or selling merchandise on the street is only allowed with the prior authorisation of the local authorities. A tax on posting bills is sometimes levied.



The organiser is sometimes confronted by flyposting. It is not uncommon to witness third parties seeking to benefit from the passage of a bike race in order to market their brand. Examples of this include placing banners or parking vehicles featuring advertising around the course where they will be seen by the cameras. In order to protect the event's rights and avoid this kind of unauthorised action, the organiser can request the authorities to prohibit the temporary display of advertising along the route.

What is special about a cycle race is that it takes place in the streets. The organiser must at all times reconcile the technical constraints imposed by the race (traffic restrictions, closing public areas, etc.) with the local population's well-being. In particular, care must be taken not to interrupt local people's daily activities excessively (residents, traders, rescue services, schools, etc.). In order to avoid any unnecessary tension, the organiser should carry out a comprehensive information campaign as soon as possible, in conjunction with the local authorities, directed at the local residents who will be affected.



In conclusion, it should be remembered that **further administrative authorisations are often also required**, for example permission for aircraft to fly over the area, public address systems, the use of radio frequencies, etc.

■ LOGISTICAL ASPECTS

■ Human resources

Firstly, the organisers should ask the local authority to make its public order services available to the race (police, etc.). This is a key element for the success of the event. The organiser can sometimes benefit from support from host towns in terms of personnel (volunteers, municipal employees, etc.). The town may be entrusted to carry out various significant tasks (reception, controlling access, signposting, setting up structures, etc.).

■ Areas and locations

The local authority makes sites and infrastructures available to the organiser:

- the course;
- areas to set up the start and finish structures;
- parking areas for the organisation, spectators, etc.;
- premises for teams, officials and the press;
- etc.

These arrangements should be described in the agreement signed with the local authority.

Example

The local authority can help the organiser by:

- Improving the safety of race routes. This is particularly important in the final kilometres of a race. The work involved can range from simply sweeping the road to resurfacing, or from putting protective straw bales in place to removing traffic islands. Other arrangements may involve providing access or emergency evacuation routes from the start and finish areas, or the provision of parking;
- Putting up barriers in accordance with the requirements of the organiser and the police;
- Providing electricity, water (and drainage) and telephone lines;
- Providing and installing office equipment (tables, chairs, etc.) for the race officials' offices;
- Carrying out sundry services: cleaning, removing litter, installing toilets, security, signposting, etc.

■ Equipment and services

The town/region often provides the organiser with significant logistical and technical support. This generally consists of equipment and the provision of services. Agreements in this respect vary considerably and depend on the resources and competences of each the parties involved.

This assistance must be mentioned in the written contract signed by the organiser and the local authority. It is suggested that a list of requirements should be included in a special annexe to the contract. It should also be specified in writing that the quantities may be adapted to suit the site. Once a reconnaissance of the site has been conducted, **the organisers should inform the local authority in writing of the precise details of the services required.** In selecting the locations for the start and finish, the organiser should always take into consideration the expenses that will arise from the race passing through. If the passage of the race entails a considerable amount of work, it may be preferable to reject the proposed site in order to avoid incurring disproportionate costs for the local authority.

■ Financial aspects

If the local authority undertakes to pay a financial contribution to the organiser, this should be described in the contract. In this event, the dates of payment by the local authority should also be specified.

■ The financial contribution paid by the town/region can be:

- *a subsidy:*

in other words, financial aid without any commercial return. The public authorities pay contributions to support policy objectives.

- *payment for the provision of a commercial service:*

the organiser undertakes to put on an event in order to provide interest and promote the town/region. In other words, the town/region «buys» a service from the organiser.

■ Accommodation capacity, access to sites

The organiser may sometimes request the town/region to assist in researching, booking or even financing accommodation. In this case, the contract should give specific details of the organiser's requirements: quantities, quality, tariffs, maximum distance away, etc. The distance between the start and finish towns and the accommodation is a very important factor for the riders. If the transfers to and from the hotels take too long, riders will naturally be unhappy. For this reason, transfers should be kept to a minimum as far as possible. The organiser and the local authorities may agree measures to facilitate the transfers that the teams have to carry out; for example by using signposting or providing a police escort.

B.1.2 THE ORGANISER'S COMMITMENTS

■ LIABILITIES

The organiser should be aware of the liabilities engaged when organising a race, in particular:

- **civil and criminal liability** in accordance with the law (see insurance),
- **financial liability to creditors** (suppliers, institutions, teams, personnel, etc.),
- **liability to the National Federation and the UCI.**

■ THE ORGANISER'S SERVICES

In practical terms, the organiser undertakes to carry out all necessary arrangements to organise a high-quality sporting event. In this respect the organiser is responsible for its own expenses.

■ COMMUNICATIONS AND PUBLIC RELATIONS

In return for the financial and technical obligations that the organiser requests of the town/region, it usually undertakes to provide services such as, for example:

- **the right to use the brand** (name, logo, image) of the race in institutional communications, within certain limits;
- **drawing up a communication plan** with the mention of the host local authorities on some documents (logo, image) and association with certain events (e.g. official presentation);
- **allocation of advertising space** at event sites (banners, podium logo, etc.);
- **association with the official ceremonies;**
- **public relations services** (invitations to the race village, involvement in podium ceremonies, guests in cars, etc.);
- **providing images** (photos or video). However, it is difficult for the organiser to make commitments on television broadcasting as it is not always in control of this subject.



ENVIRONMENT

Before the start of the race the organiser must consider the matter of cleaning the buildings and roads used. This task is often carried out by the host towns. If this is not the case, the organiser must take on this assignment in order to return the locations to their original condition.





B.2

THE START AREA



The start area is **extremely important** in a cycling event. It requires faultless organisation and comprehensive preparation to ensure that the riders and accompanying vehicles can set off along the race route without any problems. The examples below of the start areas of a road race and a time trial clearly illustrate the required infrastructures. The figures relate to specific points described in this section. Of course these example layouts can be changed and adapted to the site.

B.2.1 REQUIREMENTS FOR EQUIPMENT AND HUMAN RESOURCES

A number of offices are required at the start of an event. These offices should be made available by the host local authority from the day before the start. These offices are:

■ ORGANISATION HEADQUARTERS:

the headquarters desk may be opened the day before the event until the commissaires have completed their work after the finish. A member of the organisation team is constantly on duty.

The headquarters desk is equipped with:

- a telephone line,
- fax,
- computer,
- Internet access.

The headquarters desk issues the riders' numbers, frame numbers and vehicle order numbers, as well as accreditation for individuals and vehicles. It is also at the headquarters desk that the final organisation details for those attending the event can be settled (accommodation, transport, volunteers' kit, etc.).

■ COMMISSAIRES' MEETING ROOM:

this room contains tables and chairs for the commissaires to hold meetings.

■ TEAM MANAGERS' MEETING ROOM:

a room, with a public address system if possible, must be made available for the team managers' meeting. This room must be big enough to accommodate at least 30 people.

■ PRESS ROOM:

a room should be made available for journalists and photographers from the day before the event. This room is used for media accreditation and shall offer work spaces with electrical sockets and Internet connections. The room does not have to be very large. The main press room is located at the finish.

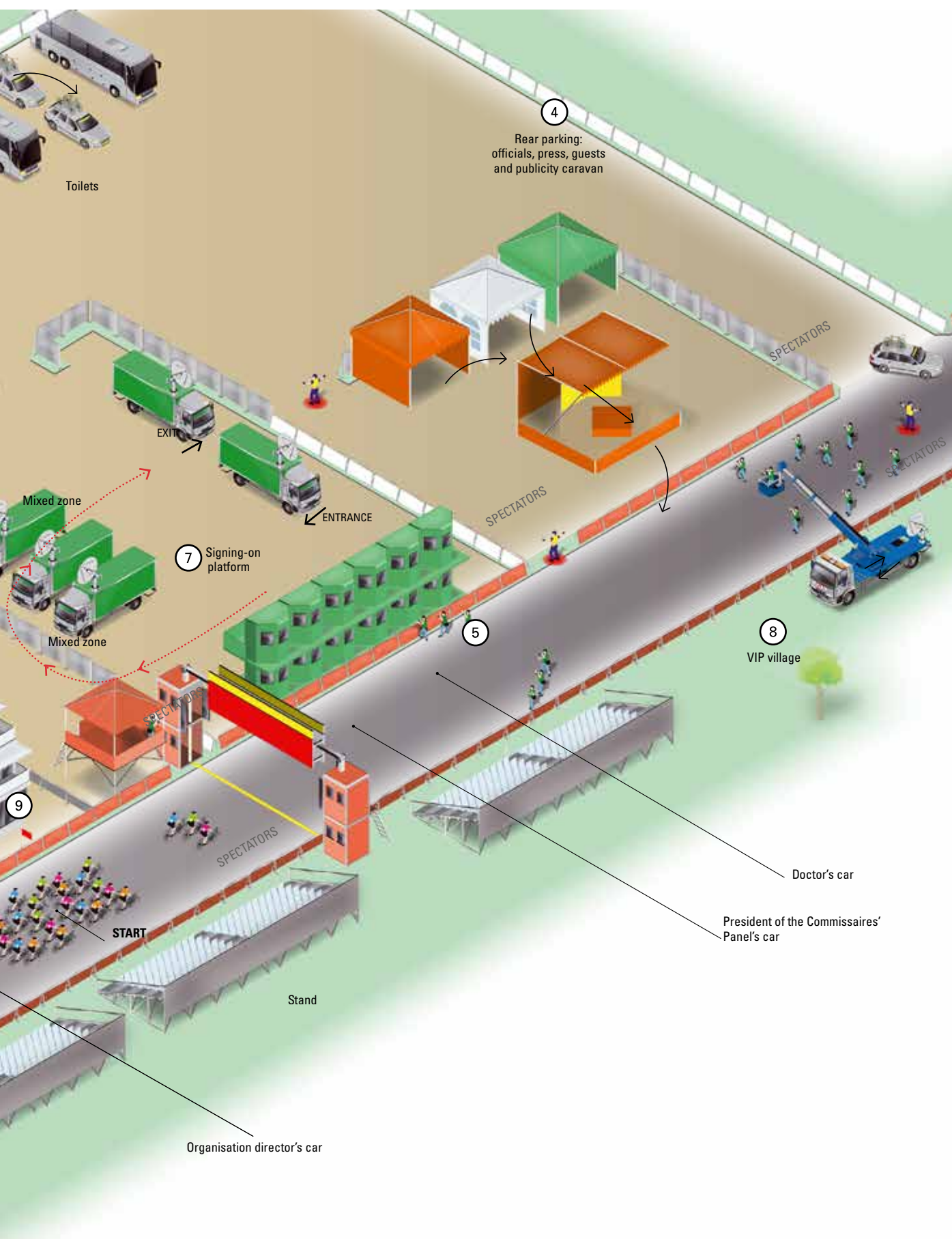
■ PHOTOCOPY AREA:

the organisation must be able to print off communiqués which are then distributed. This area must be available at both the start and finish. The most practical solution during a stage race is a mobile facility.



Example road race start area





These offices should be located near to the start area. However, the priorities are the accessibility and quality of the premises, even if this causes them to be relatively far from the start area. If the town does not have any suitable facilities available, temporary facilities can be set up in marquees, tents or cabins. A minimum degree of comfort is however essential (heating, lighting, etc.). A large space such as a gym or exhibition hall, suitably arranged and divided by partitions, can also host the various offices. The organiser must also provide enough personnel at the start area. In particular, staff should assist accredited vehicles to gain access and find their desired destinations. Staff should also control access to offices, reserved areas such as the VIP area and the signing-on platform as well as vehicle parking.

B.2.2 ACCESS AND CONFIGURATION OF THE START AREA



Access to the start area must be indicated by signs showing the different access routes to the start village. These signs will be useful to all vehicles coming to the start area (team vehicles, media, publicity caravan, guests, spectators, etc.). The signs generally take the form of an arrow in a bright colour with the word «Start» and the name of the race.

A detailed map showing the route to be taken to get to the start can also be included in the technical guide issued to all race followers.

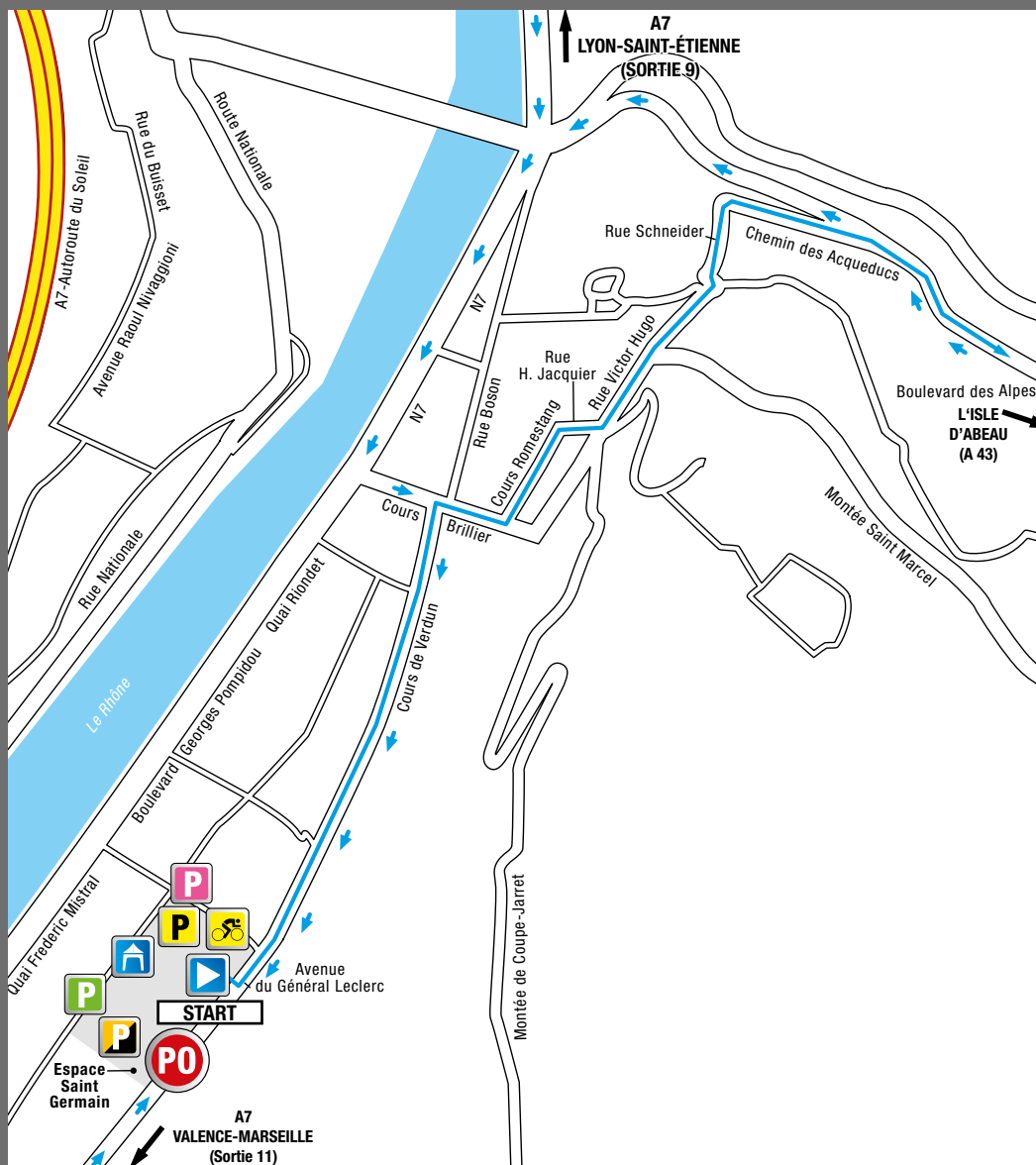
Entry into **the start area is marked by an Obligatory Passage Point (PPO).** This is the point through which all race vehicles must pass. Signs indicating the way to the PPO are put up at the various entry points to the town. Vehicles are directed from the PPO to the appropriate parking areas.

The PPO allows accredited vehicles that are authorised to enter the start area to be filtered from other vehicles.

1ST TYPE OF START AREA

ORGANISED AROUND A LARGE SQUARE OR ESPLANADE

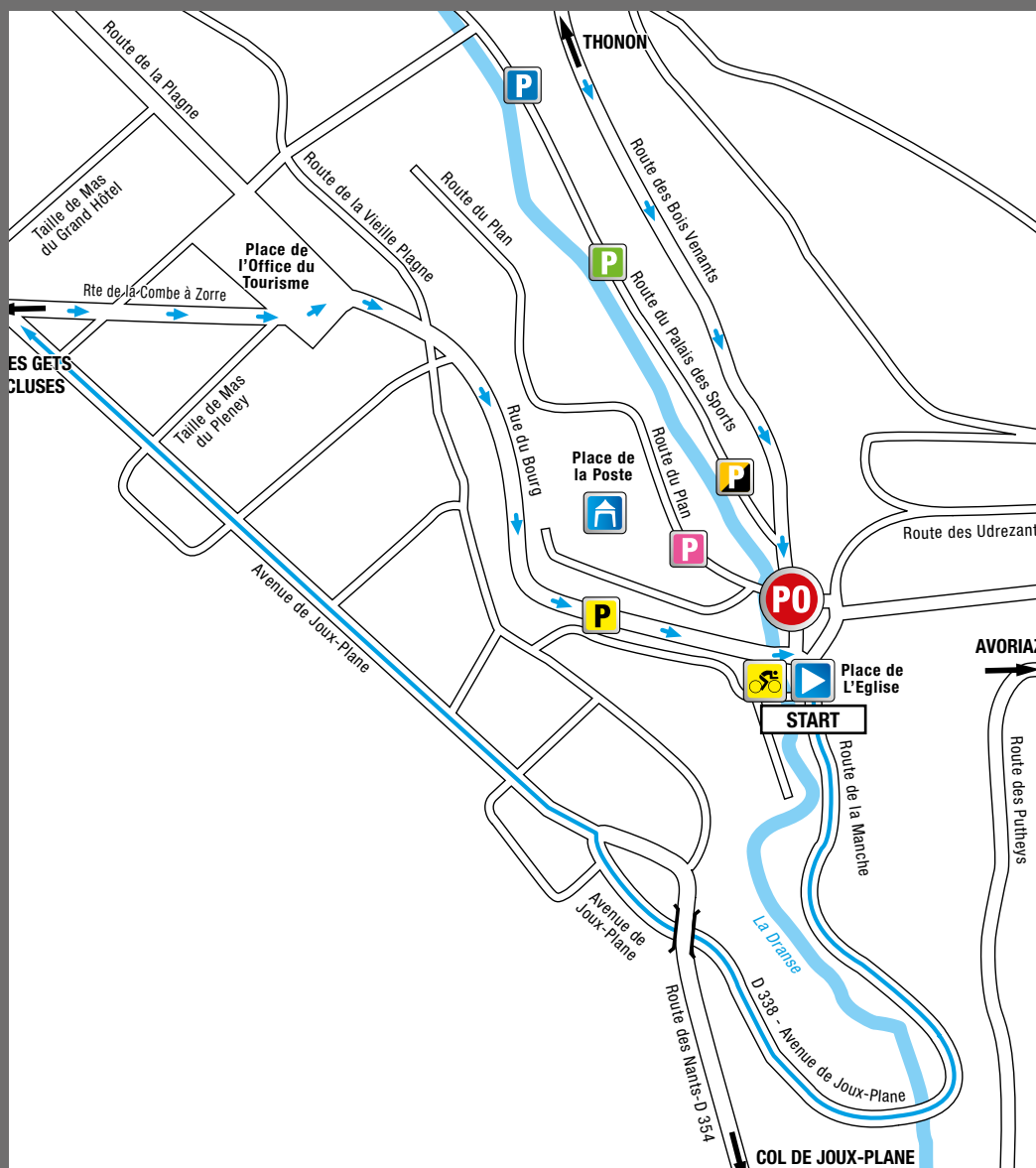
All the start infrastructures and vehicles can be gathered together on one site.



2ND TYPE OF START AREA

ORGANISED AROUND A NETWORK OF STREETS

In this case, several streets are used for the podium area, parking, etc. It is essential that the start area is not too fragmented. For example, team parking should not be too far from the signing-on podium. This type of layout imposes more restrictions on local residents because traffic will be prohibited on several streets.



B.2.3 PARKING

Parking arrangements are crucial to the successful organisation of a start area.

This consideration is actually fundamental to the choice of site. Given that all the vehicles involved in the event will be in the same place at the same time, sufficient space is required so that they can all park, manoeuvre and move away.

■ The organiser **must evaluate the space required** taking into account the size and needs of the race.

■ **Parking areas can be set up on any type of surface suitable for vehicles.** Setting up parking areas in fields or on land that may deteriorate in bad weather is strongly advised against.

■ As far as possible, **parking areas should be free of obstacles**, including height and width restrictions (barriers) as well as kerbs and street furniture, such that all vehicles can park without problem. It is particularly important for team parking that buses, camper-vans and lorries can manoeuvre in the parking area.

■ The organiser **should put up signs to allow the various groups** to easily find their parking areas.

■ **The arrangement of the parking areas should correspond to the position of the vehicles during the race.** However, the organiser is free to arrange the vehicles in any way desired. There is no standard solution; the arrangement of vehicles and parking areas depends on the event, the configuration of the start area and the organiser's preferences.

However, the arrangement is generally as follows:

«FRONT VEHICLES» PARKING

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

① ■ **Front parking: Guests – Press – Officials**

«Guest» and «press» vehicles are not always authorised to travel in the race convoy and must leave the start area before the riders. In order to facilitate the moving off of these vehicles, their parking areas (or the exit road from the parking areas) must be located after the start line. Some official vehicles may also be allocated to this parking area.



ENVIRONMENT

The organiser should make sure there are sufficient rubbish bins available for the general public and that these bins are emptied regularly. Large containers are often more appropriate. Containers that allow rubbish to be sorted into different categories can also be located in parking areas. These containers should be clearly marked. The organiser should provide a sufficient number of chemical toilets (or other types of toilet). The toilets must always be clearly signposted.





ENVIRONMENT

It is important to provide parking areas for spectators in order to avoid the general public parking wherever they can, which may hamper traffic, or even represent a danger, and may also degrade the environment (parking in fields, etc.). Parking can also be organised at other areas such as the finish or various points along the route where spectators are likely to gather in considerable numbers (intermediate sprints, KOM climbs, etc.).



2 ■ Front parking: Officials

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

«REAR VEHICLES» PARKING

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

3 ■ Team parking

The vehicles of some officials, guests and the press leave after the riders. For this reason they are allocated to rear parking areas.

The rear parking area may also accommodate the vehicles of the publicity caravan if necessary. Although they move ahead of the race, it is advisable for them to be allocated to the rear parking so that they pass through the start line and can be seen by the spectators. This does not cause any problems, as the caravan departs well before the riders.

4 ■ Rear parking: Guests – Press – Officials – Publicity Caravan

The vehicles of some officials, guests and the press leave after the riders. For this reason they are allocated to rear parking areas. The rear parking area may also accommodate the vehicles of the publicity caravan if necessary.

Although they move ahead of the race, it is advisable for them to be allocated to the rear parking so that they pass through the start line and can be seen by the spectators. This does not cause any problems, as the caravan departs well before the riders.

5 ■ Rear parking: Officials

In the same way that advance officials' vehicles are parked on the road after the start line, some of the rear officials' vehicles are parked on the road before the start line. These are generally the vehicles of the President of the Commissaires' Panel, the race doctor and neutral service.

6 ■ Spectator parking

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

B.2.4 PODIUM AND SIGNING-ON AREA

7

The riders sign the signing-on sheet before the start of the race or stage. This obligation is imposed by the regulations and is also an opportunity for the riders to be presented to the spectators. With this in mind, the organiser should provide an area with a public address system and a podium or platform, depending on the resources available. As the riders file through to sign on, they can be presented



to the spectators by the announcer. This procedure takes place in the hour before the start, up until 10 minutes before departure. It is up to each organiser to arrange the signing-on process as deemed appropriate. Organisers sometimes make signing on into more of a spectacle by replacing the signing-on sheet with a large board which all the riders sign.

The podium is located in the immediate proximity of the start line. This area should be covered and accessible only to accredited persons. This is achieved by surrounding the podium with barriers, although allowing the riders access and providing places to leave their bikes. The organiser may put bike stands next to the podium, a gesture that is appreciated by the riders.

In some major events, a mixed zone is set up immediately next to the podium. This area is reserved exclusively for the media and as the riders pass through, it allows journalists privileged access for interviews. The organiser should ensure that the public address system does not hinder the work of the media representatives.

B.2.5 SPECTATORS

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

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

B.2.6 PUBLIC RELATIONS

The start is excellent for public relations purposes; it is relatively calm and the various people involved have some time available. Thus it is in the organiser's interest to set up a reception area for the different members of the organisation, race convoy, host town authority, etc. to meet. This can take different forms: marquee, VIP coach or start village.

8 ■ Start village

The start village offers hospitality and a good atmosphere and is generally open to event partners, race personnel, team members and the riders. The start village makes use of temporary structures (tents, marquees, VIP coaches, etc.) and opens a few hours before the start of the race. Food is often made available in the form of buffets. Access to the village is restricted to accredited persons; riders should be allowed in to the village with their bikes.

■ Spectator's village

The organiser can also set up a spectator village at the start area, often in response to partners' requests. Partners may wish to take advantage of the large number of spectators to promote their activities.



■ Reception and information

An information and reception desk at the start area is always appreciated. Spectators should have access to information on the event and a reception facility for the media and organiser's guests is a good idea.

B.2.7 THE START LINE

9



There are few requirements for the start line. Barriers are set up on both sides of the road around the start line. The barriers extend approximately 100 m before and 50 m after the start line. The organiser may however decide to increase or decrease the number of barriers depending on the number of spectators expected to attend.

- Ideally the starting straight should be wide enough to allow 8-10 riders to stand abreast.
- The start line itself should take the form of a banner or gantry (inflatable arch, etc.) over the road bearing the word «Start», as well as a white line drawn across the road below.
- In events for junior men and women, an area must be provided to check gear ratios. This is cordoned off by barriers and located some 50-80 m from the start.

There are two types of start:



■ **STANDING START:**

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

■ **NEUTRALISED START:**

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

For a neutralised start, the organiser must indicate the start proper by a special sign. This clearly shows the race's actual start by indicating Kilometre 0 (KM 0).

The location of the start proper is selected to ensure the riders' safety. The whole peloton must have an unobstructed view.

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



B.2.8 THE START OF TIME TRIALS

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

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

The organiser must provide a warm-up circuit **at least 800 m long near the start.**



■ **PARKING**

⑩

■ **More team parking** is required than for a road race start. Each team must be afforded sufficient space to allow the mechanics to do their jobs and the riders to warm up on trainers or rollers. In general teams bring all their vehicles to a time trial start, which is not the case for road races.

■ **Movement** around the parking area must be as easy as possible. Team managers' vehicles actually conduct several laps of the course in order to follow their riders; for this reason it must be easy for them to get around.

■ **The parking area** must be tarmac to allow riders to warm up on a stable, dust-free surface.

■ **Depending on the level of the teams invited**, a covered area may be provided to allow riders to warm up in bad weather. Most teams do not have the necessary infrastructure to offer shelter to their riders when warming up.

⑪

■ **The event management and commissaires' vehicles** should have a parking area, as should neutral service vehicles.

⑫

■ **Escort motorbikes** (leading the way for each rider) must have a special parking area after the starting ramp. This parking area must have a view of the riders' start ramp.

⑬

■ **AREA FOR AFFIXING NAME PLATES**

The organiser may decide to attach name plates to the cars following the riders in a time trial, whether team managers' cars or technical service vehicles. The plate displays the name of the rider who precedes the vehicle. The plates are attached to the vehicles' bonnets by suckers.

This service is usually carried out by a service provider. Although optional, name plates are advised as they are very much appreciated by the spectators and media representatives on the course.

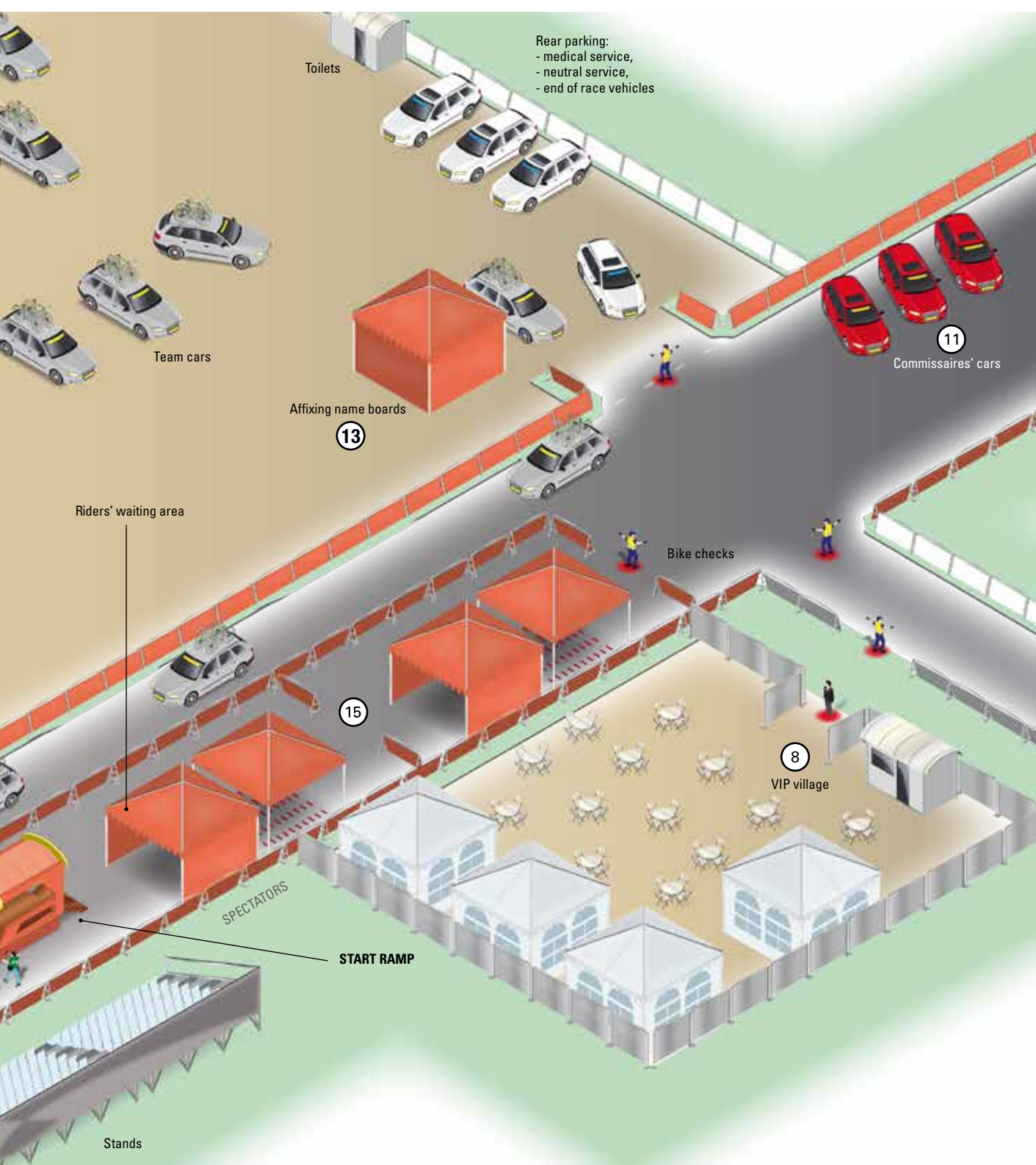
If the organiser decides to use name plates in time trials, an area must be reserved for attaching these at the start, and another area for removing them at the finish.

At the start, this space can be located directly next to the team parking area or near to the start line. Whatever the case, it must be located at a place where the team vehicles pass.



Example time trial start area







■ START LINE

The start line of a time trial has barriers placed for **approximately 100 m before and after the line**. The road at the start line should be wide enough to allow sufficient room for the start ramp and the following vehicle alongside.

- ⑭ Time trials usually make use of a start ramp. The start ramp comprises a covered platform, approximately 80 cm to 1 m above the ground, of sufficient size to accommodate the starting rider and his/her bike, as well as a person to hold the rider up and two commissaires. An inclined ramp leads down to the road; the rider sets off down the ramp. The inclined ramp must be long enough such that the change of gradient when the rider reaches the road is not a problem. The ramp and the starting platform shall be covered with an antiskid coating to avoid any risk of falling if it is raining.

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

■ BIKE CHECKS

Organisers of events that include a time trial must make a **measuring jig that complies with the Protocol for Construction** available to the Commissaires' Panel. The organiser is solely liable for the compliance of the measuring jig with UCI specifications.

- The bike check area must be located behind the start ramp. This area is only accessible by the riders, team helpers and commissaires. The area must be enclosed by barriers to allow access to be controlled. A tent of an appropriate size should be set up to allow shelter from the elements while the bikes are checked. The ground should be flat to facilitate the measuring jig checks.

- ⑮ ■ The organiser should set up a waiting area for the riders between the bike check area and the start ramp (with chairs and a supply of mineral water). This area is covered as far as possible to provide shelter for the riders in the event of bad weather.

- Each rider should present his or her bicycle for a check at least 15 min before his or her start time.



The Protocol for Construction of the measuring jig is published on the UCI website.



B.3

THE FINISH AREA



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

The map of the finish area below clearly shows the infrastructures required. The figures relate to specific points described in this section. This example can of course be changed and adapted to the site.

B.3.1 LOCATION OF THE FINISH AREA

The finish area should not be chosen randomly. Certain constraints must be taken into account. Stricter requirements in terms of structures and safety apply than at the start area.

■ **The finishing straight should be free of all obstacles**, both before and after the line (dangerous bends, road narrowings, roundabouts, speed bumps, etc.). The finishing straight should be sufficiently long, particularly if it is likely that the peloton will arrive together to contest the sprint.

■ The final kilometres of the race **should be free of any major obstacles**.

■ Although safety aspects are overriding when choosing the location of the finish line, other issues must also be taken into account:

- **sufficient space** to set up finish area infrastructures (parking, podium, stands, hospitality areas, TV technical area, commentator booths, etc.),
- **ease of access** to the site for teams,
- the general image of the site and giving a **good impression** of the host local authority,



B.3.2 LES BESOINS MATÉRIELS ET HUMAINS

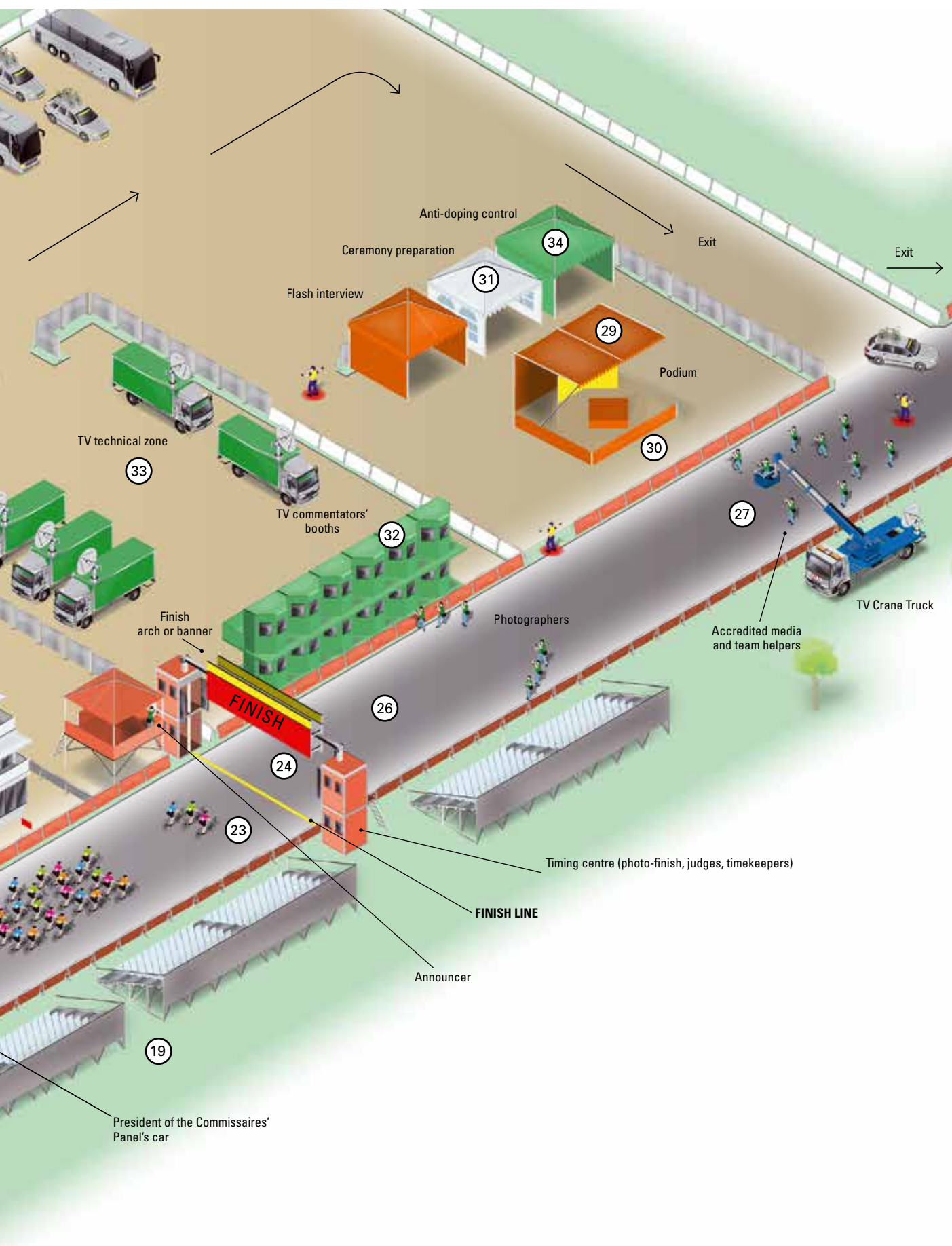
The organiser must be able to **set up the organisation's headquarters in the immediate vicinity of the finish**. The headquarters accommodate the organisation's administrative services, the commissaires and the medical service. This space must be completely functional, equipped with workstations featuring computers, telephone, Internet connections, printers and photocopiers.

In particular, the headquarters is used for:

- drafting the various communiqués issued by the organisation, commissaires and medical service,
- drawing up the classifications,
- printing and copying the classifications,
- communicating the results to the UCI and the National Federation.

Example the finish area





- The organisation's headquarters may be divided into several different rooms. In general, the area is only accessible by accredited persons.
- The organiser must provide sufficient personnel at the parking areas to provide directions and control access.
- Other members of the organisation team are responsible for controlling areas reserved for accredited persons.

Security staff must have a good knowledge of the layout of the finish area and the various infrastructures. Control of the area must be as effective as possible. A finish area can soon descend into anarchy if order is not respected. It is absolutely essential that the different groups – the teams, media, publicity caravan, guests, etc. – make use of the parking areas allocated to them.

B.3.3 ORGANISATION AND STRUCTURES AT THE FINISH AREA



The finish area pivots on the various essential structures and parking areas. The organisation of the site must in all cases let the riders move around in safety and allow the officials and media representatives to carry out their work under the best conditions possible.

Once the event has finished, all vehicles must be able to leave the site rapidly. Generally, the road at the finish line is divided into a public side, where any stands may be installed, and a technical side reserved for accredited persons and comprising all the finish area structures..

■ PARKING

As is the case for the start area, **the finish area should be organised around different parking zones.** These must be easy to access. It must also be easy to leave these sites after the finish. However, their arrangement is of less importance than at the start. The organiser provides parking for different categories: teams, officials, guests, publicity caravan and partners. Suitable signs and arrows should be put in place to allow vehicle drivers to easily recognise the directions to their parking areas and facilitate the movement of vehicles at the site.

①6 ■ Team parking

Particular care must be taken when allocating parking to teams. This must be located after the finish line, further down the street from the finish line or in the immediate vicinity to allow the riders to quickly and easily find their team vehicles. The parking area must be sufficiently large to accommodate team vehicles, including team coaches.

■ Press parking

Ideally, the press parking is located near the press room. If the press room is not adjacent to the finish area, parking should also be reserved at the finish area for the press.

①7 ■ Parking for guests and partners

The parking for guests is best placed next to the hospitality facilities.

①8 ■ Parking for officials

Parking for officials should also be located in the finish area.

■ Spectator parking

Different parking areas can be provided for the public depending on the popularity of the event. If these parking areas are not near to the finish, shuttle buses can be used to bring spectators to the finish area.



■ STRUCTURES

- ①9 ■ The organiser can install stands on the public side of the road alongside the finish line. Furthermore, one or more stands can be set up in the **VIP area**.
- ②0 ■ The construction of stands should be very carefully checked and conform to the prevailing national legislation. Spectators in the stands must be controlled by stewards in order to avoid any movements that may destabilise the structure (sudden rushes of spectators to the front or rear of the stand, etc.).
- ②1 ■ If the race is being filmed, the organiser can set up one or more **large screens** in the finish area. These are particularly appreciated as they allow all involved to watch live action from the race.

The finish area also contains:

- an area for ceremonies, including a podium,
- a technical area and commentators' space for media representatives,
- a VIP and guest area,
- anti-doping facilities.

These structures, as well as other important points, are described in detail below.



■ SIGNPOSTING

The whole site must be well signposted, both the parking areas and other facilities. The colours of the signs used should correspond to those used for the different categories of stakeholders at the event (yellow for teams, green for press, etc.). Parking should be clearly indicated from the deviation point as well as from outside the site for vehicles arriving from other directions. It may also be useful to indicate the exit from the finish area and route towards the hotels.

B.3.4 THE FINISH LINE

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

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



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

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

②2 ■ BARRIERS

The finish line must be protected by barriers. This is a very important consideration as barriers:

- allow spectators to be cordoned off to prevent them encroaching on the road,

- protect the riders from all irregularities at the sides of the road, in particular in the event of a crash,
- provide a visual reference point for riders and officials,

Barriers are installed at least 300 m before the finish line and 100 m after to protect the deceleration area. If a very large number of spectators are expected, the barriers should be installed further down the course, even up to a distance of several kilometres.

Barriers are required irrespective of the type of terrain (flat, mountain, time trial, etc.). No one should be inside the barriers, encroaching on the road. Everybody involved, including organisation personnel, the security staff and other accredited persons, must be off the road and outside the barriers.

There should be some gaps in the barriers to allow accredited persons to move around. Clearly-marked openings that are visible from a distance must also be provided for the public if the barriers are installed over several hundreds of metres.

The recommended barriers for finishing straights are approximately 2 m long and 1.20 m high. It is highly advised to use barriers with hidden bases, such that the feet of the barriers do not encroach on the roadway.

The organiser can use barriers to display advertising. However, it must be ensured that the barriers are firmly attached to the ground. If this is not the case, strong winds could blow the barriers over, causing a serious danger to the riders.



23 ■ THE LINE

■ The finish line itself **must be painted in accordance with the regulations**. The line is a 4 cm-wide black line on top of a white band 72 cm wide, i.e. 34 cm of white each side of the black line.

■ **Great care should be taken when painting the line.** The organiser should ensure that no vehicles cross the line during this procedure. It is preferable to use a paint that can be easily removed upon the disassembly of the finish area.

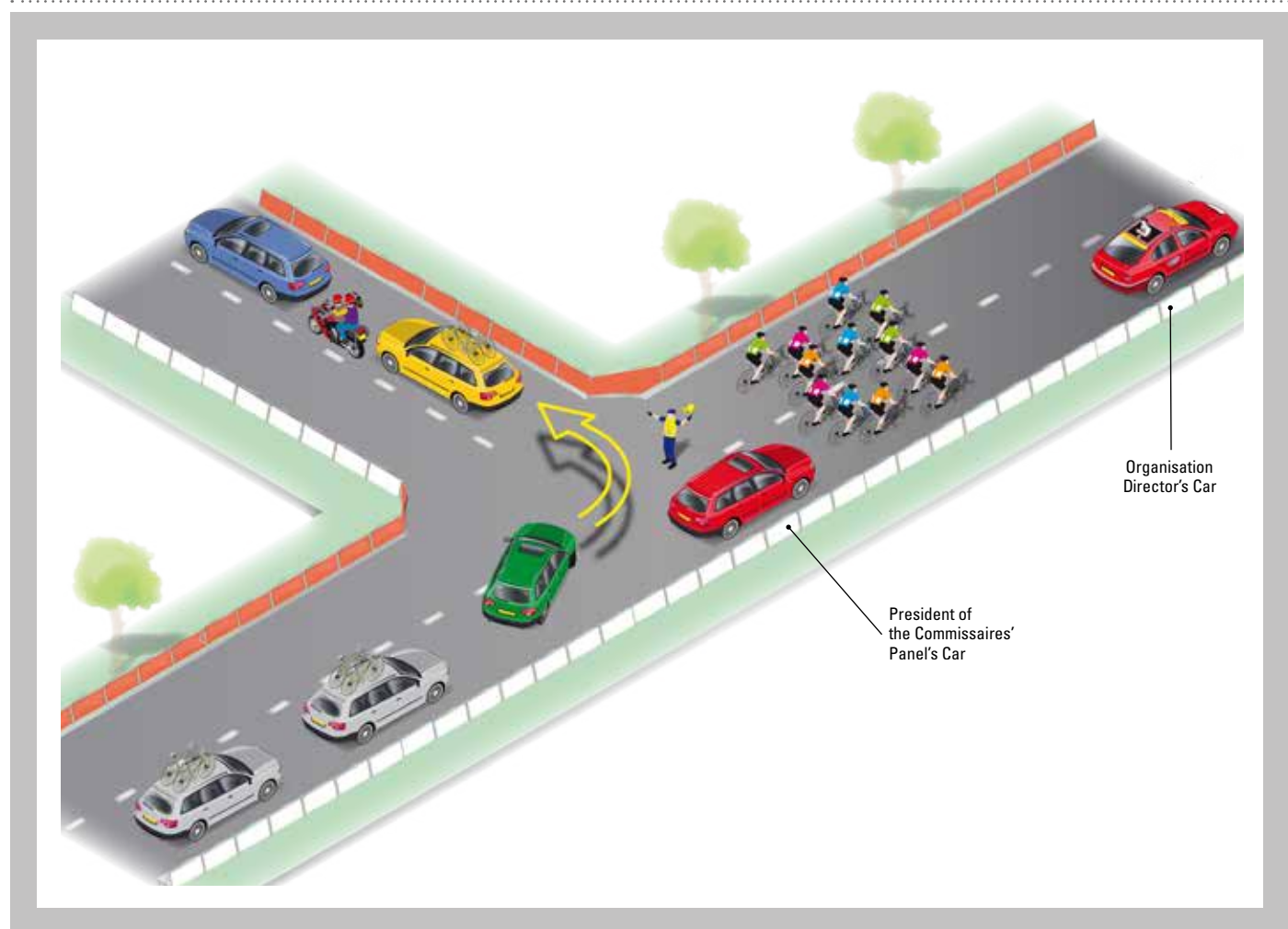
24 ■ A banner or arch bearing the word «Finish» should be installed above the line.

The banner or arch must be sufficiently high to allow all vehicles to pass underneath (including buses, lorries, etc.).

■ **The finish arch can be used to support electronic displays providing information on the race** (time, riders' names, etc.). These kinds of information displays are much appreciated by spectators during time trials as they keep them updated on the results and classification.

■ **A booth for commissaires and the photo-finish equipment must be located next to the finish arch.** It is advisable to install this booth first and then paint the finish line. The booth must be big enough to accommodate at least the photo-finish operator, the finish judge and the timekeeper(s). It must be raised approximately 1 m above the line. The booth must be covered. The ideal structure is one that integrates the finish arch, photo-finish equipment and commissaires' booth. This structure can be specially constructed by the organiser or hired from a service provider.





■ DEVIATION

The only vehicles allowed across the finish line are the following:

- Organisation management's cars,
- commissaires' cars,
- official doctor,
- broom wagon (end of race),
- photographers' motorbikes (when arriving sufficiently in advance of the riders).
- the car of the winning rider's team manager if the rider finishes alone with an advantage of at least one minute.

The deviation should direct vehicles to the technical side of the road that accommodates the technical structures and should allow access to all parking areas. The deviation **is located approximately 100 m before the finish line.**



A member of the organisation team with a good knowledge of the composition of the race convoy and the role of all the vehicles is responsible for separating out vehicles, indicating which vehicles should take the deviation and which can continue to the finish line. Identification can be made easier if the organiser provides vehicles authorised to cross the finish line with a distinctive symbol (red circle on the windscreen).

The deviation must be protected by barriers for at least 25 m in order to prevent pedestrians crossing. This is a particularly dangerous area, where vehicles may arrive at high speed.

The deviation must be kept clear so that vehicles can move away without problem and head towards the race parking areas (team parking, parking for officials, etc.).

Signposting from the deviation, or staff indicating the direction to the parking, is always appreciated, especially if the parking is not adjacent to the deviation.

See Chapter 4 – I - Timekeeping



■ PHOTO-FINISH

Photo-finish equipment is obligatory for all UCI Road events. This highly accurate equipment allows the riders to be separated as they cross the finish line.

26 ■ PHOTOGRAPHERS

An area is reserved for **accredited photographers** just behind the finish line. The photographers take up a position at least 15 m from the line. This distance can be increased depending on the circumstances of the race. Photographers should be 30-40 m back if the race finishes in a bunch sprint.

- If the event is televised, the photographers must take up their positions **behind the fixed finish camera**.

- A line is drawn on the road to mark out the photographers' area. The photographers **can use up to 40% of the width of the road at the finish**.

The photographers' area can be a difficult area to manage, especially when there are many photographers present. For this reason, a person should be allocated to maintain strict control of the area to ensure that there is no encroachment into the part of the road reserved for the decelerating riders. If there is a large number of photographers, a second area should be marked out some 20 m behind the first.

27 ■ TEAM STAFF

Directly after the finish line, and just behind the area reserved for photographers, is an area reserved for the teams. Team assistants wait for their riders in this area to give them a drink and direct them to the team vehicles.

B.3.5 PUBLIC RELATIONS

- 28 The organiser should **set up facilities for guests and VIPs at the finish line**, in particular allowing them to have a good view of the finish. As is the case at the start, these reserved areas allow a good relationship to be built up with the event's partners. A range of different facilities can be used to entertain guests: stands, marquees, VIP coaches, etc.

If it is possible for the organiser to set up a reception area and catering service, this is always very well appreciated in the guest area. It goes without saying that these types of facilities must comply with the prevailing national safety regulations and accessibility and hygiene standards. Access to these facilities must be controlled and restricted to accredited persons.

B.3.6 SPECTATORS

The organiser can set up stands for the general public. Access to the stands can either be free of charge or subject to an entry fee.

- **The announcer** addressing the finish area and commentating on the race should be given a position in an elevated, covered structure located just after the finish line. This position allows a good view of the riders in the finishing straight. If the event benefits from TV coverage, the announcer should be given a monitor or a view of the big screen, to allow commentary on the race.

- Similarly to the start area, the organiser can arrange a series of activities in cooperation with its partners. This draws in the spectators and gives them something to do while they wait for the riders to arrive.

B.3.7 CEREMONY AREA

The ceremony area is the area including the official podium and the surrounding zones (riders' waiting area, area reserved for photographers, etc.). This area can only be accessed by accredited persons.



- (29) In general, **the official podium** is located further down the finishing straight, just beyond the commentators' stands, if any. This prevents obstruction of the road before the finish line. If possible, the location of the podium should be such that photographers will not be shooting into the light. In this way the quality of the images of the podium will be enhanced.

- **The ceremony platform** must be large enough to accommodate the riders, officials, partners, hostesses and master of ceremonies.

- **The organiser can put a backdrop in place behind podium.** This can be used to advertise the organisation's partners.

- (30) ■ An area is **reserved for photographers** below the front of the podium. This is required for major events attended by large numbers of photographers.

It may be the case that the official ceremony takes place before all the riders have finished. This is likely in mountain stages where the time gaps can be considerable. In this case, the organiser must make sure that a corridor is kept clear so that riders can pass in safety. Spectators tend to take over the roadway during official ceremonies in order to get as close to the podium as possible. It is essential that the road is kept unobstructed until the last rider has arrived.



- 31 A waiting area must be provided behind the podium, or close by, to allow the riders to prepare for the ceremony. The general public are not allowed into this area. The area must be covered if possible. This waiting area can be the back of the podium vehicle, marquee, camper-van, etc. Hot or cold drinks (depending on the weather) should be available for the riders. In general, riders involved in the podium ceremonies are accompanied by team assistants who will have towels etc. to allow the riders to clean themselves up. Another area must be reserved for the officials and hostesses taking part in the ceremony, as well as a place to keep the various trophies, bouquets, leader jerseys and other prizes.

The various areas reserved for the media, described in Chapter 3, Section D, are located adjacent to the podium.

These are:



■ **a flash interview area** to allow the host TV broadcaster to conduct brief interviews. This often has a backdrop bearing the logos of the organisation's partners. There should be a chair or stool to allow the rider to sit down.

■ **the mixed zone**, where the international media can interview the riders. This zone comprises a series of boxes installed in an order of priority (depending on whether TV or radio rights are held or not). The riders pass from one box to the next. This arrangement is only necessary for events that attract a large media presence.



B.3.8 MEDIA

Some popular events will attract a lot of media representatives. If this is the case, special facilities should be installed to allow them to work under the best possible conditions.

- 32 **The «commentators' stand**, accommodating all TV and radio personnel, is usually set up just after the finish so that the commentators can see the riders crossing the finish line. The organiser is free to set up this area as deemed appropriate. Fixed structures can be used: a stand with a cover in case of bad weather, cabins with large windows or mobile structures such as converted lorries with windows.



■ The booths allocated to TV and radio stations must be insulated from others to allow commentators to work without being disturbed by other commentaries. Each booth must accommodate three people. The booths contain a desk, television broadcasting live images, ISDN connection, telephone, high-speed Internet connection and power sockets. The booths should also be fitted with a race radio receiver.

- 33 ■ **A technical area** must be reserved for control and technical vehicles, generators, satellite units and mobile studios. This area is generally a parking lot immediately behind the commentators' stand.

■ **Photographers have an area reserved** for them at the finish line, as described above. It is desirable for photographers to wear bibs. This facilitates their access to various areas.

■ **An interview area** can be reserved for the print press and radio journalists after the finish line and the photographers' zone, but before the area accessible by the public.



A press conference is often organised after the event for the riders finishing first, second and third. These riders are accompanied to the press room by the organiser. Here they answer the questions posed by journalists.



B.3.9 ANTI-DOPING CONTROL

34

The UCI regulations describe the **procedures and obligations** with regards to anti-doping. The most important points are listed below. If any further information is required please refer to the UCI Anti-Doping Rules.

- Riders who participate in international events **are submitted to in-competition tests**, in other words anti-doping controls during the events in which they participate. These tests may be initiated and conducted by the UCI, the relevant National Federation or any other organisation or person authorised by the UCI. Furthermore, national anti-doping organisations may carry out doping controls at an event.

- Races are allocated to either list A or list B. A Doping Control Officer (DCO) is appointed by the UCI administration (list A) or by the organiser's National Federation (list B) in accordance with the UCI Anti-Doping Rules.

- The UCI rules establish that the controls are conducted by a Doping Control Officer and a medical inspector (doctor or nurse). The DCO is responsible for managing controls at the site and liaises with the organiser during the event. The UCI appoints one or two DCOs depending on the number of controls to be conducted.

■ DOPING CONTROL STATION

The organiser must make a suitable doping control station available for controls to be conducted after the race. This facility must be located near the finish line and very clearly signposted from that location. Access must be monitored and restricted solely to accredited persons involved in the anti-doping control. If the organiser cannot place the doping control station in the immediate proximity of the finish line, a dispensation must be requested from the UCI administration, with justification of this request.

The doping control station must be of an adequate size and be provided with heating. It must only be used for doping controls and must consist of three distinct areas:

- a waiting room,
- a toilet to allow a sample to be given and a consultation room where the DCO, doctor/nurse and rider can fill in and sign the appropriate forms.



If more than one DCO is appointed, then two consultation rooms and two toilets are required.



WAITING ROOM

- Drinks in sealed bottles – mineral water, non-alcoholic drinks,
- Easy chairs (10),
- TV (to allow the DCO to follow the results and select the riders to be tested) otherwise portable radios,
- Waste bin.

TOILETS:

- The toilets should be large enough to allow the doctor (nurse) to be present when a sample is provided and should have running water and a supply of soap and towels,
- A mirror should be attached to the wall behind the WC to allow observation by the doctor (nurse).

CONSULTATION ROOM

- Desk,
- Chairs (4),
- Communication system (telephone and/or radio),
- Refrigerator to keep samples chilled before transport,
- Packaging materials for the dispatch of the samples, adhesive tape, address labels,
- Waste bin,
- Electricity supply (power points),
- Envelopes.

■ DOPING CONTROL EQUIPMENT AND PERSONNEL

The organisers are also responsible for the practical considerations of doping controls and shall ensure that the following personnel are available and the following arrangements are made to assist the DCO:

- **Doctor or nurse:** appointed solely for the doping controls (this doctor cannot also be the race doctor).
- **Female doctor or nurse:** If the medical inspector is a man, a female doctor or nurse must be present to deal with female participants. If the medical inspector is a woman, a male doctor or nurse must be present to deal with the male participants.
- **Chaperones:** a chaperone for each rider who is subject to a control (must be the same sex as the rider).
- **Assistant:** to help the DCO before and during the event and to liaise with the organisers.
- **Transport of samples:** the organiser must assist the DCO with the dispatch of samples to a WADA-accredited laboratory using a reliable courier company. This dispatch can also be conducted by a member of the organiser's personnel.
- **Laboratory:** accredited by WADA.
- **Accreditation:** the DCO and the chaperones must be properly accredited to allow them access to all infrastructures without restriction. Urine test kits: (Berlinger) urine collection containers and sealed A & B bottles – in a sufficient quantity (1.5 times the scheduled number of controls)*.
- **Partial samples:** (Berlinger) 1.5 times the scheduled number of controls.
- **UCI forms:** doping control forms, in-competition notification forms, chain of custody forms, supplementary report forms (twice the scheduled number of controls).
- **Signposting:** indicating the way to the doping control station from the finish line.

<http://www.wada-ama.org/en/Anti-Doping-Community/Anti-Doping-Laboratories/WADA-Accredited-Labs/>

* for the number of riders to be tested, refer to Annexe 3 of the UCI Anti-Doping Rules, «Selection of riders to be tested».



example Berlinger kit

The organiser has the obligation to contact its National Federation. The latter has a responsibility to assist the organiser with the practical considerations of arranging doping controls at the finish, and thus the obligations described above.

■ NOTIFICATION OF RIDERS

All riders, including any riders who abandon the race, **must be aware that they may be selected to undergo a control after the race.** It is up to the rider to personally check whether he/she must attend the doping control station.

- The organiser and Doping Control Officer **must make sure that a list of riders required to attend for controls is posted at the finish line** and at the entrance to the doping control station before the arrival of the winning rider. The selected riders are identified on the list by their race number, finishing position or position on classification.

- **A rider may be notified in person by an escort** (chaperone) about a post-competition control in the same way as for an out-of-competition control.

- **The chaperone remains with and observes the rider at all times**, accompanying him or her to the doping control station. From the time of notification until the end of the sampling procedure, the rider must continuously remain in the chaperone's view. The rider's team personnel should not prevent the chaperone from observing the rider in an uninterrupted manner.

If there is no chaperone, **the rider should immediately go to the doping control station.** The lack of the chaperone does not excuse the rider from timely attendance at the doping control station.

- **All riders selected for a control must attend the doping control station** as quickly as possible and at the latest 30 (thirty) minutes after they finish the event. If a rider is taking part in an official ceremony or attending a press conference, the deadline shall be 30 minutes from the end of the ceremony or from when his or her presence is no longer required at the press conference, depending on which of these two events takes place the latest. Selected riders who abandon the race must immediately attend the doping control station.

- **Organisers must ensure that chaperones have unrestricted access** (appropriate accreditation) such that they can observe the riders at all times. In order to ensure that riders are correctly notified at the end of the race, the finish area must allow the chaperones to locate the riders to be notified.

- **UCI Doping Control Officers have received instruction** so that they can train and properly coordinate chaperones. Doping Control Officers will assist organisers in implementing the various procedures that are required of them.

■ THE COST OF CONTROLS

The expenses of in-competition controls initiated and conducted by the UCI **are borne by the event organiser**. The cost of transporting samples to a laboratory accredited by the World Anti-Doping Agency (WADA) is also borne by the organiser.

- The organiser is responsible for the accommodation (hotel room and breakfast) and meals of the Doping Control Officer as well as transport during the event and to and from the airport.

- The UCI covers the costs of the DCO's travel to and from the event as well as daily expenses.





C

SAFETY

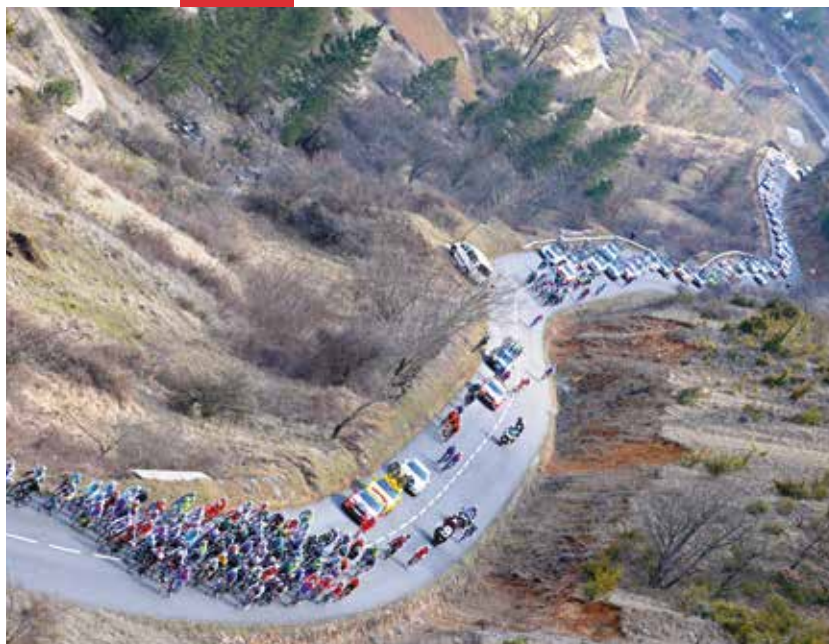
C.1

DETERMINING THE ROUTE

The route must be carefully selected in order to optimise the safety of all concerned. Details of how to specify the route are given in **Chapter 4, part A**.

C.2

CLOSED ROADS OR ROLLING CLOSURE?



The authorities that govern the use of the public roads determine the framework in which the race will take place. Some events benefit from completely closed roads, although the majority of races rely on a rolling road closure.

■ CLOSED ROADS

An **administrative term** that allows some organisers to benefit from special treatment by the public authorities and the exclusive use of the road (route is protected by the public order services, prohibition of driving or parking on the route) under the regulatory conditions, and at the expense, of the public order services (police, etc.).

This arrangement, although entailing considerable effort to implement, allows the route to be made safe and facilitates the progress of the race as the various types of vehicle (publicity caravan, press, officials, team) preceding or following the race are protected by the same procedures. It is a very restrictive arrangement however; limiting the use of the road solely to race vehicles causes inconvenience for normal road users for several hours.

- Closing roads is an exceptional arrangement for the largest of events. Full road closures are not permitted in some countries.

- Most organisers benefit from a rolling road closure, in other words the temporary interruption of traffic flow (+/- 10 minutes), implemented either by the police or volunteers.

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

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

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



C.3

SAFETY PERSONNEL



The basic principle for safety during a cycle race is **to stop all non-race traffic**, in particular that travelling in the opposite direction to the race, in the minutes preceding and during the passage of the race. To achieve this, safety personnel are deployed in static and/or mobile teams.

C.3.1 MOBILE ESCORT

A **motorcycle escort** (provided by a motorcycle club, police, etc.) is **essential** to the safety of a cycle road race. The escort protects the entire peloton and moves rapidly from place to place.

■ **It is strongly recommended that training should be carried out with motorcycle clubs**, and even the police, before the event in order to clarify the tasks and how objectives can be achieved during the race (positioning at danger points, use of flags, overtaking the peloton, moving through the vehicle convoy, handling descents, passing through towns, etc.). It should be noted that former competitors acting as motorcycle marshals generally have a good idea of the behaviour of the peloton, the line that cyclists will take on the road and the way that the race will develop.

■ **Motorcycle escorts should**, as far as possible, **know the route**. Failing this they should carefully read the route guide before the start in order to be able to anticipate danger zones.

■ **The manner in which the escort operates must be defined in advance** and tasks allocated as necessary (leading the race, protecting the riders, yellow flags, etc.).

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

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



The missions of the escort during the race are as follows:



■ **To anticipate**: they warn other road users ahead of the race at major road junctions. They anticipate the arrival of the race by preventing other road users travelling in a contrary direction.

■ **To protect**: they travel ahead of the race to ensure that traffic has been stopped at junctions. They protect the riders and warn any oncoming traffic, obliging it to park on the verge. They ensure that different groups of riders are protected if the peloton splits.

During time trials, they ride in front of each competitor in order to protect the rider from spectators, oncoming traffic, etc.

■ **To warn**: motorcycle escorts are equipped with a whistle and yellow flag provided by the organiser. They warn riders about dangerous bends and other sections, as well as traffic islands, roundabouts, badly-parked vehicles, etc.

■ **To regulate**: they remove non-race vehicles that become incorporated into the race convoy.



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



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

Useful advice:



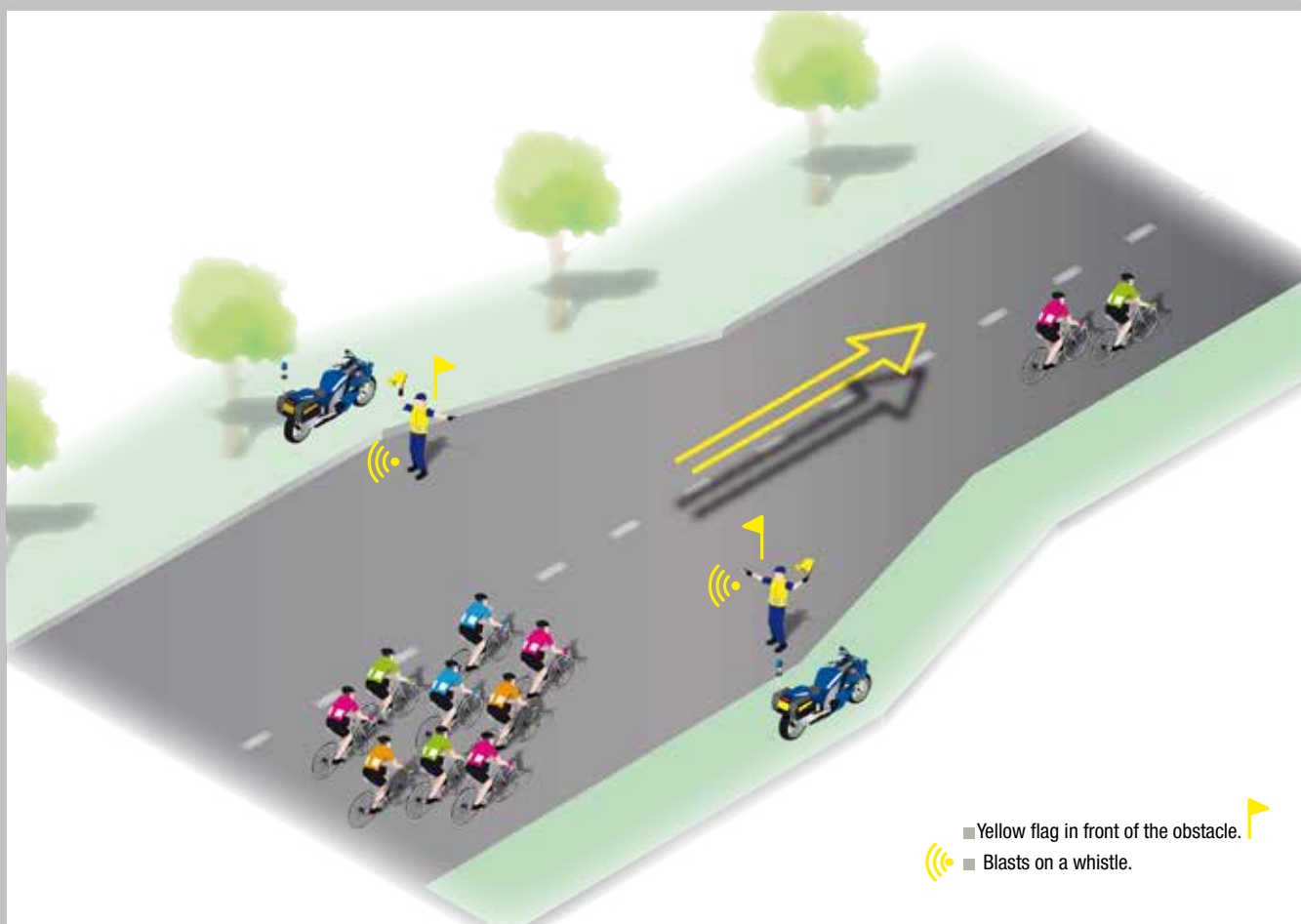
ENVIRONMENT

The organiser should, as far as possible, try to reduce the number of motorbikes involved in the race. The use of stationary marshals at junctions is preferred rather than a large number of motorcycle marshals who have to continually overtake the peloton.

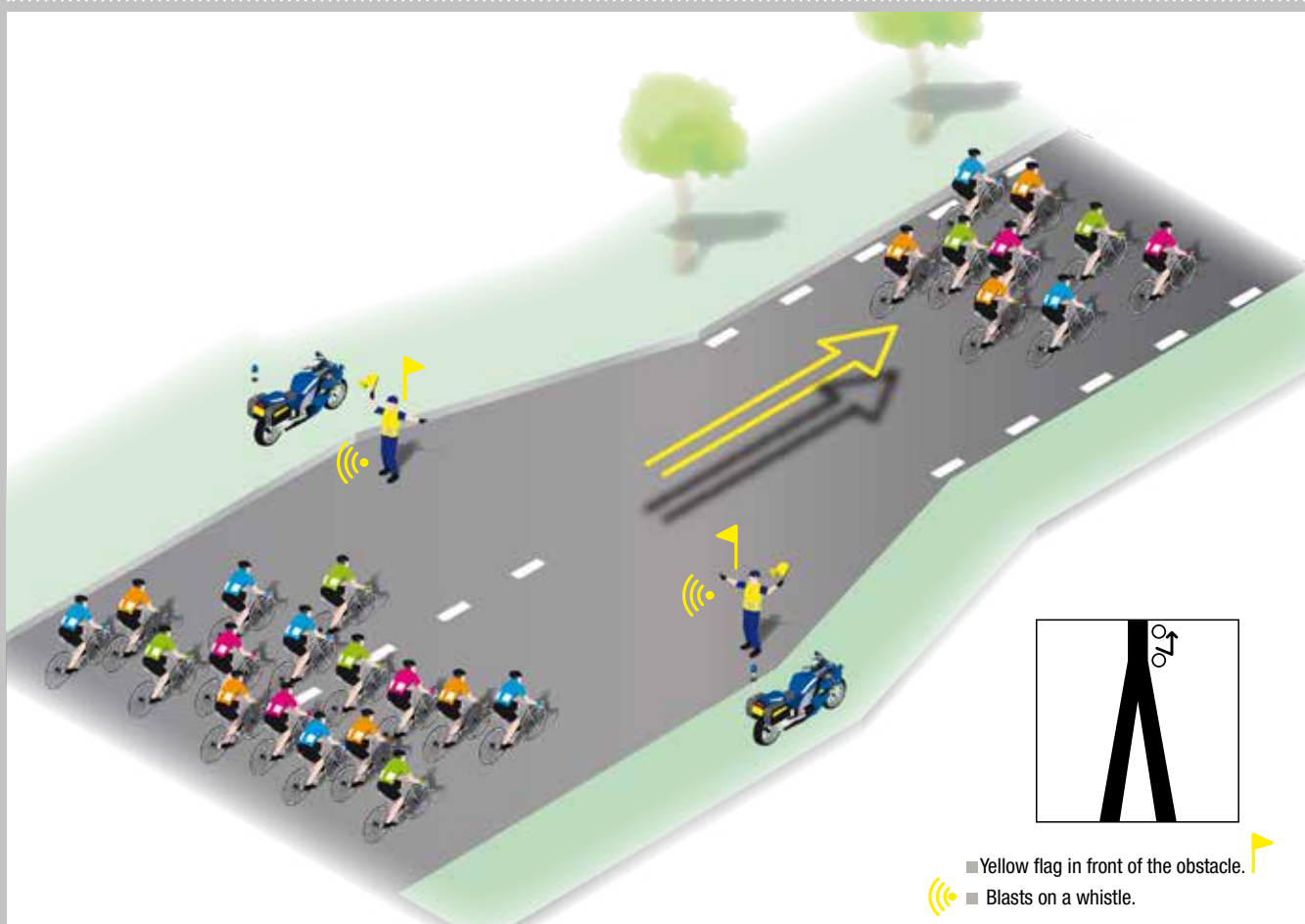
- **It is important to put in place a procedure** to receive the motorcycle escort riders when they arrive for the race: reserved parking, fitting race radios, applying accreditation stickers to motorbikes, van to follow the race to convey the motorbike riders' personal luggage, etc.
- **The position of motorbikes at the start should be studied** in order to facilitate their exit from the parking area and facilitate mobility at the start (avoiding difficult manoeuvres).
- **If possible, a van should follow the race to pick up any motorcycles** that have broken down. Nobody should be abandoned on the route.
- **A parking area should be reserved** for the escort motorcycles beyond the finish line. A snack and hot or cold drinks are appreciated.
- **A contract signed with each motorcycle escort rider specifies the limits of liability of each party** (motorcycle rider/organiser) in the event of incident or accident.

A mobile escort is much less important in a circuit race if the roads are closed to traffic. As the route is protected by stationary marshals, the role of the motorcycle escort is to travel ahead of the riders to warn of their arrival.

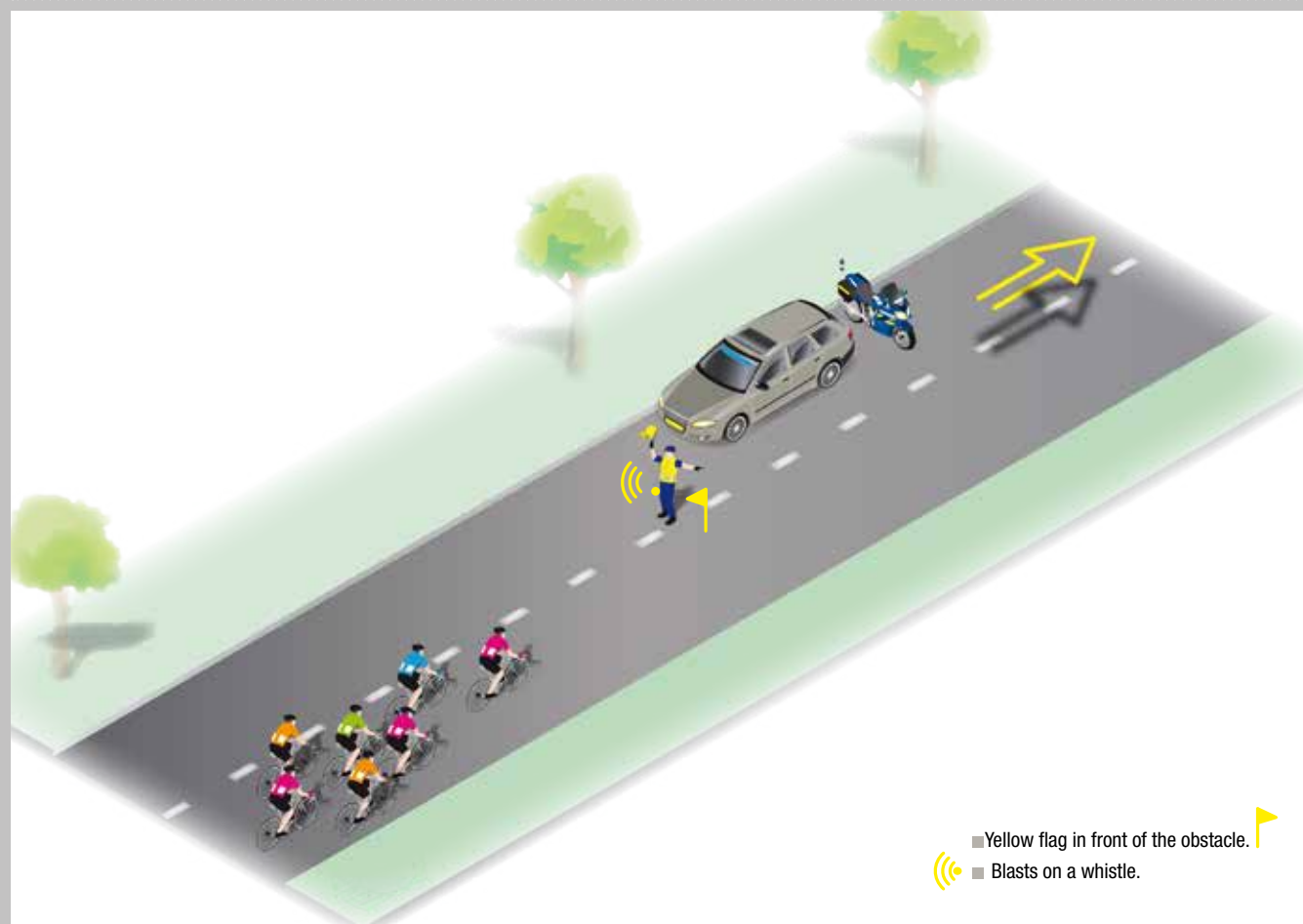
1. ROAD NARROWINGS



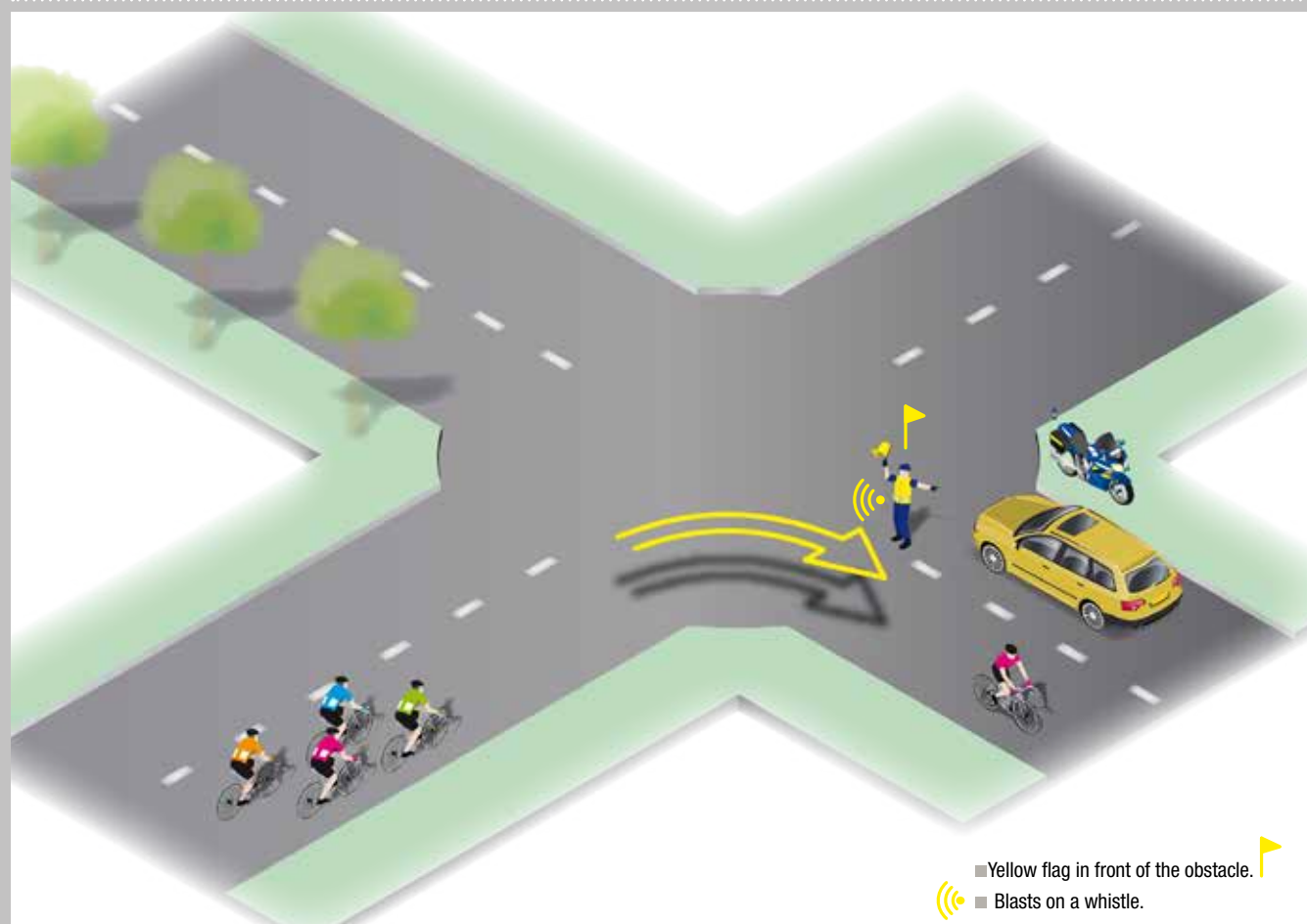
2. ROAD NARROWINGS: PASSAGE IN SINGLE FILE



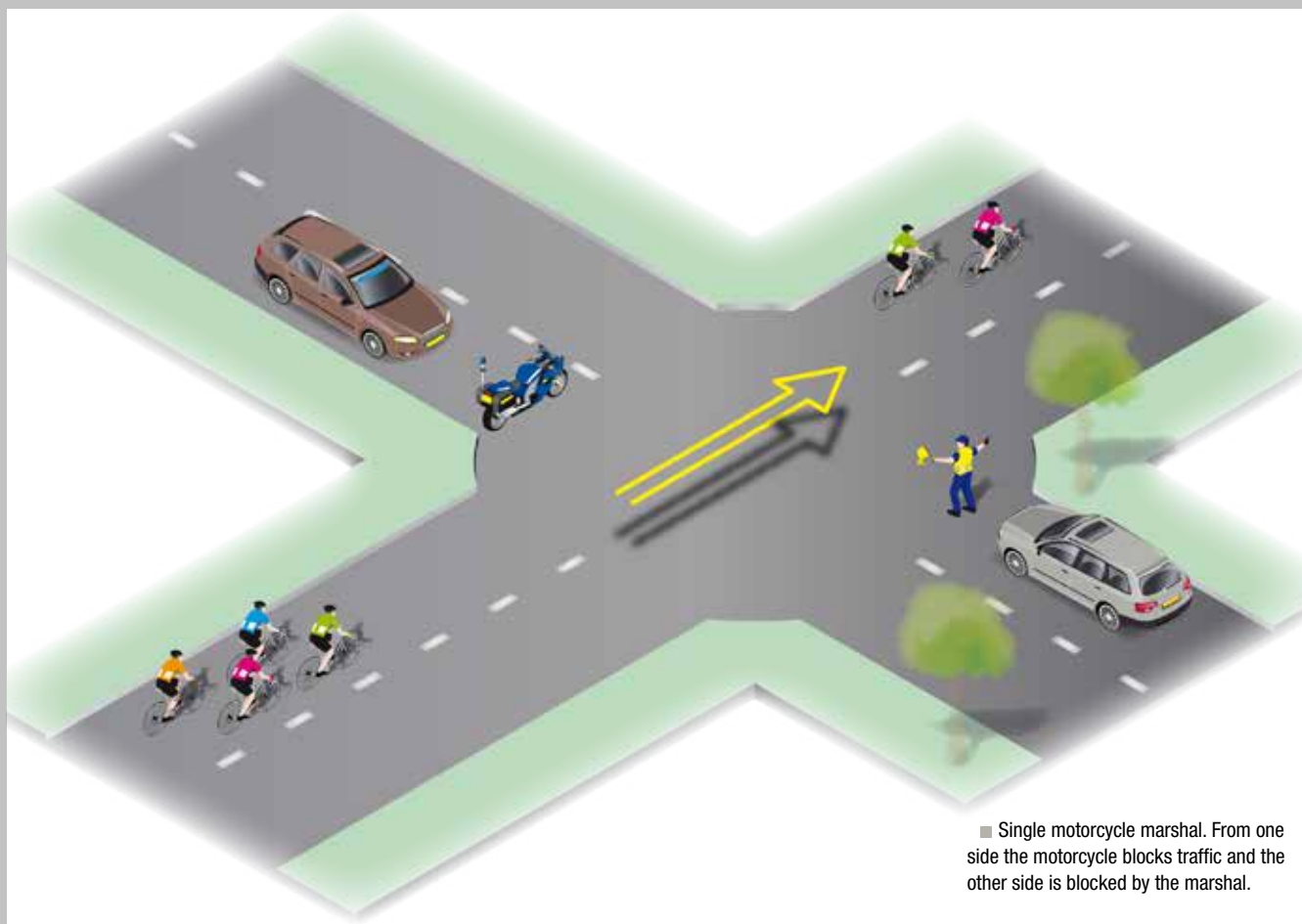
3.A. OBSTRUCTING VEHICLE



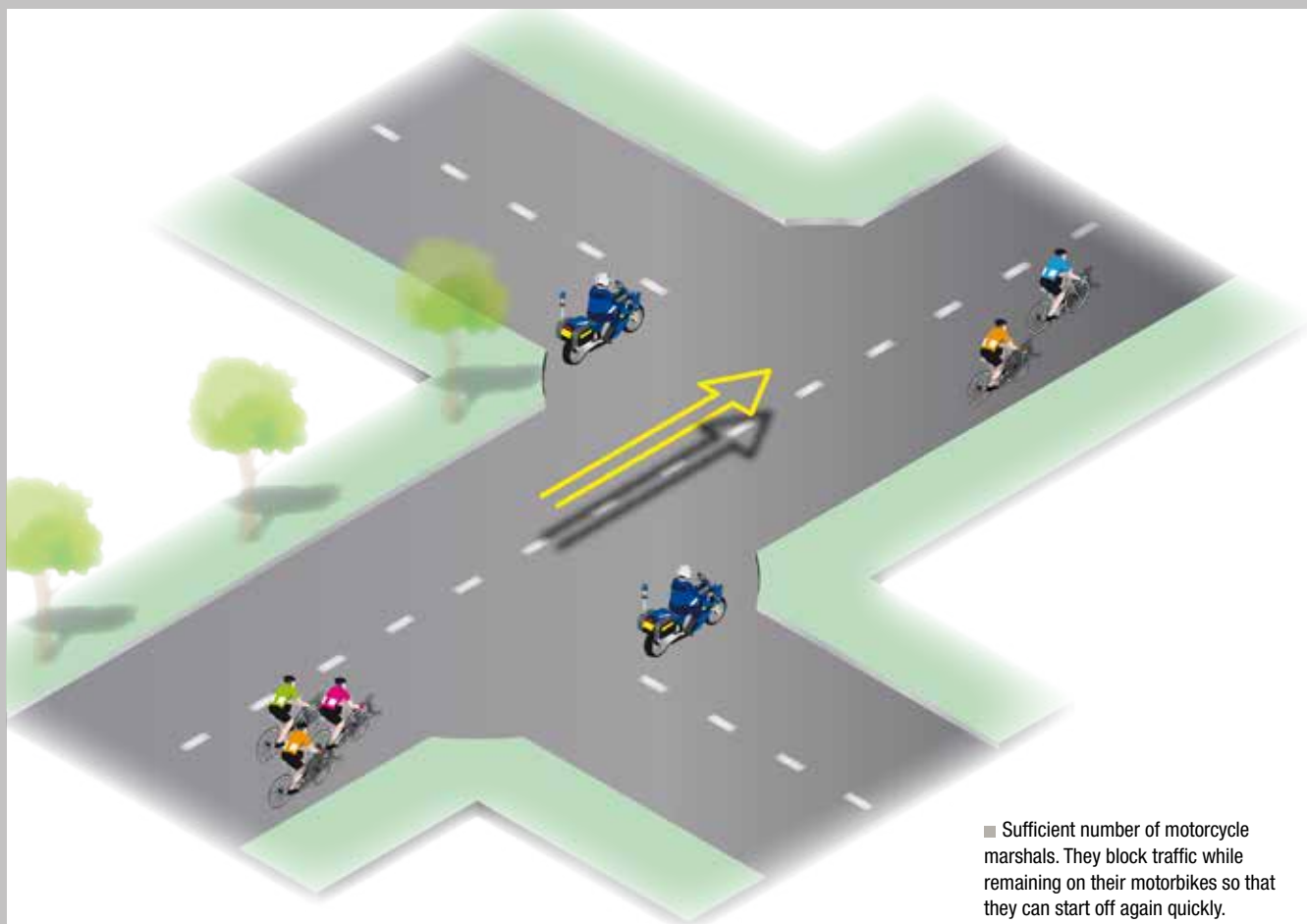
3.B. OBSTRUCTING VEHICLE



4. JUNCTION: NO CHANGE OF DIRECTION

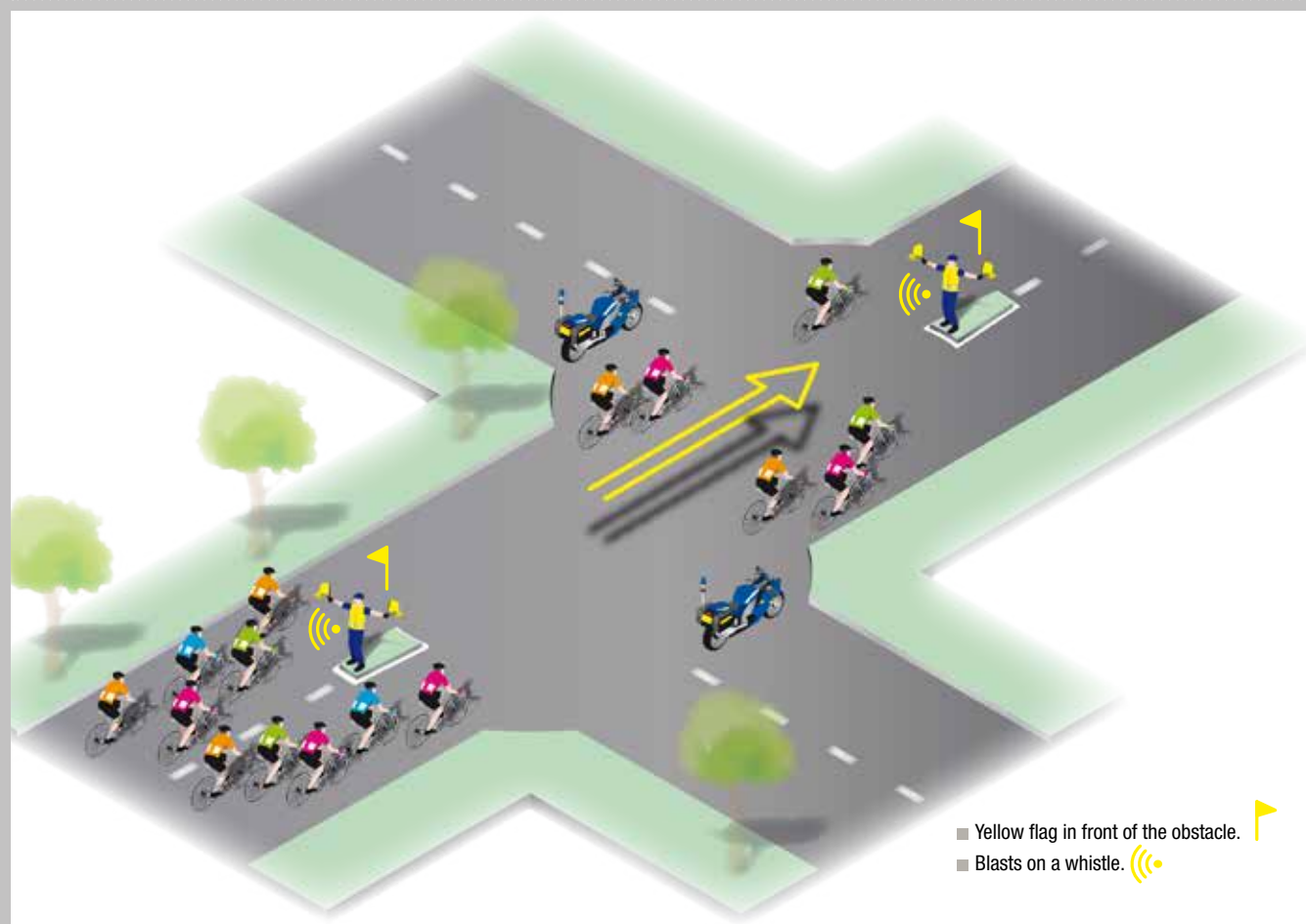


5. SUCCESSIVE JUNCTIONS: NO CHANGE OF DIRECTION

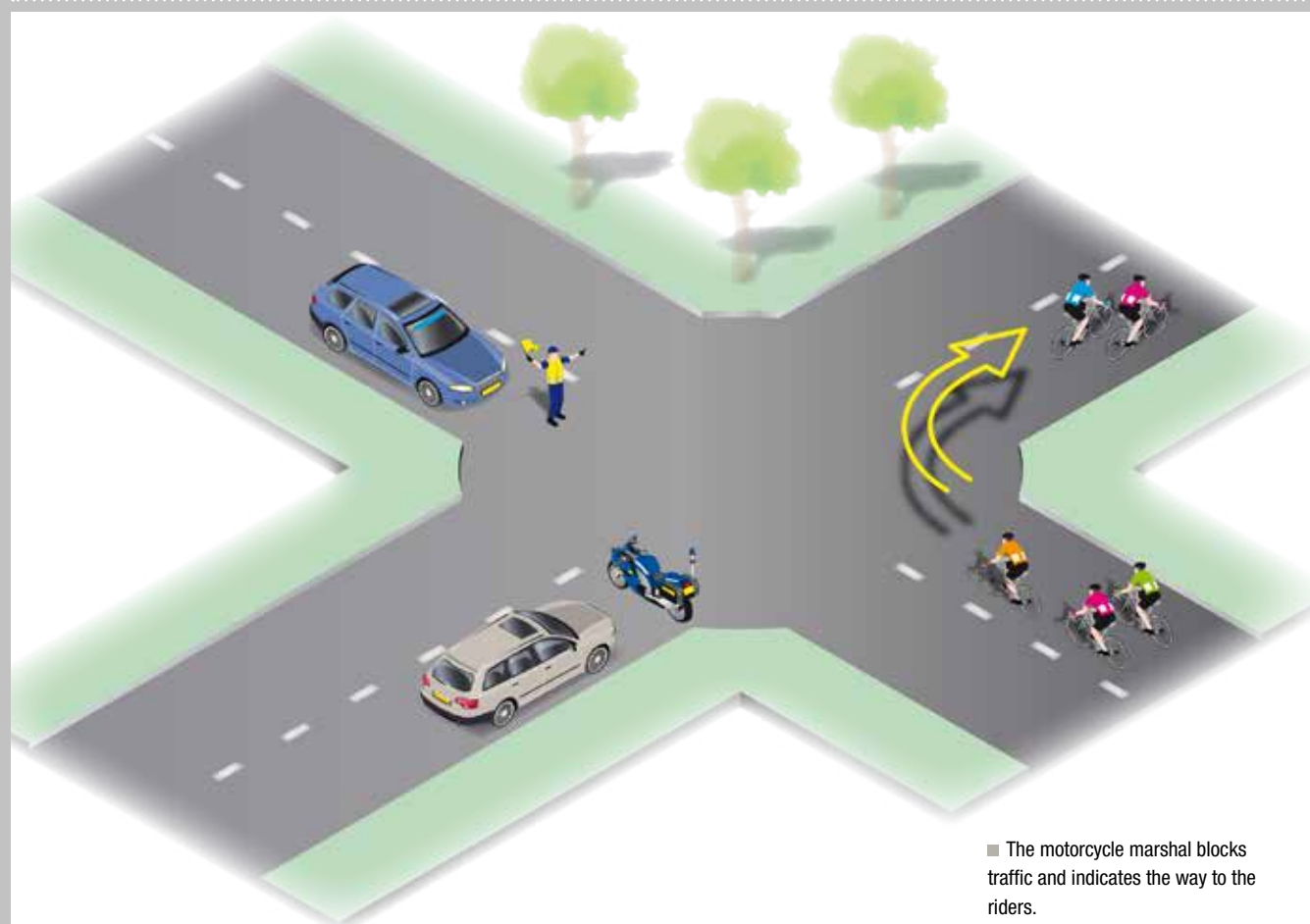


Examples of race situations

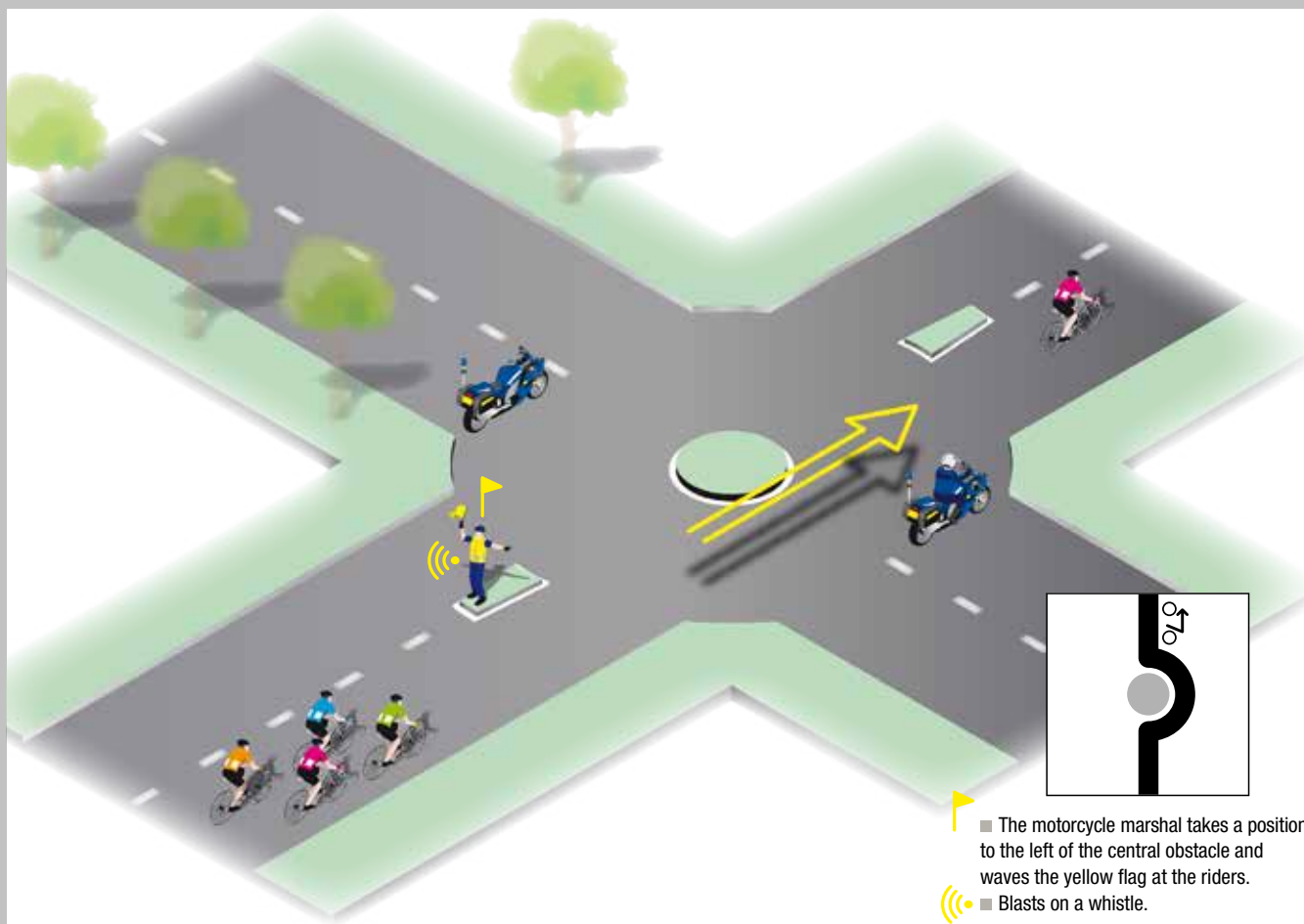
6. JUNCTION WITH TRAFFIC ISLANDS: NO CHANGE OF DIRECTION, PASSAGE ON BOTH SIDES



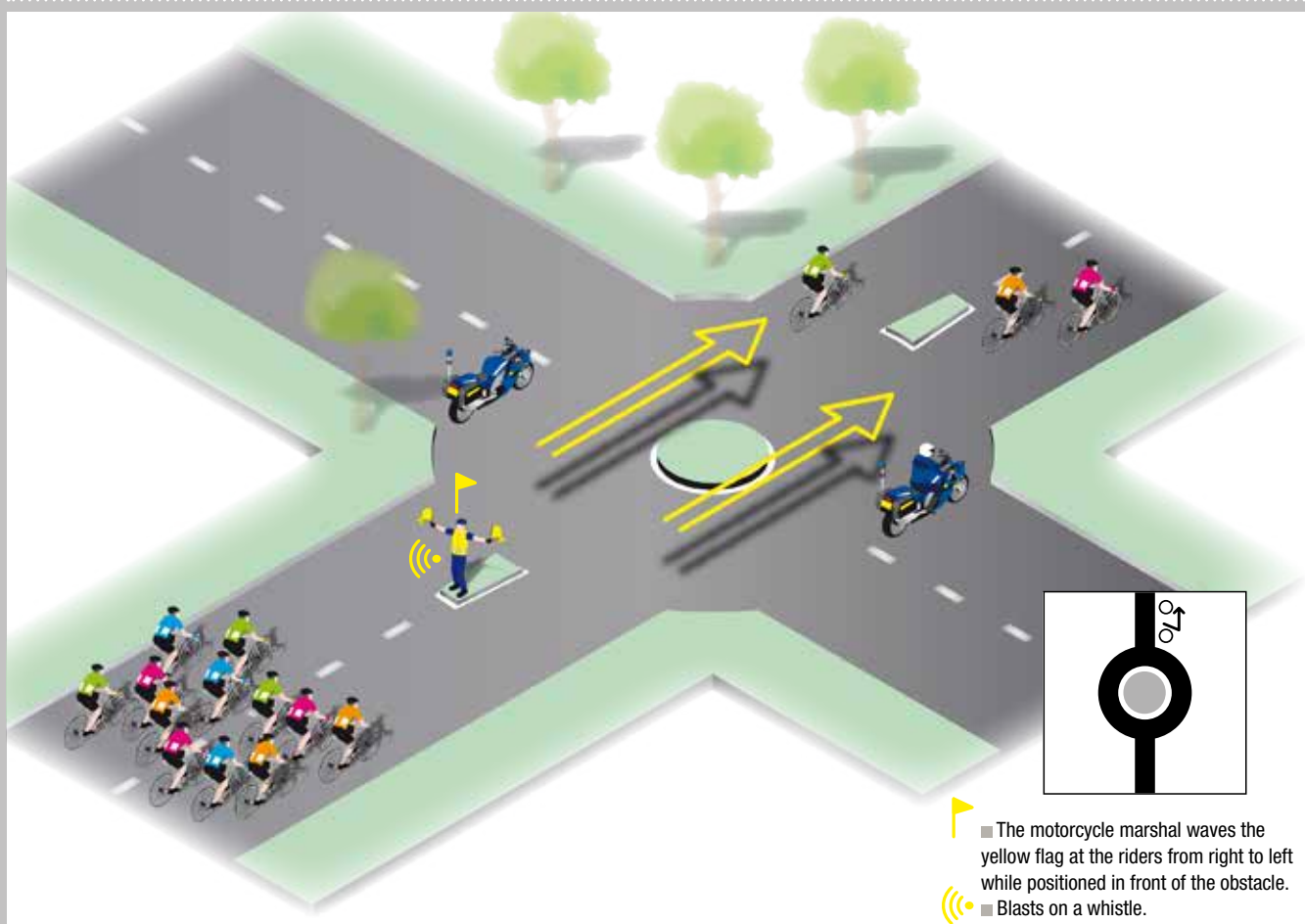
7. JUNCTION: CHANGE OF DIRECTION



8. ROUNDABOUT: PASSING ON THE RIGHT SIDE



9. ROUNDABOUT: PASSING ON BOTH SIDES





C.3.2 STATIONARY MARSHALS

The role of stationary safety marshals can be played by the police, other security forces or civilian volunteers. The essential task of these marshals is to promote the safety of the event by warning other road users of the imminent arrival of the race. They stop road users before the riders pass through, in this way avoiding any traffic moving in the same direction or against the flow of the race.

■ **The organiser must conduct a prior survey of junctions and dangerous sections** of the course at which stationary marshals will be positioned. The public order services involved in the event generally carry out this survey in conjunction with the organiser.

■ **The stationary marshals indicate the route to follow as the riders and race entourage pass through.** In contrast to members of the motorcycle escort, stationary marshals are at their posts well before the race passes through. In this way they can anticipate any measures required to ensure the safety of the event.

If the tasks conducted by these persons are governed by specific regulations, these should of course be adhered to. The organiser provides insurance cover for these persons within the scope of their tasks.

Useful advice:

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





C.4

PREPARING THE COURSE AND MARKING OBSTACLES

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

C.4.1 PREPARATION OF THE ROAD

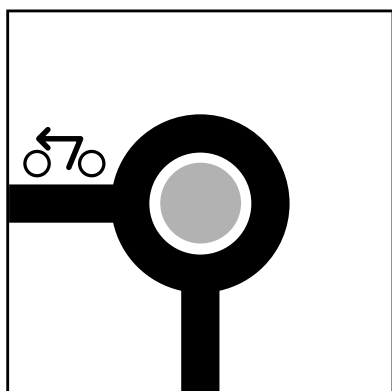
- The organiser should select a route that uses roads that are in good condition and do not present a danger to the riders. For some major events, the public authorities will resurface the road before the race. The condition of the course should be rechecked on the day before the race. If necessary the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

C.4.2 PROTECTION FROM OBSTACLES

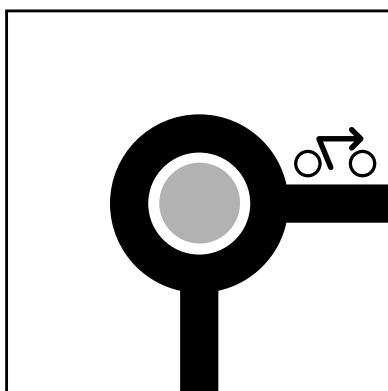


- The increasing amount of street furniture in many towns complicates the organisation of cycle races. It is nowadays essential to remove or provide protection from such obstacles. The organiser must anticipate potential crash sites during the race and provide suitable protection (straw bales, mattresses, etc.). The most vulnerable parts of the course are tight bends, where the road narrows and descents from mountain passes.
- Riders should be protected from traffic islands and central reservations by the careful positioning of wrapped straw bales. Straw bales must be wrapped; without a covering, they are liable to deposit straw on the road that could cause riders to crash, particularly in bad weather.
- In addition to this protection, riders should be warned of approaching dangers so that they can take suitable evasive action. The organiser must pay particular attention to providing the riders with warnings when passing through towns and in the final stages of the event (last 20 km). These warnings should be both visible and audible. A member of the security staff (mobile escort) waves a flag (preferably yellow) and gives repeated blasts on a whistle while standing in front of the obstacle.
- The organiser should not hesitate to allocate two marshals with whistles and yellow flags to dangerous obstacles: the first person should be positioned 50-100 m before the obstacle; the second person should be immediately in front of the obstacle.
- Special signs indicating a narrowing of the road or a roundabout should be located 200 m and 100 m before the danger point to ensure the riders are fully aware of the danger.

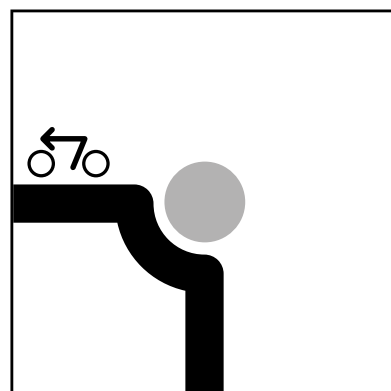
SIGNS



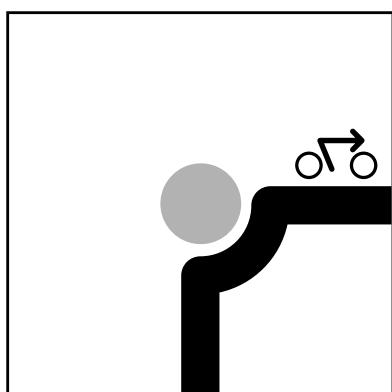
1. Turning left at a roundabout passed on both sides.



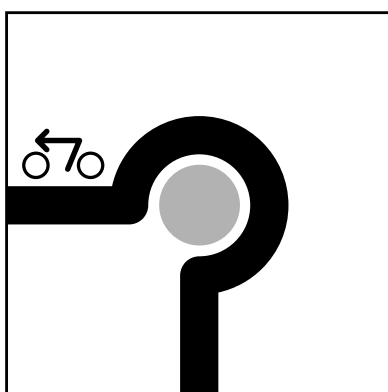
2. Turning right at a roundabout passed on both sides.



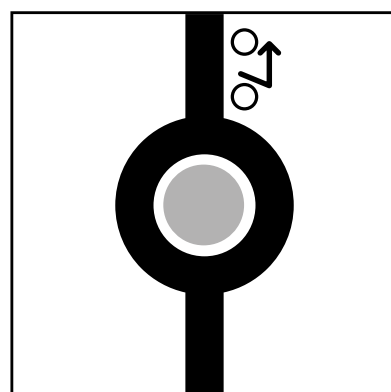
3. Turning left at a roundabout passed on the left.



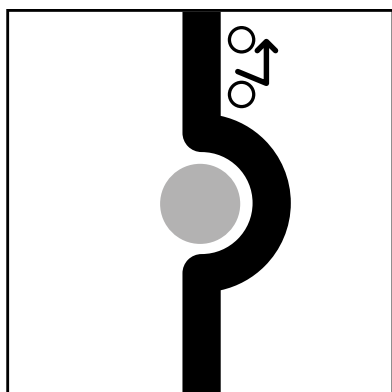
4. Turning right at a roundabout passed on the right.



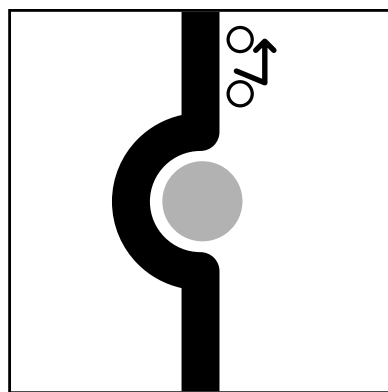
5. Turning left at a roundabout passed on the left.



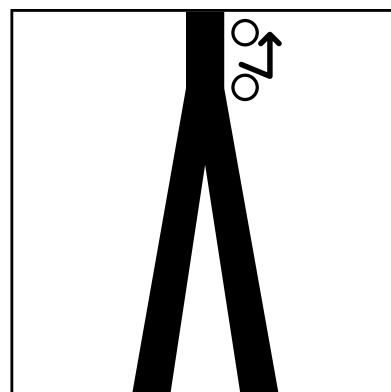
6. Straight on at a roundabout passed on both sides.



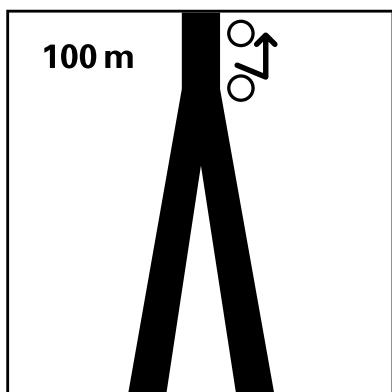
7. Straight on at a roundabout passed on the right.



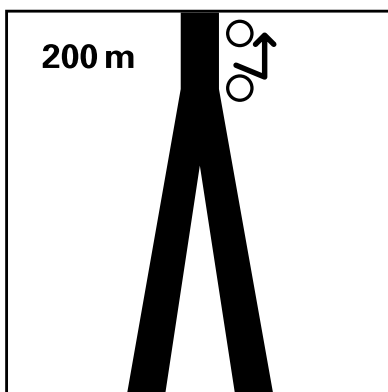
8. Straight on at a roundabout passed on the left.



9. Road narrowing.



10. Road narrowing at 100 m.



11. Road narrowing at 200 m.



Protecting and marking out obstacles is particularly important at the end of the race and when passing through towns.

C.4.3 THE PROTECTION OF VULNERABLE POINTS (feed zone, tunnels, level crossings, critical points of the race, etc.)

■ FEED ZONE

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

- **cordon off the zone** with barriers to avoid spectators mixing with the team helpers,
- **locate** the feed zone on a road of sufficient width or one with a central reservation or adjacent parking to allow team vehicles to pull up without a problem,
- **use clear signposting** to indicate the area reserved for the vehicles of each team and provide the teams with a plan of the feed zone before the start,
- **mark a line** on the surface of the road to indicate the area reserved for team helpers to prevent them encroaching on the part of the road intended for the riders.



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

■ TUNNELS

The organiser is responsible for providing suitable **lighting** in any tunnels through which the event passes if the tunnel is completely unlit. It must be possible to make out the number plate of a car at 10 m with the naked eye at all points in the tunnel and at its entrance. It must also be possible to spot a dark-coloured car at 50 m.



■ LEVEL CROSSINGS

The organiser must indicate any **level crossings** that the race will encounter in the technical guide. The organiser should enquire as to whether a train may coincide with the passage of the race. If this is the case, the race timetable may be modified.

- The organiser should make every effort to avoid passing over level crossings in the final stages of the event.
- The organiser should avoid passing over level crossings in time trials. If this is not possible, the times of trains should be taken into account and starters organised in waves such that no competitor is penalised by having to wait at the level crossing.

■ CRITICAL POINTS OF THE RACE (SPRINTS, COLS AND CLIMBS)

The organiser arranges critical sporting sections of the race at strategic parts of the course. These are sprints or king of the mountains climbs. These areas are vulnerable in safety terms as they generally attract the most spectators. These sections should thus be protected by barriers or ropes before and after the line. This is especially important for sprints taking place in a village or town.

- Plastic ribbon should not be used as it could be blown on to the course.
- It is recommended that organisation security staff should be present at these critical points of the race.
- During the reconnaissance of the route, the organiser may identify other areas at which spectators may congregate in significant numbers; the previously-mentioned protective measures should also be implemented here.



■ ADVERTISING MEDIA

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





C.5

THE COMMUNICATION OF INFORMATION



AVOID INFORMATION OVERLOAD

The focus of the route guide should be to clearly identify the main points of danger that the riders need to be made aware of and not just a list of minor obstacles along the race route.

Communication is an essential part of ensuring safety. The organiser has several different methods of communicating the main dangers of the race to the riders and race entourage.

■ BEFORE THE RACE

In order to avoid traffic problems, **the organiser can use the media** (local newspapers) and other means of communication to inform the affected residents of the date and time of the passage of the race as well as the relevant restrictions on movement and any diversions that will be put in place. Communication is essential to ensure that residents can make alternative arrangements.

■ THE ROUTE GUIDE

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

■ MEETINGS BEFORE THE START

On the evening before or the morning of a race (two hours before the race), **the event director and the person in charge of the motorcycle escort** (police or volunteer) should reconnoitre the vulnerable points of the route in order to implement the most effective arrangements possible. All points that require the presence of marshals with yellow flags and whistles, including those that do not feature in the route guide, must be indicated during the pre-race meeting. The organiser should describe the dangerous points of the route at the team managers' meeting. The riders can be given a verbal reminder of the dangers on the course at the start.

■ RACE RADIO

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



C.6

THE START AND FINISH AREAS



The start and finish areas are described in detail in previous sections of this guide. Only the main safety points are given here. Protection of the start and finish areas is above all a job that falls to an effective team of security personnel. Their task is to restrain the public as barriers alone are not sufficient to achieve this. **A close collaboration with the organiser is essential in this respect.**

C.6.1 THE START

Barriers are required at most events in order to prevent spectators accessing reserved areas (signing-on podium, road at the start line, etc.). Only events attended by very small numbers of spectators can dispense with **barriers**. The movement of vehicles should be controlled in the start area and prohibited at the event's various parking areas to allow the riders freedom to move around in safety.

C.6.2 THE FINISH

The finish is much more difficult to manage in safety terms than the start. The final kilometres leading up to the finish should have an excellent road surface and be free of all obstacles such as speed bumps, roundabouts, narrowings of the road, etc.

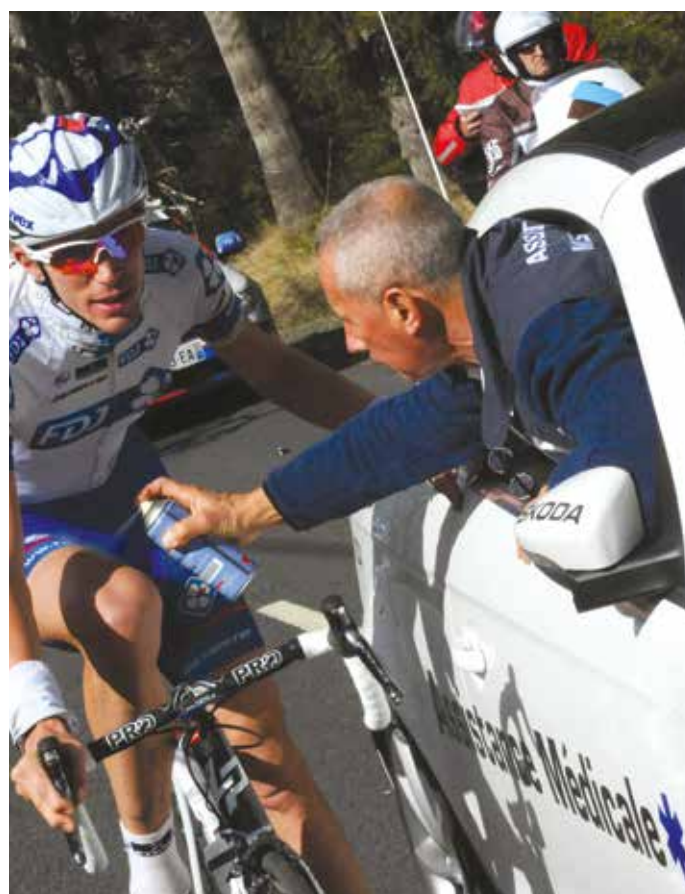
- In flat stages, the final 500 m should be, as far as possible, straight, or at least there should be no dangerous bends.
- In order to avoid spectators spilling onto the roads and to ensure safety during the final sprint, barriers should be set up on both sides of the road for a minimum of 300 m before the line and 100 m after.
- The event announcer can pass on messages urging the public to take care and in particular not to cross the road.
- The organiser is responsible for controlling access to the finish line. Access is normally restricted to a limited number of accredited persons (organisation staff, security personnel, team staff, photographers, journalists, etc.).
- For safety reasons at the finish, it is vital that the riders, involved in a flat-out effort, are preceded by a vehicle to clear the route for them. This vehicle accelerates in the final 800 m to cross the line some 10 seconds ahead of the first rider.
- Motorcycle photographers generally arrive just before the race and park on the roadway in an area reserved for them.
- The finishing straight must be kept completely unobstructed until the last rider has finished.

TECHNICAL AND
SPORTS PREPARATION
FOR THE EVENT



D

MEDICAL SERVICES



D.1

BASIC PRINCIPLES



A high-quality medical service is a vital element of a cycle race, providing optimal treatment for any riders, officials, team members, organisation staff, media representatives or other accredited persons who are victims of an accident or illness. The medical service should be in operation at least one hour before the start of the event and until one hour after the finish. It is impossible to define rules to apply in all cases. Each intervention by the medical services varies in terms of the number of patients, the seriousness of the injuries, the methods of evacuation and the proximity to hospitals or clinics. Nevertheless, the following basic principles should apply to all types of intervention:

- **The major objective at the site of an accident is to provide care in order to stabilise a rider's condition.** Medical care should be available as soon as possible after an accident or the appearance of symptoms: this is the first intervention time. While taking into account the need to ensure the safety and the protection of other riders and race followers and respecting the regulations that govern cycle races, medical assistance should be provided as quickly as possible. Progress made in the field of emergency pre-hospital care means that the medical assistance provided should, in the event of a medical emergency, allow the victims to receive the best care possible before being transferred to an appropriate establishment.

- **Evacuation to the most appropriate care establishment as quickly as possible.** The medical assistance provided in a cycle race should be of the highest standards and efficiency in all respects. Any delay, error or indecision may have a particularly negative effect, and all the more so as the media may be in attendance at the accident scene.



D.2

THE RESOURCES REQUIRED



D.2.1 HUMAN RESOURCES



A chief doctor, who specialises in sports or emergency medicine, and with experience in cycling, should be the **general coordinator**. The chief doctor is supported by two assistant doctors. These doctors should preferably be trained in sports or emergency medicine, or be specialists in traumatology or anaesthesiology, and holders of an ATLS diploma (Advanced Traumatic Life Support).

- **A qualified nurse**, qualified to the highest national level in their profession must travel in each ambulance, as well as an assistant nurse. The ambulance drivers should also hold the highest national qualification in ambulance transport.
- The driver of the doctor's car should be experienced in driving during cycle races.
- Doctors should wear distinctive jackets bearing the word «Doctor».

D.2.2 TRANSPORT

The organiser should provide:

- **a doctor's car**, if possible a cabriolet to allow treatment to be given to a rider travelling alongside the vehicle at the same speed (this vehicle should not carry more than one passenger for practical reasons and also should not carry journalists for reasons of medical confidentiality);
- **a minimum of two ambulances** to provide immediate aid to accident victims and to give emergency cardio-pulmonary resuscitation;
- **a paramedic motorbike**, especially for races with mountain stages, in order to ensure speedy medical assistance when access may be problematic (narrow roads, large crowds, etc.);
- moreover, depending on the race route, **the proximity of hospitals and the suitability of evacuation routes**, the option of helicopter transport for patients on stretchers may be included in order to minimise the second intervention time. This method of evacuation can be achieved through the national helicopter rescue service or by means of a private helicopter depending on the circumstances.

D.2.3 EQUIPMENT REQUIRED BY MEDICAL PERSONNEL

The chief doctor gathers together the equipment required for the event.

This shall include the following:

■ **Paramedic car:**

- Portable oxygenator,
- Ventilator equipment,
- Intubation equipment,
- Intravenous drip apparatus,
- Neck collars (braces),
- Sterile bandages,
- Blood-pressure apparatus and stethoscope,
- Resuscitation medicines and analgesics/IV drip liquids,
- First aid equipment and medicines.

■ **Ambulances:**

- Portable oxygenators,
- Ventilator equipment,
- Intubation equipment,
- Suction apparatus,
- Intravenous drip apparatus,
- Splints and immobilisation equipment for limbs and spine (including neck collars and braces),
- Sterile bandages,
- Tracheotomy equipment,
- Blood-pressure apparatus and stethoscope,
- Stretcher,
- Scoop stretcher,
- Vacuum mattress,
- ECG monitor and defibrillator,
- Pulse oximeter,
- Resuscitation medicines and analgesics.

■ **Paramedic motorbike:**

- First aid equipment.

■ **Paramedic helicopter:**

- Equipment complying with the most rigorous national standards.

■ **All vehicles must be interconnected by radio** (if possible using an independent «medical assistance» channel). As a minimum, the chief doctor must also be able to directly contact the organisation director.

■ **All personnel must be in possession of a list of other** (local) **emergency** medical structures and hospitals to which victims can be evacuated if necessary.

■ **All personnel must also have a list of the telephone numbers** of the relevant **emergency services**.

■ **The doctors** on the ground **should be equipped with mobile phones** to allow them, if necessary, to contact the emergency services and, if appropriate, to be joined by members of the race entourage.

D.3

DISTRIBUTION ON THE GROUND AND INTERVENTIONS

IN NORMAL CONDITIONS
the medical services are distributed
in the race convoy as described below:

- The first paramedic car, with the chief doctor on board, takes up a position behind the race director;
- Ambulance no. 1 remains behind the team managers' cars, with the main peloton;
- The second ambulance stays at the back of the race, near the broom wagon (one of the assistant doctors should be located in one of the two ambulances);
- If a motorbike is available, this should stay with any breaks during flat stages, but be available anywhere on the course during mountain stages;

Depending on the race route, the proximity of hospitals and the suitability of evacuation routes, it should be possible to call in a paramedic helicopter at any time to evacuate an injured person. - A helicopter allows the medical evacuation of a rider when transport by road is difficult or impossible (large crowds, difficult terrain, no evacuation route, etc.) such that there is no delay in the second intervention. (This distribution of medical resources should remain flexible depending on the nature of the race, the gaps between groups, any medical evacuations to be conducted, etc.)

IN THE EVENT OF A CRASH
the procedure for intervention is as follows:

- The doctor's car, positioned close to the race director's vehicle, stops behind the accident on one side of the road;
- The doctor quickly gets out of the vehicle;
- The driver assists the doctor at the site of the crash and acts upon instructions (radio call to the ambulance or event management, call to emergency services, etc.) or directs the race vehicles around the crash;
- The ambulance stops in front of the crash, near to the rider to be evacuated, taking care not to block traffic when the race is continuing;
- The team manager's vehicle stops in front of the ambulance;
- Any race personnel who are at the scene should assist in order to avoid encroachment at the crash site and protect the work of the medical personnel (requesting the public and the press to stay back, assisting in stretching out a cover to make a screen, etc.);
- Information should not be transmitted via race radio, unless there are safety considerations.

D.4

NON-RACE MEDICAL SERVICE

The organiser should consider providing a **suitable medical service for the general public**, in particular working in collaboration with the fire service and NGOs such as the Red Cross.

TECHNICAL AND SPORTS PREPARATION FOR THE EVENT



E

ACCOMMODATION

The quality of the accommodation and the meals provided, as well as the number of transfers, can have a significant influence on the participants' perception of the event. In fact, a high-quality race with excellent sporting standards can, despite everything, leave the competitors with a very bad impression if the accommodation or meals are flawed in some way. For this reason, great care should be paid to these aspects of the organisation.

E.1

GENERAL POINTS



The organiser takes responsibility for the accommodation of the teams (riders and staff) as well as the officials, international commissaires, organisation personnel and even some guests. With regard to the teams, additional personnel shall be permitted up to a number equal to the number of riders for each team scheduled by the event's special regulations. However, the obligations are not the same for stage races as for a one-day race.

■ ACCOMMODATION FOR TEAMS FOR STAGE RACES

In stage races on the international calendar, **the organisers must bear the accommodation costs** of the teams from the night before the event starts until the last day, and even for an additional night for certain types of events, depending on requests made by the teams, if it is too late to travel on the same day due to the time the event finishes.

- In other words, the organiser is responsible for reserving and paying for the accommodation, food and drink of all teams for the entire duration of the event.
- If an event starts with a prologue, this is considered as a day of the race. This means that the **teams must receive accommodation from the day before the prologue.**

■ ACCOMMODATION FOR TEAMS FOR ONE-DAY RACES

Expenses are negotiated by mutual agreement for one-day races. In general, the organiser pays each team compensation for participation that covers **the costs of accommodation and travel**. The teams reserve their own accommodation. The organiser should provide a list of accommodation in the region to assist in this task.

- However, for certain classes of race and the UCI Cups, this compensation is regulated and set annually by the UCI Management Committee.
- If teams have travelled a long distance to the event, it is likely that their stay will be slightly longer than usual (adapting to time zones, recovering from a long journey, etc.). The organiser should take these issues into account and discuss them in advance with the invited teams.



NOTE

When a rider abandons a race, and his/her team does not have the resources to send him/her home, the organiser will pay for this rider's accommodation until the end of the event.

■ SETTLEMENT OF ACCOMMODATION EXPENSES / EXTRAS

It is not unusual for problems concerning the payment of bills to arise between the teams, organiser and hotels. These problems are generally the consequence of poor organisation and a lack of prior communication.

■ It is often the case that a team will request the hotel/restaurant for additional services known as «**extras**» (e.g. telephone, laundry services, additional meals, drinks at the bar, etc.). These additional services should be paid for by the teams themselves.

■ In order to avoid any misunderstandings, it is advisable to use a document known as a «**voucher**» to describe exactly what team expenses will be paid (an example is provided below).

■ **The team should present this document to the hotel.** The latter will carry out the services described on the voucher without invoicing the team; the organiser pays the hotel directly. The hotel should come to an agreement with the team managers in order to define how the additional costs will be settled. The solution is very often the deposit of a credit card upon the team's arrival.

VOUCHER

THE FOLLOWING TEAM:
staying at

(team name)

(name of hotel)

shall have the following expenses settled by the event organiser:

..... (number) **of twin-bed rooms from**/...../..... (date) **to**/...../..... (date)
..... (number) **of single rooms from**/...../..... (date) **to**/...../..... (date)
..... (number) **of evening meals by**/...../..... (date)
..... (number) **breakfasts by**/...../..... (date)
..... (number) **of bottles of water**

All other expenses shall be settled by the team upon checking out.

Drawn up on/...../..... (date)

organiser's signature :

*Copies : 1 copy for the hotel
1 copy for the team*

.....

E.2

ACCOMMODATION SPECIFICATIONS



■ CHOICE OF HOTEL

«Quality» accommodation is not synonymous with «luxury» accommodation. In general, participants agree that the most important issues are cleanliness, proximity, practicality, security, conviviality, welcome and the quality of food rather than luxury.

Facilities such as swimming pools, gyms, tennis courts, etc. are of no use to participants in a cycle race. On the other hand, a large parking area to accommodate all the team vehicles and provide space for the mechanics to maintain the bikes, as well as a lockable garage to securely store the bikes, are indispensable.



■ In stage races, **it is up to the organiser to draw up a list of hotels** where the teams will stay and to allocate the teams to the various establishments. The organiser should observe strict impartiality between the teams when conducting this allocation.

■ **In order to avoid any disparity between the teams**, it is essential that all the riders in a stage race have accommodation and meals of an equal standard. Infringing this basic rule represents a lack of fair play. If the commissaires note that an organiser is deliberately favouring or discriminating against a team, this will be reported to the UCI who shall take appropriate measures against the organiser.

■ **The organiser should thus be very careful to provide equivalent accommodation for all the teams.** If the hotels are of varying quality, a rotation system should be used to ensure that the teams all accumulate the same number of hotel stars by the end of the race.

■ **If there are not enough hotels in a town or region to accommodate all the participants, priority of accommodation should be given to the teams as the riders need to recuperate.** Officials, journalists, sponsors and staff may have to travel a short distance to reach their accommodation. For riders who need to have a massage, eat and sleep as soon as possible, every additional kilometre travelled is a genuine handicap.

■ **If the finish location does not have any accommodation, then the whole race entourage will have to conduct a transfer.** In this case, the organiser should assist the teams so that no time is wasted. For example, signs may be put up, or the police requested to accompany a convoy of all the team vehicles to the site of the accommodation.

■ **In some regions, there are simply no hotels.** The organiser must take problems such as these into account before designing the route of the race.

■ **The UCI may, in certain conditions, accept accommodation of other types** (e.g. hostels, apartments, etc.) but the UCI and the teams should be informed of such situations in advance. The invitation to the teams should clearly specify the type of accommodation for the riders if it is not standard hotel accommodation.

Example:

.....
If, during a two-day race, team A stay in a one-star hotel on the first night and team B stay in a three-star hotel, it should be ensured that the following night team A stay in a three-star establishment while team B are accommodated in a one-star hotel.



■ ROOMS

In general, a team's riders, mechanics and masseurs sleep in twin-bedded rooms, while the team managers, other managers, doctors and other executives are accommodated in single rooms.

Example: a team comprising seven riders will have the following room requirements:

	TOTAL ROOMS	TOTAL NO. OF PEOPLE
3 x 2 riders	twin-bedded rooms	6
1 x 1 rider + 1 assistant	1 twin-bedded room	2
2 x 1 mechanic + 1 masseur	2 twin-bedded rooms	4
1 x 1 sports director	1 single room	1
1 x 1 manager or 1 doctor	1 single room	1
TOTAL	6 twin-bedded rooms + 2 single rooms	14



■ SPECIAL ARRANGEMENTS

It is important for the hotel to be aware that teams will require certain special arrangements to facilitate the work of their mechanics and masseurs.

■ **Mechanics use an outside area** (parking lot, hotel esplanade, lawn, etc.) to wash, repair and prepare the team's bicycles. For this they need access to a water supply (for washing bikes) and a power supply (to connect power tools). After they have finished their work, they generally require access to an enclosed, lockable area to store the bikes overnight.

■ **Masseurs bring a massage table with them** which they usually set up in their rooms. Masseurs need extra bath towels to cover the table and for use by the riders during the massages.

■ **If the hotel has other rooms that could be used for the riders' massages, these may be offered to the masseurs.** This option is recommended when the hotel rooms are small and it is difficult to set up a massage table.

■ In the evening, **the masseurs are also involved in preparing food for the following day.** Masseurs may request access to the hotel kitchen to prepare the feed bags (cutting and packing energy bars, cakes, fruit, etc.). The teams are responsible for purchasing the supplies required to prepare the food for the race; the hotels should not be requested to provide this.



ENVIRONMENT

Mechanics can be given recommendations on the use of water when cleaning bikes in order to avoid waste.

E.3

CATERING SPECIFICATIONS



EXAMPLE BREAKFAST FOR RIDERS

- white and/or wholemeal bread
- Butter, jam, honey, etc.
- Cereals
- Dairy produce (milk, yoghurt)
- Fresh and dry fruit
- Tea, coffee, hot chocolate, water, fruit juice
- Cooked ham
- Cheese
- Hard-boiled, soft-boiled or fried eggs
- Spaghetti or white rice, cooked «al dente»
- Grated cheese and a light tomato sauce as accompaniment



EXAMPLE MENU FOR THE RIDERS' DINNER

STARTER

■ Mixed salad

heart of lettuce, sweetcorn,
diced gruyère and ham + olive oil
and vinaigrette served separately

■ Main course

Mixed brochettes [skewers] (2 large
brochettes per person – beef, veal, chicken)
accompanied by tomatoes provençales,
boiled potatoes and rice

■ Dessert

Natural yoghurt

+ Apple tart and/or fruit salad

+ Coffee

■ 1 litre of sparkling or still water per person (to
be put on the table before the riders come to eat)



If there is any doubt, the organiser should get
in touch with the invited teams to find out what
their food preferences are during the race.

Everyone likes to eat well, but this is even more essential for top-level sportspeople. The organiser should thus be able to offer the teams meals that are well balanced in dietary terms and adapted to the riders' food cultures. A racing cyclist is not a tourist; he or she does not visit a foreign country to discover the local cuisine but rather comes to work and race. It goes without saying that the food served to the riders should be of the highest quality; fresh and low fat. If a team has to abandon a race as a result of food poisoning, the race's reputation is very badly affected.

■ BREAKFAST

The riders have special, very large breakfasts. This consists of everything usually found in a standard continental breakfast. The riders often also request pasta as well.

- In order to enhance digestion and performance, riders **must eat breakfast approximately three hours before the start of the race.** The hotel should thus take the competition timetable into account when planning meal times.
- **If the race starts relatively late** (between 12:00 and 14:00), then the riders may ask **first for a normal breakfast**, and then another meal (immediately after breakfast or 45 mins to one hour later) consisting of pasta, cooked ham and eggs.
- The best way to serve breakfast to riders is **in the form of a self-service buffet.**

■ EVENING MEAL

The riders return to the hotel after the race to shower and have a massage. **At around 19:30, the riders come down to the dining room for a well-earned meal.** The riders very much look forward to the evening meal; it is one of the few relaxing moments of the day. For this reason it is important that the meal is pleasant.

Attention should be paid to the following issues in order to ensure that the evening meal proceeds without problem or delay:

- **the whole meal should take a maximum of one hour to eat:** the riders are tired and want to rest as soon as possible.
- **the service should be speedy and efficient:** the tables should be prepared with all necessary condiments before the riders come down (water, salt, pepper, olive oil, etc.).
- **do not take individual orders:** the menu should be fixed for all. If an individual wants to make a change from the set menu, they will inform the staff.
- **serve food on platters**, such that individuals can help themselves to as much as they want (one platter for each three or four people).
- **serve sauces separately** (e.g. tomato sauce and spaghetti in different dishes).

■ DRINKS

The riders obviously consume a lot of water during their stay at the hotel. The organisation should inform the hotels to ensure that they have a sufficient stock of bottled mineral water. The teams like to find a bottle of water for each person in the rooms upon their arrival; this little extra effort is very much appreciated!

In stage races, **the organiser should take care to ensure that a variety of evening meals is served.** The same menu suggestions should not be sent to all the hotels involved in the event, as in this way the riders would have to eat the same meal every day. Here are some examples of menus for a three or four-day stage race.



In no event should teams have to prepare their own food or leave the hotel to eat. Teams may have their own cook or may have suggestions or requirements for meals, but all arrangements should be made respectfully and in collaboration with the hotel.



CHECKLIST FOR RESTAURANT
STAFF AND CHEFS:

- **Provide large portions**
Athletes eat a lot.
- Serve all sauces/dressings **separately.**
- Do not use tinned vegetables
Use fresh vegetables instead.
- Take care **with the cooking time for pasta.**
- **Avoid fats.**
- Serve food **on platters** to save time.

Thanks!

Example of menus for a 3-4 days stage race

MENU 1

- Melon and local ham
(1/2 melon and slice of ham per person)
- Fillets of grilled salmon (200 g)
- rice, tomatoes
- Heart of lettuce salad
- Fromage blanc
- Chocolate cake

MENU 2

- Lasagne with Bolognese sauce
(one plate per person)
- Grilled chicken
(1/2 per person)
- Mashed potato
- Green salad
- Fromage frais
- Crème caramel

MENU 3

- Mozzarella, tomato and basil
- Pasta
- Grilled steak
- Mixed vegetables
- Yoghurt
- Fresh fruit salad
- cake

MENU 4

- Mixed salad
- Escalope of veal
- Pasta
(tomato sauce + grated cheese served separately)
- Yoghurt, fromage blanc
- fruit tart

WITH EACH MEAL

- mineral water
(and 250 ml of wine per person upon request)
- coffee or tea

E.4

TRANSFERS

Sometimes transfers **must be made between stages**, if the subsequent day's start town is not the same as the finish town. The transfer is usually made after the day's racing. It should be emphasised that transfers are often tiresome for the riders whose main desire after a stage is to rest.

A distinction can be made
between two types of transfer:



CARE

should be taken though: if teams have to travel some tens of kilometres before and after every stage and if the roads are difficult (mountainous, twisting, traffic jams, etc.) then the organiser will very soon be confronted by general discontent. This will inevitably affect the image of the race in the long term!

■ SHORT TRANSFERS

These are transfers of a few tens of kilometres, **conducted after a stage** to get to the accommodation, or in the morning before a stage to get to the start. As long as these transfers are the exception rather than the rule and they are well managed, they are acceptable and do not pose any major problems. If necessary, in order to provide the teams with optimum information, it is advisable for the organiser to provide the estimated transfer times in the route guide between the finish area and the hotel and/or between the hotel and the start..

■ LONG TRANSFERS

These are transfers in which **the race moves to a town located in another region or part of the country**, in other words transfers of several hundreds of kilometres. If the organiser wants to schedule transfers such as these, it is advisable to consult the UCI in advance.

- This kind of operation must be well planned and guarantee **all teams equal treatment**. If, for example, the organiser arranges the transport for a transfer, there must be sufficient room in the train or plane so that all teams can travel together. Furthermore, transfers should not reduce the rest time available to the riders. For this reason it is not possible for the riders to travel at night as this will deprive them of sleep.

- In large countries, **it is quite common for organisers to plan a stage race that involves several transfers in order to visit all the regions of the country**. This is understandable, but it is not viable in the long term as professional teams will refuse to subject their riders to these conditions.

- **The UCI recommends that organisers from large regions or countries should not attempt to visit all parts of the territory** in the first edition of the race, but rather to visit a new region each year.





F

ACCREDITATION

The organiser must provide accreditation for individuals and event vehicles. Accreditation allows individuals who are involved in the event (organisation personnel, teams, commissaires, press, etc.) to be differentiated from the public and to allow them access to certain areas where the public is excluded, as well as to areas reserved specifically for them.

Accreditation is a vital element that contributes to the smooth running of the event. The accreditation of vehicles is particularly important in order to differentiate those vehicles that have a right to access to the race convoy from other vehicles. While the accreditation of vehicles is essential for all events, the significance of the accreditation of individuals varies depending on the size of the event. The bigger the event, the more spectators will turn up, and the more vital it is to establish reserved areas and an effective accreditation system in order to ensure safety and allow those involved to work under optimal conditions. If there are very few spectators for the event and it takes place in relatively sparsely populated areas, the accreditation of individuals becomes optional because these persons can get to the start and finish areas without encountering crowds of spectators.

The organiser must provide members of the National Federation and UCI attending the event with accreditation.

F.1

THE CATEGORIES OF PERSON INVOLVED



Different categories of individuals are involved in a cycle race, distinguished by the various functions they carry out. Various sub-categories of person can be distinguished within these main categories.

■ ORGANISATION

This category involves organisation personnel, service providers and, in general, any other person relating to the technical, logistical or administrative organisation of the event but who is not directly involved in sporting considerations. This category also often involves members of the organisation management.

■ RACE

This involves the riders, team staff and all officials: race directors, commissaires and timekeepers involved in the sporting aspects of the event.

■ MEDIA

This category includes journalists, TV/radio commentators and other persons with a press card, and as well as technicians, drivers and motorbike riders working for the media at the event.

■ PARTNERS

This includes the partners of the event: public authorities, economic partners and their guests and collaborators as well as the publicity caravan.

Each category is identified by a different colour. The organiser can use whatever colours are considered suitable. However, a standard colour code is usually used such that the accreditations can be recognised from one race to another.



THE FOLLOWING COLOUR CODE
IS RECOMMENDED:

- **Organisation:** blue
- **Race:** yellow
- **Media:** green
- **Partners:** other colour

Within each category, different shades can be used to differentiate between individuals according to their function. The organiser can specify the category of each person on the accreditation (e.g. team, commissaire, etc.)



F.2

ACCREDITATION FORMAT

■ ACCREDITATION OF INDIVIDUALS: PASSES

Accreditation is usually provided in a pass the size of a credit card, although it can take any other form. The accreditation is printed on card and may be plastic-coated. It is worn on a lanyard around the bearer's neck.

■ **The accreditations are different colours depending on the category to which the individual belongs.** Accreditations can be basic or complex, depending on the size of the event. A basic style of accreditation is suitable for the great majority of events. Basic accreditation bears the colour and name of the category and also the event name and date. The organiser can then choose whether to add other elements such as: logos (UCI logo, event logo, race location logo), the name and nationality of the bearer, photo, bearer's role, etc.

■ In major events, **accreditation can also be used to define and restrict access to certain locations** (finish line, press room, anti-doping control post, podium, VIP area, etc.). These locations are identified by symbols on the accreditation. A check is conducted at the entry to these locations and only those persons bearing the appropriate logo/symbol on their accreditation are afforded access.

■ **For guests, collaborators, the organisation's service providers and partners, who do not attend the whole event,** the organiser may provide for the issue of simple passes or bracelets, this being easier to manage. This is a common approach in stage races where these kinds of people often only attend for one day.

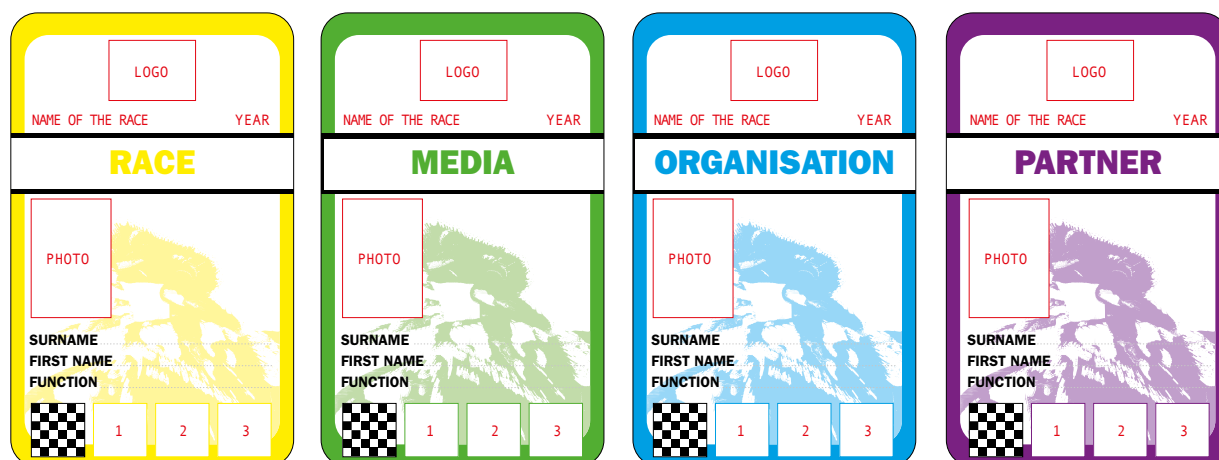
■ **It is not usually necessary to provide accreditation for the riders.** In contrast, all members of the teams' staff should be accredited. Similarly, uniformed personnel from the police or rescue services do not need an accreditation card.



■ ACCREDITATION OF VEHICLES

Vehicles involved in the event should also be accredited so that they can easily be recognised. **The accreditation of vehicles is described in the following section headed «Race vehicles».**

Examples of accreditation



Access to the finish line



A symbol of the organiser's choice to indicate access to certain reserved areas (e.g. start village, VIP stand, etc.)



F.3

DEFINITION OF AREAS



The event infrastructures and areas should be precisely defined. A strict control of access to certain areas is essential for the smooth running of the event. The organiser must thus define the various areas. Critical areas must be reserved solely for accredited persons. These areas include the finish line, ceremony area, anti-doping control post, press room and public relations areas.

For safety reasons, access to the finishing straight (at least 300 m before and 100 m after the finish line) **must be strictly restricted to organisation officials, the riders, paramedics, team managers and accredited press representatives.** The finishing straight is a dangerous area. For safety reasons the public must not be allowed into this area.

Access to the finish line is usually indicated by a chequered flag symbol on the accreditation card.

F.4

THE ISSUE OF ACCREDITATION

Accreditation is issued before the event or when an individual arrives at the event. Accreditation is issued at a location usually known as the accreditation centre. This is generally located at the organisation's headquarters. It is often the first place visited by individuals arriving at the event. For this reason it should be easy to access and have appropriate opening hours.

Each person and vehicle may only receive one accreditation. If a large number of accreditations are to be issued, the organiser's task will be greatly facilitated by using a computer programme to give a clear overview of all the accreditations to be issued.





G

RACE VEHICLES

Cycle races are accompanied by many cars and motorbikes. Whether the event is a road race, circuit race or time trial over one day or several stages, the organiser must have a fleet of vehicles available to allow officials to accompany the race and carry out their duties.

The organisation's fleet of vehicles also contributes to the general image of the event. It is thus important for the organiser to try to ensure a coherence of vehicles (if possible from a single supplier, with the same colour vehicles fulfilling the same role and a consistent design on all vehicles). This represents an excellent communication medium for the organisation and its partners.

G.1

TYPES AND QUANTITIES OF VEHICLES REQUIRED

Some vehicles are obligatory. However, their number may vary depending on several criteria: the size and type of event, country, etc. The organiser must make the following minimum fleet of vehicles available:

QUANTITIES	TYPES / FEATURES	USED BY	SUPPLIED BY
1	Car with sun roof	Organisation director	Organiser
1	Car with sun roof	President of the Commissaires' Panel	Organiser
2	Car with sun roof	Commissaires	Organiser
2	Motorbike	Information teams	Organiser
1	Cabriolet	Doctor	Organiser
*	Car with bike carrier *	Teams	Teams
3	Light paramedic vehicle	Ambulance	Organiser
1 à 3 selon les épreuves	Light paramedic vehicle	Ambulance	Organiser
1	Minibus + bike carrier	Last vehicle on the road (broom wagon)	Organiser
**	Other	Journalists, photographers, guests, etc.	Organiser and/or Press
***	Motorbikes and cars	Security personnel (police, security forces, etc.)	Security personnel



ENVIRONMENT

Motorbikes with large engines produce a lot of pollution and should be prohibited. Every vehicle involved in the race should have a valid reason for being there. As far as possible, attempts should be made to:

- use lower-emission vehicles (requesting greener vehicles when entering into an agreement with a supplier and using new vehicles fitted with particle filters, the latest generation engines and running on new, more ecological, fuels),
- reduce the number of vehicles to that strictly necessary,
- impose a speed limit for publicity caravan vehicles and the convoy travelling ahead of the race.

* Number depends on the number of teams. These vehicles usually belong to the teams.

For teams coming from other countries or continents who cannot bring their own vehicles, it is suggested that the organiser offer them the most appropriate solution:

- loan of team vehicles,
- negotiation of preferential rate with a local rental company,
- transport of the riders and luggage by the event organisation.

When the organiser supplies the teams with cars, these vehicles must be fitted with bike carriers. The organiser must ensure that the bike carriers are of a sufficiently high quality (adequate bike-carrying capacity, security of bike attachment, etc.).

** Type and number determined by the organiser depending on the event.

*** Type and number determined by security personnel in collaboration with the organiser and depending on the specific features of the event.

■ All vehicles in the race convoy are restricted to a maximum height of 1.60 m, except during time trials.

■ The organiser must provide vehicles to follow riders during time trials if their own team managers are not able to do so.

■ The drivers of these vehicles must hold a UCI licence. They must also be fully informed of the rules to be observed, in particular in the case of riders overtaking other riders.

■ All drivers should be aware that vehicles switch their headlights on when they are part of the race convoy.

■ It is essential to restrict the number of guest/press cars and photographers' motorbikes in the race convoy to a minimum.



G.2

ORGANISATION OF RACE VEHICLES



The organiser imposes a system to organise race vehicles. The vehicles comprising the race convoy must be organised, otherwise the event would be liable to suffer from general confusion and the competition will not be fair for those involved. The organiser should oversee the numbering, visual identification, allocation and occupation of race vehicles.

All vehicles, even if they are not supplied by the organiser, must bear a distinctive symbol if they are to travel on the race route. These vehicles must be fitted with a band or sun visor on the front windscreen.

This band displays the following information:



THE FOLLOWING COLOUR CODE
IS GENERALLY USED:

**Vehicles authorised to form part of the race
convoy:** yellow

**Media vehicles authorised to form part of the
race convoy:** green

**Vehicles not authorised to form part of the
race convoy:** blue

Publicity caravan and partners' vehicles: pink



■ A SPECIFIC COLOUR

The colour indicates whether the vehicle is authorised to travel in the race convoy or not.

■ THE VEHICLES' CATEGORIES

The different categories are:

ORGANISATION	Organisation director, doctor, information motorbike, regulator, etc.
JURY	President of the Panel, commissaires, medical inspector, finish judge, etc.
SERVICE	cars and motorbikes
TEAMS	cars, vans, camper-vans, team coaches
MEDIA	journalists, camera operators, photographers, etc.
PARTNERS	publicity caravan vehicles, sponsors' vehicles
GUESTS	public relations cars

The organisation can also select key vehicles in the race convoy and attach plates showing the vehicle's exact function and its category. These plates should be easily visible and attached to the vehicle's front and rear bumpers or front and rear windscreens and describe the function of the main passenger in the vehicle (commissaire, doctor, etc.).

■ A NUMBER ALLOCATED TO EACH VEHICLE FROM 1 TO X.

This number should be displayed **on the right of the band** on the front windscreen and on the left of the rear of the vehicle.



The first vehicles, in other words the most important vehicles, are allocated a number in accordance with the following order:

NUMBER USED BY:

- CAR NO. 1..... Organisation Director
- NO. 2..... President of the Commissaires' Panel
- NO. 3..... Commissaire
- NO. 4..... Commissaire
- MOTORBIK NO.1..... Information motorbike
- NO.2..... Information motorbike
- CAR NO. 5..... Doctor's cabriolet
- NO. 6..... Neutral service
- NO. 7..... Neutral service
- NO. 8..... Neutral service

Etc.

LOGO

NAME OF THE RACE

ORGANISATION

10

LOGO

NAME OF THE RACE

PARTNER

10

LOGO

NAME OF THE RACE

TEAM

10

LOGO

NAME OF THE RACE

TEAM

10

LOGO

NAME OF THE RACE

MEDIA

10

LOGO

NAME OF THE RACE

TECHNICAL

10

Other vehicles are numbered by the organiser depending on their position in the race convoy.

- In addition to the windscreen band, **team cars travelling in the race convoy bear another sticker specifying the vehicle's place in the line of team managers' cars.** This number is allocated by the commissaires' panel in accordance with UCI regulations.

- In events in which teams may use two vehicles in the race convoy, **it is advised that the number should be identical for both vehicles**, but differentiated by using stickers of different colours.

- **The motorbikes used in the event should also be accredited.** In the same way as for cars, the accreditation of motorbikes features a colour, the vehicle's category and a number.

- Vehicles authorised to cross the finish line are identified by a special pass, **usually a sticker bearing the letter «A» or a red circle**, obvious enough to allow an effective sorting of vehicles at the deviation point just before the finish line.





G.3

THE ALLOCATION OF VEHICLES



The organiser must be aware that its liability will usually be engaged in the event of an accident during the race; in this case, it is possible that the event's image may be seriously compromised. Thus the organiser should choose the drivers of vehicles travelling in the race convoy with the greatest of care. Drivers should be experienced and have a good knowledge of cycle races and the manner in which they tend to unfold.

- **The organiser allocates a qualified driver to each vehicle.** In this way the drivers of all of vehicles can be identified or contacted at any time. The organiser keeps a record of the driver's name and the number/function of the vehicle. If possible, the organiser also adds the mobile telephone number on which the driver can be reached.

- The driver of each race vehicle must hold a UCI licence; **a UCI driving licence as a minimum.**

- A summary list providing the name and licence number of each driver and the number of the vehicle allocated must be presented to the President of the Commissaires' Panel **before the start of the event.**

VEHICLE NUMBER	DRIVER/RIDER	VEHICLE FUNCTION	MOBILE PHONE NUMBER
Car no. 1	M. Jean Dupont	Organisation Director's car	+41 79 285 85 85
Car no. 2	M. Patrick Charles	President of the Commissaires' Panel's car	+32 444 85 85 85
Car no. 3	M. Philippe Mistral	Commissaire's car	+39 777 111 111
Car no. 4	M. Charles Smith	Commissaire's car	+1 212 25 25 25 28
Car no. 1	M. John Junior	Information motorbike	+352 64 65 67
Car no. 2	M. Gerhard Werner	Information motorbike	+352 64 65 67
Car no. 5	Mme Barbara Key	Doctor's cabriolet	+33 06 288 288 288
Car no. 6	M. Patrick Wells	Neutral service car	+31 66 66 66 66
Car no. 7	M. Vladimir Kazimov	Neutral service car	+31 66 66 66 66

The organiser distributes the people involved in the race between the vehicles that are available. In other words each person is directly informed of which vehicle they will be travelling in. This avoids any confusion at the start (searching for places, lack of space, etc.). The list is issued to those involved and they are informed that the distribution cannot be modified. Passengers in vehicles forming part of the race convoy must hold a UCI licence except for journalists and guests.

VEHICLE NUMBER	DRIVER/RIDER	PASSENGERS & FUNCTION	VEHICLE FUNCTION
Car no. 1	M. Jean Dupont	M. Graham Greene Mme Jeanne Belle M. Marc Comment <i>Event Director</i> <i>guest</i> <i>Assistant Director</i>	Organisation Director's car
Car no. 2	M. Patrick Charles	M. Emil Abdelatif Mme Isabel Lopez <i>President of the Panel</i> <i>ace radio announcer</i>	President of the Commissaires' Panel's car
Car no. 3	M. Philippe Mistral	M. Fred Zanzaria M. Pierangelo Marea <i>UCI Commissaire</i> <i>guest</i>	Commissaire's car
Car no. 5	Mme Barbara Key	Dr. Gérard Baldwinwin M. Oscar Malmo <i>guest</i>	Doctor's cabriolet
Car no. 7	M. Vladimir Kazimov	M. Mohamed Selim M. Vincent Nahir <i>guest</i> <i>mechanic</i>	Neutral service car





TECHNICAL AND SPORTS PREPARATION FOR THE EVENT



H

RACE RADIO

Over the years race radio has become an indispensable feature of our itinerant sport for the exchange of information. Radio communications in a race are often referred to as «Radio Tour». Race radio in cycle road racing is synonymous with information, fair play and safety. This indispensable, effective tool does however need a certain degree of knowledge to allow its optimum use. It is vital to observe certain rules.

Race radio is now an essential resource. In order to comply with UCI regulations and the organisational standards required for an international event, the organiser must implement a race radio information service broadcasting from the car of the President of the Commissaires' Panel. All vehicles must be equipped with a receiver to allow them to tune in to race radio.

Accredited persons must be able to hear the information and instructions issued by race radio during the event wherever they are. Even if certain accredited vehicles have to leave the race convoy for safety reasons, they should still be able to receive race radio.

Information must be communicated in French or English as a minimum requirement.

H.1

THE FUNCTIONS OF RACE RADIO



Race radio has a range of functions that **are essential** to the smooth running of the event. Effective radio communications during the race determines whether the event will be successful or not, for several reasons.

■ FOR RACE INFORMATION

- Race radio is the only official broadcast of information on the race.
- It provides rapid information for all individuals in the race convoy (team managers, officials, commissaires, journalists, etc.).

■ FOR RACE SAFETY, RACE RADIO ALLOWS:

- race followers to receive important instructions on the conduct of vehicles (speed up, divert, etc.).
- distress calls to be rapidly relayed (police, doctor, ambulance, service vehicles, etc.).
- speedy, priority consultation between the organisers and security personnel in charge of safety.
- warnings to be broadcast to all persons in the race convoy (road safety, road problems, unexpected obstacles, etc.).

■ FOR RACE COORDINATION, RACE RADIO ALLOWS:

- immediate confidential consultation between the event director and commissaires.
- commissaires and/or the event director to contact certain race followers directly (team managers, journalists, other officials, etc.).

■ FOR SPORTING FAIRNESS, RACE RADIO ALLOWS:

- team managers to base their race strategy on the information received from race radio. This unique information is received simultaneously by all teams.





H.2

BROADCASTING ON RACE RADIO

Broadcasting to the convoy of a cycle race over race radio requires a great deal of composure. A certain degree of skill is required; even the best speakers can find that they dry up when confronted with a race radio microphone! The race radio equipment should of course be tested before the race. Skilled users of race radio, and the race radio announcer in particular, follow the rules of use and respect the principles described below.

When broadcasting on race radio, make sure to:

- **Remain** focused and ready to intervene.
- **Articulate clearly** and speak slowly and correctly in a composed voice.
- **Use the official languages:** English and/or French.
- Always **respect the communication** in progress. Except in cases of extreme emergency, it is preferable not to intervene when anyone else is speaking, even if this person is using a different frequency.
- **Switch the microphone on before starting to speak** in order to avoid losing the first few words spoken. If transmission is by a relay, a delay of at least one second must be observed after switching on the microphone.
- **Hold** the microphone properly (ask the technician for advice).
- **Place** the microphone the appropriate distance from the mouth (+/- 5 cm) in order to reduce distortion.

The following steps should be observed for communications between two parties:

- 1- When it is possible to speak (i.e. the frequency is clear): the person intervening identifies him or herself;
- 2- This person calls the counterpart and waits to receive confirmation of receipt by the latter;
- 3- The intervening party then communicates the message (the principles to be observed regarding the form and content of messages are given below);
- 4- The discourse is limited to what is strictly necessary. If the message is long, some pauses should be inserted to allow other persons to issue urgent messages if necessary.

The following principles should be observed in radio communication:

- Remain courteous in all circumstances.
- Only refer to subjects that are necessary or appropriate.
- Distinguish between essential and additional information; any details that are additional should not be broadcast over race radio.
- repace each intervention by asking yourself the following questions:
 - 1- *What am I going to say?*
 - 2- *Who is the message intended for and, consequently, on what frequency should I speak?*
 - 3- *Is this frequency free?*
- Use the information of the glossary given in the section below.

The users of race radio must have knowledge of all the different individuals of the race convoy and be able to **identify these people speedily**. Any confusion could lead to serious communication problems, which in turn could result in harmful, or even dangerous, consequences for the event.



H.3

RACE RADIO GLOSSARY

Race radio announcers express themselves in a specific manner. The same simple, brief phrases are used in order to ensure that information is understood by all listeners. This is particularly important when it is considered that many listeners (team managers, drivers, commissaires, officials, etc.) may not be native speakers of the language of broadcast and that the flow of information can often be very rapid.

The glossary provides terms in French and English that are used in most international events. Organisers are advised to use the same terminology in their own languages. In addition to information given in the language of the country of the race, the organiser must also provide information in French or English.

GENERAL INFORMATION

Start in 1 minute; vehicles at the front please move off.

We insist on the strict respect of the safety rules. Please be cautious. We wish you an excellent stage (or race).

The started indicated by Mr xxx + title.

Average speed during the second hour of the race is xxx km/hour.

CALLS

Rider 61 is calling the xxx team to the front of the peloton for a mechanical problem.

Team xxx is being called to the peloton for a puncture. Rider 61 is calling.

Team xxx is requested at the back of the peloton for clothing.

Team xxx is requested at the back of the peloton for food.

Team xxx is requested at the back of the peloton by rider 61.

The doctor is requested at the back of the peloton by Rider 61.

Neutral service car please position yourself behind the xxx car.

Neutral service is requested at the back of the peloton for Rider 61.

Vehicles at the front, please accelerate.

WARNINGS

The race is on a very rapid descent.

Badly-parked vehicle on the left side of the road.

Road narrowing; proceed in single line – caution.

Caution: roundabout – pass on both sides.

Pass on right/left.

RACE INFORMATION

A group of xxx riders are trying to catch the riders in the lead.
A group of riders has opened a gap on the peloton.
Rider 61 has bridged the gap.
The riders at the front have an advantage of 15 seconds on the counter-attack group.
The peloton has entered the town of xxx.
A lead of 5 seconds.
Rider 61 has been caught by the peloton.
Rider 61 in the front group has a puncture.
Rider 61 still has a lead of 5 seconds. Rider 61 has been dropped by the lead group.
The advantage is growing.
3 riders have broken away from the lead group.
Rider 61 as an advantage of 10 seconds.
The 3 riders have an advantage of 10 seconds on the peloton.
The riders have been caught by the peloton
The riders are being caught by the peloton. Rider 61 is returned to the peloton after a puncture.
The rider in question is number 31.
The 3 riders at the front are passing through the town of xxx.
The peloton has caught the lead group.
The advantage has decreased slightly.
The riders in the in-between group are 10 seconds behind. Still 3 riders at the front.
The peloton is 1 km from the intermediate sprint.
The peloton is being led by riders from the xxx team.
3 riders with an advantage of about 10 m over the peloton.
3 riders have broken away from the peloton.
Split by about 10 riders at the head of the peloton.
Riders 101, 95 and 61 have an advantage of about 100 m.
Composition of the break: for team xxx, rider 127; for team xxx, riders 86 and 84, etc.
Rider 61 has abandoned.
End of the breakaway.
Feed zone in xxx kilometres. All riders together in stretched-out peloton.
The 3 riders have again regrouped at the front.
Rider 122 is back in the peloton.
The riders have been caught by the peloton.
The gap is stable at xxx minutes.
Lead riders entering xxx (name of town) at xxx kilometres of the race.
Result of the sprint: - First, number 122 - Second, number 89 - Third, number 54.

At least two separate frequencies must be available to ensure the smooth running of the race. The first frequency is known as «**Radio Tour**» while the second is called «**Inter-commissaires & Info**».

H.4

FREQUENCIES USED DURING THE RACE



1. THE RADIO TOUR FREQUENCY IS THE MAIN ONE USED BY THE RACE CONVOY.

This frequency is used to broadcast all information concerning the unfolding of the race as well as official calls to one or more individuals in the race convoy.

2. THE COMMISSAIRE & INFORMATION FREQUENCY IS RESERVED FOR THE EVENT MANAGEMENT, members of the Commissaires' Panel and information motorbikes. It is the latter who provide the race radio announcer and officials with information on how the race is unfolding (breaks, time gaps, attacks, etc.). Depending on the importance of the event, this channel may be split into two separate frequencies known as «**Commissaire**» and «**Information**». If this is not the case, it is vital for priority to be given to information!

Other frequencies may be used by the race convoy, depending on the customs and prevailing regulations of the country of the race as well as the size of the event. The most common additional frequencies are listed below:

- «**organisation**», allowing the race organisation's representatives to contact each other.
- «**information motorbikes**», allowing motorbike information officers to contact each other.
- «**medical assistance**», allowing doctors and paramedics to contact each other and engage in a confidential dialogue.
- «**motorbike marshals**», allowing mobile marshals engaged in safety tasks at road junctions during the race to contact each other.
- «**TV/radio motorbikes**», allowing motorbike riders and camera operators to hear the TV/radio director's instructions.
- «**neutral technical service**», allowing mechanics on motorbikes and in cars to receive instructions from the commissaires and to communicate with each other in order to better distribute the technical service coverage.
- «**security personnel**», allowing confidential communication between security staff.



H.5

PERSONNEL



Good equipment is essential, but equipment alone is not sufficient to ensure effective communication during a cycle race! Without skilled personnel, information will not be transmitted properly.

H.5.1 RACE RADIO ANNOUNCER

This person should be licensed by the National Federation.

■ ROLE

The task is to provide both an **information service** and **faithfully** report the instructions of the Commissaires' Panel over the airwaves. The race followers should acquaint themselves with the announcer's voice as it is this person who will provide them with information and instructions from those in charge of the race.

■ POSITIONING

In order to facilitate the race radio announcer's job, he or she **travels in the car of the President of the Commissaires' Panel** with whom he or she cooperates closely. The race radio announcer thus travels at the heart of the race and can observe and communicate the riders' actions in real-time.

■ TASKS

The race radio announcer has several tasks:

BEFORE THE EVENT:

- at least two hours before the race, the race radio announcer meets the organisation director and the President of the Commissaires' Panel to agree any special communications required;
- 15 minutes before the start of the event, the announcer commences a countdown and asks all drivers and race followers to prepare for the start;
- 2 minutes before the start, the announcer orders the vehicles in front of the peloton to start off in order to allow sufficient room for the riders;

THE FOLLOWING ANNOUNCEMENTS MAY BE MADE DURING THE RACE:

- he time of the start, both neutralised and start proper;
- any changes to the list of starters and the actual number of riders starting;
- the results of any anti-doping blood tests (names and number of teams tested, the number of riders tested + declaration of positive or negative results. The name of the rider and team is given in the case of any positive results);
- dangerous sections of the course;
- requests by riders (for food, medical treatment, mechanical assistance or to receive or return clothing);
- changes in the situation of the peloton (attacks, dropped riders, splits in the bunch, punctures, crashes, riders or teams at the head of the peloton, time gaps, etc.) giving the riders' numbers in ascending order. If the reported change persists, the full name and team of the rider(s) in question is given;
- reminders of the composition of groups and their position;
- action to be taken after a crash (call for the doctor, team cars, advice to drivers);
- warnings (dangerous behaviour, illegal practices, etc.);
- closed level crossings;
- entry into towns;
- distance covered during each hour of the race and corresponding average speed;
- passing distance signs indicating the distance to intermediate sprints, the summit of climbs/cols and the finishing line;

- the order of riders crossing the line at intermediate sprints and the summit of climbs, as well as the points earned;
- the winner of the event and the minor placings;
- changes to the general classification in stage races;
- intermediate time checks and finishing times of each rider in time trials and occasional updates of the provisional classification;
- the names of the riders who should attend the official ceremony at the end of the event.

AFTER THE EVENT:

A quick assessment of the provision of information with the President of the Commissaires' Panel and the event director.

H.5.2 INFORMATION MOTORBIKE

■ ROLE

Informs the race radio announcer of all race action at a given point, the composition of breakaway groups, the location of the race, time gaps between groups, etc.

■ POSITIONING

The information officers pilot their own motorbikes in order to carry out their tasks in an optimum manner. Although moving close to the riders, information motorbikes are careful not to hinder nor offer any advantage to them, while respecting the work of the commissaires, photographers and camera operators.

■ EQUIPMENT

The following equipment is essential:

- Helmets with integrated headphones and microphone, optimised to reduce external interference (wind noise).
- Race radio receiver and transmitter on the Inter-commissaires & Info frequency.
- Stopwatch to measure time gaps.



H.6

RACE RADIO EQUIPMENT



In some countries, **the National Federation provides race radio equipment and sometimes also the corresponding operators.** In other countries, the organiser must find a service provider in order to establish the network required by UCI regulations. Whatever the case, the organiser requires the services of a good technical operator. The technical operator is vital to the proper running of the event

The operator's role is as follows:

- providing the necessary equipment for transmitting and receiving;
- installing transmitter-receivers in race vehicles;
- adjusting transmitter-receivers to the appropriate frequencies and channels;
- loaning and installing radio receivers and antennae to all persons who need to listen to race radio;
- conducting tests to check the operation of the equipment and network;
- intervening in the event of any problems;
- collecting all transmitter-receivers and antennae after the event;
- checking the condition of the equipment and making any repairs necessary.

The organiser should **draw up precise written instructions** for the users of radio equipment in order to avoid any problems with the National Federation and/or service provider.

Some suggestions:

- Users of the transmitter-receivers and antennae should take great care with the equipment.
- The equipment (transmitter-receivers, cables and antennae) must be returned to the operator at a specific time and place defined by the organiser.
- Any loss or damage of equipment shall be invoiced to the user. With this in mind, it is a good idea to provide users with a warning when the equipment is handed out.

In major cycling events that benefit from live TV coverage, race radio reception is optimised by using a relay to a plane or helicopter flying in a reserved air corridor. In all other events, the relay is set up on a high point (hill, mountain, tall building) or in a vehicle (e.g. the President of the Commissaires' Panel's car) that moves in the proximity of the race convoy.



H.7

COMMUNICATION BETWEEN VEHICLES



- E** transmitter-receiver
on the «Radio Tour» frequency
- R** Radio Tour receiver
- C** transmitter-receiver
on the «commissaires» frequency
- I** transmitter-receiver
on the «information» frequency
- O** transmitter-receiver
on the «organisation» frequency

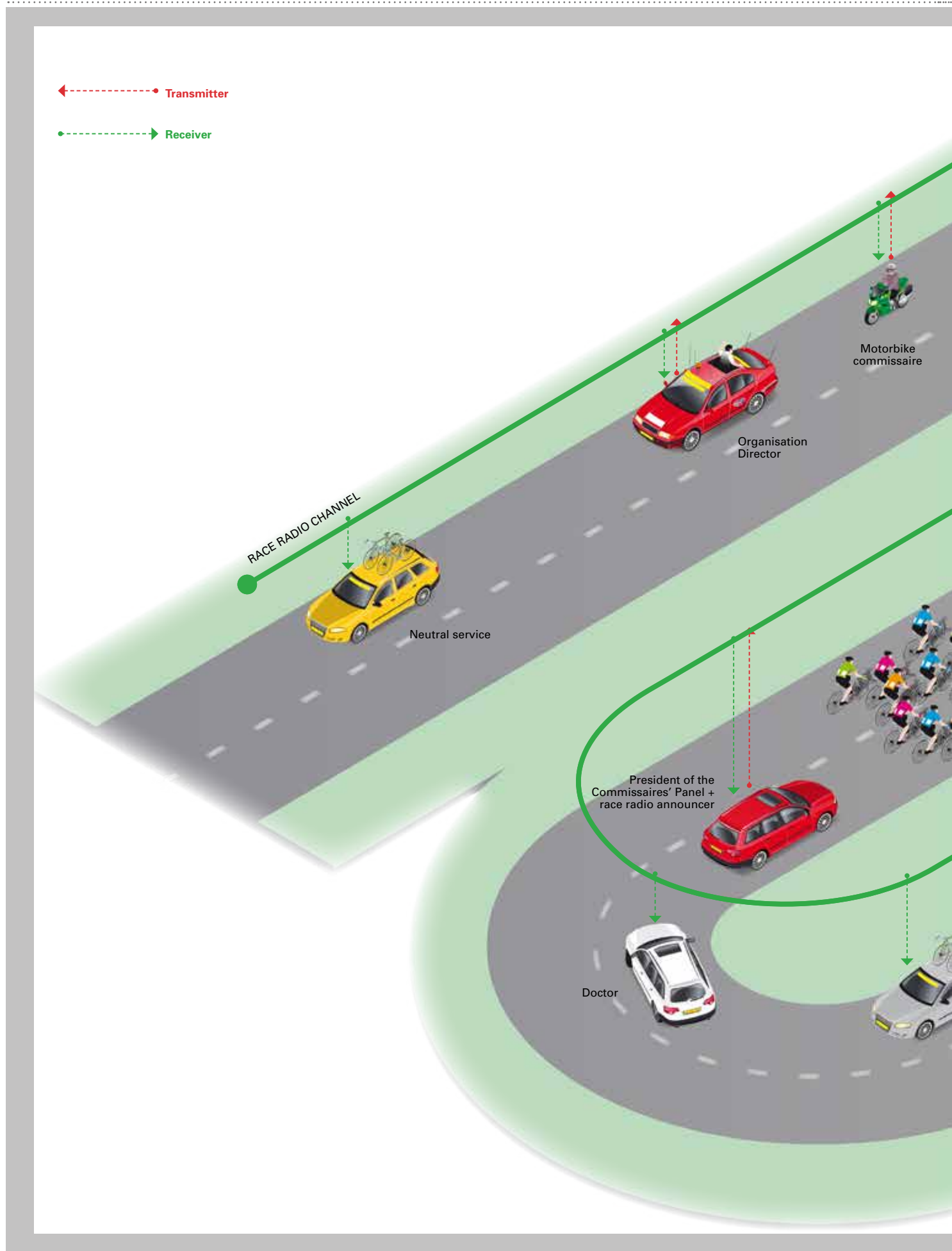
■ The organiser must draw up a «communication plan» for the different vehicles.

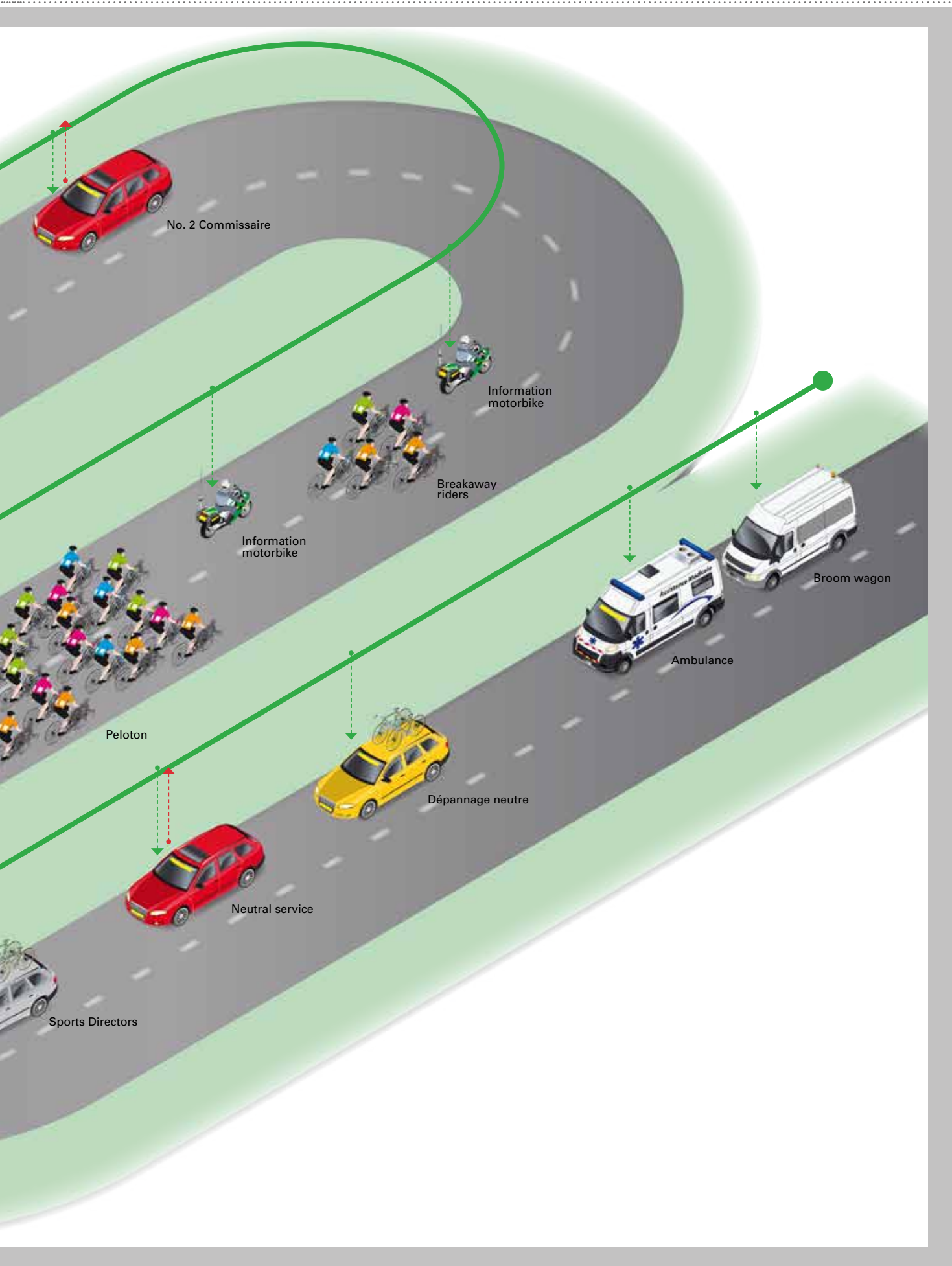
Who communicates with who, on what frequency, who listens to who, etc.? To this end, the organiser draws up a list of the communication resources available to the race followers. This list is initially used by the technician responsible for setting up the transmitter/receiver system. The list is also important for the event director, President of the Commissaires' Panel, security staff and the race radio announcer as it allows the correct frequency to be used.

■ It is strongly recommended that the organiser draw up a summary of the vehicles in accordance with the example shown below. This includes all the information needed for the accreditation of vehicles and passengers as well as the radio system with which each vehicle should be fitted. This summary must be distributed to the President of the Commissaires' Panel, the race radio announcer and members of the security personnel. The organiser can also provide other race followers with a copy if this is considered useful.

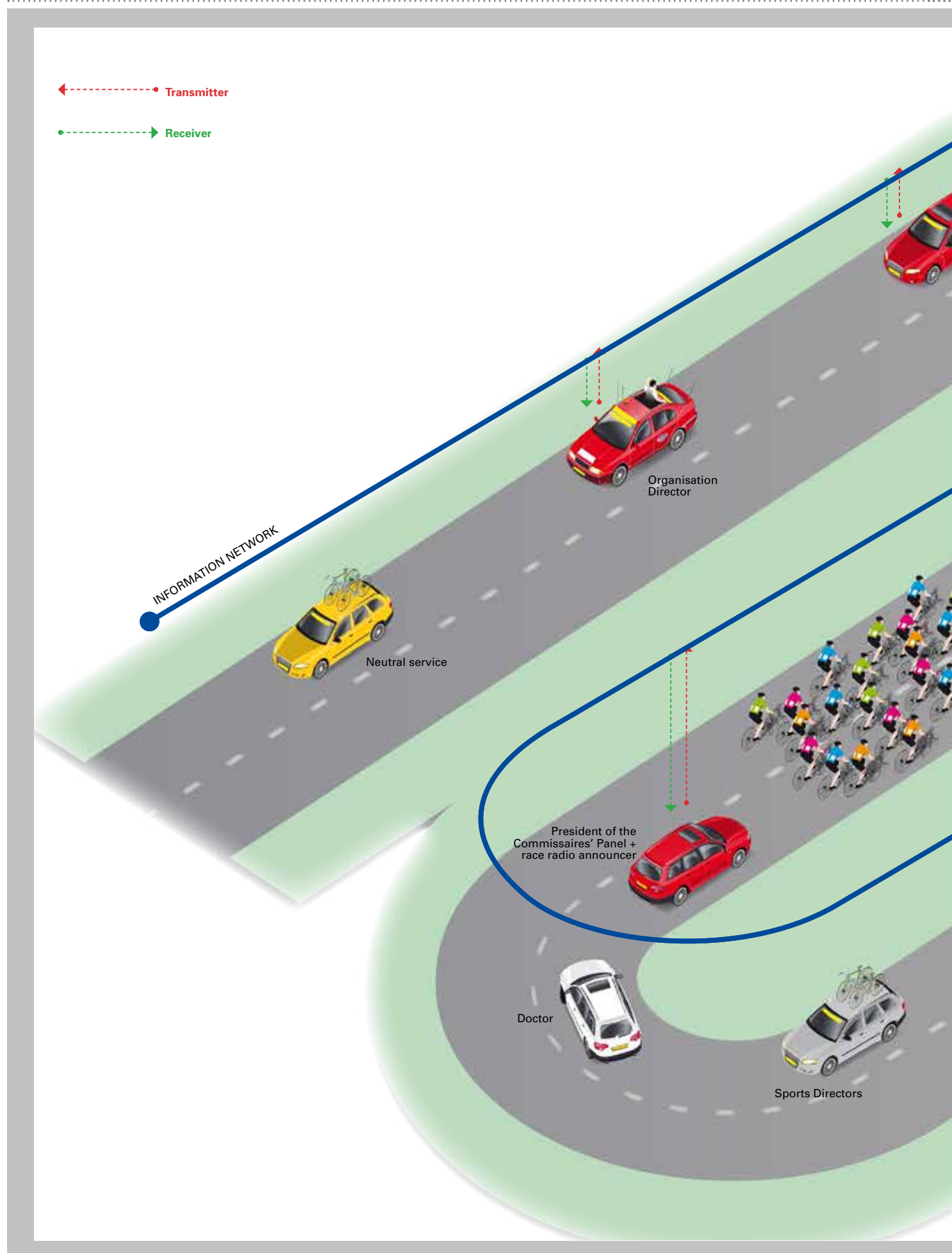
NO.	VEHICLE TYPE	FUNCTION PLATE	DRIVER	PASSENGERS	VEHICLE COLOUR	RADIO	WINDSCREEN STRIP COLOUR +TEXT
1	car with sun roof	Organisation director	M. Jean Dupont	M. Graham Greene, Event Director Mme Jeanne Belle, guest M. Marc Comment, Assistant Director	blue	EICO	Yellow - Official
2	car with sun roof	President of the Commissaires' Panel	M. Philippe Mistral	M. Emil Abdelatif, President of the Panel Mme Isabel Lopez, race radio announcer	red	EICO	Yellow - Official
3	car with sun roof	Commissaire	M. Vincent Desprès	M. Fred Zanzaria, Commissaire UCI M. Pierangelo Marea, guest	red	EC	Yellow - Official
4	car with sun roof	Commissaire	M. Max Manna	M. Medhi Bentona, UCI Commissaire M. Felix Zanfra, guest	red	EC	Yellow - Official
7	car with bike carrier	Neutral service	M. Vladimir Kazimov	M. Mohamed Selim, guest M. Vincent nahir, mechanic	-	R	Yellow - Organisation
8	cabriolet	Doctor	M. nasen Vingoli	Dr. Gérard Baldin, doctor M. Oscar Malmo, guest	blue	CR	Yellow - Organisation
10	car with bike carrier	-	-	staff	-	R	Yellow - Team
51	car	-	-	Journalists	-	R	Green - Press
100	minibus	Broom wagon	M. Marc Vivien	M. Jean-Charles Boisvert, commissaire	rouge	R	Yellow - Official

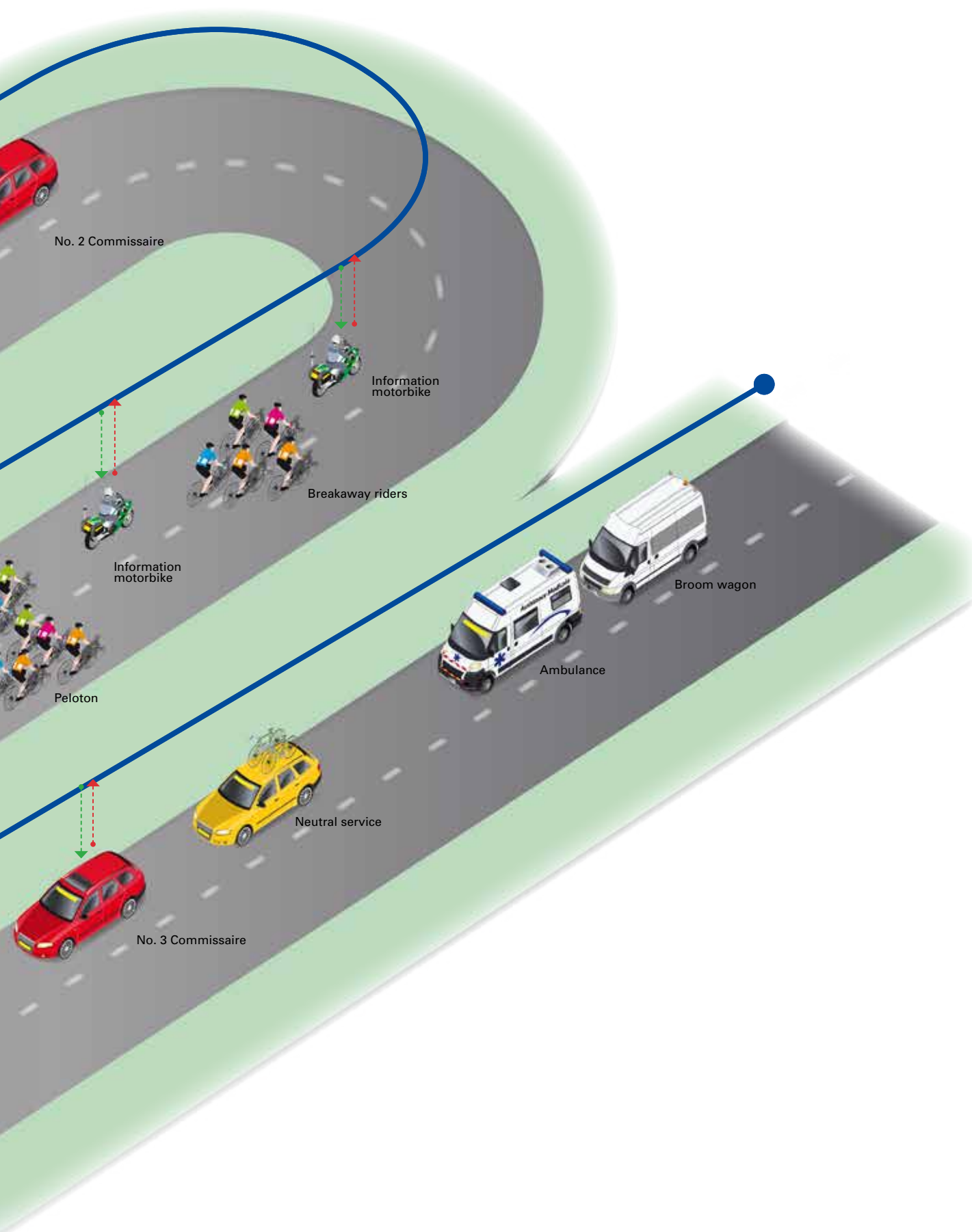
Simplified diagram of the operation of the Radio Tour network



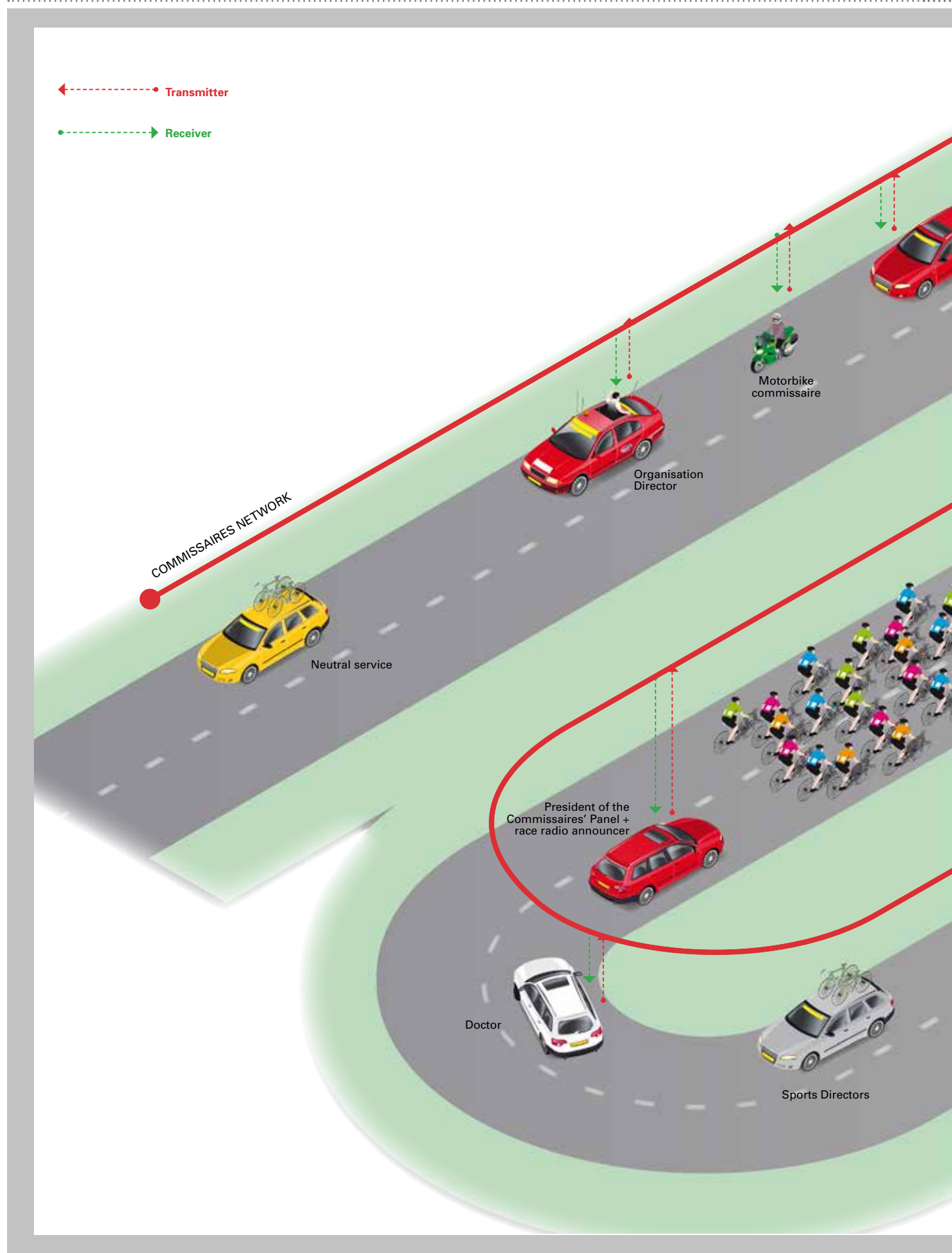


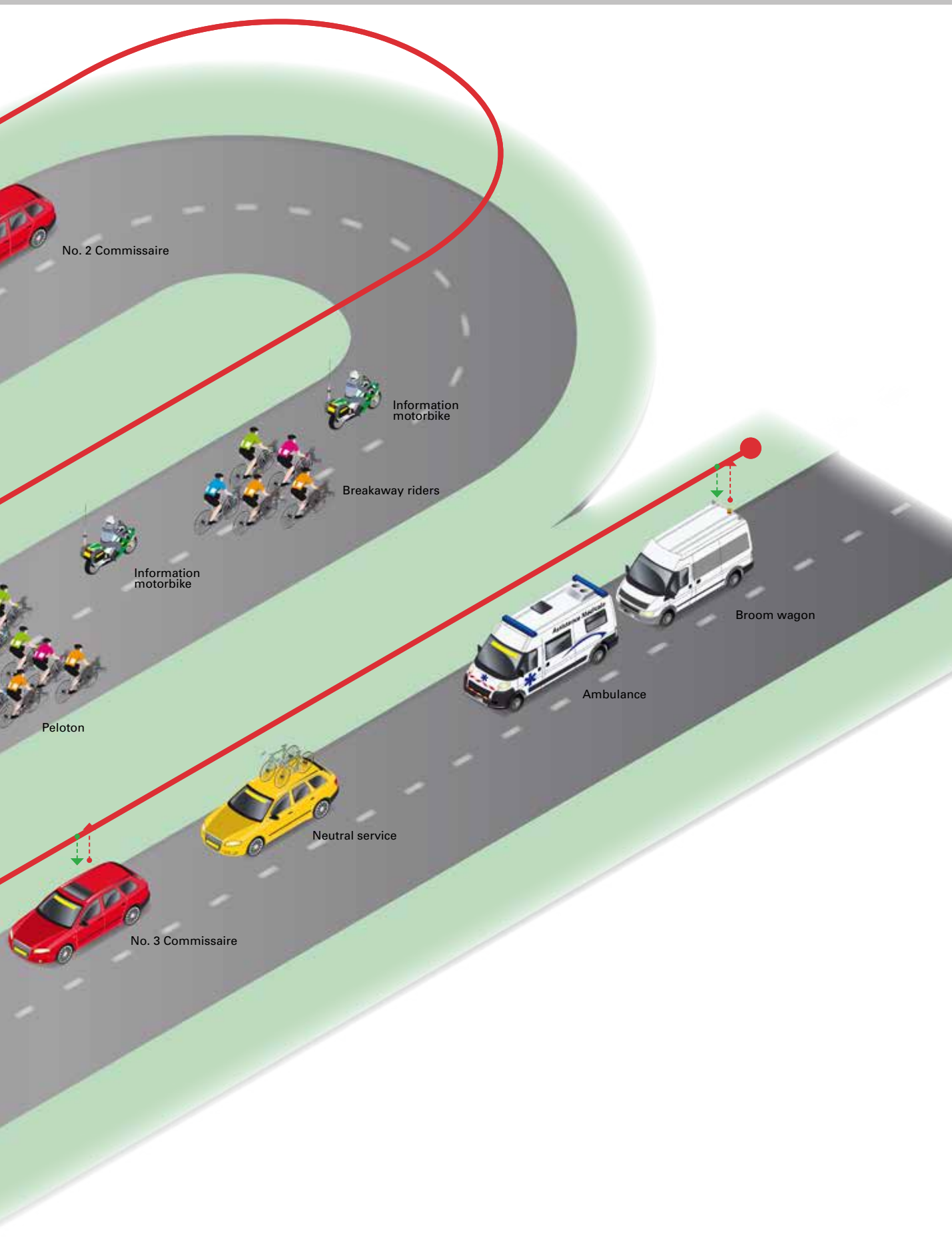
Simplified diagram of the operation of the information network



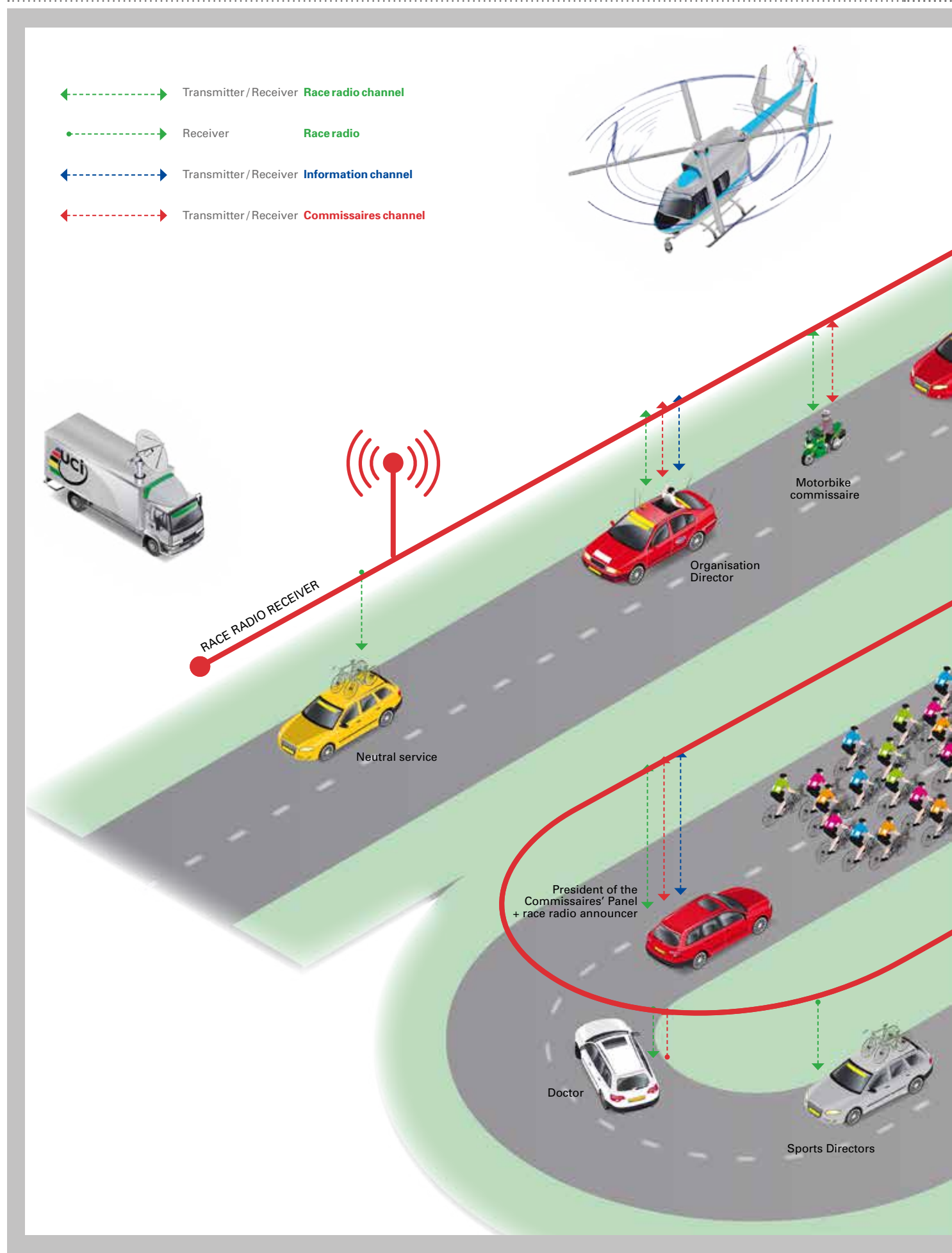


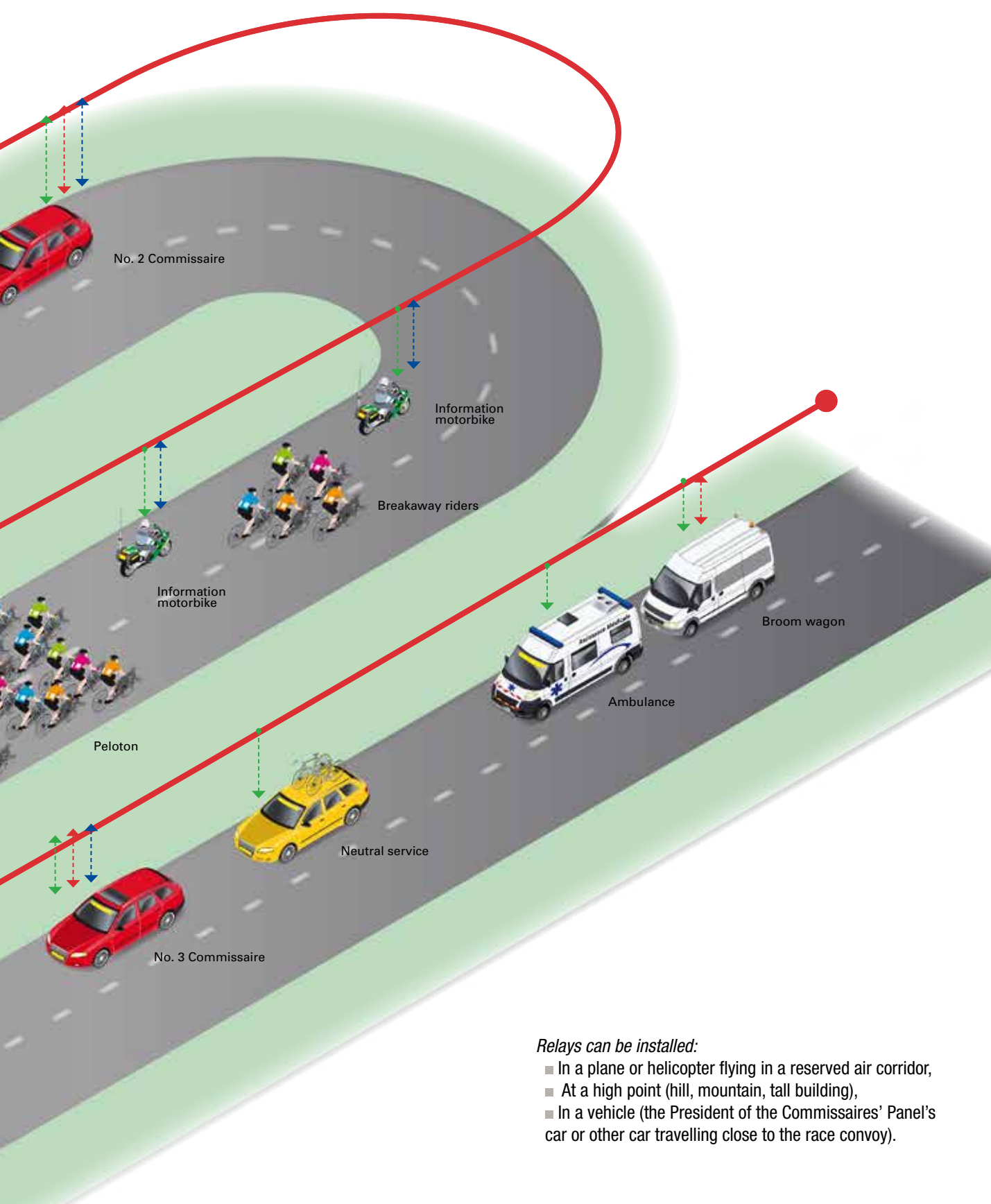
Simplified diagram of the operation of the commissaires network





Simplified diagram of the operation of the complete race radio network





Relays can be installed:

- In a plane or helicopter flying in a reserved air corridor,
- At a high point (hill, mountain, tall building),
- In a vehicle (the President of the Commissaires' Panel's car or other car travelling close to the race convoy).



For several years new technology has allowed events to be monitored as they unfold. The finishes of cycle races can be judged without the risk of errors inherent with officials carrying out their tasks solely by eyesight. Improved technology offers UCI officials and National Federations reassurance and convenience when controlling events and compiling classifications.

TIMEKEEPING

Nowadays information speeds its way around the world ever more quickly and the organisers of road events on the UCI international calendar must prioritise the efficient distribution of results. Consequently, organisers are obliged to make use of professional service providers qualified to carry out timekeeping operations and draw up event classifications.

The timing service provider operates under the responsibility of the organiser. This service provider's mission is to supply, install and operate the technical resources used to provide information and judge the finish of an event: photo-finish equipment, transponder system, display units.

The organiser and the timing service provider must ensure the installation of the equipment described below in accordance with the level of the event. All organisers should refer to the «UCI Timekeeping Guide for Providers» published on the UCI website. This provides information on the different specifications required depending on the class of event, for road races, time trials and team time trials.

I.1

PHOTO-FINISH



I.1.1 ROLE OF THE EQUIPMENT

The photo-finish is the reference material that allows all competitors to be allocated a finishing position and time.

I.1.2 PRINCIPLE OF OPERATION

All apparatus used must comply with the following definition:

equipment that allows a time-indexed digital recording of images to an accuracy of one thousandth of a second. A photo-finish comprises a series of high-definition photos taken one after another. These images are automatically time stamped in a very accurate manner. Thus moving through the horizontal axis also moves through time. When all these images are placed end to end, a photo-finish is created. Thousands of images are combined for each second and immediately displayed on the control screen. Each slice of an image is a recording of the same place but at a different time.

I.1.3 EQUIPMENT REQUIREMENTS

The equipment used must fulfil specific criteria in order to fully meet the requirements of cycle races:

■ ACCURACY OF PHOTO-FINISH TIMING DEVICE

accuracy of photo-finish timing device

■ IMAGE HEIGHT IN PIXELS

In order to display the riders' race numbers and to allow identification, a minimum size is imposed for images. A threshold is established for the number of sensor pixels below which it is difficult to judge the finish of an event.

■ speed of image acquisition

Dynamic resolution obliges a minimum speed of acquisition to be established. This factor allows proportional images to be obtained and makes it easier to separate the competitors.

■ image acquisition mode

The gathering of images must be able to be initiated manually or automatically. The automatic mode operates using a camera without a photocell or other devices on the finish line.

■ **timekeeping using race time**

The photo-finish must be synchronised with the race time in cooperation with the official timekeeper.

■ **automatic brightness control**

The equipment must be capable of adapting to variations in the light conditions at the finish, whether by means of software or hardware. Adjustments must allow the riders' race numbers and frame numbers to be read.

■ **acquisition capacities**

Image size should not be limited over time. The system must be capable of recording images for several minutes.

■ **real time**

The image must be displayed on the control screen immediately upon capture, as the riders cross the finish line. The operator must be able to process the image without having to wait for the last competitor to finish.

■ **precision and zoom**

The software must have a zoom feature to allow riders finishing close together to be separated. When using the zoom, the line representing the vertical must keep its original size (1 pixel).

■ **timing software specification**

The images must be recorded and archived for the current season. They must have the capability to be exported in a .jpg or .bmp format. Exported images must include the following information: event title and date, time line on the horizontal axis, date and time of printing.

■ **interface with classification software**

The photo-finish shall be interfaced with the classification software.

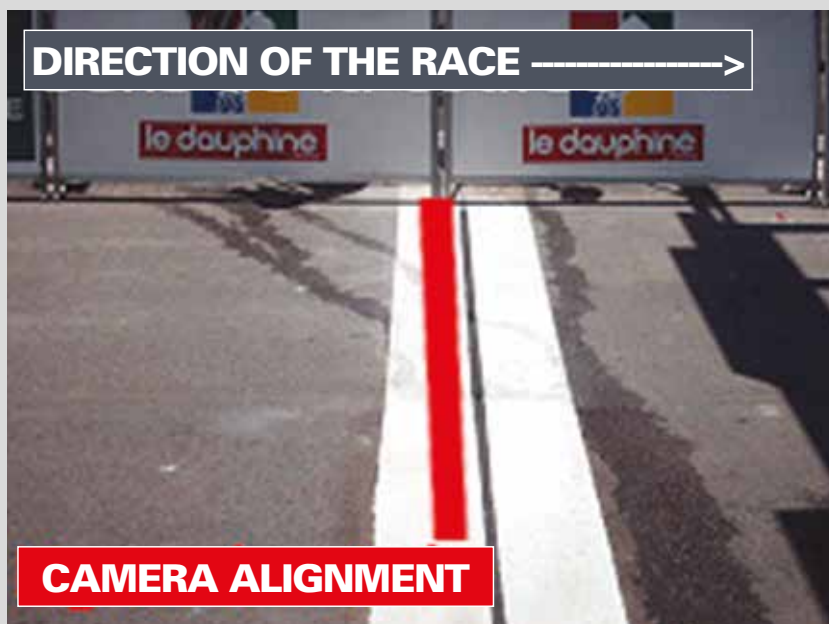
■ **TV interface**

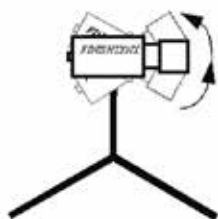
The classifications must be sent to the graphic overlay service provider.

Each camera must cover **the entire width of the road.**

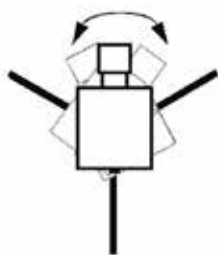


Alignment on the line

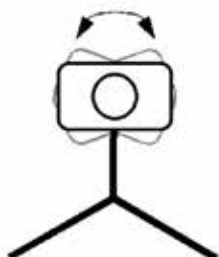




A minimum angle of 30° must be respected.



The camera must be perfectly parallel to the line.



The camera must be level.

I.1.4 INSTALLATION

■ INSTALLATION HEIGHT AND ANGLE

The camera must be positioned perpendicular to the finish line at a minimum height of 2 m.

■ ALIGNMENT WITH THE LINE

The camera must be lined up with the white section just before the finish line in the direction of the race. The white background allows the commissaires to check the camera alignment. The camera, finish line and gantry must be perfectly aligned.

■ SAFETY

The installations must be powered by an uninterruptable power supply. The cameras must be connected to different computers.

■ STABILITY

The structure to which the camera is fitted must be equipped with stabilising supports.

I.1.5 USE OF EQUIPMENT

■ SYNCHRONISATION

■ The photo-finish cameras must be connected to the «official» timing device. The timekeeper appointed to the event issues a pulse to all timekeeping equipment.

■ The time reading used for the photo-finish must be «race time» and not time of day.

■ The official time used to draw up the classifications shall be that of the photo-finish. Time gaps shall be displayed and validated using this same timing device. In the event of a discrepancy with the manual timekeeping device, or at the request of the timekeepers or commissaires, a check of the photo-finish for time gaps between riders will be conducted.

Checking the alignment of the camera on the photo-finish system.

MAUVAIS	MAUVAIS	MAUVAIS	MAUVAIS	BON
BON	MAUVAIS	MAUVAIS	MAUVAIS	MAUVAIS

■ USE OF THE PHOTO-FINISH

■ The operator conducts a complete reading of the photo-finish data in order to determine the order of arrival and race times, under the supervision of the commissaire responsible for the classifications. All riders must be recorded (including those who finish outside the time limit).

■ The timeline must be placed perpendicularly to the tangent of the riders' front wheels.

■ The operator notes the riders' race numbers when conducting the reading. Each rider's race time is recorded automatically.

■ If there is a gap of greater than one second between the tangent of the rear wheel of the last rider in a group and the tangent of the front wheel of the first rider in the following group (or individual rider), the time shall be considered and allocated to the appropriate group. A group comprises at least two riders.

■ The timing accuracy is 1/100 of a second when determining time gaps.

■ Race time must always be rounded down to the nearest second (the hundredths are disregarded). If a rider crosses the line at 2:01:10.99 (two hours, one minute, ten seconds and ninety-nine hundredths), the time given will be 2:01:10 (two hours, one minute and ten seconds).

■ If a time gap is noted, the rider's time is rounded down to the second in accordance with the rule described above.



Example

the first group has a time of 2:39:57.00. The 15th rider has a time of 2:39:59.00 as the time gap to the previous rider is over one second. If it is impossible to separate two competitors, they are declared to be tied for placing. The following position is not allocated.

I.1.6 CONFIGURATIONS

See diagrams:

■ Level 1 (page 247) ■ Level 2 (page 248) ■ Level 3 (page 249)

The tables show the minimum requirements for different classes of event.

I.1.7 EQUIPMENT THAT IS NOT RECOMMENDED

■ camcorder-type video systems that do not allow «visual recording tracks» but rather offer a simple display of the finish. As the speed of acquisition is a maximum of 50 images per second, time-linked displays cannot be shown as is the case with a photo-finish.

■ equipment described as «video-finish».

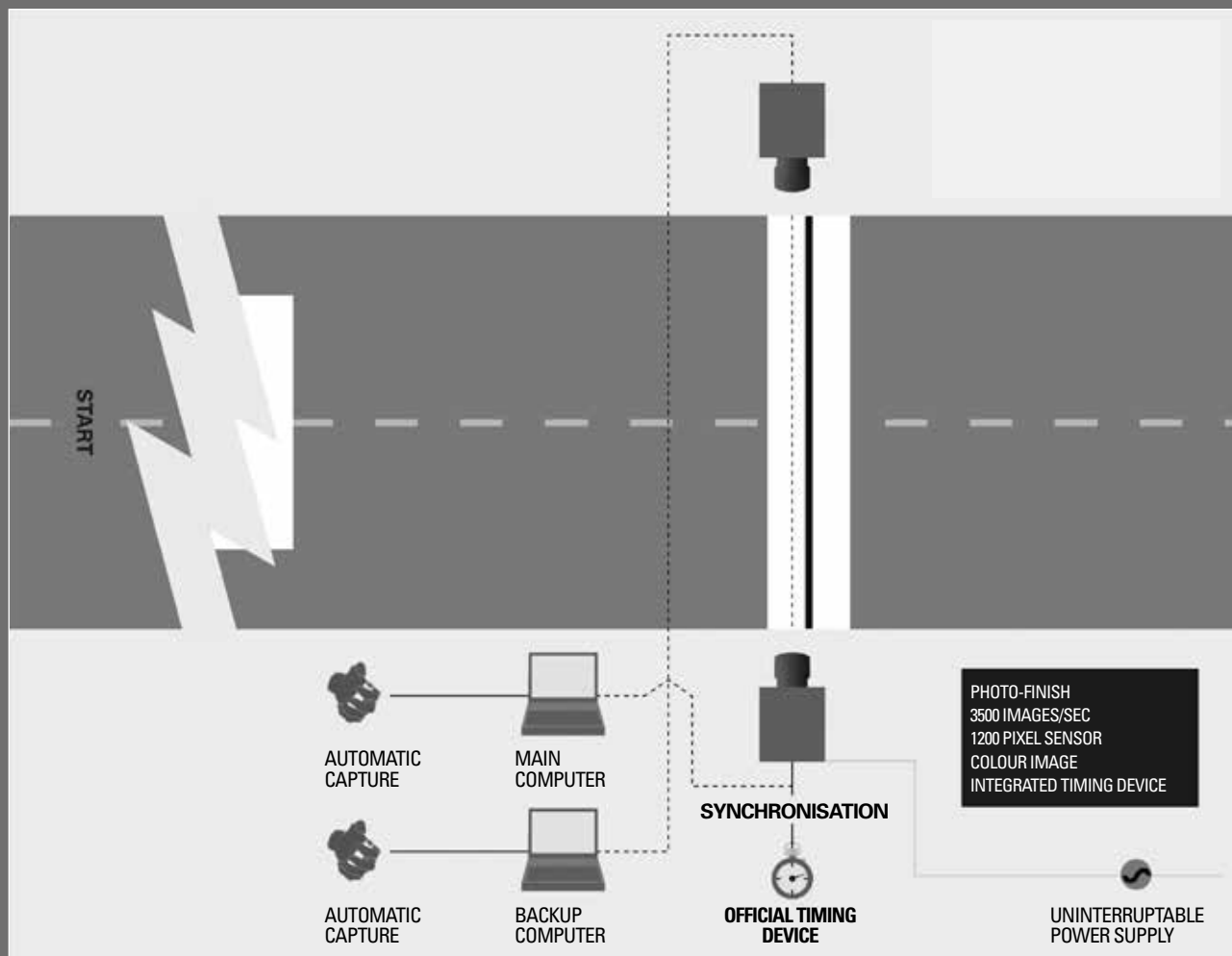
■ cameras linked to videocassette recorder systems.

■ systems that depend on the timing device of the transponder detection equipment.

■ webcams and any other equipment that does not have an integrated timing device.

LEVEL 1

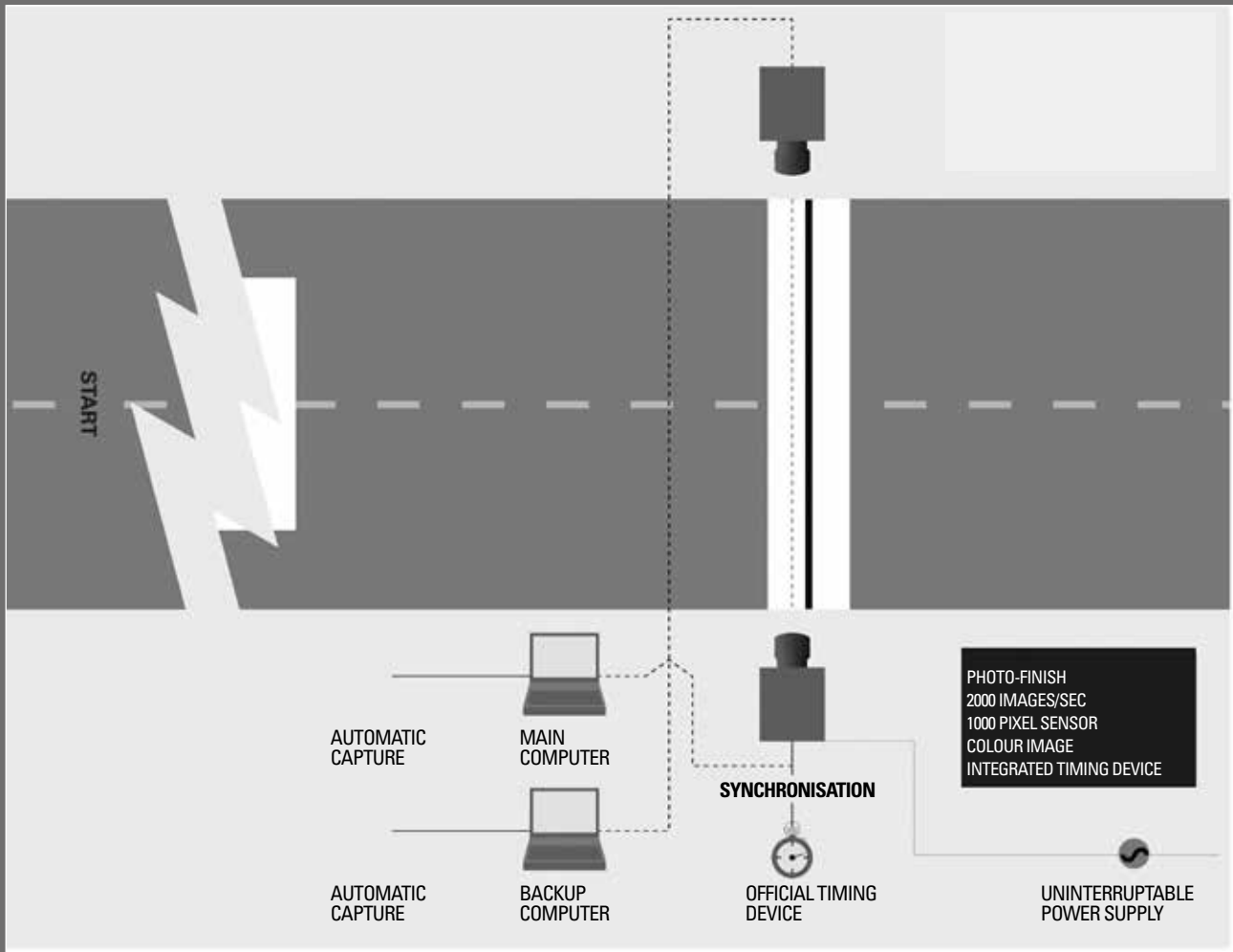
Olympic Games - UCI World Championships - UCI WorldTour One-Day Races
UCI WorldTour Stage Races - HC Europe Tour



Timing device accuracy 1/1000 sec 1ppm	Speed of acquisition > 3500 images per second	Image height in pixels >1200 pixels	Image quality Colour	Capture method Automatic
Number of cameras 1 main camera 1 opposite	Number of operators 2 operators	Synchronisation 2 cameras	Classification interface Obligatory	

LEVEL 2

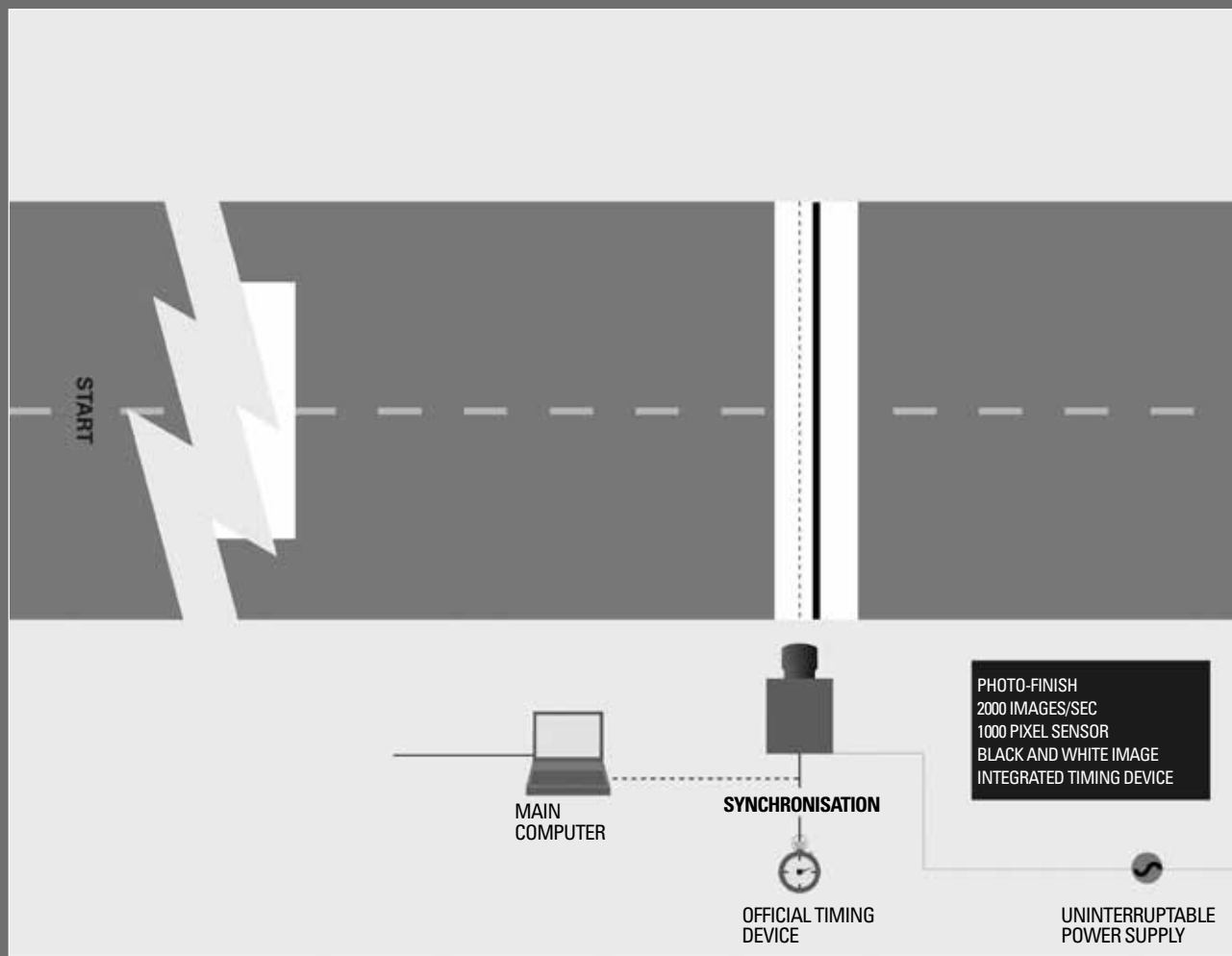
European Continental Championships - Class 1 races - Europe Tour



Timing device accuracy 1/1000 sec 1ppm	Speed of acquisition > 2000 images per second	Image height in pixels >1000 pixels	Image quality Colour	Capture method Automatic
Number of cameras 1 main camera 1 opposite	Number of operators 2 operators	Synchronisation 2 cameras	Classification interface Obligatory	

LEVEL 3

Class 2 races Europe Tour - Continental Championships (except Europe) - Class 1-2 races (except Europe)



Timing device accuracy 1/1000 sec 1ppm	Speed of acquisition = 2000 images per second	Image height in pixels >1000 pixels	Image quality Black and white	Capture method Manual
Number of cameras 1 main camera	Number of operators 1 operator	Synchronisation Yes	Classification interface Recommended	



I.2

TRANSPONDERS

I.2.1 ROLE OF THE EQUIPMENT

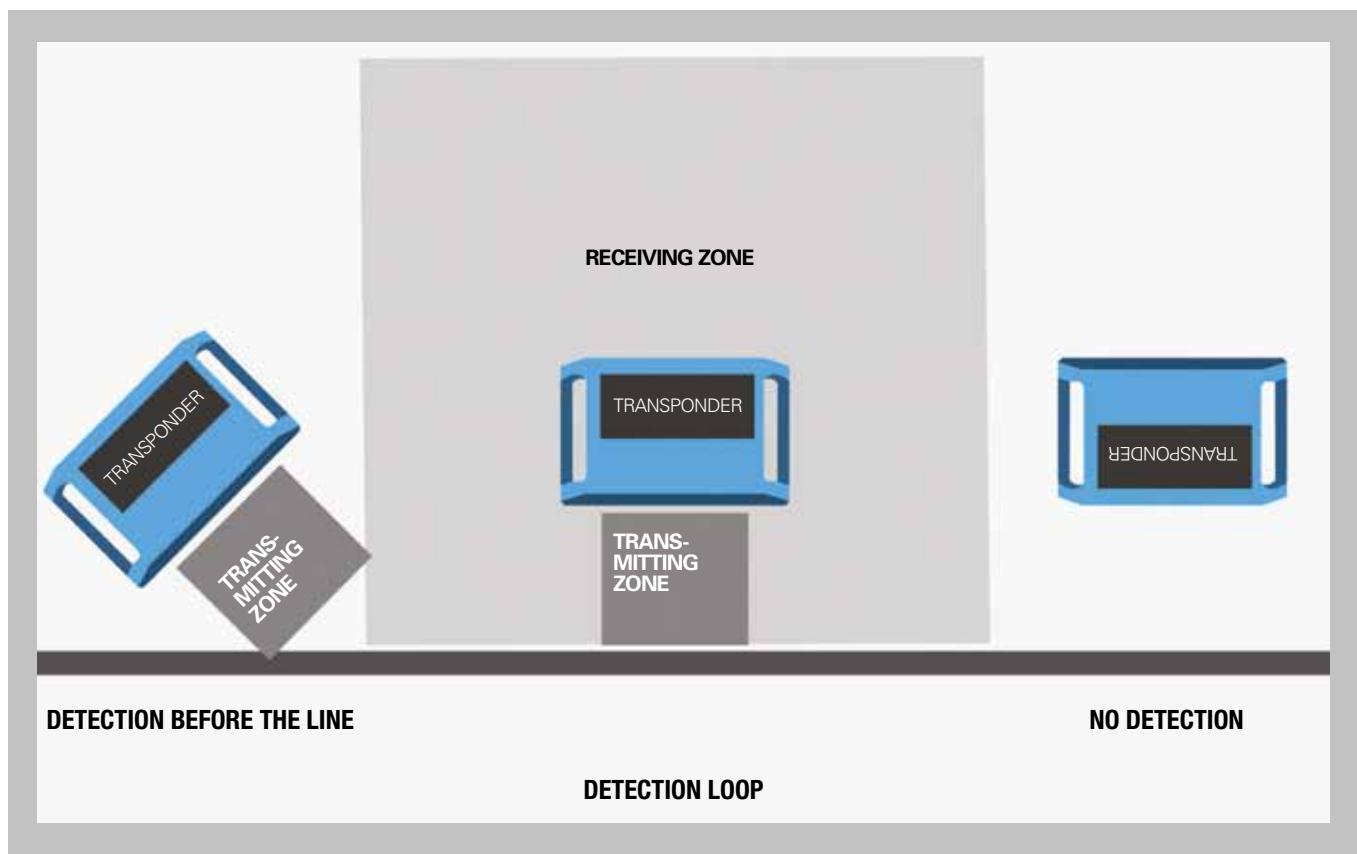
This timing system is used to obtain a snapshot of the race at a specific location. **It does not replace the obligatory use of photo-finish equipment.**

I.2.2 PRINCIPLE OF OPERATION

Only systems that operate by induction allow the optimal detection and, above all, accuracy required for road cycling. A magnetic field created by a detection loop on the ground activates the transponder which then emits a signal. **The decoder analyses the signals and transmits the classification to an accuracy of 1/1000 of a second.**

I.2.3 LIMITS OF THE SYSTEM

Even if the measurement accuracy of the timing system is 1/1000 of a second, the position of the transponder on the bicycle is never exactly the same for all competitors. The orientation of the transponder within the detection field can be significant and can afford an advantage to an individual competitor.



Using this timing system alone, checks cannot be conducted for bike changes or riders carrying several transponders.

The position of the transponder always varies slightly from one rider to another. The gap between two riders may only be centimetres or even millimetres in a sprint at over 60 km/h.

Time gaps between riders are determined by the difference between the tangent of the rear wheel of the last rider in a group and the tangent of the front wheel of the first rider in the following group (or individual rider). This rule cannot be applied when time is measured using transponders.

I.2.4 EQUIPMENT REQUIREMENTS

- **detection technology** Magnetic induction.
- **transponder types** Active (contain a battery).
- **transponder weight** Less than 20 g, not including clip.
- **accuracy required** Precision: 0.001 sec (1/1000 of a second).
- **anti-interference**

The system must be able to process up to 50 simultaneous detections in five seconds.

- **maximum detection speed**

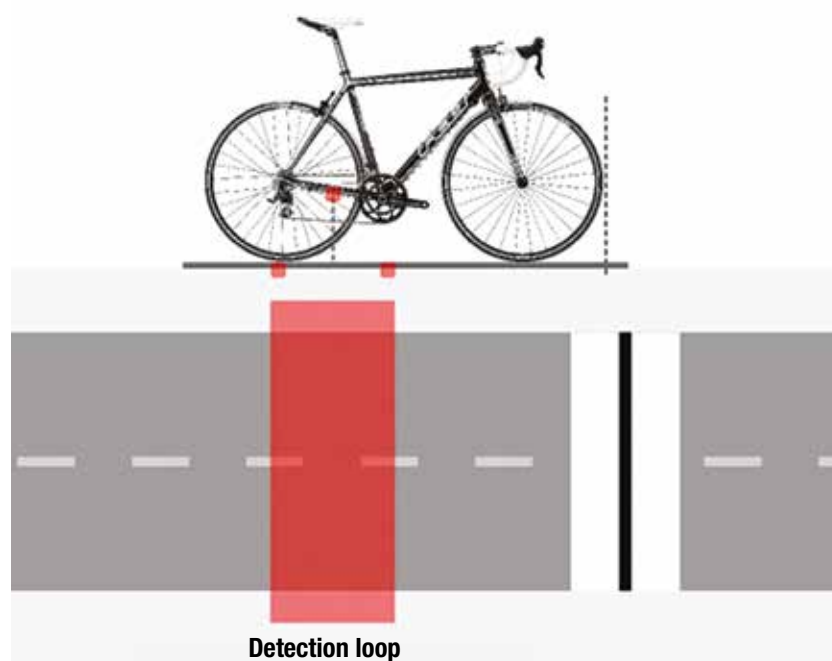
Up to 90 km/h.

- **detection loops**

These must comprise cables traversing the road. Mats or other devices over 5 mm thick are prohibited for safety reasons.

I.2.5 INSTALLATION ON BIKES

Transponders must be attached to the bicycle at a constant distance from the tangent of the front wheel. They must not be carried by the athletes.



I.2.6 USE OF THE EQUIPMENT

The use of transponders in a cycle race allows:

- **rider's position** within a group to be established,
- the **number of laps** of a circuit to be monitored,
- the **order of passing** an intermediate point to be determined,
- information to be provided **for TV production**.

When a rider passes a point where time information is recorded, **this information must be displayed immediately**. The classification drawn up from transponders cannot be used to determine the positions or times of riders at the finish. The «backup» point at the finish (approximately 20 m before the finish reference point) is established as a precaution. In stage races, information must be transmitted in real time from a point located 3 km from the finish line, providing the finish line control post with information on the groups of riders. In the case of a duly noted crash, puncture or mechanical incident in the last three kilometres of a road race stage, the rider or riders involved shall be credited with the time of the rider or riders in whose company they were at the moment of the incident. The rider or riders placing(s) shall be determined by the order of actually crossing the finishing line. If, as the result of a duly noted crash in the last three kilometres, a rider cannot cross the finish line, he or she shall be placed last on the stage and credited with the time of the rider or riders in whose company he or she was at the time of the accident. A printout of the race situation at this specific distance must be made available to the timekeepers and commissaires. This report allows the position of each competitor in the various groups at 3 km from the finish to be established in the event of a crash during the final 3 km. This rule does not apply for summit finishes.



REMEMBER

This rule does not apply at summit finishes.

I.2.7 CONFIGURATIONS

See diagrams:

- Level 1 (page 254) ■ Level 2 (page 255) ■ Level 3 (page 256)

The tables show the minimum requirements for different classes of event.

I.2.8 EQUIPMENT THAT IS NOT RECOMMENDED

■ IDENTIFICATION USING PASSIVE TAGS (USUALLY LABELS)

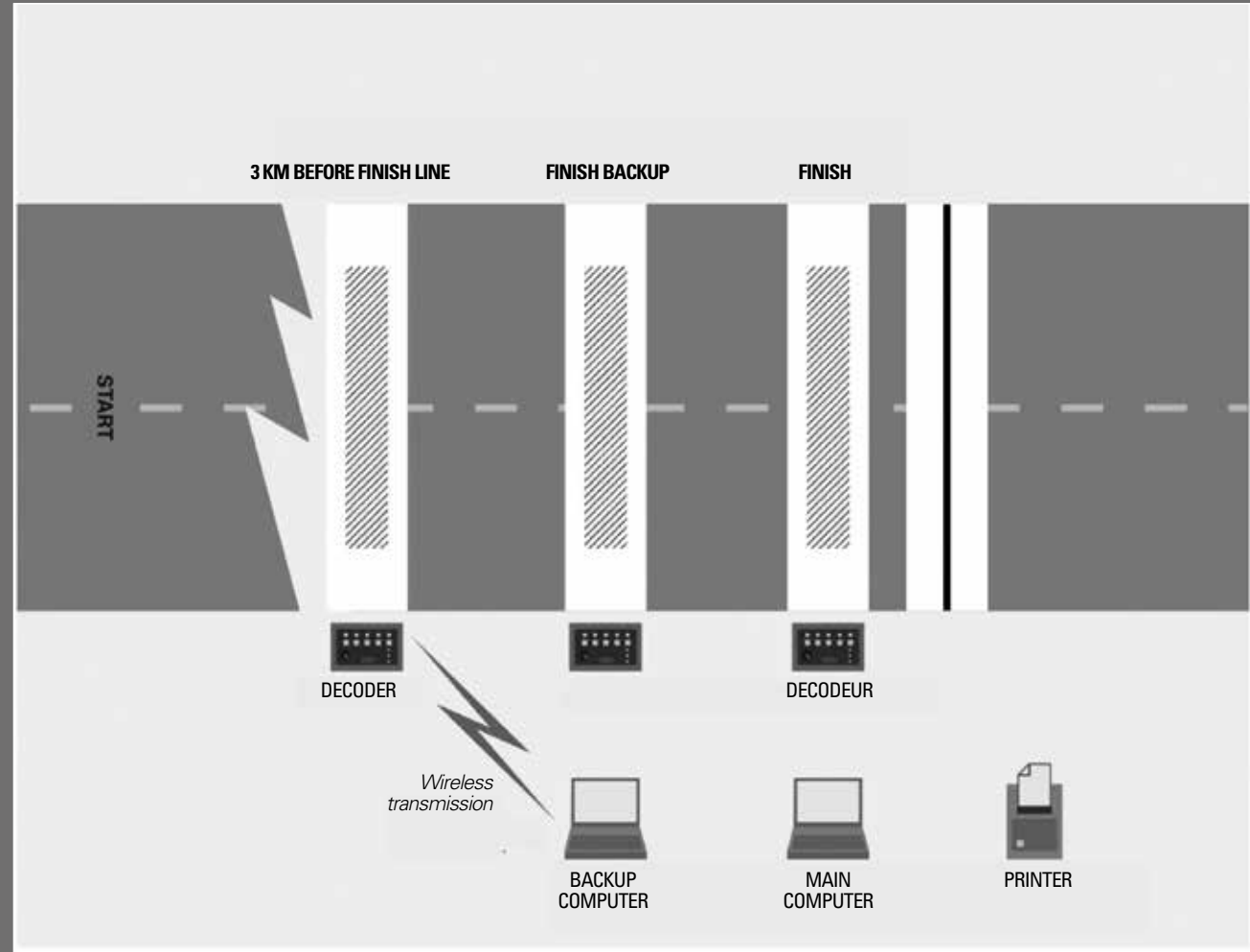
Passive tags are activated when they passed through a field transmitted from an antenna at a frequency of 125 kHz or 13.56 MHz depending on the type of tag used. This type of system allows objects or people to be recognised at a maximum distance of 1 m in an undisturbed environment. The response time using this label is approximately 20 ms when a single label is in the antenna's field. If two or three labels are in the field, this leads to interference which is resolved to the detriment of response time which can rise up to 100 ms. Such a system clearly cannot be used for timekeeping to an accuracy of 1/1000 of a second.

■ IDENTIFICATION PAR ÉMETTEUR RADIO FRÉQUENCE

Identification by radio frequency transmitter. The principle consists of providing each competitor with a small radio transmitter that produces a unique code. This type of system circumvents interference problems (one or more competitors in the antenna's field) but it is not particularly accurate due to the omnidirectional radiation of the reception antenna. This type of system does not overcome possible interference (GSM, TV transmission, various remote controls, etc.).

LEVEL 1

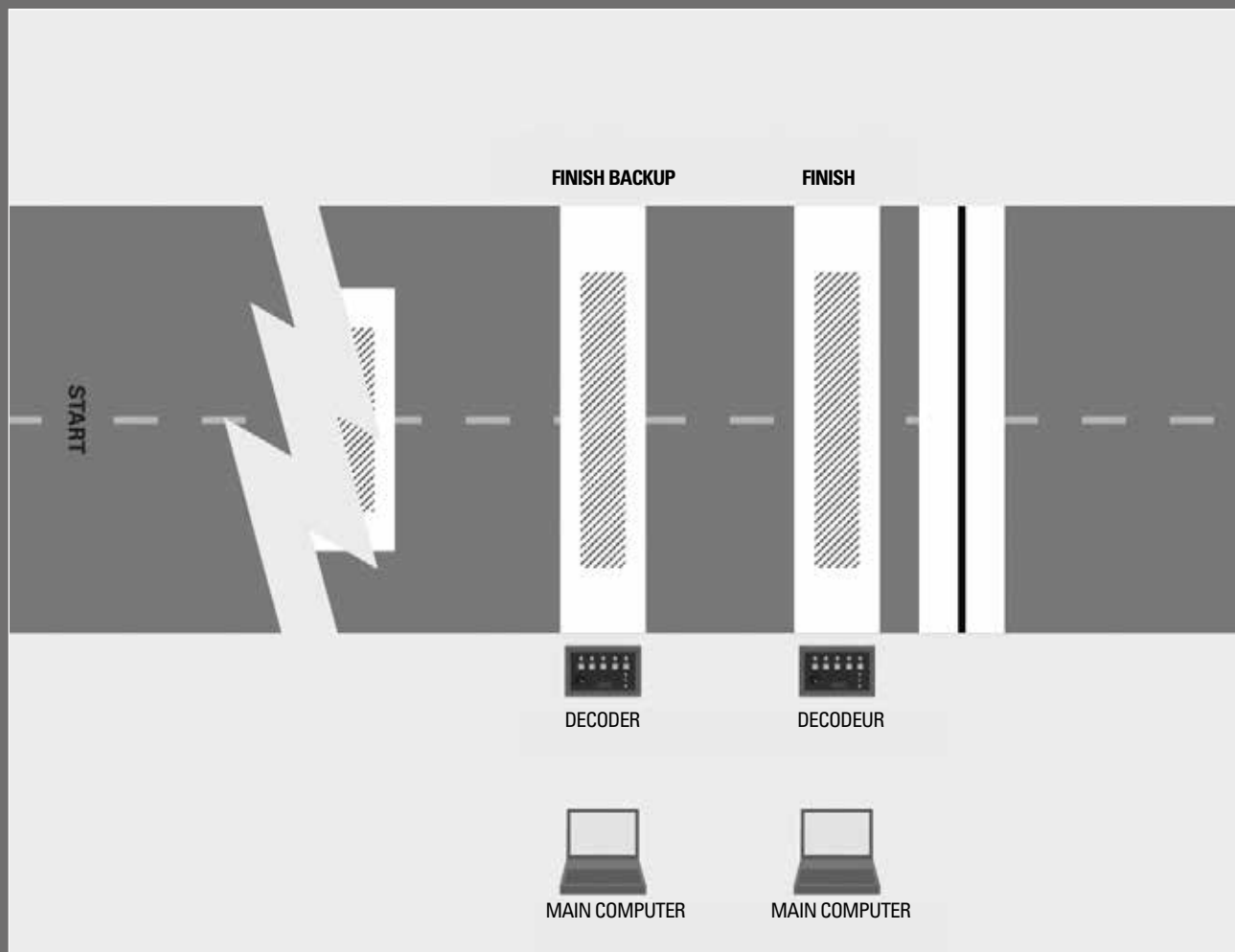
UCI World Tour: Stage Races - Recommended for HC Stage Races



Transponder	Technology	System location	Number of transponders
Active < 20 g	Induction	Finish Finish backup 3 km before finish line 1 per rider	1 per competitor + 3-5 backup transponders per team

LEVEL 2

Olympic Games - UCI World Championships - UCI WorldTour One-Day Races
Recommended for HC One - Day Races



Transponder

Active < 20 g

Technology

Induction

System location

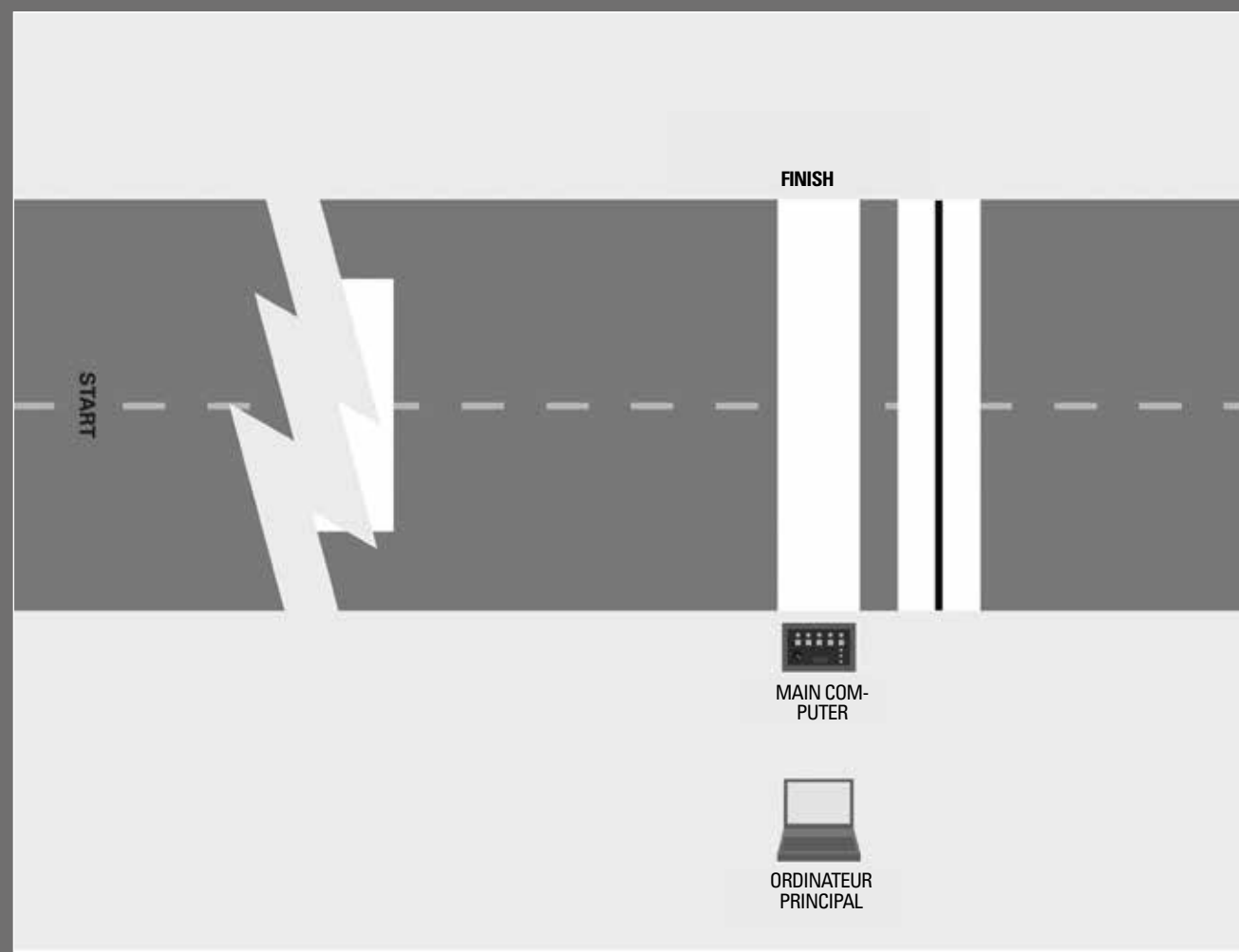
Finish
Finish backup

Number of transponders

1 per rider
+ 3 backup
transponders
per team

LEVEL 3

Recommended for HC One-Day Races



Transponder	Technology	System location	Number of transponders
Active < 20 g	Induction	Finish	1 per rider

I.3

DISPLAY



I.3.1 ROLE OF THE EQUIPMENT

The displays located on the finish line gantry provide riders and spectators with a certain amount of information on the race time and situation.

I.3.2 EQUIPMENT REQUIREMENTS

The display must allow information to be read at a minimum distance of 100 m.

LEVEL 1

Olympic Games - World Championships
UCI - UCI WorldTour.

LEVEL 2

HC Class events.

Minimum level of requirements / class of event

	NUMBER OF DISPLAYS	TYPE OF DISPLAY	INFORMATION DISPLAYED
LEVEL 1	2	Double-sided Alphanumeric	Race time - Time gap Classification information - Time limits
LEVEL 2	2	Double- or single-sided Numeric	Race time - Time gap



TECHNICAL AND SPORTS PREPARATION FOR THE EVENT



J

TV PRODUCTION

It takes a lot of expert knowledge to produce TV images of a cycle race. The 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 itself producing the images. In this case it 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 service provider. The basic principles of TV production for a cycle race are described here.

J.1

TYPES OF RACE AND CHOICE OF PROGRAMME



TV production is not solely a matter of budget. It must be adapted to the sporting content, editorial interest, programme duration and provisional scheduling of the event.

In general, programmes are defined according to the events they cover:

■ ONE-DAY RACE

Coverage depends on the level of the race, the budget and the provisional broadcast list.

- **Live:** International multilateral live coverage. This usually lasts 90-120 minutes and includes the podium ceremony and interview with the winner.

And / or

- **final:** final programme. 26 or 52 mins.

■ STAGE RACE

Coverage depends on the level of the race, the budget and the provisional broadcast list.

- **Live :** International multilateral live coverage.

And / or

- **Daily highlights:** daily international multilateral programme. 26 mins.

- **News update:** daily international news programme.

- **final:** final program.

■ GRAND TOUR

Depending on the level of the race, the budget and the provisional list of television.

- **Live:** International multilateral live coverage.

And / or

- **Daily highlights:** daily international multilateral programme. 26 mins.

- **Weekly highlights:** weekly international multilateral programme. 26 mins.

- **News update:** daily international news programme.

- **final:** final programme.



J.2

DESCRIPTION OF PROGRAMMES



The structure of the programmes **must be conceived on the basis of a clear, simple editorial line**. The objective should be to provide coverage of the race and make it accessible to as many viewers as possible without repetition. On this basis, consideration should be given to structured complementary audiovisual products.

■ LIVE INTERNATIONAL MULTILATERAL LIVE COVERAGE

- **Number of programmes:** 1 programme for each day of the event.
- **Duration:** 90-120 minutes including the podium ceremony and interview with the winner.
- **Content:**
 - pal / ntsc basic international signal,
 - format -> 16:9 - 4:3 offering graphic stability,
 - stage map,
 - neutrality of the race reporting, not favouring one competitor or team over others,
 - riders crossing the finish line,
 - provision of information overlays about the race (location, time gaps, classification, distance to the finish, etc.),
 - race logos and technical partners: timing company and it company,
 - podium ceremony,
 - classification,
 - international sound,
 - commentary in english, if available,
 - access to race radio - "radio tour".

■ DAILY OR WEEKLY HIGHLIGHTS

- **Number of programmes**
 - daily highlights: a programme for every day of the event, including rest days,
 - weekly highlights: three programmes (a summary at the end of each week of the event).
- **Duration:** 26 minutes.
- **Content:**
 - pal / ntsc basic international signal,
 - format -> 16:9 - 4:3 offering graphic stability,
 - stage maps,
 - the best images from each day of the event, including rest days,

- significant incidents,
- podium ceremony,
- classification,
- international sound,
- commentary in english.

the programme will be delivered with text in english that will be sent to the tv channels at the start of the broadcast.

■ **NEWS UPDATES**

- **Daily international:** news programme.
- **Number of programmes:** a programme for each day of the event.
- **Duration:** 3-5 minutes.
- **Content:** a montage of the best race images,
 - main race incidents,
 - general shot of the finish,
 - podium ceremony,
 - classification,
 - images of the stage winner and leader of the general classification.

the programme can be delivered with text in english (optional) that will be sent to the tv channels at the start of the broadcast.

■ **FINAL PROGRAMME**

- **Number of programmes:** a programme at the end of the event
- **Duration:** 26 or 52 mins.
- **Content:** highlights of best images from the whole event, and, in particular:
 - race maps,
 - headlines or inserts,
 - podium ceremony,
 - classification.

the programme will be delivered with text in english that will be sent to the tv channels at the start of the broadcast.



J.3

TECHNICAL PRODUCTION RESOURCES



■ LIVE: INTERNATIONAL MULTILATERAL LIVE COVERAGE

■ **Production of an international multilateral live signal** a 1080i hd signal of international broadcast quality (sound and images) is produced whatever the level of the race being covered. for this reason an experienced provider of rf long distance (digital) must be contracted. this will be a company that covers many cycling events over the year.

■ Technical requirements

- **motorbikes:** 2-5 depending on the level of the race and the topography.
- **helicopters:** preferably eurocopter as350 type (the number of helicopters depends on the level of the race and the topography of the route).
 - cinéflex camera(s) for filming (or similar),
 - hf signals relay.
- **plane:** depends on the level of the race and the topography.
- **full hd production truck:** 1 lsm / 6 channels
- **fixed cameras at the finish:** a minimum of 3:
 - 1 before the finish line,
 - 1 for slow-motion close shots,
 - 1 one for wide shots of the finish line, mounted on a cherry picker + podium,

one of these cameras will be used for the interview of the winner during the podium ceremony - up to 10 cameras.

- hf equipment:

- special ob vehicle or included in main ob vehicle,
- crane (30-80 metres to receive hf signals
 - depending on race topography

- provider of information overlays:

- race database (towns, riders' names, etc.),
- live positioning of the race (distance to the finish, time gaps, various classifications),
- gps positioning devices.

■ DAILY HIGHLIGHTS AS INTERNATIONAL SIGNAL

(if no live coverage)

■ Technical requirements

- *motorbike pilots for eng reporting:*
 - 2 or 3,
 - camera operators should use the same schedule time code.
- *helicopters:* preferably eurocopter as350 type (the number of helicopters depends on the level of the race and the topography of the route):
 - cinéflex camera(s) for filming (or similar),
 - director coordinates shots of the race using radio equipment,
 - delivery of images to the editing room.
- *fixed camera at the finish on a cherry picker:*
 - the same camera can be used for the interview with the winner,
 - covering the finish, in addition to the fixed camera:
 - 1 motorbike that leaves the race some kilometres before the finish line to provide ground-level shots,
 - 1 motorbike to cross the finish line with the riders.
- *non-linear editing system:* 2 editing workstations connected to the same network.

■ DAILY OR WEEKLY HIGHLIGHTS - FINAL PROGRAMME

(if no live coverage)

■ Technical requirements

- non-linear editing system (e.g. avid newscutter, final cut),
- programme management during live broadcast.

All the equipment and the whole team dedicated to producing a highlights programme shall be on location or in a production office that can receive, display and record the signal. e.g.: channel mcr, service provider broadcast centre.

■ ACTUALITÉS

- **technical requirements:** requirements identical to those for daily highlights.



J.4

OVERLAYS



TV overlays are essential to allow both commentators and spectators to follow the racing.

Overlays include:

■ PERMANENT OR VIRTUALLY PERMANENT ELEMENTS

such as the distance to the finish for the leading riders and the time gaps between the main groups (chasing group, peloton, etc.).

■ ELEMENTS THAT ARE DISPLAYED AT CERTAIN TIMES OF THE BROADCAST

■ At the start:

title, route, previous winners, general classification after previous stage.

■ During:

name of the group in shot, possibly with riders' names; a rider's name during a close shot; results of an intermediate sprint or mountain prime, name of a tourist location, etc.

■ At the finish:

finish line clock and time elapsed from winner crossing the line, event results, general classification, other classifications, interview.

■ FOR TIME TRIALS

Clock that stops as a rider crosses the line giving his or her time and comparing it with the best time.

Informations are provided by Radio Tour.

It is essential for a computer link to be established with the event timekeeper for all information concerning results, specifications and times. This allows speedy broadcasting and eliminates errors relating to official information.

GPS equipment is used to provide information on the distance to the finish and time gaps between groups. This information is analysed taking into account the route of the event. The GPS devices are usually attached to TV motorbikes.





J.5

PRODUCTION TEAMS



■ KEY PERSONNEL

The scope of the TV production and the number of personnel involved depend on the level of the race. The key personnel involved in the coverage of a cycling event are the following:

■ Live

- Director

- As far as possible, the director should reconnoitre every stage, or at least the main stages.
- The director should be assisted in making decisions on shot selection during the race by a cycle racing specialist.

- Helicopter pilots and Cinéflex (or similar) operators

- Must have experience of covering cycle races.
- It is vital for the pilot to work in close collaboration with the camera operator.

- Motorbike pilots and camera operators

- Must have experience of covering cycle races.

- Motorbike pilots and camera operators

- Documentation required by some organisers: copies of qualifications, letter of recommendation from an organiser or TV production company.

- LSM operator

- Must have good knowledge of cycle races.

■ FOR HIGHLIGHTS

■ Chief editor

Must have good knowledge of cycle races.

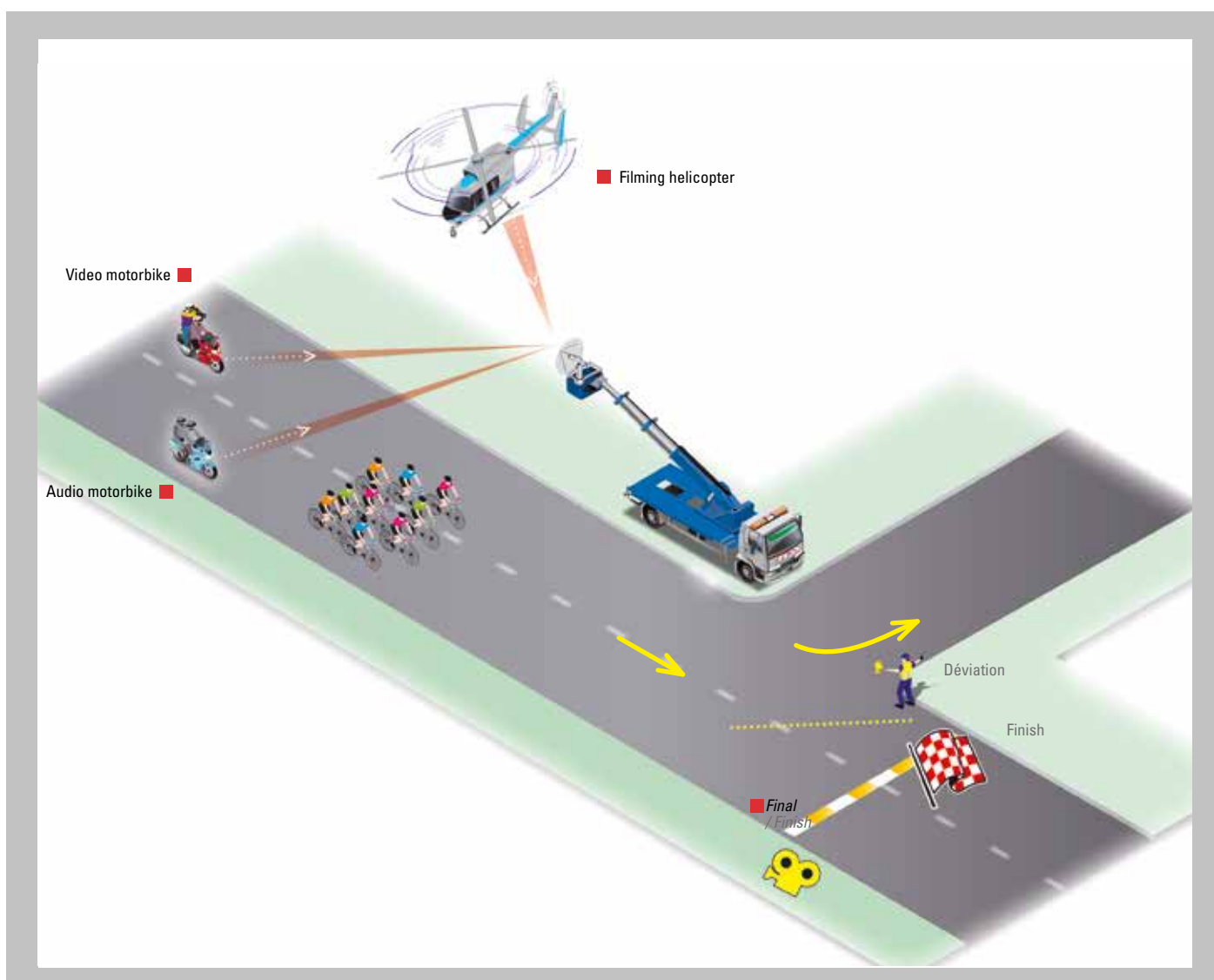


J.6

HF EQUIPMENT

HF SOURCES	- fixed
	- mobile
	- aerial
RELAY METHOD	- aerial
	- terrestrial
DELIVERY OF SIGNALS	- optical fibres
	- terrestrial links
	- satellite

Example of terrestrial setup

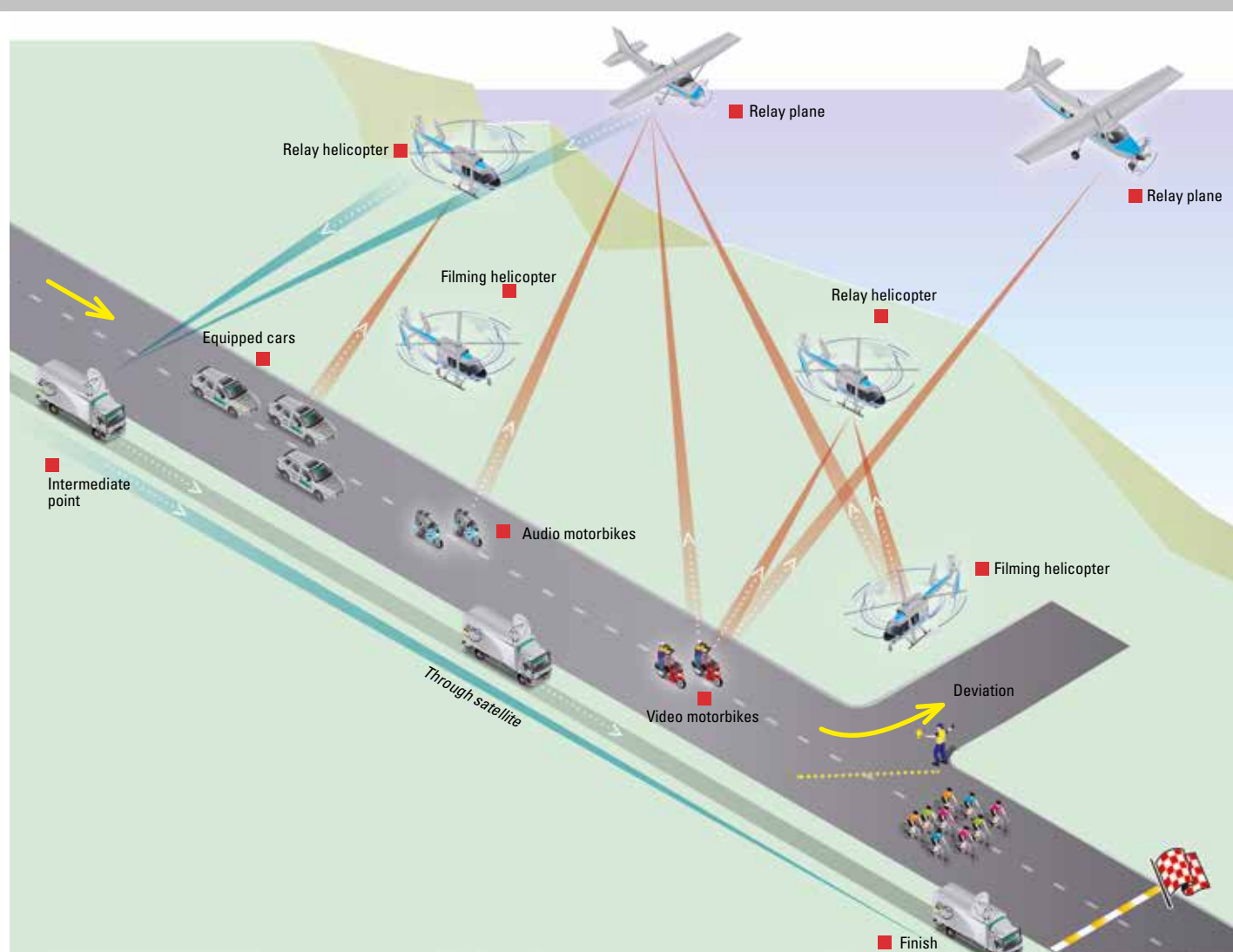




■ ARRANGEMENT FOR GRAND TOURS

This comprises **filming equipment** (cameras on motorbikes, race vehicles and helicopters; audio motorbikes with commentators) and relays allowing the continuous transmission of all images to the finish line HF receiver truck and outside broadcast van which forwards the international signal.

Example of aerial setup





J.7

COORDINATION

Coordination is essential to provide an effective link between TV production, the organisers and the broadcasters. Good coordination ensures successful coverage, before, during and after the event.

■ BEFORE THE EVENT

■ Details provided to the broadcasters

- *information about the event towards the broadcasters and production or hb:*
 - early itinerary schedules. live program schedule,
 - description of the country, stages, riders involved,
 - logistics details (maps), tv areas information, accreditation process, services available,
 - planning of the preparation.
- *information about the production or hb towards the broadcasters:* programs offer, technical means, programs' timings, data inlaid, preparation of the delivery (satellite tests...).
- *promotion of the event:* news program, press conference shooting, press release distribution delivery of pictures creation of graphics dedicated to the event for a specific promotion by the channels.

■ Relation with the production or the host broadcasters

- *coverage:*
 - timings,
 - production details and services provided.
- *requests and obligations from the organisation :*
 - program standard script,
 - data inlaid and graphic charter others.

■ Details requested from the broadcasters

- *contact details:*
details about the production department, crew on site, mcr.
- *broadcast and coverage details:*
schedule, on site intentions (vehicles, stages, commentators positions...).

■ DURING THE EVENT

■ Media assistance on site and from site

- *delivery of the programs*
 - technical and timings confirmation,
 - information in case of problems.
- *relation of the production or host broadcaster*
 - feed back about the production,
 - respects of the programs scripts (for opening and closing),
 - data inlaid, sponsor,
 - services delivery.
- *relation with the broadcasters*
 - overall and on-site information,
 - on site permanence,
 - services delivery.

■ AFTER THE EVENT

■ delivery of the final program

■ delivery of rough edit pictures, and video clips for promotion

- for tv channels, sponsors, authorities.

■ broadcaster's satisfaction enquiries

- audiences reports collection.

■ closing meeting and reports with

- the organisation and production or host broadcaster
- improvements for next year.

TECHNICAL AND SPORTS PREPARATION FOR THE EVENT



K

TECHNICAL DOCUMENTS

AVEC LE SOUTIEN DU **TOUR DE FRANCE**

TOUR DE L'AVENIR

LE PARI DE LA NOUVELLE GENERATION
DU 26 AOÛT AU 01 SEPTEMBRE 2012

Dimanche 26 août
Dole
Prologue

Lundi 27 août
Dole > Belleville-sur-Saône
1ère étape

Mardi 28 août
Le Port des Gaudoux
> Châtillon-sur-Chalaronne
2ème étape

Mercredi 29 août
Port d'Aix > Arrens-Mars
3ème étape

Judi 30 août
Seyssel > Vallons-Galloux
4ème étape

Vendredi 31 août
Vallons-Galloux
> Les Salles
5ème étape

Samedi 01 septembre
Razoulan
> Le Grand Romand
6ème étape

LIVRE DE ROUTE

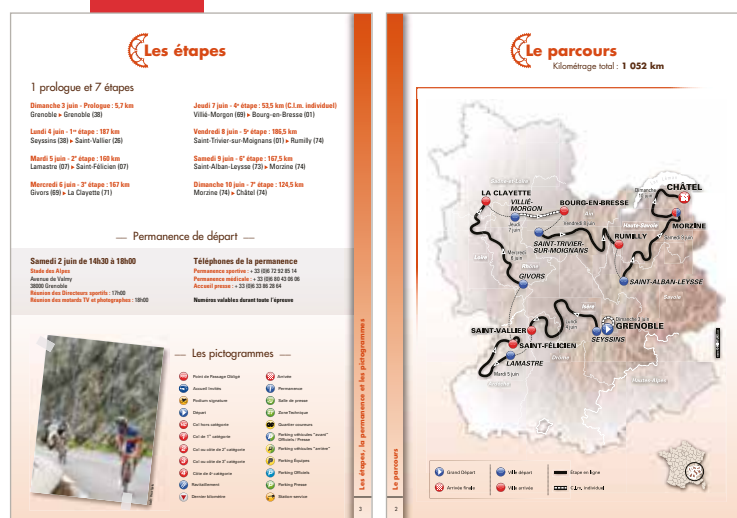
TOUR DE L'AVENIR
PARC DES GAUDOUX
PARC DES GAUDOUX

UCI
mouvement
cycliste

le dougline
ALDEN
Hertz
CRAFT
Kang

K.1

EVENT TECHNICAL GUIDE



The technical guide is an important document for the teams, riders, commissaires and all other people working on the event. It must be drafted in French or English as a minimum in order to ensure that it is fully understood. The organiser can also produce a version in any other language. The technical guide should contain all important information concerning the event and must comply with UCI regulations.

The technical guide must include the following elements (described in detail below):

- An organisation chart of the officials attending the event,
- Information relating to the locations of meetings,
- Special regulations for the event,
- The race route,
- Maps of start and finish areas,
- List of accommodation (where appropriate).

The sample technical guide illustrates some of the points described below.

K.1.1 AN ORGANISATION CHART OF THE OFFICIALS ATTENDING THE EVENT

The organisation chart should provide the names of all organisation staff and individuals involved in the race convoy, namely:

- the various managers and members of the organisation as well as their functions,
- the Commissaires' Panel made up of the following members in accordance with UCI and National Federation regulations:
 - the President of the Commissaires' Panel
 - event commissaires,
 - finish line judge and assistant (depending on the race requirements),
 - timekeeper(s),
 - motorbike commissaires,
 - Doping Control Officer.
- **the various service providers:** photo or video finish, timekeeping, transponders, race radio information, blackboard official, announcer, neutral service, etc.,
- **the various motorbike escorts** to ensure safety: police, marshals, etc.
- **the members of the medical service** and their mobile telephone numbers (head doctor, assistant doctors, nurses, ambulance crew),
- **details of hospitals** to receive any injured persons (address, telephone, etc.).



ENVIRONMENT

The organiser should remind the riders that one or more green zones for litter will be provided. Give details of the locations of these zones on the course.

K.1.2 INFORMATION ON IMPORTANT LOCATIONS AND MEETINGS

The technical guide should provide precise **information on the locations and times of meetings**:

- event headquarters accommodating:
 - the organisation secretary's office,
 - accreditation centre for individuals and vehicles,
 - area for commissaires to check the starters and issue race numbers and frame numbers.
- team managers' meeting.

K.1.3 SPECIAL REGULATIONS FOR THE EVENT

The organiser should draw up **any special regulations** for the event concerning sporting matters. Special regulations are different for one-day races and stage races. They should be drawn up in accordance with the examples below.

■ TIME LIMITS

For one-day races, the time limit is set at 8% of the winner's time. The time limit in stage races is set by the organiser in the special regulations.

In exceptional cases only, namely in unforeseen circumstances and cases of force majeure (weather conditions, serious accident or incident, etc.), the Commissaires' Panel may extend the time limits after consultation with the organiser.

■ TIME BONUSES

The organiser may establish time bonuses for the road stages of a stage race. If time bonuses are awarded for intermediate sprints, they must also be awarded at the finish line.

The use of time bonuses is authorised subject to the following conditions:

- **Grand Tours:** The following time bonuses may be awarded:
 - For intermediate sprints:
6» - 4» - 2» or 3» - 2» - 1», at the organiser's discretion.
 - For the finish of a stage:
20» - 12» - 8» or 10» - 6» - 4», at the organiser's discretion.

If the organiser decides to apply the lower scale at the finish line, the lower scale must also be applied to the intermediate sprints. Three intermediate sprints are allowed during a stage.

- **Other events:** The following time bonuses may be awarded:
 - For intermediate sprints: 3», 2», 1».
 - For the finish of a half-stage: 6», 4», 2»
 - For the finish of a stage: 10», 6», 4»

Only one intermediate sprint is authorised for a half-stage, whereas three intermediate sprints may take place in a full stage.

■ TEAM TIME TRIAL

The event's special regulations shall establish upon which rider crossing the line the time will be taken for the team classification.

An example of the time limits for a stage race is given below.

The time limits vary depending on the type and difficulty of the stage. The following coefficients can be applied:

- Flat stage: **8-10%**,
- Medium mountains or average difficulty stage: **10-14%**,
- High mountains or very difficult stage: **15-20%**,
- Individual or team time trial:
25 %
- Prologue and mountain time trial:
30 %

MODEL FOR SPECIFIC REGULATIONS FOR A ONE-DAY EVENT

(ALL TEXT IN GREY ITALIC TYPEFACE MUST BE REPLACED/ADAPTED BY THE ORGANIZER)

(event name) (event date)

SPECIFIC REGULATIONS

ARTICLE 1. ORGANISATION

The (event name) is organized by (name and address of the organizing body) under the regulations of the International Cycling Union. It is to be held on (event date).

ARTICLE 2. TYPE OF EVENT

The event is open to athletes of the (category¹) categories. The event is entered on the UCI (calendar²) calendar.

The event is registered as a class (class³) event. In conformity with the UCI rules, points are awarded as follows:

(points scale corresponding to the category and class of the event⁴) for the UCI ranking (ranking⁵).

ARTICLE 3. PARTICIPATION

As per article 2.1.005 of the UCI regulations, the event is open to the following teams: (type of teams⁶). As per article 2.2.003 of the UCI regulations, teams must be formed of minimum (minimum number) and maximum (maximum number) riders.

ARTICLE 4. RACE HEADQUARTERS

The race headquarters of the start shall be open starting (date and time of opening) and located at the following address: (address of the headquarters).

Team representatives are requested to confirm their starters and collect their race numbers at the race headquarters from (start time) to (end time) on the (date). The team managers' meeting, organized in accordance with article 1.2.087 of the UCI regulations, in the presence of the Members of the Commissaires' Panel, is scheduled for (time) at (address of the meeting room). Race headquarters on the arrival site shall be open (date and time

of opening) and located at the following address: (address of the arrival headquarters).

(ARTICLE 5. STARTING ORDER FOR TIME TRIALS⁷)

(The starting order of the teams is established by the organizer based on the following objective criteria: description of the applied criteria⁸).

(Teams may determine the starting order of their riders.)

ARTICLE 6. RADIO-TOUR

Race information will be broadcast on the following frequency: (frequency used).

ARTICLE 7. NEUTRAL TECHNICAL SUPPORT

The technical support service is handled by (name of the service provider).

The neutral support is taken care of by means of: (number and type of vehicles⁹) (if present, precise if there is a motorcycles neutral assistance)

(ARTICLE 8. FEEDING PROCEDURES AT TEAM TIME TRIALS¹⁰)

(The organizer foresees the following procedure: (description of the arrangements¹¹))

ARTICLE 9. FINISHING TIME LIMITS

Any rider finishing in a time exceeding that of the winner by more than 5% shall not be placed. The time limit may, in exceptional circumstances, be increased by the Commissaires' Panel in agreement with the organizer. (Article 2.3.039 of the UCI rules).

ARTICLE 10. CLASSIFICATIONS - TIME BONUSSES

The following classification(s) will be issued:

(the name of each classification¹²) (description classification system/criteria of each ranking¹³)

(tie-break procedures for each classification)

(particularities regarding classification in case of finish on a track¹⁴)

ARTICLE 11. PRIZES

The following prizes are awarded:

(all information regarding prize money¹⁵: number of prizes, amounts, schedules, nature of prizes, conditions of awarding, etc.)

A grand total of (amount¹⁶) will be awarded in prize money at the event.

ARTICLE 12. ANTIDOPING

The UCI antidoping regulations are entirely applicable to the event. (¹⁷ Moreover, and in conformity with the law of (country), the (nationality) antidoping legislation is applicable in addition to the UCI antidoping regulations.)

The antidoping tests will take place at (address of the antidoping room).

ARTICLE 13. AWARDS CEREMONY

In accordance with article 1.2.112 of the UCI rules, the following riders must attend the official awards ceremony:

- The first (number) of the event
- The winners of the following secondary classifications: (name of the classifications).

The riders will present themselves at the podium in a time limit of maximum (number) minutes after crossing the finish line.

ARTICLE 14. PENALTIES

The UCI penalty scale is the only one applicable.

¹ Options: Men Elite, Men Elite and Under 23, Men Under 23, Men Junior, Women Elite, Women Junior.

² Options: UCI Africa Tour, UCI America Tour, UCI Asia Tour, UCI Europe Tour, UCI Oceania Tour, UCI World Women Calendar, UCI World Junior Calendar.

³ Options: UCI Women's World Cup, Nation's Cup, HC, Class 1, Class 2.

⁴ Options: see UCI rules, part II, chapters 10 to 14.

⁵ Options: Continental Men Elite and Under 23, Women Elite, Men Junior.

⁶ Options: UCI ProTeam, UCI Professional Continental Team, UCI Continental Team, UCI Women Team, National Team, Regional or Club Team.

⁷ Use article: only if the race is a time trial.

⁸ For example: UCI individual classification at a given date, etc.

⁹ See article 2.3.016 of the UCI rules. Provide repartition between cars and motorcycles.

¹⁰ Use article only if the race is a team time trial.

¹¹ E.g.

«depending on weather conditions, the exact procedure will be communicated on the eve of the race» or «a specific area is foreseen at kilometer xx», etc.

¹² See article 2.3.037 of the UCI rules. E.g. team classification, young riders classification, mountain classification, ...

¹³ Explain how each classification works. E.g. the team classification is based on the sum of the 3 best individual times for each team (article 2.3.044).

¹⁴ See article 2.3.042 of the UCI rules.

¹⁵ See articles 1.2.069 of the UCI rules.

¹⁶ Refer to the UCI Financial Obligations to find out the minimum mandatory amounts.

¹⁷ Only if required by national law.

MODEL FOR SPECIFIC REGULATIONS FOR A STAGE RACE

(ALL TEXT IN GREY ITALIC TYPEFACE MUST BE REPLACED/ADAPTED BY THE ORGANIZER)

(event name) (event date)

SPECIFIC REGULATIONS

ARTICLE 1. ORGANISATION

The (event name) is organized by (name and address of the organizing body) under the regulations of the International Cycling Union. It is to be held from (start date) to (end date).

ARTICLE 2. TYPE OF EVENT

The event is open to athletes of the (category¹) categories. The event is entered on the UCI (calendar²) calendar. The event is registered as a class (class³) event. In conformity with the UCI rules, points are awarded as follows: (points scale corresponding to the category and class of the event⁴) for the UCI ranking (ranking⁵).

ARTICLE 3. PARTICIPATION

As per article 2.1.005 of the UCI regulations, the event is open to the following teams: (type of teams⁶).

ARTICLE 4. RACE HEADQUARTERS

At the start, the race headquarters shall be open starting (date and time of opening) and located at the following address: (address of the headquarters).

Team representatives are requested to confirm their starters and collect their race numbers at the race headquarters from (start time) to (end time) on the (date).

The team managers' meeting, organized in accordance with article 1.2.087 of the UCI regulations, in the presence of the Members of the Commissaires' Panel, is scheduled for (time) at (address of the meeting room).

At the arrival, the race headquarters shall be open starting (date and time of opening) and located at the following address: (address of the headquarters).

(ARTICLE 5. STARTING ORDER FOR TIME TRIALS AND PROLOGUES⁷)

(The starting order of the teams is established by the organizer based on the following objective criteria: description of the applied criteria⁸).

(Teams may determine the starting order of their riders.)

ARTICLE 6. RADIO-TOUR

Race information will be broadcast on the following frequency: (frequency used).

ARTICLE 7. NEUTRAL TECHNICAL SUPPORT

The technical support service is handled by (name of the service provider).

The neutral support is taken care of by means of: (number and type of vehicles⁹) (if present, precise if there is a motorcycle neutral assistance at some stages)

(ARTICLE 8. FINISH AT THE TOP OF A HILL-CLIMB¹⁰)

Articles 2.6.027 and 2.6.028 shall not apply where the finish is at the top of a hill-climb. Stages with finish at the top of a hill-climb for the application with article 2.6.029 are the following stages: (date et and name of the specific stages¹¹). Every discussion regarding the qualifications "at the top of a hill-climb" and "before the climb" will be decided by the commissaries panel.

ARTICLE 9. FEEDING PROCEDURES AT TEAM TIME TRIALS¹²

(At the following time trial stages (list of date and name of specific stages), the organizer foresees the following procedure: (description of the arrangements¹³).

ARTICLE 10. BONUSES

Bonuses, under the articles 2.6.019 to 2.6.029, may be awarded as follow:

ARTICLE 11. FINISHING TIME LIMITS

Taking into account the characteristics of each stage, the finishing time limits have been set as follows:

(list of the stages with percentage applicable to each one)

The time limit may, in exceptional circumstances, be increased by the Commissaires' Panel in agreement with the organizer according to the article 2.6.032.

ARTICLE 12. CLASSIFICATIONS

The following classification(s) will be issued:

INDIVIDUAL CLASSIFICATION BY TIME:

The individual general classification on time is established by adding up the times recorded for the stages, taking into account bonuses and penalties – Article 2.6.014 of UCI

REGULATIONS

In the event that two or more competitors are equal on time, any fractions of seconds recorded during individual time trials (including the prologue) are added to the total time in order to separate the riders.

¹ Options: Men Elite, Men Elite and Under 23, Men Under 23, Men Junior, Women Elite, Women Junior.

² Options: UCI Africa Tour, UCI America Tour, UCI, Asia Tour, UCI Europe Tour, UCI Oceania Tour, UCI World Women Calendar, UCI World Junior Calendar.

³ Options: UCI Women's World Cup, Nation's Cup, HC, Class 1, Class 2.

⁴ Options: see UCI rules, part II, chapters 10 to 14.

⁵ Options: Continental Men Elite and Under 23, Women Elite, Men Junior.

⁶ Options: UCI ProTeam, UCI Professional Continental Team, UCI Continental Team, UCI Women Team, National Team, Regional or Club Team.

⁷ Delete article if the event has no time trial and/or no prologue.

⁸ For example: UCI individual classification at a given date, etc.

⁹ See article 2.3.016 of the UCI rules. Provide repartition between cars and motorcycles.

¹⁰ Use the article only if the event have stages with finishing at the top of a hill-climb.

¹¹ See article 2.6.027. Add list with date and name of each time trial or summit-finish stage.

¹² Use article only if the race has a time trial stage.

¹³ E.g. «depending on weather conditions, the exact procedure will be communicated on the eve of the stage » or « a specific area is foreseen at kilometer xx », etc.

If the riders still cannot be separated, their positions are decided by adding up their placings on each stage. As a final resort, their placings in the latest stage are considered.

The leader of the individual classification on time wears a leader's jersey...

(the name of each classification¹⁴)

(description of each classification system/criteria¹⁵)

(tie-break procedures for each classification)

(particularities regarding classification in case of finish on a track 16 or on a circuit¹⁷)

ARTICLE 13. PRIZES

The following prizes are awarded:

(all information regarding prize money 18: number of prizes, amounts, schedules, nature of prizes, conditions of awarding, etc.)

A grand total of *(amount)* will be awarded in prize money at the event.

ARTICLE 14. ANTIDOPING

The UCI antidoping regulations are entirely applicable to the event. *(19 Moreover, and in conformity with the law of (country), the (nationality) antidoping legislation is applicable in addition to the UCI antidoping regulations.)*

The antidoping tests will take place at *(address of each antidoping room and corresponding dates).*

ARTICLE 15 AWARDS CEREMONY

In accordance with article 1.2.112 of the UCI rules, the following riders must attend the official awards ceremony:

- The first *(number)* of the stage
- The leaders of the following secondary classifications:
(name of the classifications).

The riders will present themselves at the podium in a time limit of maximum *(number)* minutes after crossing the finish line.

Moreover, at the general finish of the event, the following riders must also present themselves at the final awards ceremony:

- The first *(number)* of the event
- The winners of the following secondary classifications:
(name of the classifications)

ARTICLE 16. PENALTIES

The UCI penalty scale is the only one applicable.

¹⁴ See article 2.6.013 of the UCI rules. E.g. team classification, young riders classification, mountain classification, points classification, ...

¹⁵ Explain how each classification works and list the points and time bonuses that are awarded at each stage (see articles 2.6.013 to 2.6.018).

¹⁶ See article 2.3.042 of the UCI rules.

¹⁷ See article 2.6.030 and 2.6.031 of the UCI rules.

¹⁸ Refer to the UCI Financial Obligations to find out the minimum mandatory amounts.

¹⁹ Only if required by national law.





This part of the technical guide is very important; it must be entirely accurate.

This section must contain:

For each stage, the organiser can provide the riders with a card summarising the main route information (distance, profile, KOM, sprints, danger points, etc.).

- ① ■ **start schedule:** the start and end of signing on, the call to start, neutralised start and start proper, whether rolling or standing start,
- ② ■ **the distance between the neutralised start and start proper locations,**
- ③ ■ **the race timetable including** the following:
 - Ⓐ - The roads used (road numbers),
 - Ⓑ - locations passed through: towns and villages on the route,
 - Ⓒ - cumulative and remaining distances,
 - Ⓓ - scheduled times and average speeds (minimum, medium, maximum),
 - Ⓔ - intermediate sprints, king of the mountains competition, any special primes,
 - Ⓕ - feed zone
- ④ ■ **sundry obstacles:** tunnels, level crossings, danger points, etc.,
- **map showing the route** (a map of each stage for a stage race),
- ⑤ ■ **a profile of the race or stages,**
- ⑥ ■ **map and profile of the last 3 km.**

K.1.5 MAPS OF START AND FINISH AREAS

- **START**
- ⑦ ■ Map of access to the start area (PPO),
- ⑧ ■ Map of different areas:
 - vehicle parking: publicity caravan, officials, teams, press and other,
 - start areas and installations: signing-on platform, start line, etc.,
 - start headquarters.
- ⑨ ■ **FINISH**
- Map of access to the finish area,
- Map of different areas:
 - finish and deviation,
 - vehicle parking: publicity caravan, officials, teams, press and other,
 - doping control station,
 - finish headquarters,
 - press room.

ROUTE PROFILE RECOMMENDED SCALES

Flat

Altitude 1 cm = 333 m
Distance 1 cm = 18 km

Undulating

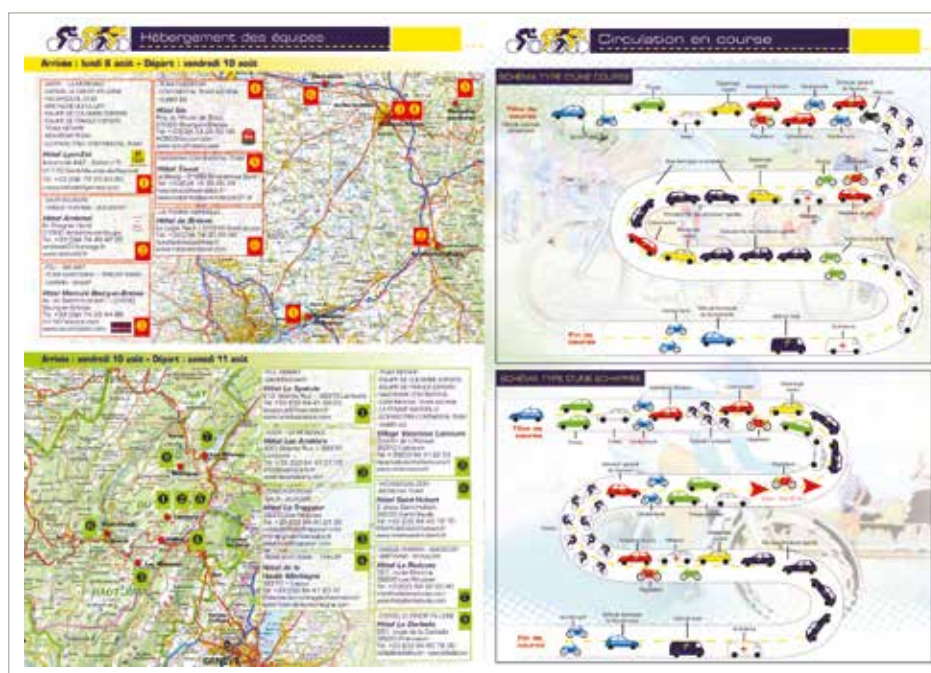
Altitude 1 cm = 480 m
Distance 1 cm = 18 km

Mountainous

Altitude 1 cm = 640 m
Distance 1 cm = 18 km

K.1.6 LIST OF ACCOMMODATION

The technical guide must contain details of the hotels where the teams and officials will be accommodated during the event.



■ Organisers can present the information in the technical guide in whatever manner they wish. They may use the latest computer packages that are freely available on the Internet to show realistic virtual maps of the route. However, simple technical guides are also perfectly acceptable. The essential requirement is that the information is complete, precise and clear.

■ The technical guide must be approved by the National Federation.

It must then be sent out in advance to all those who will attend the event: commissaires, teams, the media, etc. Several copies should be distributed to the teams at the team managers' meeting on the day before the race. One copy per rider must be provided. The technical guide shall also be distributed to all race followers and must be freely available for the entire day of the race at the headquarters.



Samedi 9 juin - 167,5 km
Saint-Alban-Leyse (73) ▶
Morzine (74)



www.saintalbanleysse.fr



Pièce de Verdun, sous le Nivolet ▲



www.morzone-avoriaz.com



Le Vieux Bourg ▲





Saint-Alban-Leyesse (73) ► Morzine (74)

Samedi 9 juin

ÉTAPE 6

2

L'itinéraire horaire

3

KILOMÈTRES		ÉTAPE 6		HORAIRES		
À parcourir	Parcourus			39 km/h	37 km/h	35 km/h
SAVOIE (73)						
C	A	B	D			
167.5	0.0	D912	SAINT-ALBAN-LEYSSE	Départ fictif	10:00	10:00
			SAINT-ALBAN-LEYSSE	Départ réel	10:10	10:10
166.5	1.0		SAINT-JEAN-D'ARVEY		10:13	10:13
160.0	7.5		La Combe (LES DÉSERTS)		10:30	10:30
156.0	11.5		Col de Plainpalais (altitude 1 173m)	E	10:41	10:41
149.5	18.0		LE NOYER		10:48	10:48
144.5	23.0		LESCHERAINES		10:53	10:53
143.0	24.5		Carrefour D912-D911		10:54	10:54
141.5	26.0	D911	Carrefour D911-D912		10:56	10:57
139.0	28.5	D912	Glapigny (BELLECOMBE-EN-BAUGES)		11:00	11:01
HAUTE-SAVOIE (74)						
135.0	32.5		Col de Leschaux	F	11:05	11:06
129.5	38.0		Carrefour D912-VC		11:12	11:14
128.5	39.0	VC	Entredozon (SAINT-JORIOZ) (VC-D10)		11:14	11:16
126.0	41.5	D10	SAINT-JORIOZ (D10-D10a-D1568)		11:17	11:20
121.0	46.5	D1508	DUINGT		11:24	11:27
116.5	51.0		Bout du Lac (DOUSSARD)		11:30	11:34
110.0	57.5		Carrefour D1508-D2508-D1508		11:38	11:43
109.5	58.0		FAVERGES (près)		11:39	11:44
106.5	61.0		SAINT-FERRÉOL (D1508-D12a-D12)		11:43	11:48
100.5	67.0	D12	Col des Essérieux	F	11:51	11:57
98.0	69.5		SERRAVAL		11:54	12:01
95.0	72.5		Col du Marais		11:58	12:05
89.5	78.0		THÔNES (D12-D909)		12:05	12:13
84.5	83.0	D909	LES VILLARS-SUR-THÔNES	F	12:12	12:21
81.0	86.5		SAINT-JEAN-DE-SIXT (D909-D4)		12:17	12:26
78.0	89.5	D4	LE GRAND-BORNAND		12:21	12:30
65.5	102.0		Col de la Colombière (altitude 1 613m)	F	12:53	13:03
58.0	109.5		LE REPOSOIR		13:01	13:11
51.0	116.5		Blanz (MARNAZ)		13:08	13:18
49.5	118.0		SCIONZIER (D4-D304)		13:09	13:19
46.5	121.0	D304	CLUSES (D304-D902b-D902)		13:13	13:24
38.5	129.0	D902	CHÂTILLON-SUR-CLUSES		13:24	13:36
38.5	129.0		Côte de Châtillon-sur-Cluses	F	13:24	13:36
35.5	132.0		TAININGES (D902-D907)		13:28	13:40
30.0	137.5	D907	LA RIVIÈRE-ENVERSE (près)		13:35	13:48
28.0	139.5		VERCHAIX		13:38	13:51
24.5	143.0		SAMÔENS (D907-VC5-D354)		13:43	13:56
12.0	155.5	D354	Col de Joux-Plane (altitude 1 691m)	F	14:15	14:29
2.0	165.5		MORZINE (entrée)		14:25	14:39
0.0	167.5		MORZINE		14:28	14:42

Dénivelé positif ▶ 4 070 mètres



LÉGENDE

- Pourcentage de 3 à 5%
- Pourcentage de 5 à 9%
- Pourcentage supérieur à 9%

Les plans départ et arrivée

Saint-Alban-Leyse

Rassemblement de départ : rue des Écoles

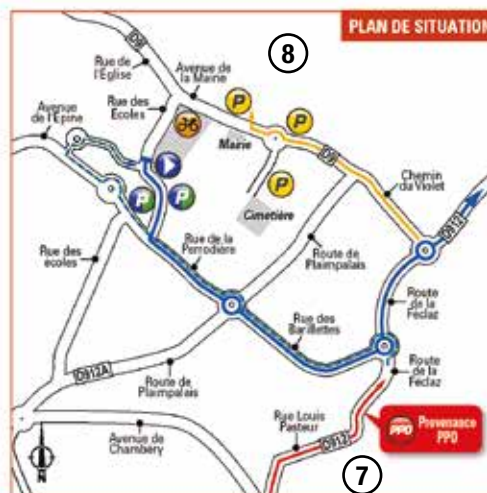
Signature : de 8h50 à 9h50

Appel : 9h55

Départ fictif : 10h00, par rue des Écoles, rue de la Pérodière,

rue des Barillettes, route de la Féclaz, D912

Départ réel : 10h10, sur la D912, soit à 3,3 km du lieu de rassemblement



Morzine

Arrivée : sur la place de l'Office de tourisme, à l'extrémité d'une ligne droite finale de 100 mètres

Largeur : 6 mètres

Contrôle antidopage : mobil-home à proximité de l'arrivée

Permanence / salle de presse : Palais des Sports, 1 km



Saint-Alban-Leyse (73) ► Morzine (74)

Samedi 9 juin

ÉTAPE 6

4



K.2

COMMUNIQUÉS

In stage races, any **communiqués issued in the evening should be delivered to the teams' accommodation**. If the organiser issues new race numbers, these can be sent to the appropriate team manager by the same means. The organiser may use email to send communiqués to team managers and riders without delay.

K.2.1 PROVISIONAL LIST OF COMPETITORS AND LIST OF STARTERS

■ PROVISIONAL LIST OF COMPETITORS

The organiser should **draw up a provisional list of competitors** from the team sheets sent by the teams. Race numbers are allocated to the probable starters (each team is usually allocated numbers within blocks of 10, e.g. starting with numbers 1, 11, 21, etc.). The list is then sent to the Commissaires' Panel. This list is provisional and the teams may change the selected riders.

■ LIST OF STARTERS:

The **list of starters is the definitive list**. It is drawn up after the confirmation of starters and records all the riders participating in the event.

It must contain:

- the words «list of starters» or «start list»,
- name of the race,
- date,
- the organiser's name,
- the names of the teams and for each:
 - UCI or national code,
 - nationality,
 - full names of riders,
 - riders' UCI codes (nationality + date of birth),
 - team manager's name.

Start list



TOUR DE L'AVENIR 2019 - Etape N° 1
du 15/08/2019 au 25/08/2019
LISTE DES PARTANTS - START LIST
Etape - Stage : MARMANDE > MARMANDE - 15/08/19



SLO - SLOVENIE		SLO
1	PRIMOŽIČ Jaka	10014992241
2	FINKŠT Tilen	10010969468
3	HOCEVAR Kristjan	10017629025
4	HORVAT Žiga	10014992140
5	JARC Aljaž	10015327293
6	CEMAŽAR Nik	10015332246
D.S. : HVASTIJA Martin - 10001147513		

BEL - BELGIQUE		BEL
11	MONIQUET Sylvain	10015290416
12	REYNDERS Jens	10014947367
13	VANSEVENANT Mauri	10015422778
14	VAN TRIJCHT Stan	10015512607
15	VAN WILDER Ilan	10016504128
16	VERSCHAEVE Viktor	10015007496
D.S. : VERBRUGGHE Rik - 10001134274		

FRA - FRANCE		FRA
21	BOILEAU Alan	10015837454
22	BURGAUDEAU Mathieu	10014947579
23	CHAMPOUSSIN Clément	10009832346
24	DOLEATTO Aurélien	10014621318
25	GUGLIELMI Simon	10014624449
26	PRODHOMME Nicolas	10014219069
D.S. : CHATELON Pierre-Yves - 10050133220		

DEN - DANEMARK		DEN
31	KRON Andreas Lorentz	10050032075
32	HULGAARD Morten	10015063171
33	JØRGENSEN Mathias Norsgaard	10010973714
34	NIELSEN Andreas	10088487828
35	HINDSGAUL MADSEN Jacob	10046120753
36	PRICE-PEJTERSEN Johan	10016139871
D.S. : LUND Anders - 10002934636		

NOR - NORVEGE		NOR
41	FOSS Tobias S.	10011133661
42	ANDERSEN Idar	10015906364
43	SLEEN Torjus	10011231267
44	URIANSTAD Martin Bugge	10015905354
45	HOLSTAD Ludvik Aspelund	10011029385
46	WÆRENSKJOLD Søren	10015603745
D.S. : KRISTIANSEN Stig - 10001221978		

ITA - ITALIE		ITA
51	ALEOTTI Giovanni	10015827855
52	BAGIOLI Andrea	10015722165
53	BATTISTELLA Samuele	10015083480
54	CONCA Filippo	10014969811
55	COVI Alessandro	10009877412
56	OLDANI Stefano	10014972538
D.S. : AMADORI Marino - 10000801444		

GER - ALLEMAGNE		GER
61	ZIMMERMANN Georg	10010966842
62	HALLER Patrick	10010661088
63	HEINSCHKE Leon	10015766322
64	HEIDEMANN Miguel	10015766221
65	MÄRKEL Niklas	10043809022
66	RUTSCH Jonas	10009880038
D.S. : GRABSCH Ralf - 10001150240		

SUI - SUISSE		SUI
71	BISSEGGER Stefan	10010118393
72	FROIDEVAUX Robin	10010118494
73	JACOBS Johan	10009334818
74	DEBONS Antoine	10015956177
75	LÜSCHER Damian	10014230486
76	SUTER Joel	10015160171
D.S. : ALBASINI Marcello - 10016564853		

NED - PAYS-BAS		NED
81	ARENSMAN Thymen	10010948149
82	ECKHOFF Nils	10014842394
83	HOOLE Daan	10015508765
84	INKELAAR Kevin	10014366084
85	SCHELLING Ide	10014918681
86	VAN DEN BERG Lars	10014952229
D.S. : Helmantel Adriaan - 10003187644		

GBR - GRANDE BRETAGNE		GBR
91	HAYTER Ethan	10010182051
92	PIDCOCK Thomas	10010977552
93	BROWN Jim	10023876633
94	SCOTT Robert	10015358518
95	WRIGHT Fred	10015327596
96	BALFOUR Stuart	10009968247
D.S. : LAMBERT Keith - 10018400577		

ERI - ERYTHREE		ERI
101	GIRMAY HAILU Biniam	10063820223
102	MULUEBERHAN Henok	10023500757
103	DEBESAY Yacob	10063821536
104	TESFAZION Natnael	10075176903
105	HABTEMICHAEL Daniel	10015274450
106	TEWELDE Robel	10015279201
D.S. : ZEKARIAS Yonas - 10052796777		

ESP - ESPAGNE		ESP
111	ELOSEGUI MOMENÉ Iñigo	10014991231
112	LAZKANO LOPEZ Oier	10015906869
113	CAÑELLAS SANCHEZ Xavier	10009991687
114	BERRADE FERNANDEZ Urko	10042478506
115	PARRA CUERDA Jose Felix	10014945963
116	AGIRRE EGAÑA Jon	10042381506
D.S. : GONZALEZ ARRIETA Ramon - 10053186494		

ECU - EQUATEUR		ECU
121	CEPEDA Jefferson	10016009832
122	MONTENEGRO Santiago	10016007711
123	HARO Wilson	10010828416
124	QUINTEROS Alexis	10016212118
125	LOPEZ GRANIZO Harold Martin	10048858880
126	TORO CAICEDO Cristian	10049081273
D.S. : ROSERO CAMBI Santiago Francisco - 10054702829		

POR - PORTUGAL		POR
131	MAGALHÃES Jorge	10010675236
132	CAMPOS Francisco	10010714238
133	CARVALHO Gonçalo	10009993307
134	MOTA Guilherme	10044811354
135	SALVADOR Marcelo	10010201249
136	SILVA Afonso	10044439522
D.S. : POEIRA Jose - 10048833218		

AUT - AUTRICHE		AUT
141	BAYER Tobias	10011072229
142	FRIEDRICH Marco	10010196704
143	GALL Felix	10015092574
144	GAMPER Patrick	10010966236
145	VERMEULEN Moran	10035085284
146	WILDAUER Markus	10015144512
D.S. : PAVLIC Jure - 10000975842		

LUX - LUXEMBOURG		LUX
151	RIES Michel	10009748682
152	CONTER Ken	10010967549
153	KLICKERS Arthur	10016518979
154	WEYRICH Maxime	10014375481
155	PRIES Cédric	10016519181
156	HEIDERSCHIED Colin	10009748581
D.S. : FERREIRA SWIETLIK Christian - 10045906747		



K.2.2 RESULTS

The classifications are drawn up using software that **complies with UCI Regulations**. This software interfaces with the timing functions to avoid multiple input or other errors.

Subject to the prior approval
of the commissaires, the results must include:



The organiser is responsible for publishing the results.

- **Name of the race,**
- **the name of the classification** (general, stage, points, etc.),
- **the course,**
- **date,**
- **the organiser's name,**
- **race distance in km,**
- **winner's average speed,**
- **the classification, including:**
 - classification result with winner listed first (1, 2, 3, etc.),
 - the rider's race number,
 - the rider's UCI code,
 - the rider's full name,
 - the team code,
 - winner's time,
 - time gap between winner and following riders,
 - riders finishing outside the time limit, riders not starting and abandoning.



CLASSEMENT GENERAL 4

SEYSSSEL – VALLOIRE-GALIBIER

JEUDI 30 AOÛT 2012

Parc des Oiseaux

Distance : 631,500 km
Temps du Premier : 14h53'10"
Moyenne : 42,422 km/h

Pl	Dos	Nom Prénom	Eq.	Nat	Temps	Ecart	Pl	Dos	Nom Prénom	Eq.	Nat	Temps	Ecart
1	1	BARGUIL Warren	FRA	FRA	14h53'10"	00"	63	43	BYSTROM Sven Erik	NOR	NOR	15h02'22"	09'12"
2	192	CHAMORRO CHITAN Juan Er	COL	COL	14h53'11"	01"	64	41	BREEN Vegard	NOR	NOR	15h02'56"	09'46"
3	111	OLIVIER Daan	NED	NED	14h53'12"	02"	65	92	ANDERSEN KRAGH Asbjorn	DEN	DEN	15h02'59"	09'49"
4	141	CHERNETSKI Sergey	RUS	RUS	14h53'16"	06"	66	112	HOFLAND Moreno	NED	NED	15h03'06"	09'56"
5	61	MCCARTHY Jay	AUS	AUS	14h53'18"	08"	67	132	KOCH Michael	GER	GER	15h03'26"	10'16"
6	21	CATTANEO Mattia	ITA	ITA	14h53'19"	09"	68	146	YATSEVICH Kirill	RUS	RUS	15h03'39"	10'29"
7	145	TATARINOV Gennady	RUS	RUS	14h53'20"	10"	69	64	LANE Patrick	AUS	AUS	15h03'40"	10'30"
8	144	POMOSHNIKOV Sergey	RUS	RUS	14h53'31"	21"	70	46	JENSEN August	NOR	NOR	15h04'19"	11'09"
9	6	VIMPERE Théo	FRA	FRA	14h53'32"	22"	71	193	JARAMILLO GALVEZ James I	COL	COL	15h05'30"	12'20"
10	26	ZILIOLI Gianfranco	ITA	ITA	14h53'35"	25"	72	194	ORJUELA GUTIERREZ Ferna	COL	COL	15h05'46"	12'36"
11	161	WARBASSE Lawrence	USA	USA	14h53'39"	29"	73	143	FROLOV Igor	RUS	RUS	15h06'25"	13'15"
12	3	LAVIEU Antoine	FRA	FRA	14h53'40"	30"	74	36	STIMULAK Klemen	SLO	SLO	15h06'32"	13'22"
13	91	HANSEN Jesper	DEN	DEN	'	'	75	14	STUYVEN Jasper	BEL	BEL	15h06'39"	13'29"
14	151	KONRAD Patrick	AUT	AUT	14h53'41"	31"	76	103	ANDERSSON Mats	SWE	SWE	15h07'04"	13'54"
15	24	PENASA Pierre Paolo	ITA	ITA	14h53'42"	32"	77	71	SKUJINS Toms	LAT	LAT	15h07'05"	13'55"
16	101	LUDVIGSSON Tobias	SWE	SWE	14h53'48"	38"	78	83	KIRSCH Alex	LUX	LUX	15h07'07"	13'57"
17	162	BOSWELL Ian	USA	USA	14h53'52"	42"	79	73	FLAKSIS Andzs	LAT	LAT	15h07'09"	13'59"
18	11	WELLES Tim	BEL	BEL	14h53'59"	49"	80	33	MIKELJ Tim	SLO	SLO	15h07'12"	14'02"
19	171	BERHANE Natnael	ERI	ERI	14h54'02"	52"	81	15	TEUNS Dylan	BEL	BEL	15h07'34"	14'24"
20	55	LUTSENKO Alexey	KAZ	KAZ	14h54'45"	01'35"	82	22	BARBIN Enrico	ITA	ITA	15h07'40"	14'30"
21	196	RIVERA GURRERO Ever Alex	COL	COL	14h54'52"	01'42"	83	66	SPOKES Samuel	AUS	AUS	15h07'42"	14'32"
22	35	POLANC Jan	SLO	SLO	'	'	84	34	PIBERNIK Luka	SLO	SLO	15h09'33"	16'23"
23	156	WOHRER David	AUT	AUT	14h55'02"	01'52"	85	13	SPRENGERS Thomas	BEL	BEL	15h10'32"	17'22"
24	121	DILLIER Silvan	SUI	SUI	'	'	86	202	CAMPERO Piter	MIX	BOL	15h10'34"	17'24"
25	201	SEPULVEDA Eduardo	MIX	ARG	14h55'25"	02'15"	87	155	SOKOL Jan	AUT	AUT	15h10'35"	17'25"
26	183	FERNANDEZ ANDUJAR Rube	ESP	ESP	14h55'35"	02'25"	88	136	ZEPUNTKE Ruben	GER	GER	15h11'09"	17'59"
27	96	NIELSEN Magnus Cort	DEN	DEN	14h55'43"	02'33"	89	104	LINDAU Philip	SWE	SWE	15h11'18"	18'08"
28	51	FOMINYKH Daniil	KAZ	KAZ	14h56'03"	02'53"	90	186	SALAS ZORROZUA Ibai	ESP	ESP	15h11'55"	18'45"
29	52	GORBUNOV Vladislav	KAZ	KAZ	14h56'10"	03'00"	91	166	WILSON Nate	USA	USA	15h12'06"	18'56"
30	12	SMEYERS Floris	BEL	BEL	14h56'19"	03'09"	92	95	KAMP EGESTED Alexander	DEN	DEN	15h15'08"	21'58"
31	54	KAMYSHEV Arman	KAZ	KAZ	14h56'28"	03'18"	93	86	THILL Tom	LUX	LUX	15h15'16"	22'06"
32	45	GALTA STRAND Fredriks	NOR	NOR	14h56'45"	03'35"	94	85	SCHLECHTER Pit	LUX	LUX	15h15'22"	22'12"
33	181	VERONA QUINTANILLA Carlo	ESP	ESP	14h56'48"	03'38"	95	44	EIDSHIEM Filip	NOR	NOR	15h15'38"	22'28"
34	153	LANG Paul	AUT	AUT	14h56'55"	03'45"	96	165	HUFMANN Evan	USA	USA	15h15'42"	22'32"
35	113	KOUWENHOVEN Sjoerd	NED	NED	14h57'23"	04'13"	97	75	SMIRNOVS Andris	LAT	LAT	'	'
36	131	ARNDT Nikias	GER	GER	14h57'27"	04'17"	98	173	AMANUEL Meron	ERI	ERI	15h16'03"	22'53"
37	135	VOGT Mario	GER	GER	14h57'35"	04'25"	99	23	FEDI Andrea	ITA	ITA	15h16'08"	22'58"
38	191	SALAZAR CASTANEDA Hugo	COL	COL	14h57'41"	04'31"	100	115	VAN POPPEL Danny	NED	NED	15h18'14"	25'04"
39	134	SÜTTERLIN Jasha	GER	GER	14h57'42"	04'32"	101	124	CHENAUX Adrien	SUI	SUI	15h18'41"	25'31"
40	25	VILLELLA Davide	ITA	ITA	14h58'12"	05'02"	102	63	FREIBERG Michael	AUS	AUS	15h18'49"	25'39"
41	152	GAUGL Florian	AUT	AUT	14h58'49"	05'39"	103	116	WIPPERT Wouter	NED	NED	15h19'27"	26'17"
42	4	TEGUEL Erwan	FRA	FRA	14h58'50"	05'40"	104	122	ADDY Raphael	SUI	SUI	15h20'39"	27'29"
43	184	MARTIN HERNANDEZ Victor	ESP	ESP	14h59'00"	05'50"	105	62	AITKEN Nick	AUS	AUS	15h20'59"	27'49"
44	65	PHELAN Adam	AUS	AUS	14h59'11"	06'01"	106	206	SIRIRONNACHAI Sarawut	MIX	THA	15h22'11"	29'01"
45	154	PÖSTLBERGER Lukas	AUT	AUT	14h59'19"	06'09"	107	31	TRATNIK Jan	SLO	SLO	15h22'43"	29'33"
46	42	BLIKRA Haavard	NOR	NOR	14h59'29"	06'19"	108	182	EZQUERRA MUELA Jesús	ESP	ESP	15h25'08"	31'58"
47	72	DAKTERIS Janis	LAT	LAT	14h59'44"	06'34"	109	125	ERDIN Peter	SUI	SUI	15h25'43"	32'33"
48	81	JUNGELS Bob	LUX	LUX	14h59'51"	06'41"	110	93	CLAUSEN Patrick	DEN	DEN	15h26'36"	33'26"
49	114	SCHOONBROODT Bob	NED	NED	14h59'57"	06'47"	111	185	ORBE URRUTIA Haritz	ESP	ESP	15h28'21"	35'11"
50	133	STEIGMILLER Jakob	GER	GER	15h00'15"	07'05"	112	174	DEBESAY Mekseb	ERI	ERI	15h29'10"	36'00"
51	163	BROWN Nathan	USA	USA	15h00'22"	07'12"							
52	2	GUERIN Alexis	FRA	FRA	15h00'25"	07'15"							
53	56	UMERBEKOV Nikita	KAZ	KAZ	15h00'30"	07'20"							
54	123	AREGGER Marcel	SUI	SUI	15h00'32"	07'22"							
55	5	TULIK Angelo	FRA	FRA	15h00'38"	07'28"							
56	16	VAN DYCK Niels	BEL	BEL	15h00'42"	07'32"							
57	32	BOSTNER Jaka	SLO	SLO	15h00'43"	07'33"							
58	105	MAGNUSSON Kim	SWE	SWE	15h00'45"	07'35"							
59	175	OKBAMARIAM Tesfom	ERI	ERI	15h01'03"	07'53"							
60	195	PARADES AVELLANEDA Ces	COL	COL	15h01'15"	08'05"							
61	126	FUCHS Dominik	SUI	SUI	15h01'38"	08'28"							
62	53	ISHANOV Abdraimzhan	KAZ	KAZ	15h01'44"	08'34"							



**CLASSEMENT DE L'ETAPE 4****SEYSSSEL – VALLOIRE-GALIBIER****JEUDI 30 AOÛT 2012**

Distance : 157,600 km
Temps du Premier : 4h11'52"
Moyenne : 37,544 km/h

Pl	Dos	Nom Prénom	Eq.	Nat	B	P	Ecart	Pl	Dos	Nom Prénom	Eq.	Nat	B	P	Ecart
1	1	BARGUIL Warren	FRA	FRA			00"	65	163	BROWN Nathan	USA	USA			"
2	145	TATARINOV Gennady	RUS	RUS			02"	66	175	OKBAMARIAM Tesfom	ERI	ERI			07'40"
3	192	CHAMORRO CHITAN Juan Erne	COL	COL			"	67	126	FUCHS Dominik	SUI	SUI			08'09"
4	111	OLIVIER Daan	NED	NED			"	68	202	CAMPERO Piter	MIX	BOL			"
5	141	CHERNETSKI Sergey	RUS	RUS			"	69	92	ANDERSEN KRAGH Asbjorn	DEN	DEN			09'51"
6	21	CATTANEO Mattia	ITA	ITA			"	70	136	ZEPUNTKE Ruben	GER	GER			10'07"
7	61	MCCARTHY Jay	AUS	AUS			21"	71	112	HOFLAND Moreno	NED	NED			"
8	144	POMOSHNIKOV Sergey	RUS	RUS			"	72	43	BYSTROM Sven Erik	NOR	NOR			"
9	24	PENASA Pierre Paolo	ITA	ITA			24"	73	115	VAN POPPEL Danny	NED	NED			10'11"
10	3	LAVIEU Antoine	FRA	FRA			"	74	41	BREEN Vegard	NOR	NOR			"
11	26	ZILIOLI Gianfranco	ITA	ITA			"	75	46	JENSEN August	NOR	NOR			"
12	161	WARBASSE Lawrence	USA	USA			"	76	15	TEUNS Dylan	BEL	BEL			"
13	6	VIMPERE Théo	FRA	FRA			"	77	104	LINDAU Philip	SWE	SWE			"
14	91	HANSEN Jesper	DEN	DEN			"	78	146	YATSEVICH Kirill	RUS	RUS			"
15	151	KONRAD Patrick	AUT	AUT			28"	79	14	STUYVEN Jasper	BEL	BEL			10'23"
16	196	RIVERA GURRERO Ever Alexan	COL	COL			32"	80	64	LANE Patrick	AUS	AUS			"
17	162	BOSWELL Ian	USA	USA			"	81	166	WILSON Nate	USA	USA			10'29"
18	101	LUDVIGSSON Tobias	SWE	SWE			40"	82	193	JARAMILLO GALVEZ James De	COL	COL			11'42"
19	171	BERHANE Natnael	ERI	ERI			56"	83	95	KAMP EGESTED Alexander	DEN	DEN			13'27"
20	11	WELLENS Tim	BEL	BEL			"	84	71	SKUJINS Toms	LAT	LAT			13'54"
21	156	WOHRER David	AUT	AUT			01'38"	85	33	MIKELJ Tim	SLO	SLO			"
22	35	POLANC Jan	SLO	SLO			"	86	36	STIMULAK Klemen	SLO	SLO			"
23	55	LUTSENKO Alexey	KAZ	KAZ			01'41"	87	31	TRATNIK Jan	SLO	SLO			"
24	96	NIELSEN Magnus Cort	DEN	DEN			02'22"	88	83	KIRSCH Alex	LUX	LUX			"
25	183	FERNANDEZ ANDUJAR Ruben	ESP	ESP			02'23"	89	86	THILL Tom	LUX	LUX			14'03"
26	201	SEPULVEDA Eduardo	MIX	ARG			"	90	73	FLAKSIS Andzs	LAT	LAT			14'05"
27	51	FOMINYKH Daniil	KAZ	KAZ			02'51"	91	66	SPOKES Samuel	AUS	AUS			14'32"
28	52	GORBUNOV Vladislav	KAZ	KAZ			02'53"	92	62	AITKEN Nick	AUS	AUS			"
29	121	DILLIER Silvan	SUI	SUI			02'54"	93	44	EIDSHIEM Filip	NOR	NOR			"
30	12	SMEYERS Floris	BEL	BEL			03'07"	94	23	FEDI Andrea	ITA	ITA			"
31	54	KAMYSHEV Arman	KAZ	KAZ			03'21"	95	22	BARBIN Enrico	ITA	ITA			"
32	153	LANG Paul	AUT	AUT			03'27"	96	63	FREIBERG Michael	AUS	AUS			"
33	45	GALTA STRAND Fredriks	NOR	NOR			03'35"	97	75	SMIRNOVS Andris	LAT	LAT			"
34	181	VERONA QUINTANILLA Carlos	ESP	ESP			"	98	165	HUFMANN Evan	USA	USA			"
35	113	KOUWENHOVEN Sjoerd	NED	NED			03'56"	99	13	SPRENGERS Thomas	BEL	BEL			17'18"
36	131	ARNDT Nikias	GER	GER			04'25"	100	124	CHENAUX Adrien	SUI	SUI			"
37	135	VOGT Mario	GER	GER			"	101	182	EZQUERRA MUELA Jésus	ESP	ESP			"
38	132	KOCH Michael	GER	GER			04'29"	102	122	ADDY Raphael	SUI	SUI			"
39	194	ORJUELA GUTIERREZ Fernand	COL	COL			04'37"	103	155	SOKOL Jan	AUT	AUT			"
40	191	SALAZAR CASTANEDA Hugo St	COL	COL			"	104	93	CLAUSEN Patrick	DEN	DEN			18'08"
41	134	SÜTTERLIN Jasha	GER	GER			04'39"	105	116	WIPPERT Wouter	NED	NED			18'13"
42	143	FROLOV Igor	RUS	RUS			04'55"	106	186	SALAS ZORROZUA Ibai	ESP	ESP			18'32"
43	65	PHELAN Adam	AUS	AUS			05'32"	107	125	ERDIN Peter	SUI	SUI			19'35"
44	152	GAUGL Florian	AUT	AUT			"	108	185	ORBE URRUTIA Haritz	ESP	ESP			19'53"
45	4	TEGUEL Erwan	FRA	FRA			05'39"	109	206	SIRIRONNACHAI Sarawut	MIX	THA			21'00"
46	184	MARTIN HERNANDEZ Victor	ESP	ESP			05'41"	110	173	AMANUEL Meron	ERI	ERI			21'36"
47	103	ANDERSSON Mats	SWE	SWE			"	111	85	SCHLECHTER Pit	LUX	LUX			22'11"
48	72	DAKTERIS Janis	LAT	LAT			"	112	174	DEBESAY Mekseb	ERI	ERI			22'49"
49	25	VILLELLA Davide	ITA	ITA			06'03"	Abandon							
50	42	BLIKRA Haavard	NOR	NOR			06'15"	82		FEIEREISEN Kevin	LUX	LUX			
51	114	SCHOONBROODT Bob	NED	NED			06'49"	84		KOHLVELTER Kevin	LUX	LUX			
52	154	PÖSTLBERGER Lukas	AUT	AUT			"	102		AHLSTRAND Jonas	SWE	SWE			
53	2	GUERIN Alexis	FRA	FRA			07'16"	106		PÖLDER Robert	SWE	SWE			
54	5	TULIK Angelo	FRA	FRA			"	142		FOLIFOROV Alexander	RUS	RUS			
55	16	VAN DYCK Niels	BEL	BEL			"	164		BUSH Robert	USA	USA			
56	123	AREGGER Marcel	SUI	SUI			"	172		AFEWERKI Elyas	ERI	ERI			
57	34	PIBERNIK Luka	SLO	SLO			"	203		CASTILLO Ulises Alfredo	MIX	MEX			
58	105	MAGNUSSON Kim	SWE	SWE			"	204		CISSÉ Isiaka	MIX	CIV			
59	32	BOSTNER Jaka	SLO	SLO			"	205		DROBISCH Tili	MIX	NAM			
60	81	JUNGELS Bob	LUX	LUX			"								
61	133	STEIGMILLER Jakob	GER	GER			"								
62	56	UMERBEKOV Nikita	KAZ	KAZ			"								
63	53	ISHANOV Abdraimzhan	KAZ	KAZ			"								
64	195	PAREDES AVELLANEDA Cesar	COL	COL			"								




P:20"

10 coureur(s).

K.2.3 OTHER COMMUNIQUÉS

Many communiqués are issued, especially during stage races. These give information on injured riders, fines, changes to the route, the order of vehicles for the following day's stage, etc.








Example organisation communiqué



ORDRE DE MARCHÉ DES VOITURES DES DIRECTEURS SPORTIFS





Etape N°4 : GossauSG - Domat/Ems
17/06/2008

1	EUSKALTEL - EUSKADI
2	HIGH ROAD
3	LAMPRE
4	TEAM CSC
5	GEROLSTEINER
6	LIQUIGAS
7	QUICK STEP
8	ASTANA
9	TEAM MILRAM
10	CREDIT AGRICOLE
11	BMC RACING TEAM
12	RABOBANK
13	TEAM VOLKSBANK
14	CAISSE D'EPARGNE
15	AG2R LA MONDIALE
16	BOUYGUES TELECOM
17	SILENCE-LOTTO
18	FRANÇAISE DES JEUX
19	SAUNIER DUVAL-SCOTT
20	COFIDIS



Page 1/1 - 16/06/2008 - 19:02:31

Example Commissaires' Panel communiqué



15th – 23rd September 2012

COURSE EN LIGNE – AMEND

Art. 12.1.040.4.1
Dossard modifié non réglementairement, épreuve de

Amende de CHF 100.- pour les coureurs suivants :

Nr. 27	NEBEN Amber
Nr. 36	CROMWELL Tiffany
Nr. 42	SPRATT Amanda
Nr. 50	BURCHENKOVA Aleksandra
Nr. 98	BJØRNSRUD Miriam
Nr. 99	JOHNSEN Cecilie Gotaas
Nr. 115	SANCHIS CHAFER Anna

Le Collège des Commissaires

ROAD RACE – W FIN

Art. 12.1.040.4.1
Number changed not conform to the regulations, one da



Fine of CHF 100.- for the following riders:

Nr. 27	NEBEN Amber
Nr. 36	CROMWELL Tiffany
Nr. 42	SPRATT Amanda
Nr. 50	BURCHENKOVA Aleksandra
Nr. 98	BJØRNSRUD Miriam
Nr. 99	JOHNSEN Cecilie Gotaas
Nr. 115	SANCHIS CHAFER Anna




The Commissaires' Panel

26.02.2013 - 17:02 <http://v>

Main partners



Theme partners



Example medical service communiqué

ROAD WORLD CHAMPIONSHIPS

2012 | THE NETHERLANDS



Communiqué n°75

FEMMES ELITE

ES

d'une journée

USA19750218
AUS19880706
AUS19870917
RUS19880916
NOR19921009
NOR19760420
ESP19871018

WOMEN ELITE

ES

y race

USA19750218
AUS19880706
AUS19870917
RUS19880916
NOR19921009
NOR19760420
ESP19871018

www.uci.ch

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UCI ROAD WORLD CHAMPIONSHIPS

LIMBURG 2012 | THE NETHERLANDS

15th – 23rd September 2012

Communiqué n° 62

RAPPORT MÉDICAL / MEDICAL REPORT

Course en ligne Femmes Junior / Women Juniors Road Race

Dossard / Number	Nom / Name	Code UCI / UCI Code	Traumatisme / Injury	Action
16	MOTTET Eva	FRA19940603	Fracture du nez <i>Nose fracture</i>	Transport à l'hôpital pour prise en charge médicale <i>Transport to the hospital for medical management</i>
37	TITENYTE Zavinta	LTU19950426	Contusion dorsale <i>Back contusion</i>	Traitée à la Polimed <i>Treated at Polimed</i>
46	VARELA HUERTA Erika Haydee	MEX19940403	Contusions multiples <i>Multiple contusions</i>	Transport à l'hôpital pour prise en charge médicale <i>Transport to the hospital for medical management</i>
74	THUAI Kseniya	BLR19950701	Contusion coude <i>Elbow contusion</i>	Traitée à la Polimed <i>Treated at Polimed</i>

Le Service médical / The Medical service

26.02.2013 - 17:02

http://www.uci.ch

Page 1/1







THE PARTIES
INVOLVED IN A RACE AND
THE SEQUENCE OF EVENTS

THE PARTIES INVOLVED IN A RACE AND THE SEQUENCE OF EVENTS



A

THE TEAMS

*The UCI recognises **several different types of team** that may participate in international calendar events.*

- Some of these, known as UCI Teams, are registered directly with the UCI:
 - UCI ProTeams,
 - UCI Professional Continental Teams,
 - UCI Continental Teams,
 - UCI Women's Teams.
- The UCI also recognises other teams that are authorised to participate in some international calendar events:
 - National teams,
 - Regional teams,
 - Club teams,
 - Mixed teams.

A.1

RULES OF PARTICIPATION



Once the event has been registered on the international calendar, the organiser is free to invite any teams considered appropriate, within the limits defined by the regulations.

■ Some rules of participation **are common to all international events**, whatever their class, category or circuit:

■ **The participation of at least five foreign teams.** The organiser must invite at least five foreign teams. This condition is essential if the event is to be recognised as an international event. If these invitations are not made, and depending on the circumstances, the UCI may impose sanctions, such as: the removal of UCI points, withdrawal of the event from the international calendar the following year, etc. A mixed team is considered to be a foreign team if the majority of its riders are foreign.

■ **Peloton limited to 200 riders.**

■ **The prohibition of inviting two teams with the same financial partner.** This regulation guarantees sporting fairness; it does not apply to events for individuals. Furthermore, the participation of UCI ProTeam(s) and/or UCI Professional Continental Team(s) together with development team(s) supported by these UCI ProTeam(s) and/or UCI Professional Continental Team(s) is prohibited.

The participation authorised varies depending on the class of the event, the category of riders and the circuit to which the event belongs. The organiser should refer to the UCI regulations for information on which teams can be invited. The organiser selects which teams to invite within these categories.

Example:

In 2013, the organiser of a class 2.2 event registered on the UCI Asia Tour calendar could invite UCI Professional Continental Teams, UCI Continental Teams, national teams, regional teams and club teams. This organiser must also invite the top three UCI Continental Teams of the first team ranking of the Asia Tour continental circuit published in 2012. The organiser must accept the participation of these three teams if they accept the invitation.

■ **The UCI Cups** (Nations' Cup, World Cup) are subject to stricter rules of participation. These competitions oblige the organiser to invite the best teams of a specific classification.

■ **The organiser can establish the number of riders per team**, subject to a minimum of four riders and a maximum of 10. The number of riders must be the same for all teams participating.

■ **The organiser should refer to the UCI Regulations** as these establish limits, or even a precise number for certain events, in particular the UCI WorldTour and UCI Cups. Même dans le cas d'un Contre la montre individuel, l'organisateur invite les équipes.



A.2

THE PROCEDURE FOR THE ENTRY OF TEAMS

- The organiser is free to invite the teams of its choice. The teams can then accept or turn down the invitation. The organiser invites teams, even if the event is an individual time trial. The organiser may not in any case oblige a team to participate in the event, or exercise any form of coercion in this respect.
- Furthermore, the organiser cannot charge riders or teams any kind of entry fee. The invitation is free of charge.
- Both the organiser and the teams must respect the deadlines of the invitation process:
 - **At least 60 days before the event**, teams are invited and sent general information. If national, regional or club teams are invited, the organiser informs the relevant National Federation.
 - **At least 40 days before the event**, each invited team informs the organiser in writing whether it wishes to participate in the event or not.
 - **At least 30 days before the event**, the organiser sends an official UCI entry form to those invited teams that have been accepted for participation. At the same time, the organiser informs any other invited teams that have not been accepted that their participation is not required.
 - **At least 20 days before the event**, the invited team returns an original of the duly completed entry form. The dated, signed form signifies a commitment to the event.
 - **72 hours before the start of the event**, the teams must send the organiser the entry form, bearing the names of the riders plus two reserves, by fax or email. Only riders listed in this confirmation may start the event.
- If either party fails to observe the deadlines established by the regulations, this party shall lose its rights.
- Once all the entry forms have been received, the organiser forwards these to the Commissaires' Panel to be checked.
- The organiser should take care when inviting foreign teams. If foreign national, regional or club teams have been invited, these may only take part in the event if they have received authorisation to participate from their National Federation.
- Once a team has accepted its invitation and returned the signed entry form, it is liable to the organiser in the case of the withdrawal of one of its riders or the entire team.
- In this case, a UCI team would have to pay the organiser fixed compensation corresponding to twice the travel and accommodation expenses agreed in writing.
- A non-UCI team would have to pay fixed compensation corresponding to the travel and accommodation expenses agreed in writing.
- The organiser should retain all correspondence with the teams, from first contact until their arrival at the event and forward this to the President of the Commissaires' Panel. This allows liability to be attributed in the event of any disputes.
- Conversely, for certain classes, if an organiser decides to reject a team that it has previously given a place to on the event, without a valid reason, it must pay fixed compensation equivalent to twice the amount of the participation fee.

■ Participation fees

In most cases, the organiser pays participation fees to the teams invited to the event. This is not obligatory for all categories. These fees are usually negotiated by the organiser and the teams. However, in some cases, in particular for UCI WorldTour events, Class HC and 1 events on the Europe tour and UCI Cups, the organiser's obligations and expenses in this respect are established by the UCI Regulations. The organiser of a stage race covers the accommodation expenses of teams from the day before the start of the event until the last day of the race (riders + personnel). The number of members of personnel may not exceed the number of riders in the team. The organisers of UCI WorldTour events and UCI Europe Tour Class HC and 1 events must pay for an additional hotel night if a team cannot commence return travel after the event due to the time of the finish.

CH.5. A.2 THE PARTIES INVOLVED IN A RACE AND THE SEQUENCE OF EVENTS

THE PROCEDURE FOR THE ENTRY OF TEAMS

Example of Official Enrolment Form


**OFFICIAL ENROLMENT FORM
TO 2020 ROAD RACES**

page 1/2

This enrolment form is established between (the Organiser):

Event: _____
 Official organising body: _____
 Country: _____

Class: _____
 Category: _____
 Start (dd/mm/yy): _____
 End (dd/mm/yy): _____

and (the Team):

Name of the Team: _____
 Paying agent: _____ (to be filled in by the Team)

The Organiser and the Team have agreed the following:

Riders per team: _____

In accordance with article 1.2.075; the allowance to be paid to the Team shall be (amount): _____

Other agreement(s) between the Organiser and the Team:

Any payment will be made to the Paying agent of the Team in accordance with articles 1.2.076 and 2.2.009.

Where required, the Team will issue an invoice to the Organiser at the following billing address (to be filled in by the Organiser):

Billing entity: _____
 Address: _____
 Address: _____
 Zip Code: _____ City: _____
 Country: _____

Both the Organiser and the Team undertake to respect the UCI Regulations.

At least 60 days in advance, the organiser shall invite the team (In the case of national, regional or club teams, the organiser shall notify the national federation of the invitee).

At least 50 days before the race, the invited Team shall inform the Organiser in writing whether it wishes to participate in the race or wishes to decline the invitation.

At least 40 days before the race, the Organiser shall send this official UCI enrolment form (**duly completed and signed**) to the invited Team.

At least 20 days before the race, the Team shall return to the organiser the original of the duly completed enrolment form (**page 1 signed and page 2 completed**).

72 hours before the event's start time, the Team must send the enrolment form giving the names of the titulars plus two substitutes (**page 2**).

At the latest 15 minutes before the team managers' meeting, the sport director of the Team must confirm the identity of the riders who will be starting to the commissaires' panel, by signing the enrolment form (**page 2**) - art. 1.2.090.

Remember: Any party failing to meet the prescribed deadlines shall forfeit its rights.

Date: _____
 Place: _____
 Last name and First name
 (authorised signatory for the Organiser): _____

Date: _____
 Place: _____
 Last name and First name
 (authorised signatory for the Team): _____

The original of this form (**page 1**) shall be returned to the Organiser duly completed and signed
at least 20 days before the race (article 1.2.049 of the UCI Regulations).


**OFFICIAL ENROLMENT FORM
TO 2020 ROAD RACES**
page 2/2

Event: _____ Classification: _____
 Official organising body: _____
 Country: _____ Riders per team: _____
 Start date (dd/mm/yy): _____
 End date (dd/mm/yy): _____ Name of the Team: _____
 Nationality: _____

Titular Riders*

	Last name	First name	Nationality (trigram)	Date of birth (DD/MM/YYYY)	UCI ID (11 numbers)
1					
2					
3					
4					
5					
6					
7					
8					

Substitute riders (max 50%)*

1					
2					
3					
4					

Titular Sports Director on the event

	Last name	First name	Nationality (trigram)	UCI ID (11 numbers)	Mobile phone	Email
1						

Sport Director(s) on the event

	Last name	First name	Nationality (trigram)	UCI ID (11 numbers)	Mobile phone	Email
1						
2						

Other staff on the event (mechanics, medical assistants, etc.)

	Last name	First name	Nationality (trigram)	UCI ID (11 numbers)	Function
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

** Strike out the names of non-starting riders during the riders' confirmation.*

Date: _____
 Place: _____

Last name and First name of the
 titular Sports Director: _____

Signature of the titular Sports Director in charge of the Team
 during the race, **at the riders' confirmation**:

This form (page 2) shall be returned to the Organiser duly completed **at least 20 days before the race and then 72 hours before the race** (article 1.2.049 of the UCI Regulations). This form shall be signed **at the riders' confirmation** by the titular Sports Director in charge of the Team.



A.3

THE RECEPTION OF THE TEAMS



■ REGULAR CONTACT BEFORE THE RACE

It is in the organiser's interest to remain in regular **contact with the teams before the event**. This fosters good relations with the team managers which helps the long-term development of the event. It also allows information to be sent to the teams and any queries to be answered.

■ DISPATCH OF INFORMATION (TECHNICAL GUIDE, ACCOMMODATION, ETC.)

The organiser **must send the technical guide to all teams or riders invited** to participate in the event as soon as possible and at the latest by the confirmation of entry. The teams should also be given information on accommodation at this time, with the addresses and contact details of the hotels. Sometimes teams want to book air tickets well in advance of the event and request details of the event's start and finish locations. The organiser must of course be able to provide this information.

If the schedule of the event is subsequently changed,
the organiser must:

- inform the teams and international commissaires at least 15 days in advance,
- reimburse the teams, commissaires, National Federations and UCI for any expenses incurred as a result of the change of the event schedule.

■ GATHERING INFORMATION ON THE RIDERS

In order to respond to media requests in the run-up to the event, but before the official confirmation of the names of the starters, the organiser – or the organisation press manager – should gather **information on the riders** expected to start from their teams (photos, significant career results, anecdotes). Some media representatives want to interview team managers before they come to the race and request their telephone numbers from the organiser.

■ ARRIVAL OF THE TEAMS

The organiser (or the organisation manager responsible for relations with the teams) must prepare for the arrival of the teams at the event and anticipate their requirements, and in particular should:

- welcome teams arriving by air by organising, if necessary, transport for team members and their luggage,
- inform teams arriving by road of the best route to reach the hotels and event headquarters,
- inform hotels of the probable time of arrival of the teams. The organiser should ensure that the hotels can meet the specific requirements of racing cyclists.



ENVIRONMENT

The organiser may include a concise presentation on the importance of environmental issues and give instructions to all involved (team managers, race followers, riders) to respect the environment (reminding teams not to leave litter or discard bottles or wrappers on the road, etc.)

The President of the Commissaires' Panel discusses the following points at the meeting:

■ TEAM MANAGERS' MEETING

A meeting must be organised in the 24 hours before the competition, and at the latest **two hours before the start**, for team managers, teams, organisation representatives, commissaires and, if appropriate, neutral service drivers and security staff, in order to coordinate the respective tasks and describe, in the respective domains, the special features of the event and the **safety arrangements**.

This meeting takes place at an appropriate location, usually the event headquarters. In events on the World Calendar, Class HC and 1 events on the Continental Circuits for Men Elite and UCI Cup events on the road, this meeting is held at the following times:

- if the start of the event is before 12:00 – the previous day at 17:00;
- start after 12:00 – at 10:00 on the day of the event (except for UCI WorldTour)

In coordination with the President of the Commissaires' Panel, the organiser prepares a brief address to the meeting. After welcoming the teams, the organiser gives information on the following points:

- practical issues concerning the teams,
- a brief presentation of the route guide/technical guide,
- safety arrangements and the behaviour expected, plus a reminder of the dangerous points of the course,
- presentation of the leaders' jerseys,
- official ceremonies and which riders are expected to attend,
- a reminder of the race radio frequencies,
- methods of payment of participation fees to the teams.

The organiser also outlines the specific legal provisions that apply, for example the anti-doping rules.

The organiser must provide team managers with a sufficient number of technical guides at this meeting at the latest. These are passed on to the riders. Printouts of the list of starters are also distributed.

- presentation of the Commissaires' Panel
- roll call of teams,
- announcement of any changes to regulations,
- description of the neutral service arrangements,
- details of the feed stations,
- instructions on race safety and discipline,
- anti-doping control procedures,
- drawing lots for the teams' technical vehicles.

■ THE CONDUCT OF ALL INVOLVED IN THE RACE

While the organiser must do everything it can to ensure the wellbeing of those involved in the race, the race followers and participants must also behave correctly in all circumstances. If this is not the case, the organiser contacts the President of the Commissaires' Panel who then imposes the appropriate sanctions.

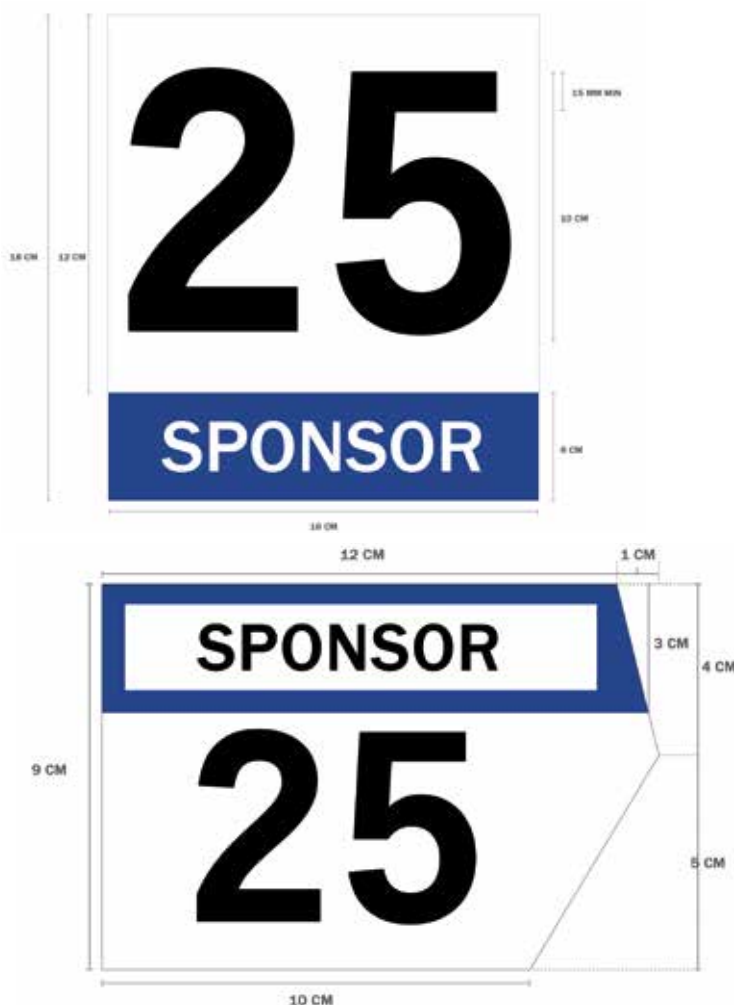


A.4

RIDER IDENTIFICATION

The organiser provides each rider with two race numbers, as well as a frame number for the rider's bicycle.

- Self-adhesive numbers are recommended. Riders appreciate these rather than the traditional style of number that is attached using safety pins.
- The race numbers and frame numbers are provided by the organiser free of charge upon the confirmation of starters.
- As far as possible, if self-adhesive race numbers are used in stage races, the organiser should distribute a new set of numbers to each rider every evening or every second evening.
- A single race number is used during time trials.
- The organiser must have a spare set of race and frame numbers available.
- The sizes of the race and frame numbers are established by the regulations. The regulations also specify the space reserved on these numbers for the organiser to use for advertising.
- The organiser can allocate the race numbers in any way considered appropriate. However, the team of the previous year's winner is generally allocated race numbers 1 to X. If the previous year's winner is riding, he/she is usually given race number 1.





A.5

PAYMENT OF RIDERS' PRIZES



The prizes payable to the riders by the organiser vary depending on the country and the class and category of the event. Prize money is set each year by the UCI Management Committee. Details can be consulted on the UCI website («Financial Obligations» section). **This is the minimum prize money to be paid.**

The organiser should provide all relevant information on prizes in the technical guide.

As previously explained, the organiser pays the prize money directly to its National Federation at least 30 days before the start of the event. The National Federation then distributes the prizes to the riders within 90 days of the end of the event.

Payment can be replaced by a bank guarantee delivered to the National Federation. In this case, the prizes are paid directly to the riders by the organiser within 90 days. If this does not happen, the National Federation calls in the bank guarantee.

THE PARTIES INVOLVED IN A RACE AND THE SEQUENCE OF EVENTS



B

COMMISSAIRES AND THE SPORTING MANAGEMENT OF THE EVENT

*The organiser should **be fully aware of the allocation of roles for the event** and make a clear distinction between organisation management and race management.*

- The organisation management comprises officials responsible for ensuring the general and practical management of the event:
 - the organisation director,
 - the organisation assistant director,
 - the regulators,
 - the sector managers.
- The race management comprises commissaires responsible for ensuring the sporting management and adjudication of the event:
 - The President of the Commissaires' Panel,
 - International Commissaires,
 - other commissaires,
 - finish judge,
 - timekeeper,
 - Doping Control Officer.

B.1

THE COMMISSAIRES' PANEL



■ **A commissaire** is an official appointed by the UCI or a National Federation. The commissaire's role is to check that international regulations are properly applied throughout the event.

■ **The Commissaires' Panel** is made up of an odd number of commissaires appointed both by the UCI and the National Federation of the country in which the event is taking place. The Panel is responsible for the adjudication of the race.

■ **The UCI appoints the President of the Commissaires' Panel** for events that are registered on the international calendar. Depending on the type of race, the UCI may also appoint a Doping Control Officer and one or two other commissaires.

■ **The organiser** works in close collaboration with the Commissaires' Panel during the event.

■ **The UCI pays** the travel expenses and allowances of the commissaires that it appoints. The organiser only has to provide accommodation and breakfast for these commissaires.

■ **The National Federation** usually pays the expenses of the commissaires that it appoints. Some Federations do however request the organiser to cover the expenses of these national commissaires.

The Commissaires' Panel has the following members:

■ **President of the Commissaires' Panel** (sometimes also known as the President of the Jury): ensures the sporting management of the event in coordination with the organiser. The President of the Commissaires' Panel follows the race in a car directly behind the peloton. He/she may take up other positions depending on how the race progresses.

■ **Commissaires**: the number of commissaires depends on the event. Commissaires are appointed by the UCI or the National Federation. They ensure the sporting management of the event under the direction of the President of the Commissaires' Panel. During the event, they are positioned at the head of the race (Commissaire 2) and at the back of the race (Commissaire 3). In certain cases, a fourth commissaire is also present. The commissaires also have different tasks before and after the event (e.g. checking licences, imposing rulings and sanctions, etc.).

■ **Finish judge**: the finish judge is responsible for producing the classifications. The finish judge draws up the list of starters, the intermediate classifications and the final classification. During the event, the finish judge participates in the sporting control of the race in the same way as the other commissaires until he/she moves ahead of the race to take up a position at the finish. The finish judge should be provided with an elevated, covered platform at the finish line.

■ **Motorbike commissaires:** the actions of these commissaires are directed by the President of the Commissaires' Panel and the other commissaires. Their mobility allows them to intervene anywhere in the race convoy.

■ **Timekeepers:** the timekeepers are appointed by the National Federation. They are responsible for calculating average speeds, recording the times of arrival of each group of riders, calculating the time limits, providing the time gaps if the event is neutralised and checking the classifications. The organiser often entrusts a timing service provider with the task of recording times and calculating classifications. The official timekeeper supervises the service provider's work and checks all classifications before distribution.

■ **Doping Control Officer:** the DCO is appointed by the UCI or the National Federation. The DCO fulfils his/her mission on the basis of the UCI Regulations. UCI anti-doping regulations apply in their entirety. Furthermore, the anti-doping legislation of the country of the event applies in accordance with the prevailing national laws. The DCO works in collaboration with the doctor appointed to conduct the anti-doping control as well as with the President of the Commissaires' Panel. The DCO regularly updates the President of the Commissaires' Panel on the doping controls undertaken.

■ **Assistant or additional commissaires:** carry out a range of different duties (broom wagon, neutral service, etc.) and submit a written report of any incidents during the race to the President of the Commissaires' Panel.



B.2

PRELIMINARY MEETINGS AND PROCEDURES



Various procedures are carried out by the Commissaires' Panel and the organiser before the event.

■ BEFORE THE EVENT

As soon as the organiser receives confirmation from the UCI of registration of the event on the international calendar and details of the President of the Commissaires' Panel and the International Commissaires appointed to the event, the organiser sends these officials the technical guide and special regulations. This must happen at the latest one month before the start of the event. If the technical guide is not ready, the special regulations and details of the route should be sent as a minimum requirement. Precise information on the start and finish locations and the name and contact details of the person in charge should also be sent.

■ THE DAY BEFORE THE EVENT

The commissaires appointed to officiate at the event arrive the day before the race, or possibly the day before that (depending on the means and times of transport).

■ **Reception of the President of the Commissaires' Panel and other officials:** if necessary, the organiser arranges for the transfer of the commissaires from the place of their arrival to the event location (either the headquarters or their hotel). The organiser introduces the members of the organisation team to the commissaires.

■ **Meeting with the President of the Commissaires' Panel:** once the President of the Commissaires' Panel has arrived, the organiser should meet with him/her in order to discuss all aspects of the organisation (special regulations, meetings, media coverage, positions of race vehicles, race radio, etc.).

■ MEETINGS BEFORE THE RACE

There are several meetings between the commissaires, organiser and the various parties involved in the event.

■ **Confirmation of starters.** The organiser forwards all the teams' entry forms to the President of the Commissaires' Panel. The commissaires carry out appropriate checks on the basis of these entry forms in order to draw up the list of starters.

They check the following issues:

- **Licences:** all persons in the race convoy must be licensed (team managers, riders, etc.).
- **Provisional competitors:** riders wanting to start the event must be included on the entry forms, either as a first-choice rider or reserve.



- **Participation fee:** the commissaire checks that the fees payable to each team correspond to the requirements (minimum compensation is established by the UCI for certain classes, while for others the team and organiser negotiate the fee). In all cases, the amounts should feature on the entry forms that have been duly signed by both parties.

The definitive list of starters can only be drawn up after these checks have been conducted. The latest that this list can be distributed is the team managers' meeting.

See Chapter 5.A «Teams»..... ■ **Team managers' meeting**

■ **Meeting with security staff and mobile marshals:** this is a very important meeting for the organisers of smaller events that do not necessarily have the assistance of the police. The event director uses the meeting to emphasise all the relevant safety issues:

- the riders' safety,
- the safety of the publicity caravan,
- the safety of the general public.

The use of various accessories (e.g. yellow flags) is explained as well as the rights and duties of the mobile marshals. Some concrete examples are given (using photos, diagrams, etc.) to assist explanations. The President of the Commissaires' Panel attends this meeting.

■ **Commissaires' Panel meeting:** the organiser attends this meeting that is held the day before the race. The President of the Commissaires' Panel discusses all the major issues concerning the event and allocates tasks for the following day.

■ RECONNAISSANCE OF TIME TRIAL COURSES

The organiser should carry out a reconnaissance of the route of time trials, as well as the start and finish areas, accompanied by the President of the Commissaires' Panel, the International Commissaires and, if possible, the motorbike commissaires and representatives of the assistant commissaires.

This reconnaissance allows the President of the Commissaires' Panel to:

- check dangerous sections and, if necessary, make additional safety arrangements,
- check the intermediate time check locations,
- check the locations for the assistant commissaires,
- establish a circuit for motorbike commissaires so they can check the riders in the final kilometres of the time trial.



THE PARTIES INVOLVED IN A RACE AND THE SEQUENCE OF EVENTS



C

OTHER PARTIES INVOLVED

Very many people are involved in a cycle race! Some take an active part in the event, for example the crews of assistance vehicles. Others simply attend the event, as guests for example. However, everyone involved has a special place in the event as well as precise instructions to observe.

C.1

ASSISTANCE VEHICLES



■ LEAD VEHICLE(S)

This vehicle is important as **it announces the imminent arrival of the race**. It carries out a preventative safety function (warning lights and sirens, ensures stationary safety marshals are ready) and also serves to inform the general public (information on the progress of the race). This function is carried out by one or more vehicles, sometimes travelling several kilometres in front of the race.

■ RADIO ASSISTANCE

This is a vehicle provided by **the organisation or the service provider to which the organiser** has entrusted the fitting and operation of the radio system. If there are any technical problems with radio units, this vehicle, travelling at the front of the race, stops and repairs the faulty radio on board the affected race vehicle as quickly as possible.

■ MEDICAL SERVICE VEHICLES

The doctor's car follows immediately behind the race director. Ambulances are positioned behind the team managers' vehicles. If necessary, for events in which teams are authorised to have two vehicles each following the race, one ambulance is positioned at the end of the first line of team managers' vehicles and other ambulances are positioned at the end of the second line of team managers' vehicles. Medical service vehicles can communicate with each other by radio (on a separate "medical assistance" channel if possible). The doctor's car is in radio communication with the organisation director and the President of the Commissaires' Panel. Any interventions from the doctor's car while on the move are conducted behind the commissaire's vehicle. The intervention should be carried out as quickly as possible on an appropriate section of the course.



■ REGULATOR(S)

The regulator is a member of the organisation team who has **a very good experience of cycle races** and excellent knowledge of the route and international regulations. The regulator is responsible for controlling the race vehicles. Regulators have become essential to major events on the international calendar. They manage the increasing number of vehicles involved in these events. The regulator may be assisted by one or two other regulators.

The regulator carries out the following tasks:

- **before the race start:** participates in the team managers' meeting, checks vehicle accreditations, checks the proper operation of radio equipment, receives teams at the start area and oversees the parking of team vehicles.



The blackboard official must be equipped as follows:



For example:

■ **at the start:** ensures that the vehicles at the front are sufficiently far ahead so as not to hinder the riders between the neutralised start and the start proper. Informs the race management that all is in order.

■ **during the race:** manages the vehicles of the race convoy in collaboration with the organisation and race management. In particular, the regulator:

- anticipates dangerous sections,
- checks that all motorbike media representatives (photographers, TV, press) are wearing official bibs,
- informs the motorbike media when they should make their way to the finish,
- maintains radio contact (on a special channel) with the organisation director to allow rapid intervention if necessary,
- in the event of a crash: supervises the flow of traffic and makes sure that priority vehicles can get through,

■ **at the finish:** directs vehicles at the deviation point in collaboration with a member of the security staff.

■ **after the finish:** participates in a debriefing with the organisation director and the President of the Commissaires' Panel and draws up a report on any problems noted.

■ INFORMATION MOTORBIKE(S)

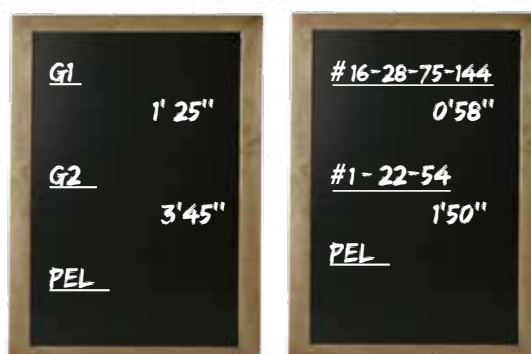
The information motorbike rider must be experienced in carrying out this role. The official on this motorbike, positioned in front of the peloton, informs the race radio announcer in the car carrying the President of the Commissaire's Panel of the action among the riders in real time and, if necessary, the race numbers of the riders in a break and the time gaps. A second information motorbike can be useful; this allows the various groups of riders to be observed.

■ BLACKBOARD MOTORBIKE(S)

The blackboard official is a member of the organisation. The blackboard official writes the race numbers of the riders in a break onto a blackboard as well as the time gaps between the various groups. The information is provided by race radio or by the blackboard official measuring the gaps with a stopwatch.

- A stopwatch,
- A rectangular blackboard: recommended dimensions – W 40cm x H 55cm (with an optional advertising space 10 cm high), dark colour (preferably black), lightweight, made of wood with a slot at the top serving as a handle.
- Thick white chalk sticks (square or round),
- Cloth glove or sponge to wipe blackboard clean,
- the blackboard official rides pillion on a motorbike (not in a four-wheeled vehicle) and has a radio receiver with the Radio Tour and Info frequencies.

The information on the blackboard should be clear and easy to read. The different groups (or riders' race numbers) are marked on the left of the blackboard and underlined.





The times are written in minutes and seconds.

The motorbike approaches each group of riders (without hindering them) and shows them the information on the blackboard. The information motorbike then returns to the front of the race to carry out further time checks if required. Good coordination is required between the motorbike pilot and the blackboard official to ensure that the blackboard is properly displayed and to give the riders enough time to absorb the information. When further information is received on time gaps, this should be passed on to the riders as quickly as possible. When the road is wide enough, the whole peloton, or at least half the peloton, can be shown the blackboard.



The blackboard is not displayed to the riders:

- if the time gap is less than 30 seconds (unless otherwise authorised by a commissaire),
- less than 500 m from an intermediate sprint or mountains prime,
- in the feed zone.

In a televised race, the blackboard motorbike should make every effort to avoid interfering with camera shots. The spectators will be interested to see the blackboard, as well as the team helpers in the feed zone as they do not always have up-to-date information. On certain events appears now a motorcycle with « electronic blackboard » which represents an advantage in terms of safety and visibility for the riders.



■ NEUTRAL SERVICE VEHICLES

The organiser should provide at least three neutral service vehicles (cars or motorbikes) carrying spare bikes and/or wheels to give all riders technical assistance during the race. The neutral service vehicles are positioned in front of or behind the various groups of riders by the President of the Commissaires' Panel, depending on the race circumstances. Any roadside assistance should be conducted as quickly as possible.

- **Cars:** should also carry drinks bottles to pass up to riders in a break if necessary.
- **Motorbikes:** can be useful in some events (narrow or mountainous roads, etc.) as they can move around the race convoy easier than cars.



■ DRINKS MOTORBIKE

This motorbike can be useful in major events and is fitted with a refrigerated water bottle carrier. This allows riders to take drinks on board without having to drop back to their team vehicles.

■ END OF RACE VEHICLES - BROOM WAGON

These vehicles pick up any riders, and their bikes, who have abandoned the race. An assistant commissaire should travel with these vehicles in order to make a note of those riders abandoning, recover the riders' race numbers and inform the race director by radio.





C.2

PRESS



SEE ALSO
Chapter 3.D “Media”



Filming or taking photographs from a press vehicle is prohibited.

Photographers are not allowed to face backwards on motorbikes.



ENVIRONMENT

The number of photographers in the race convoy should be restricted. Buses can be laid on to transport photographers to the key points of the route. The off-race route is used to transport the photographers.

■ PRESS VEHICLES

In order to ensure the smooth running of the event, **press vehicles should immediately and fully comply with any instructions** issued by the organisation management or the race director. Press vehicles are not allowed in the last kilometre of the race.

■ MOTORBIKES

photographers, radio/TV journalists, camera operators.

■ PHOTOGRAPHERS

→ The photographers' motorbikes travel at the front of the race, ahead of the front commissaire, and take it in turns to drop back to the leading riders to allow the photographer to take photos. Once the photographer has taken several photos, the motorbike returns to its original position. If a motorbike drops back too far and is too close to the riders, it should allow them to overtake. No motorbike should remain between the head of the peloton and the front commissaire's car.

→ At the back of the race, the motorbikes proceed in single file behind the race director's car.

→ Motorbike riders should take great care not to hinder the riders or official vehicles when travelling on mountain roads. Photographers usually stop to take photos in mountain stages.

■ RADIO/TV REPORTERS

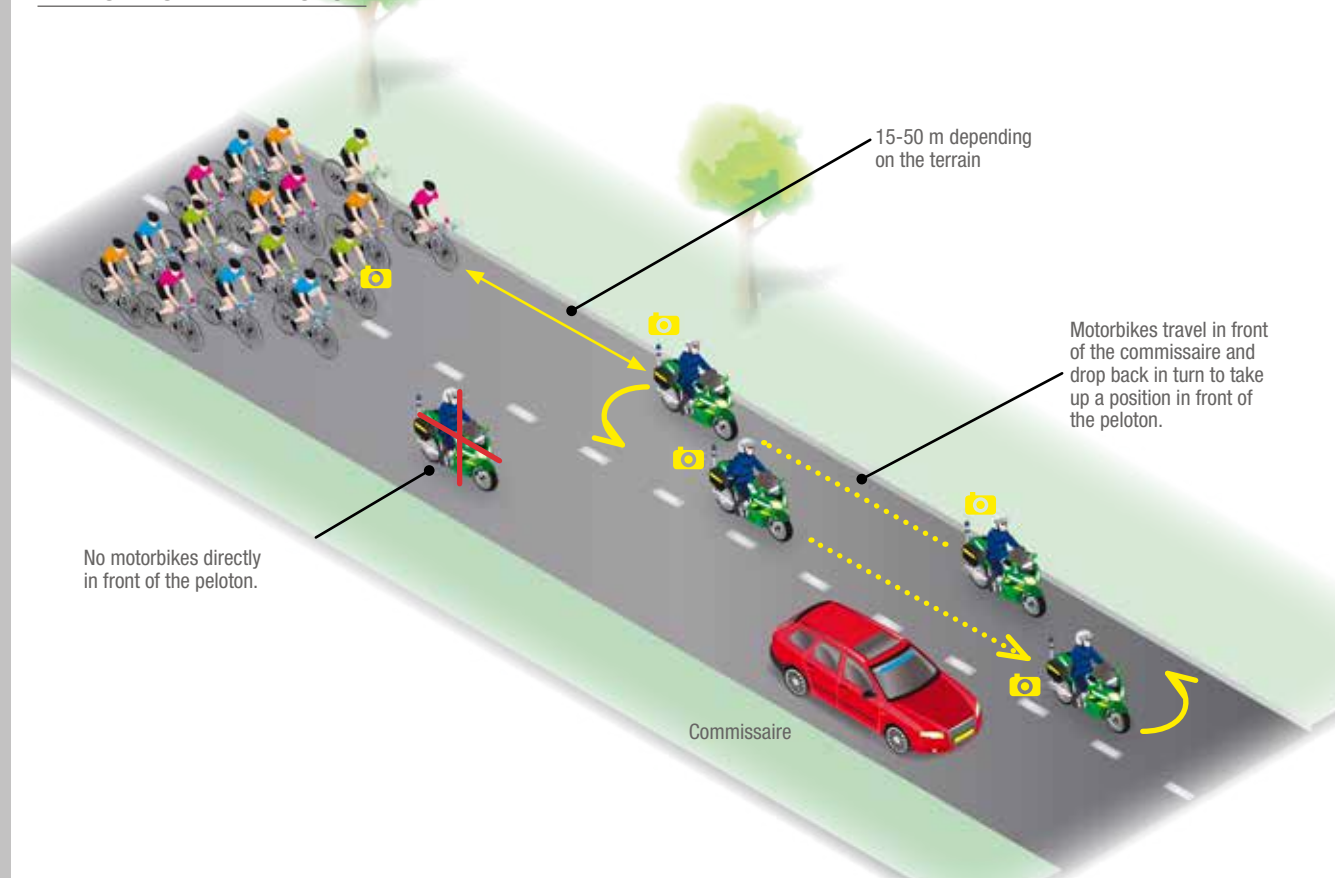
Riders must not be interviewed during the race. Team managers may be interviewed until 10 km from the finish.

→ At the front of the race, the motorbikes carrying radio/TV journalists and reporters travel in front of the photographers' motorbikes. They must never come between the commissaire's car and the riders. They may only travel in between two groups of riders if authorised by the race director.

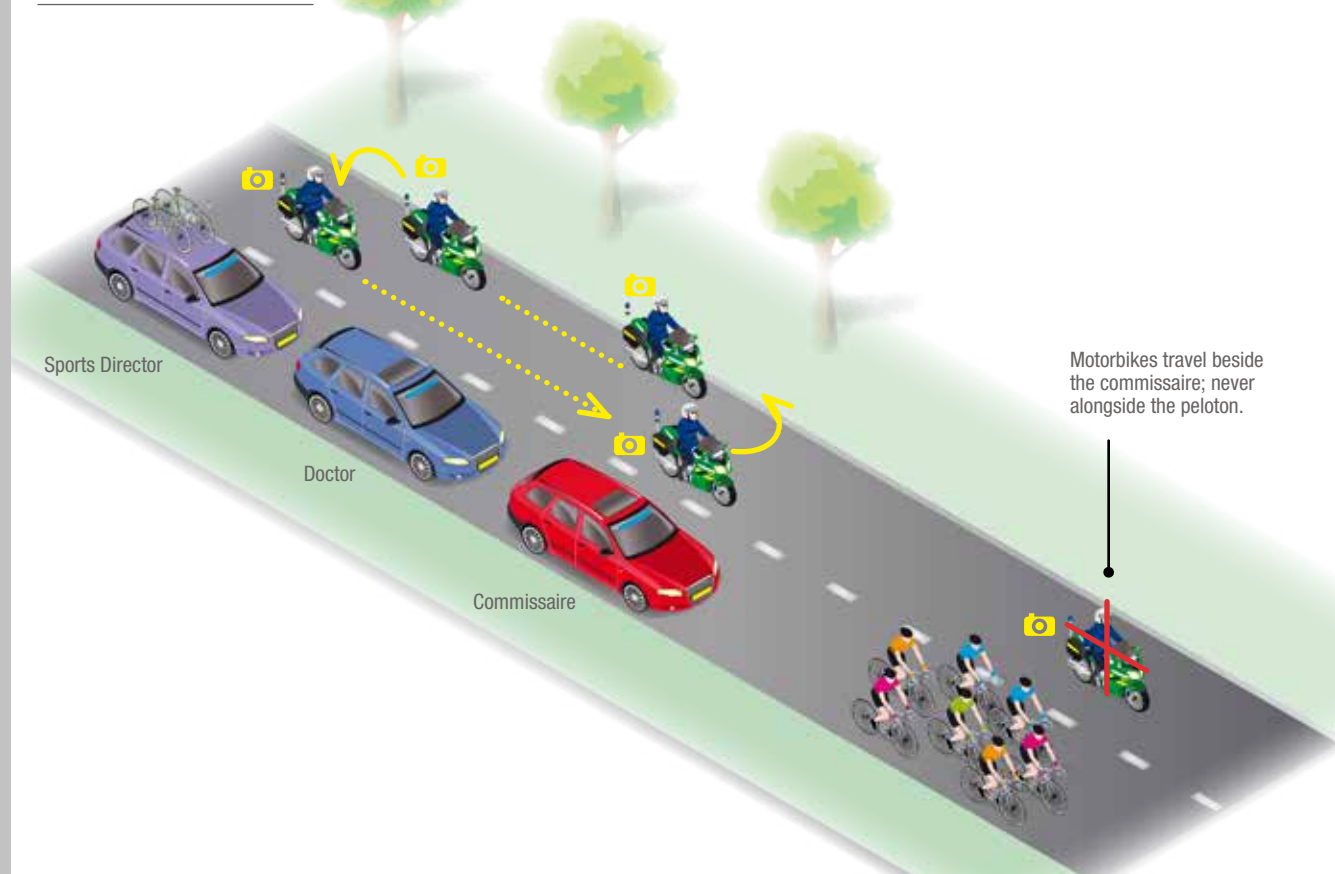
→ At the back of the race, they travel in single file with the team managers' vehicles.

Example race situation for photographers

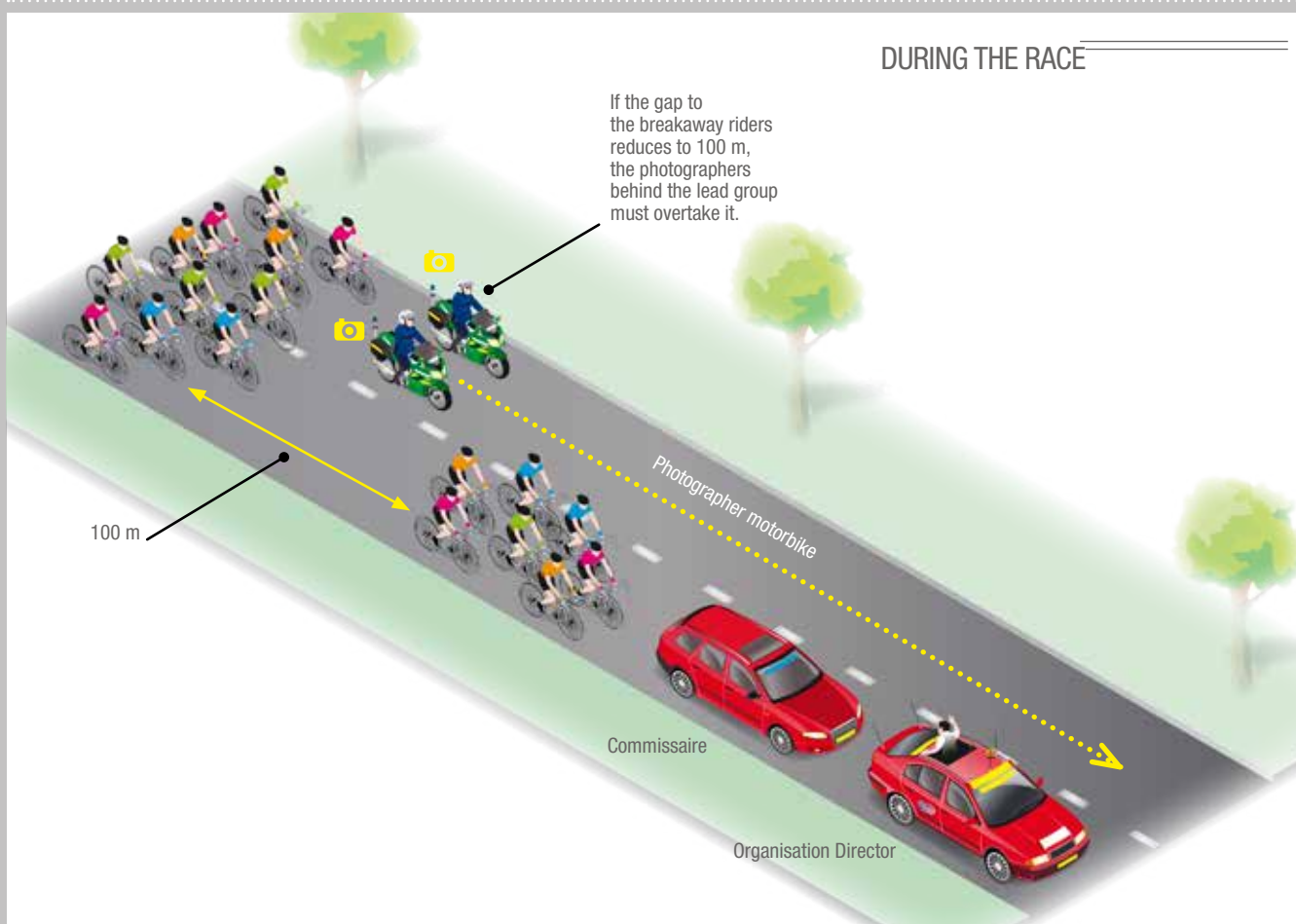
IN FRONT OF THE PELOTON



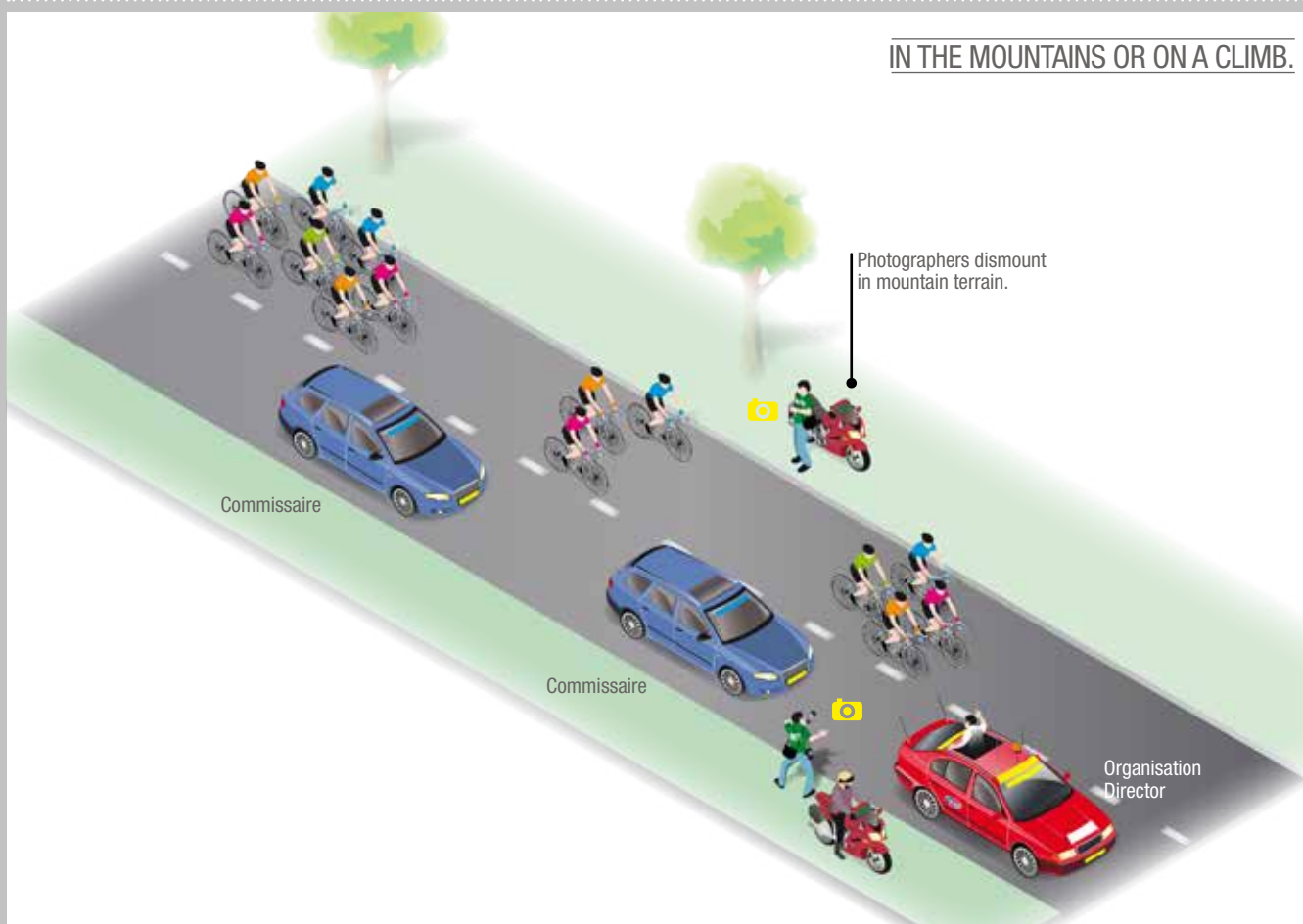
BEHIND THE PELOTON



DURING THE RACE



IN THE MOUNTAINS OR ON A CLIMB.



■ CAMERA OPERATORS

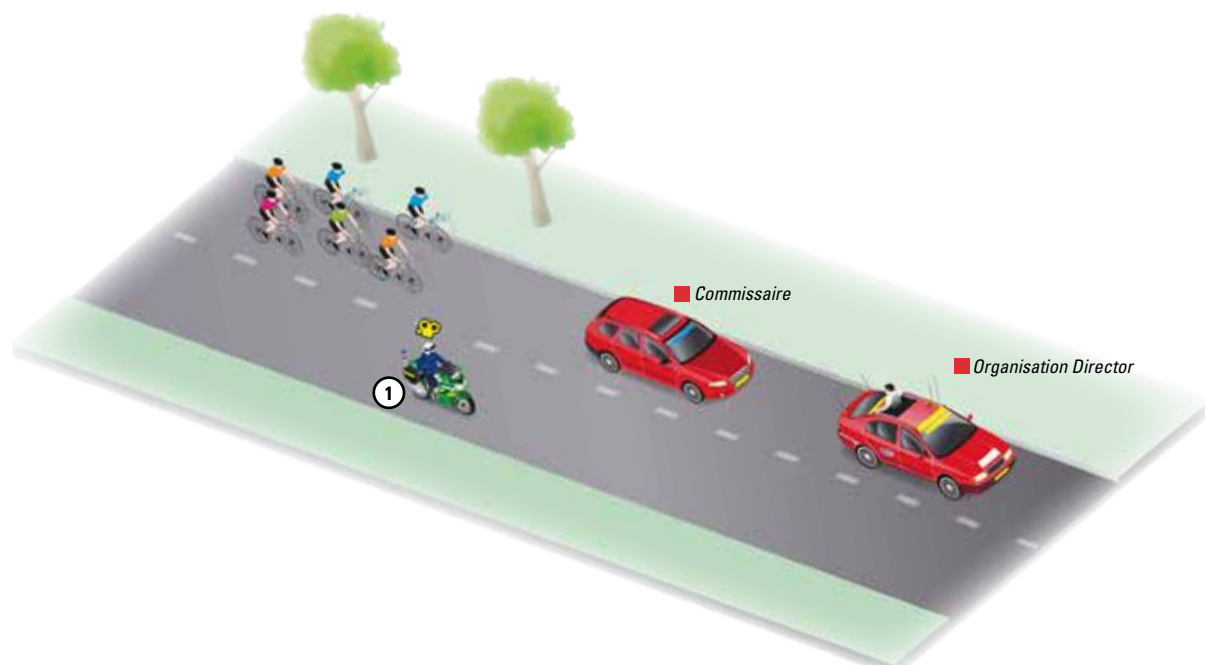
TV motorbikes must take great care never to hinder or offer advantage to the riders or get in the way of other race vehicles.

- TV motorbikes should move away from the riders if the camera operator is not filming.
- Pictures are shot from three-quarters behind or in profile. TV motorbikes may only overtake the peloton while filming if the road is sufficiently wide.
- On mountain roads or climbs, filming must be from behind the riders. Filming from a motorbike is prohibited in the last 500 m.



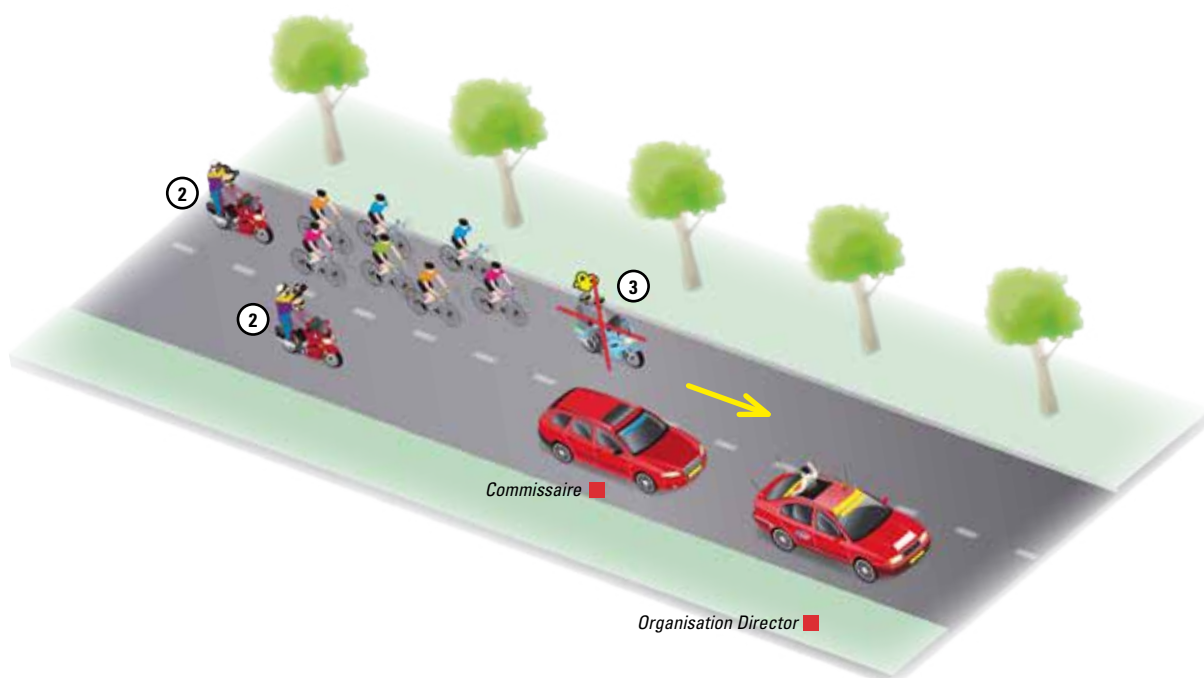
COMPACT PELOTON

When the peloton is travelling at a moderate speed, one camera operator is allowed in front of the peloton. Camera operators must be careful not to impede the riders or the movement of other vehicles. ①



GROUP MOVING AT HIGH SPEED

Camera operators must film from behind or in profile ② Camera operators must not travel in front of a group that is moving at high speed. This position can impede or offer advantage to riders depending on the race situation. ③



Example race situation for camera operators

TWO GROUPS MERGE

When one group of riders is about to catch another, camera operators must not be positioned between the two groups. They should either:

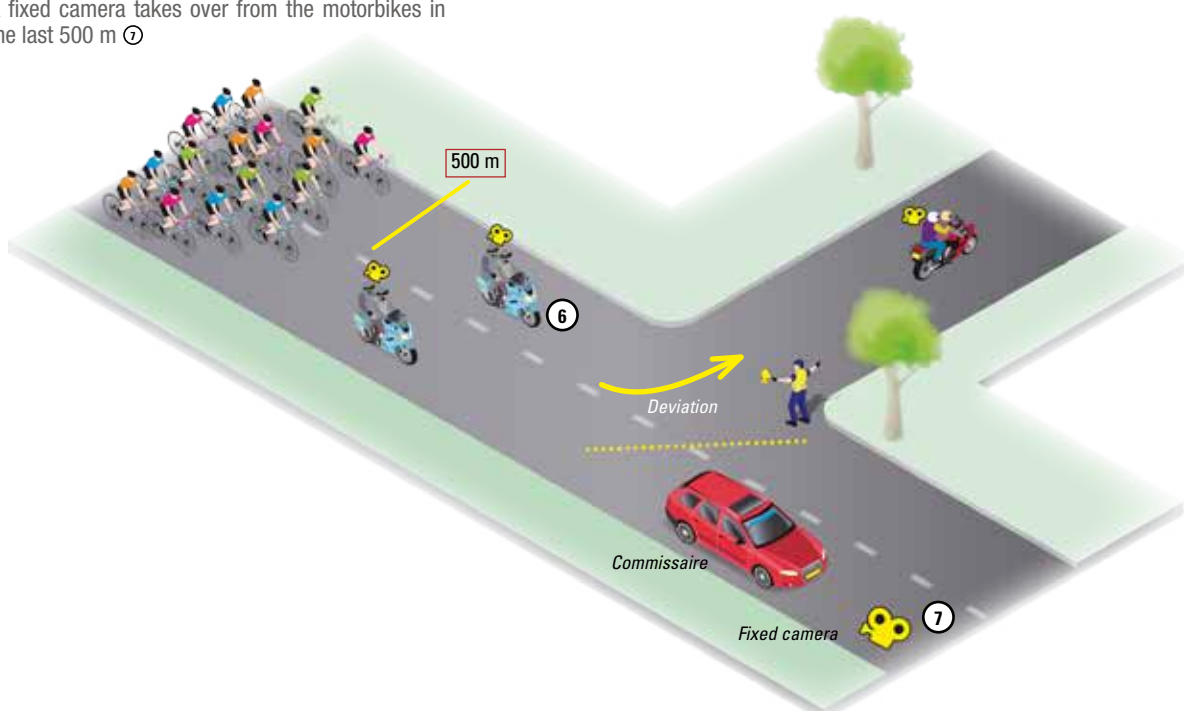
- ④ Take up a position to film in profile,
- ⑤ Take up a position to film from behind.



FINISH

The camera operators take the deviation before the finish line except in certain cases approved by UCI commissaires (mountain stage, events without a fixed camera at the finish) ⑥

A fixed camera takes over from the motorbikes in the last 500 m ⑦



C.3

OTHER VEHICLES



■ GUEST VEHICLES

Guests are often event sponsors or individuals invited by the organisation. When travelling in the organisation's vehicles they can experience the race «from the inside». Witnessing the race in this manner is very exciting but should never be to the detriment of the race itself! Guest vehicles must always give priority to those directly involved in the race (riders, team managers, commissaires, organisation management, ambulances, etc.).



In some events, with the approval of the organiser, guest vehicles may use an off-race route. In this way, without taking any risks or hindering the riders, they can watch the race from different parts of the route.

Guest vehicles do not have precedence and must always respect the instructions issued by commissaires and the organisation management.

Travelling in front of the race at the beginning of the event, these vehicles may take up positions behind breaks and may sometimes be allowed behind the peloton, providing that this is authorised by the race director or organisation management.

Guest vehicles must, in all cases, leave the race convoy 10 km from the end of the race to go directly to the finish. Guest vehicles may follow a rider during a time trial by travelling behind the team manager's car. The drivers of these vehicles should be fully informed of the rules to be observed, in particular in the case of riders overtaking other riders.

■ PUBLICITY CARAVAN

If the event has a publicity caravan that **travels the route before the riders**, it is vital that this is escorted by security personnel. A member of the organisation is allocated responsibility for the publicity caravan and manages its progress.

The vehicle carrying the manager of the publicity caravan must be fitted with race radio to provide information on the location of the race convoy. This allows the speed of the caravan to be adjusted depending on the progress of the race convoy. The caravan must never be too close to the riders. A gap of at least 20 minutes must be maintained between the last vehicle in the publicity caravan and the front of the race.

THE PARTIES
INVOLVED IN A RACE
AND THE SEQUENCE OF EVENTS



D

THE CHRONOLOGY
OF A ROAD RACE



D.1

THE START



A good start is essential for the riders as well as for the race followers! For this reason, access to the start area must be well signposted from all directions.

- **The start area** must be operational for several hours before the start so that the various categories of people involved in the event can be received under optimum conditions. The teams generally arrive 60-90 minutes before the start of the race and are welcomed by the organisation sporting management team. The latter are available to help the teams with any requests (general information or replacement frame numbers, race numbers, leader jerseys, etc.). Once at the start area, each category of vehicle is directed to its appropriate parking area (teams, officials, press, guest) by signposting and/or security staff.

- **Vehicles are parked in such a way as to allow them to move off quickly at the start of the event.** Some vehicles leave the start area before the race convoy. For example: team cars leaving to take up a position at the feed zone, radio and TV commentators who carry out their work from the finish area and the publicity caravan that precedes the race convoy by at least 20 minutes. It is thus important to arrange the vehicles in accordance with their order and time of departure. There are three phases: departure before, with and after the race.

- **Riders must sign the start sheet before road races** (this is not obligatory for time trials). The organiser may arrange for the riders to be presented to the spectators. These two procedures are often combined; the rider is invited to come to the platform to sign on and at the same time is introduced to the spectators by the announcer. The signing-on procedure should end at least 10 minutes before the start. The riders are called to the start line some 5-10 minutes before the start by the commissaires and the organisation sporting management team. In bad weather, this call is delayed as late as possible so that the riders do not have to stand around in the rain or cold.

- **Fluidity of movement is essential at the start.**

- **In order to avoid the drivers** (of cars and motorbikes) being taken by surprise by the speed of movement of the race convoy, all organisation members must be ready 10 minutes before the start. They must be behind the wheel, or on their motorbikes, and listening to race radio. In order to avoid any problems, and to remind all involved of the timetable of events, there should be regular announcements on race radio and the public address system at the start area.

- **The vehicles that travel in front of the race** (press, guests, etc.) leave the start area several minutes before the riders.

The vehicles leave the start area in the following chronological order:

1. publicity caravan (a minimum of 20 minutes before the riders),
2. security escort motorbikes (police, etc.),
3. press vehicles,
4. guest vehicles,
5. neutral service vehicles,
6. organisation assistant director's car,
7. organisation director's car,
8. no. 2 commissaire's car,
9. the riders,
10. car of the President of the Commissaires' Panel,
11. doctor's car,
12. team managers' vehicles,
13. other organisation vehicles (ambulances, information, radio assistance, etc.),
14. broom wagon,
15. end of race vehicle.

If vehicles start off in a slightly different order from that required during the race, this can easily be rectified in the first few kilometres of the route. The start of a race is a delicate but crucial moment that is not easy to manage. It may be further complicated if the race starts in a town centre where traffic may be a problem. In this case, the organiser must undertake additional preparations.

Here is some advice to ensure a successful start:

- **Gather the vehicles** that will travel in front of the riders together and make sure they move off in close convoy. These vehicles should not move off too early otherwise non-organisation vehicles may get caught up between them and the riders.
- **Secure the route** in order to avoid non-race vehicles getting on to the course. Such vehicles could slow down or block the race.
- **Use clear signposting** to indicate the route direction, including through the neutralised section (the part of the route between the neutralised start and kilometre 0, the location of the start proper).
- **Indicate the start to the riders** by means of a pistol, whistle, bell, flag or electronic device, under the supervision of a commissaire. A guest from the start town is often invited to start the race
- **Ensure the proper control of the vehicles** in the race convoy so that the race can progress in safety. The drivers of vehicles in front of the race must know when the riders have started and where their vehicles are in relation to the peloton.

If there is no neutralised section, in other words if the start proper of the race is on the start line, the entire route must be made safe and the departure and management of the advance vehicles such that they are immediately subject to race conditions.

The start proper at kilometre 0 can be conducted in two ways:

- **1. rolling start:** the riders do not stop and the timing begins as they pass kilometre 0;
- **2. standing start:** the riders stop briefly at kilometre 0 before setting off again upon a signal from the commissaires.

The commissaires, in conjunction with the organiser, **decide on the best method of start** (rolling or standing start) depending on the circumstances. For example: if there is an accident or a rider punctures during the neutralised section, the commissaires may stop to allow the delayed rider to return to the peloton before the start proper. The riders are usually informed of the start proper by the organiser or commissaire travelling in front of the peloton waving a chequered flag.

The timekeepers' vehicle must be able to park at kilometre 0 without problem. Once the stopwatches have started, the timekeepers' vehicle starts up again and takes its position in front of or behind the riders.

D.2

DURING THE RACE



After the start proper, each vehicle travels in its allocated position in the race convoy. The commissaires take over the sporting management and control of the race. The commissaires work in close coordination with the organiser in order to manage the movements of the race vehicles.

The organiser must:

- **check that the route** has been secured before the passage of the race,
 - **inform** other road users and the general public of the imminent passage of the race,
 - **ensure the safety** of the various groups of riders (as they form and change composition),
 - **assist the commissaires** in controlling the movement of organisation vehicles, in particular the safety motorbikes and press and guest vehicles.
- Race vehicles are controlled in coordination with the President of the Commissaires' Panel.**

D.2.1. THE MOVEMENT OF RACE VEHICLES



Vehicles may only overtake the peloton or breaks with the authorisation of the commissaires.

The movement of the race convoy is carefully organised and controlled. Vehicles must drive on the correct side of the road in accordance with the laws of the country.

Vehicles must be particularly careful not to overtake, become integrated into groups or hinder the race convoy during:

- The 1000 m before a sprint or summit of a col or climb,
- feed zones,
- dangerous sections as indicated by race radio.

There are two types of official vehicles involved in managing the race:

- **Vehicles carrying organisation management officials**

The officials responsible for ensuring the general and practical management of the event:

- the organisation director,
- the organisation assistant director (optional),
- the regulators (motorbikes), in some events.

- **Vehicles carrying race management officials**

The commissaires responsible for ensuring the sporting management and adjudication of the race:

- the President of the Commissaires' Panel,
- International Commissaires,

- other commissaires,
- finish judge,
- timekeepers.

■ ORGANISATION MANAGEMENT VEHICLES

One or more «lead vehicles» usually travel in front of the organisation director's and assistant director's vehicles in order to check that the route is passable and that safety measures have been implemented. If the race does not have any lead vehicles, the organisation assistant director and/or director carry out this essential organisation task.

■ ORGANISATION ASSISTANT DIRECTOR

Travels approximately 300 m in front of the lead riders. This distance may vary depending on the race route. The assistant director indicates dangerous sections of the course on race radio: traffic islands, road narrowings, road works, badly-parked vehicles, etc. The assistant director also announces the intermediate sprints, king of the mountains primes and feed zones and announces the distance remaining in the final kilometres of the race.

■ ORGANISATION DIRECTOR

Travels in front of the peloton and in front of commissaire no. 2. A mobile buffer zone of approximately 200 m is maintained between the organisation director and assistant director. The press and guest vehicles travelling ahead of the race take it in turns to take up a position within this zone. This system allows vehicles to get close to the riders while maintaining good safety conditions. It is essential that the organisation director and the commissaires should liaise before the start of the event on exactly how this system will work. In races that do not have an assistant director, the organisation director is solely responsible for controlling press and guest vehicles. In this case, the buffer zone system does not apply and special care must be taken over the movement of vehicles in front of the race.

■ REGULATOR

voir chapitre 5.C.1 "véhicules d'assistance"..... The regulator directs the vehicles of the race convoy during the event in collaboration with the race management. The regulator travels by motorbike to enhance his/her mobility and ability to react to different situations (see Chapter 5.C.1 «Assistance vehicles»). A major event may have more than one regulator.

■ RACE MANAGEMENT VEHICLES

■ **President of the Commissaires' Panel:** travels behind the main group of riders. Allows, or prohibits, vehicles from passing the riders. Issues clear instructions to colleagues.

■ **Commissaire 2:** travels in front of the peloton at the start of the race and then takes a position behind any breaks. If team managers' vehicles subsequently move up to travel behind the break, commissaire 2 takes a position behind the group and directs the movement of vehicles.

■ **Commissaires 3 and 4:** commissaire 3 (and 4) travels among the team managers' cars and controls the movement of vehicles in the line (team managers, guests, press). The condition and width of the road should be taken into account when directing the movement of vehicles. Commissaires 3 and 4 also check on the return of dropped riders (after a crash, mechanical problem, etc.). The riders must rejoin the peloton in observance of the rules (no external help).

■ **Finish judge:** the position that this commissaire takes up depends on the country and the event.

→ In a one-day race, the finish judge may travel at the front of the race. In this case, he/she assists commissaire 2 and judges the intermediate sprints. If the finish judge is positioned at the back of the race, he/she assists commissaire 4 before overtaking the race, noting the composition of the various groups.

→ In a stage race, the finish judge travels at the front of the race. The finish judge moves ahead of the race sufficiently early (approximately 20 km from the finish) in order to carry out duties at the finish line.

→ During circuit races, the finish judge remains at the finish line in order to judge the intermediate competitions and take note of the composition of the different groups of riders.

■ TIMEKEEPER

Always travels in front of the race. After each hour of the race, the timekeeper announces the average speed of the previous hour and the overall average for the day. The timekeeper takes up a position at any level crossings in order to intervene if the race is neutralised.

■ MOTORBIKE COMMISSAIRES

The mobility of motorbike commissaires means that they can move around all parts of the race. They work as a team and continuously assess the race circumstances. They take action as deemed necessary.

■ TEAM MANAGERS' VEHICLES,

Each team is allowed one or two vehicles in the race convoy, depending on the event regulations. Team vehicles travel behind the car of the President of the Commissaires' Panel.

The order of the team managers' vehicles is determined by UCI regulations.

This order is generally established as follows:

- 1. The vehicles of teams that attended the team managers' meeting and confirmed their starting riders within the scheduled deadline,
- 2. The vehicles of other teams that attended the team managers' meeting but did not confirm their starting riders within the scheduled deadline,
- 3. The vehicles of teams that did not attend the team managers' meeting.

■ **The order within each of these groups** is then drawn by lot. Other procedures apply for special events, e.g. UCI Cups.

■ **In the first stage of a stage race**, the order of vehicles is determined by the regulations. On subsequent days, the individual general classification determines the order of the team managers' vehicles.

■ **Team managers' vehicles** must comply with commissaires' instructions during the race. They may take up a position behind breaks once the time gap is sufficient and they have been authorised to do so by the commissaires.

■ Movement of vehicles during time trials

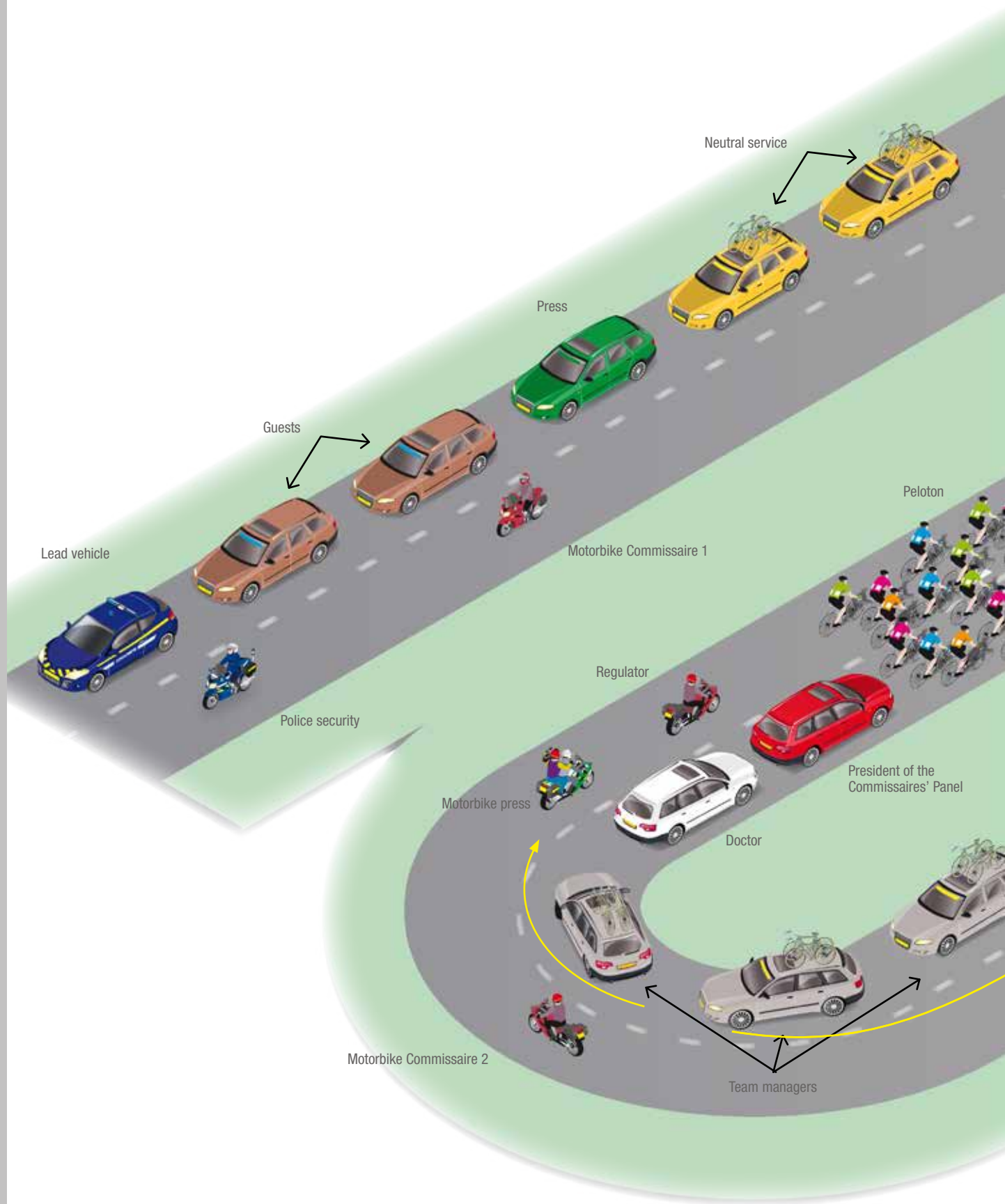
- Following vehicles must remain approximately 10 m behind the rider; they must never draw up alongside.
- Any instructions to the rider must be issued from behind him/her.
- The team manager's car must not cause an obstruction and is not authorised to travel between two riders unless they are separated by a distance of at least 200 m. If this distance reduces, the vehicle travelling behind the front rider must immediately fall back to take up a position behind the second rider.
- Each following vehicle carries a spare bike or wheels for the rider to which it is allocated. Spare equipment for the rider must not be carried by team helpers outside the vehicle.
- Passengers must remain inside the vehicle.
- The rider must be stationary for any repairs or replacements.
- Food and drink must not be passed up to riders while moving.

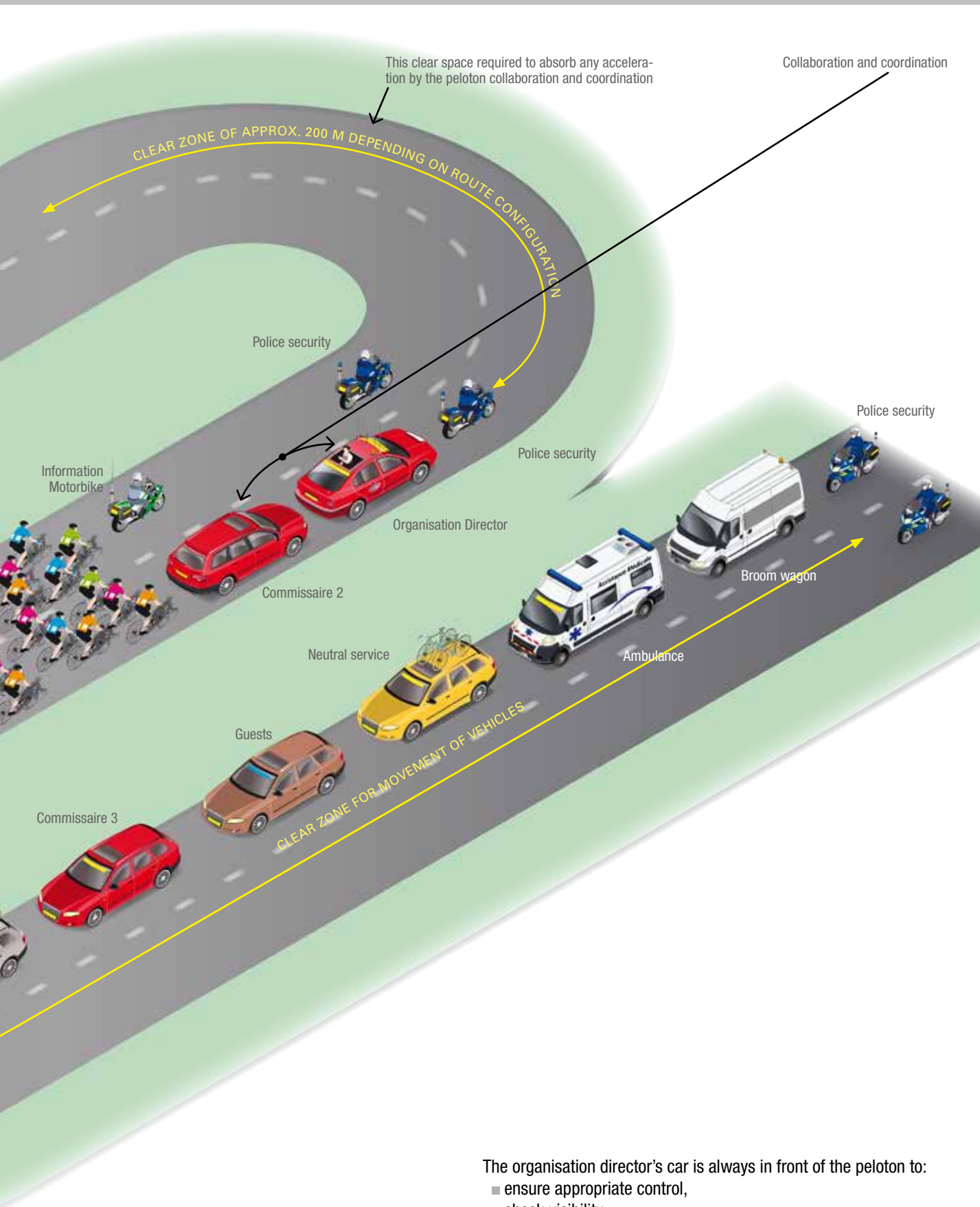
It is often the case that a rider is not followed by his/her team manager, but instead by an organisation vehicle. In this case, the driver must be reminded of these regulations.

D.2.2. DIFFERENT RACE SITUATIONS

A range of different situations may arise during a race. Each of these situations is addressed by precise rules that the commissaires apply in conjunction with the organisation management. The commissaires take into account the context and type of race when applying these rules.

Diagram 1- Compact peloton with one organisation director's car



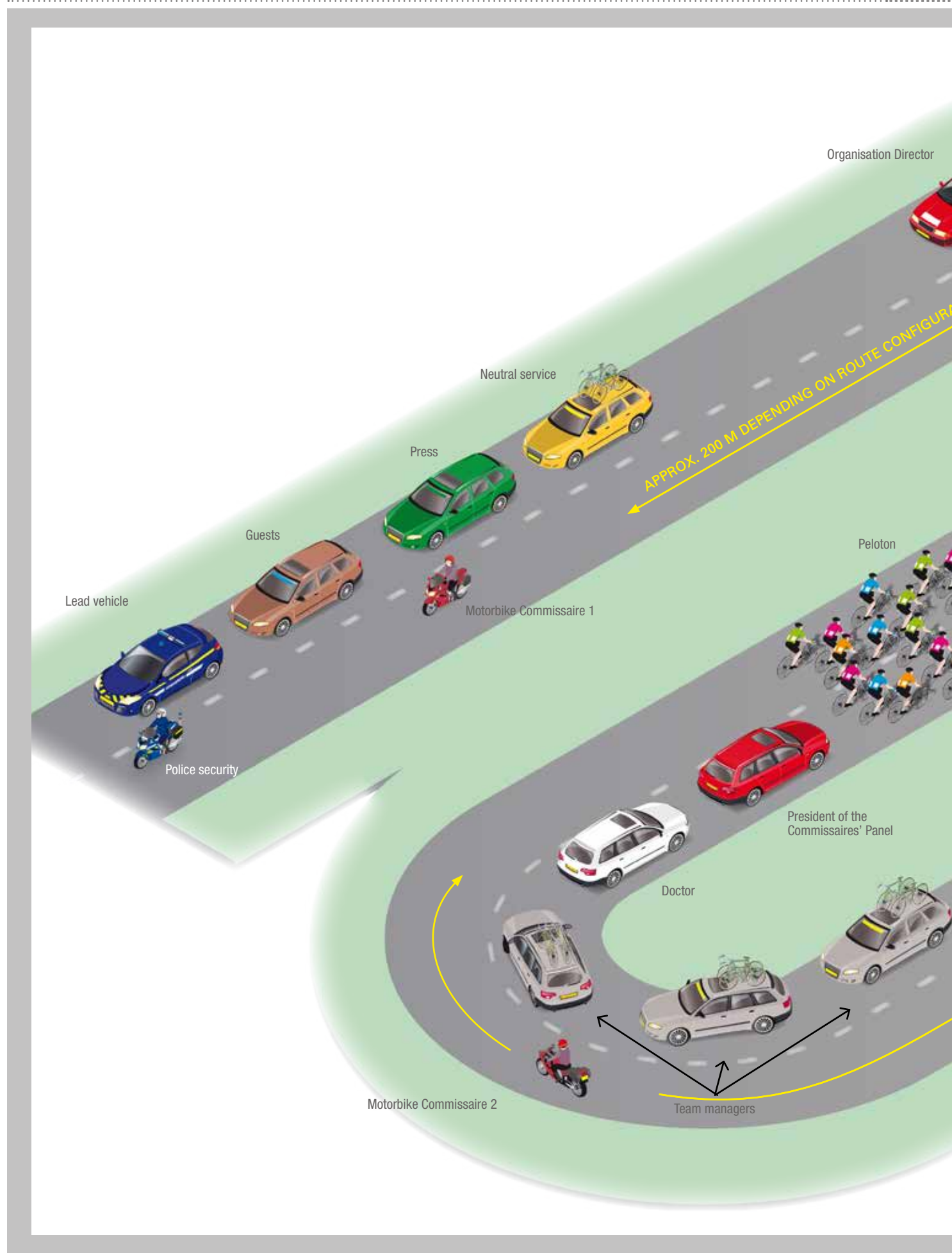


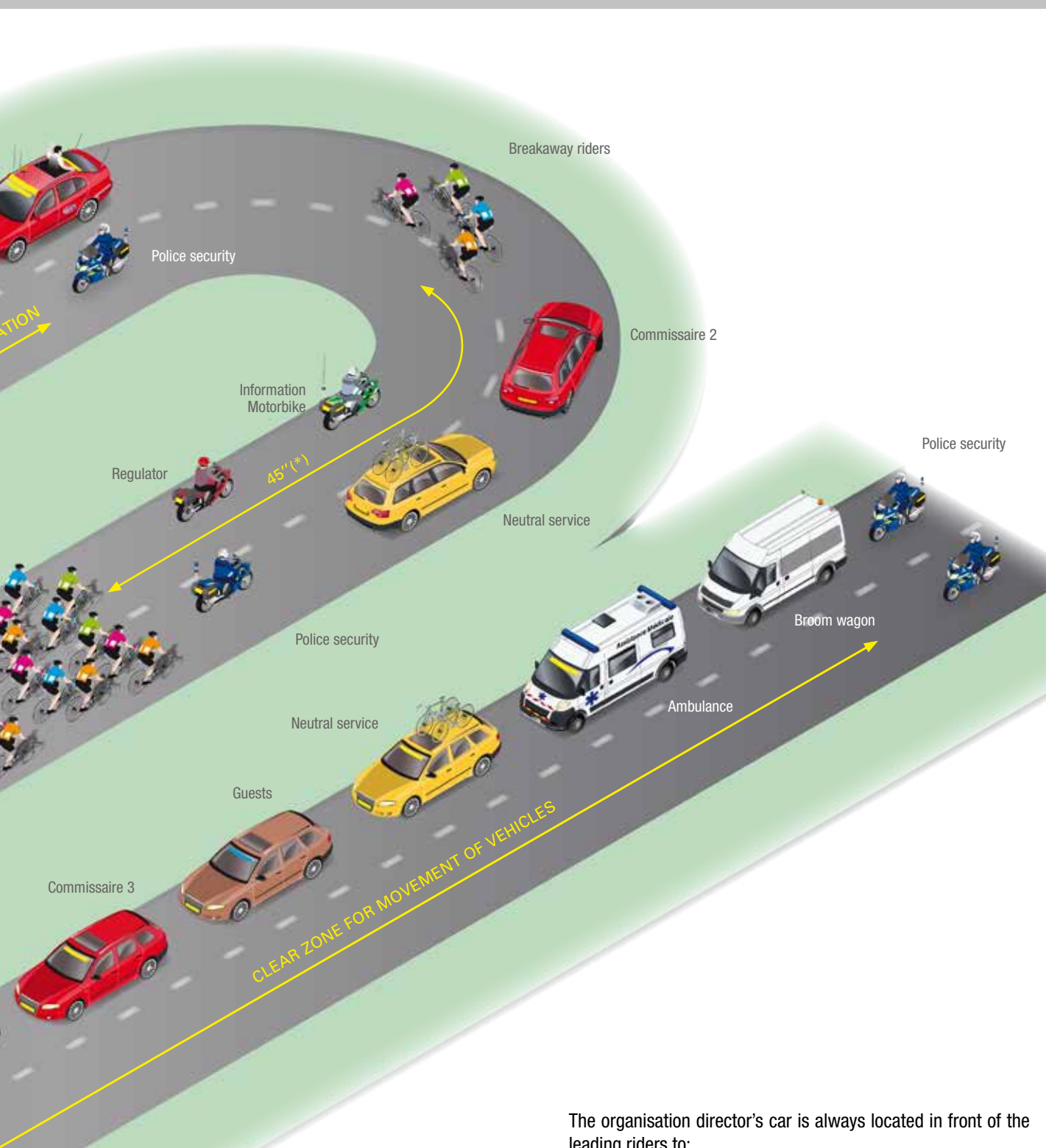
The organisation director's car is always in front of the peloton to:

- ensure appropriate control,
- check visibility,
- anticipate situations.

This clear space is required to absorb any acceleration by the peloton.
Collaboration and coordination

Diagram 2- Break configuration - one organisation director's car





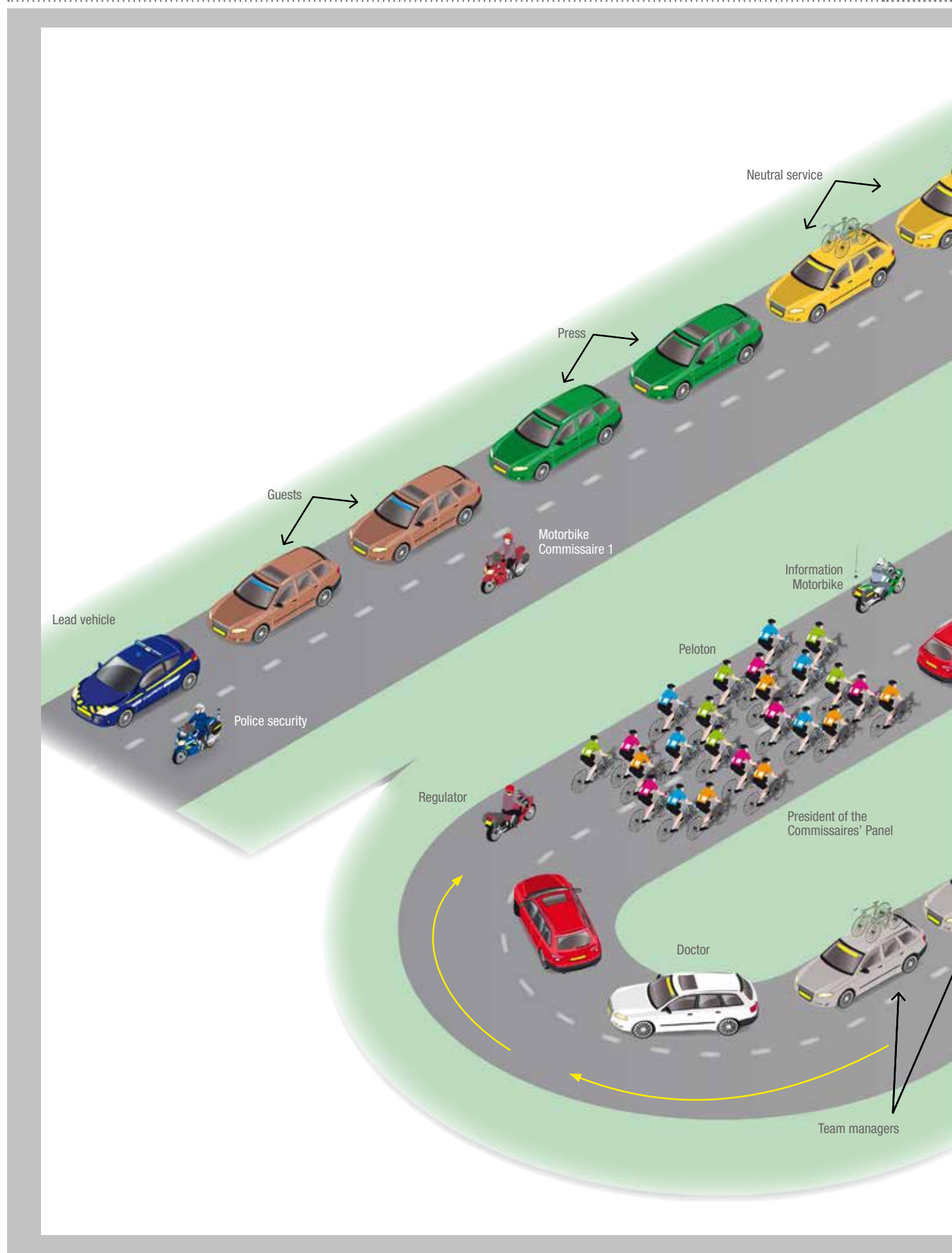
The organisation director's car is always located in front of the leading riders to:

- ensure appropriate control,
- check visibility,
- anticipate situations.

45''(*)

Vehicles may (or may not) be authorised to travel between the breakaway rider(s) and the chasing group by the commissaire depending on the time gap and the configuration of the route.

Diagram 3 - Compact peloton - one assistant director's car, one organisation director's car



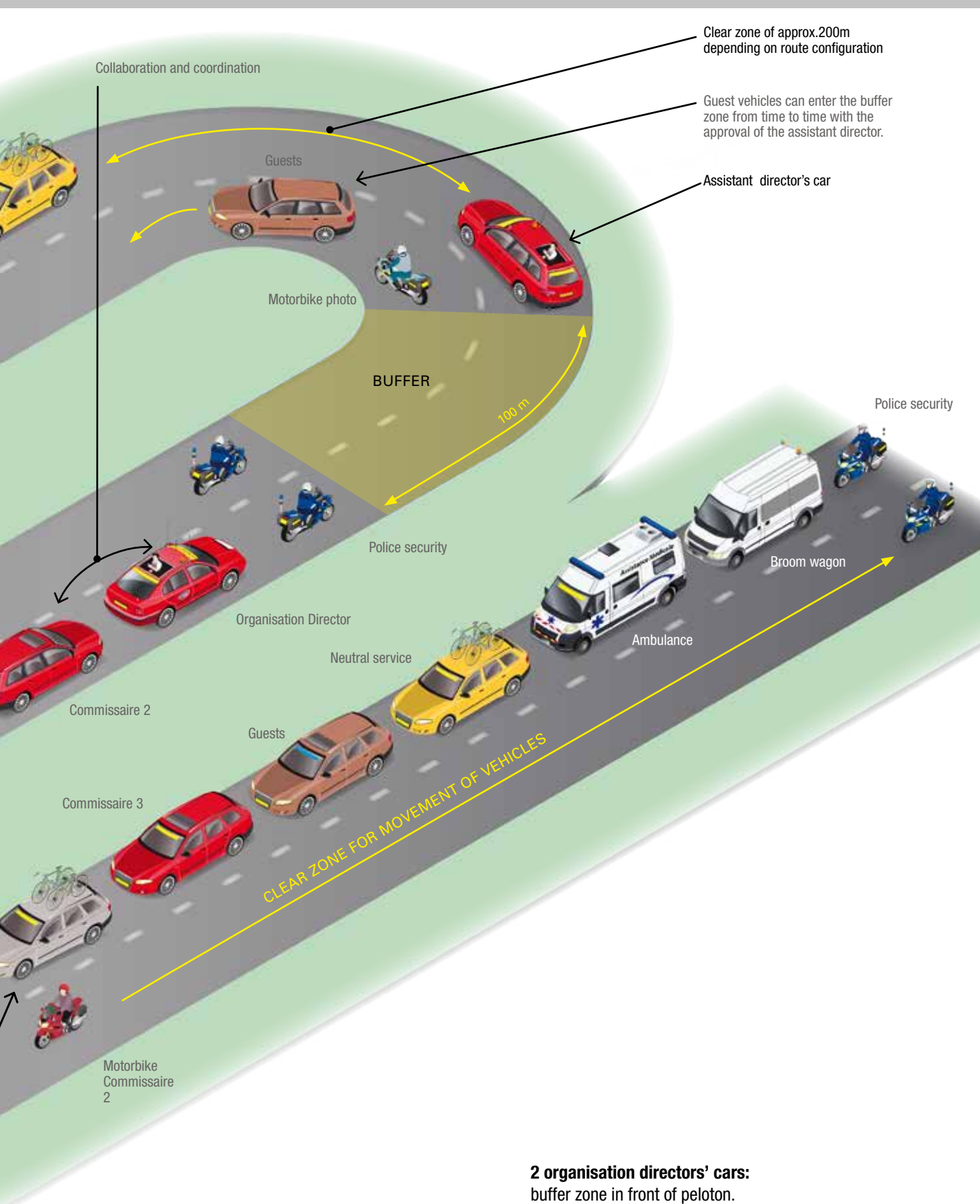
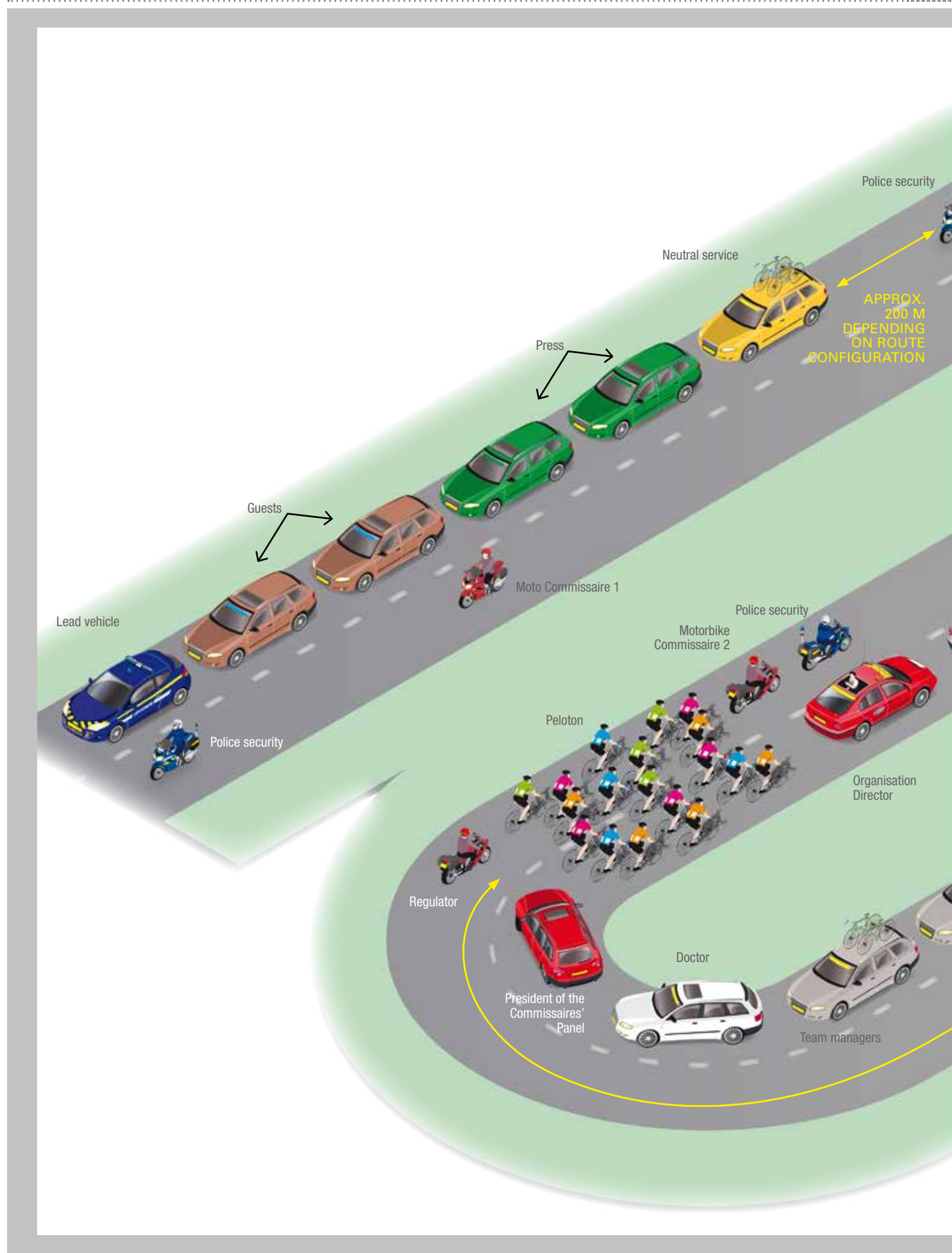
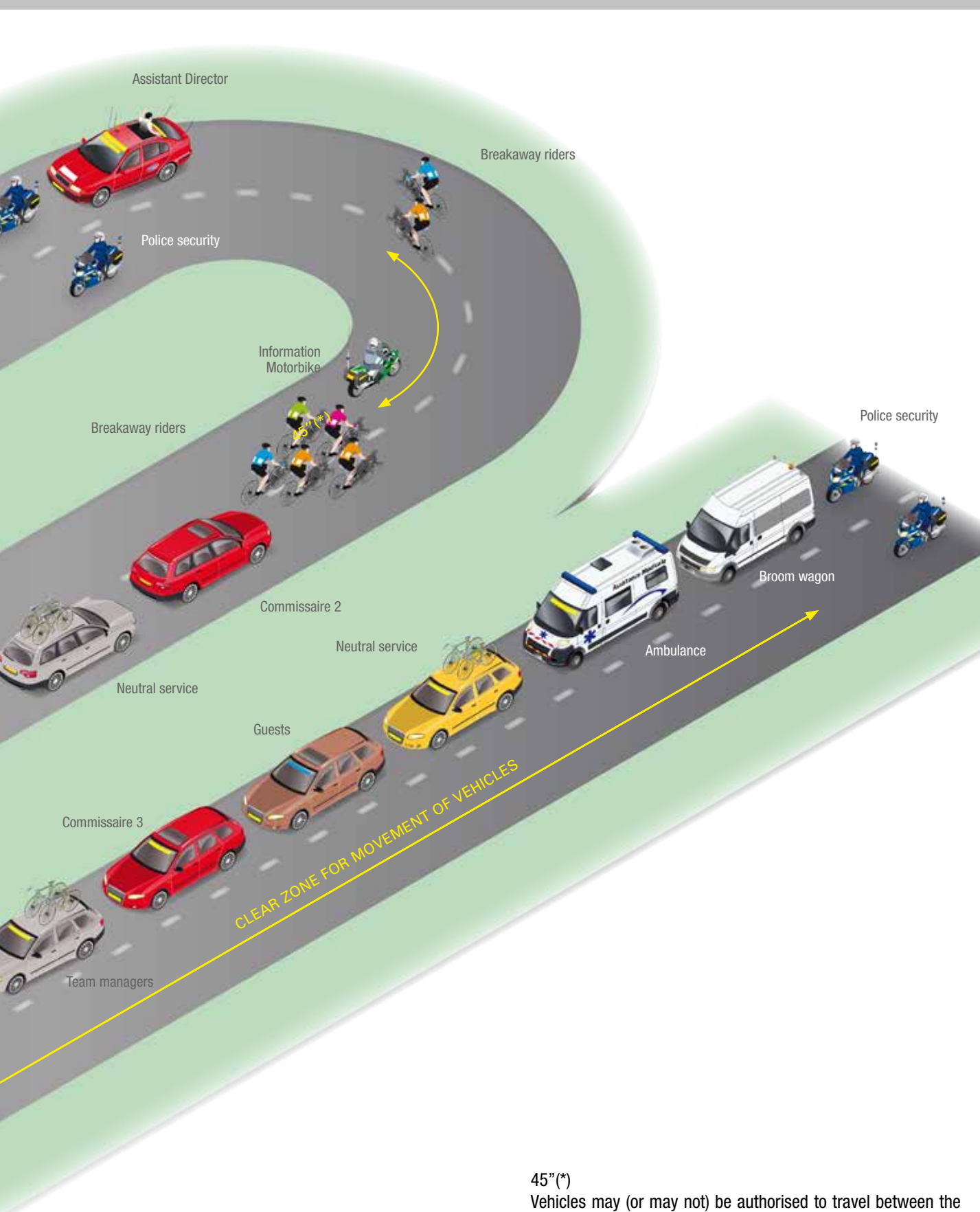


Diagram 4- Two breaks - one assistant director's car, one organisation director's car

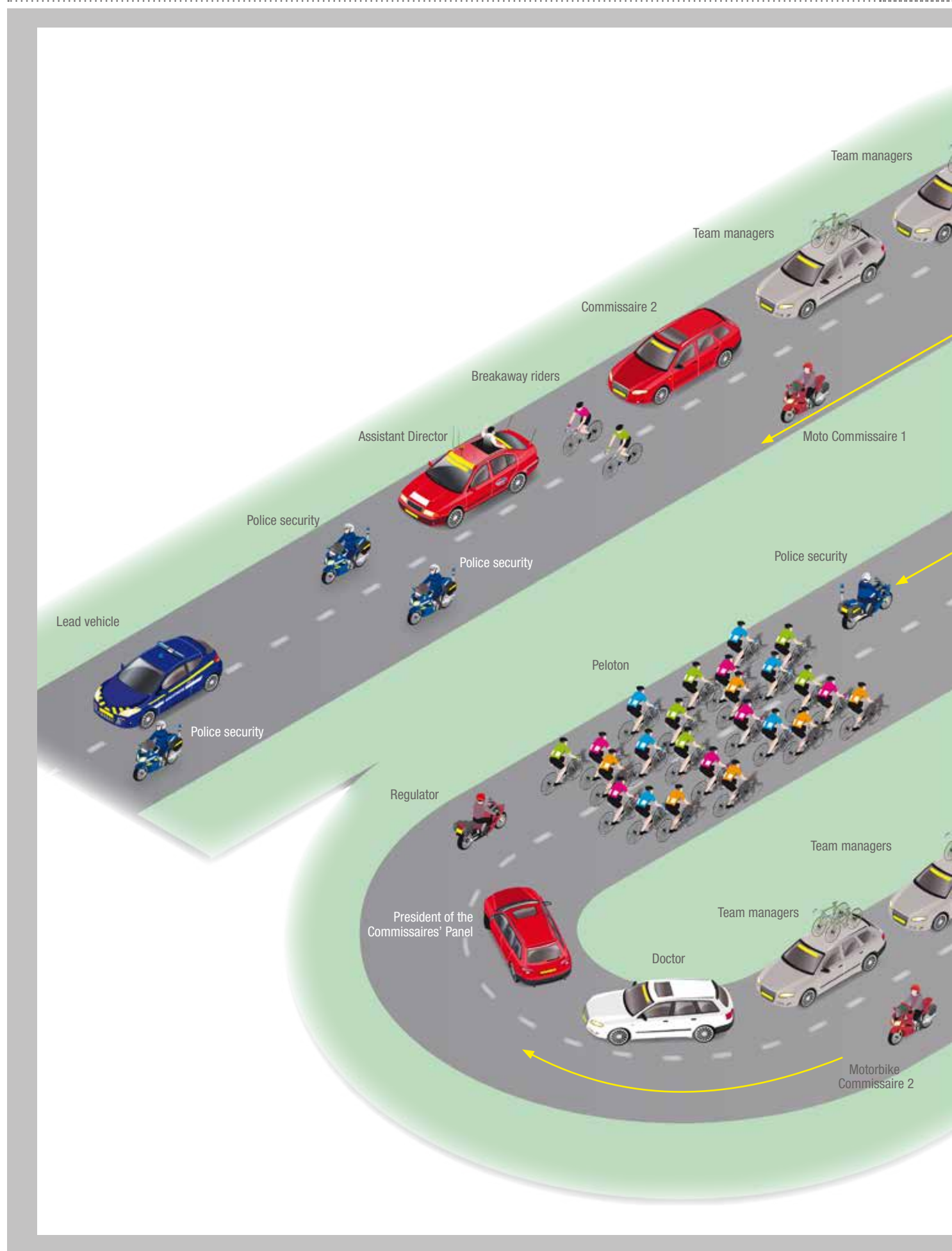


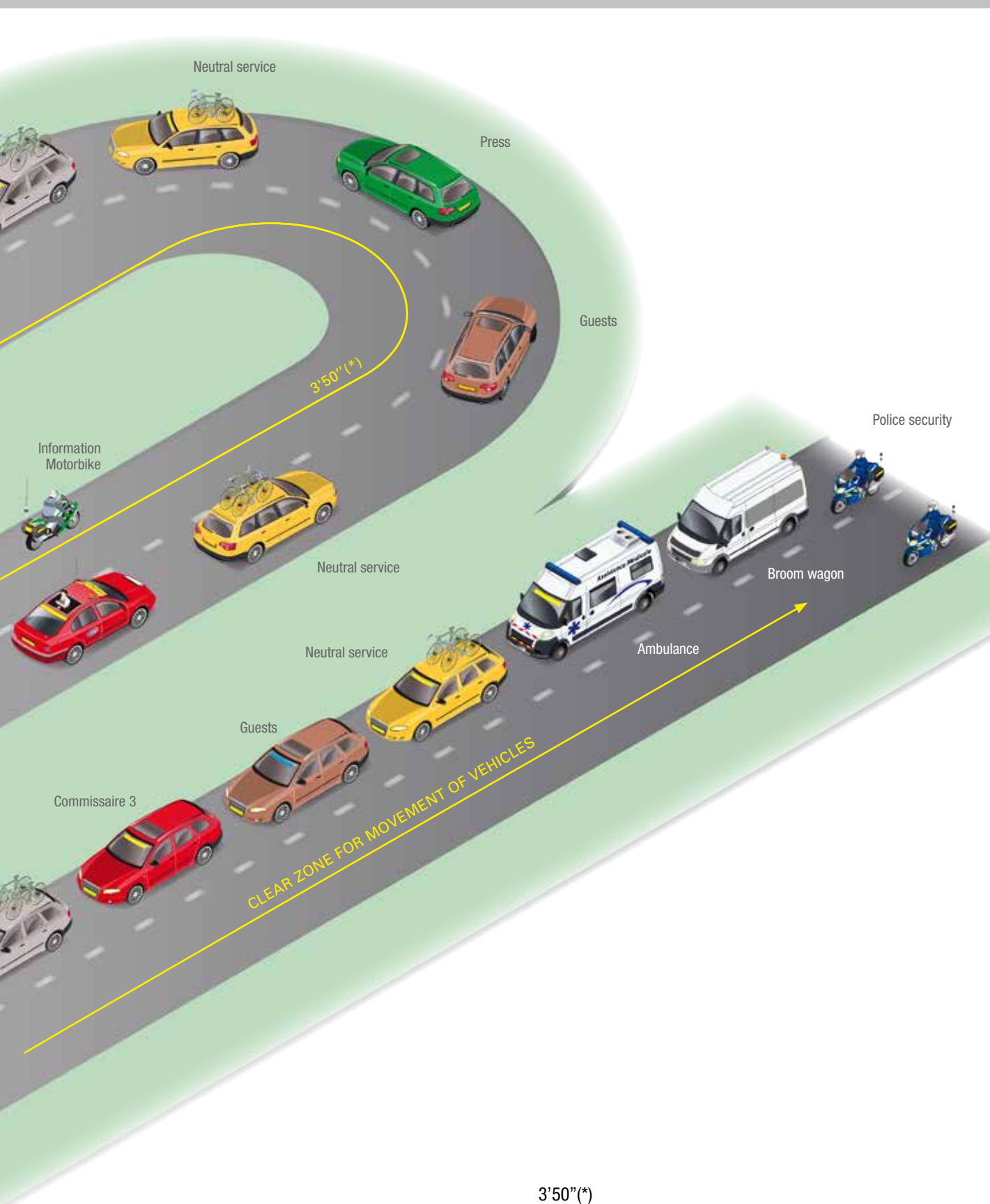


45"(*)

Vehicles may (or may not) be authorised to travel between the breakaway rider(s) and the chasing group by the commissaire depending on the time gap and the configuration of the route.

Diagram 5 - One break with significant gap on the peloton - one assistant director's car, one organisation director's car





3'50"(*)

Vehicles may (or may not) be authorised to travel between the breakaway rider(s) and the chasing group by the commissaire depending on the time gap and the configuration of the route.



D.2.3. RACE INCIDENTS AND ACCIDENTS

In the event of accident or incident that could affect the progress of the race, the organiser, with the agreement of the Commissaires' Panel, may at any time decide to:

- amend the route,
- temporarily neutralise the race,
- consider a stage to be void,
- cancel part of a stage, nullifying the results of any intermediate classifications, and then start the race afresh,
- restart the race, applying the time gaps recorded at the time of the incident.

■ LEVEL CROSSINGS

The organiser must indicate any level crossings on the course in the technical guide. Commissaire no. 2 and a motorbike commissaire should anticipate level crossings by moving ahead of the race to ensure that necessary arrangements are made.

The regulations apply as follows:

- **1.** One or more breakaway riders are stopped at the level crossing. However the crossing opens before the arrival of any pursuing riders. No action is taken. The closure of the level crossing is considered to be a race incident.
- **2.** One or more riders in a break have an advantage of over 30 seconds but are stopped at a level crossing. The pursuing riders catch up with the breakaway riders at the closed level crossing. In this case, the race is neutralised and then, after the official vehicles preceding the race have set off, restarted using the same time gaps. If the advantage is less than 30 seconds, the closed level crossing is considered to be a race incident.
- **3.** If one or more riders in a break pass through the level crossing when it is still open and then pursuing riders are blocked by the closed level crossing, no action is taken. The closed level crossing is considered to be a race incident.
- **4.** Any exceptional situation (level crossing closed for too long, etc.) shall be resolved by the commissaires.

These arrangements also apply to any similar situation (swing bridges, obstacles on the road, etc.).





D.3

THE FINISH



D.3.1. GENERAL PROVISIONS

The official in charge of the finish area should be in constant contact with the race officials during the last 20 km of the event. This official takes all necessary measures to prepare for the arrival of the riders.

The finish area announcer commentates on the race, in particular as the riders approach the finish line. The announcer should have a race radio receiver on the announcer's platform to keep him/her updated on developments in the race. It is also useful if a race radio receiver is fitted in the area reserved for commissaires. It is vital that the vehicles travelling ahead of the riders can park as quickly as possible in order to leave the road clear. The finish area official should make sure that the parking areas allocated to these vehicles are easily accessible and big enough. The security staff located at the deviation just before the finish line must be ready to direct traffic when the first vehicles arrive. Motorbike photographers usually arrive shortly before the riders. They take up a place in an allocated area on the road after the finish line as directed by a member of the organisation staff. For safety reasons, it is vital that the leading riders are preceded by a vehicle as they cross the finish line. This vehicle accelerates in the final 800 m to cross the line (and pass the photographers) at least 10 seconds ahead of the first rider. No organisation vehicle should be at the front of the race in the final stages if it does not have a specific purpose (e.g. blackboard official not required in the last kilometre). All vehicles must comply with the commissaires' instructions.

It is recommended that the official in charge of the finish area and assistants should use whistles.

D.3.2. DRAWING UP CLASSIFICATIONS

The finish judge is responsible for all classifications. Riders who have been dropped must cross the finish line within a specific time limit. The media should be informed of the names of the top 10 or 20 riders and/or the leaders of the various classifications immediately after the event. Full official classifications should be distributed within an hour of the finish. Classifications are input into a computer in accordance with the UCI guideline. The correct details for each rider (full name, nationality, team, UCI code and race number) should be entered into the computer package in advance; this facilitates the work of drawing up the classifications.

The classifications must be carefully checked by the finish judge and timekeepers before publication. Organisation officials then print out and distribute the results, making sure that the teams get copies.

Within two hours of the event, the President of the Commissaires' Panel e-mails the following documents to the UCI and the organiser's National Federation:

- provisional list of competitors and list of starters (for the first day for stage races only),
- event classification,
- stage classification,
- general classification (for stage races),
- intermediate classifications (king of the mountains, sprints, etc.) and special classifications (best young rider, combativity, etc.).

The organiser must provide the President of the Commissaires' Panel with the necessary human and technical resources.

D.3.3. OFFICIAL CEREMONY

The organiser should personally inform all riders required to take part in the official ceremony. The riders' team managers may also be informed.

- Some of the subsidiary classifications may be decided before the end of the stage. In this event, the team managers are informed by race radio before the finish. They are requested to ensure that their riders attend the official ceremony.
- Riders due to take part in the official ceremony should be taken to the area reserved for them (in the vicinity of the podium) directly after the finish. Several members of the organisation staff may be allocated to this task.
- The official ceremony should be held immediately after the finish. If this is not the case the media may not cover the ceremony. It is also not fair to keep the riders waiting too long as this can reduce their recovery time.
- The hostesses employed by the organiser as well as guests from the host town and partner organisations hand out flowers and other prizes to the winning riders and pose for photos with them. The official ceremony for all classifications should not last longer than 15 minutes.
- The official ceremony is also an opportunity to highlight the event's partners and special guests.

■ LEADER JERSEYS

Leader jerseys are not allowed in one-day races apart from a series leader jersey. In contrast, the organiser must provide leader jerseys for stage races, to be presented at the end of each stage. A jersey for the leader of the general classification on time is obligatory. Other leader jerseys may be worn by riders leading the other classifications: points, king of the mountains, young rider, combined classification, etc.

UCI regulations place a limit on the number of leader jerseys: a maximum of four jerseys for UCI WorldTour events and class HC and 1 events for Men Elite and Under 23; six jerseys for other events.

In order to avoid confusion, the organiser should make sure that the leader jerseys can be distinguished from team jerseys and UCI jerseys (Continental Circuit leader, World Champion, etc.). Leader jerseys are usually a plain colour to allow easy identification.

The leader in each classification is required to wear the corresponding distinctive jersey. If a rider leads more than one classification, the following order of priority of distinctive jerseys applies:



- **1.** general classification on time;
- **2.** points classification;
- **3.** climbers' classification;
- **4.** other (young rider, combined, etc.): the order of priority of the other jerseys is established by the organiser.

The organiser may require the next rider on a classification to wear the jersey if it is not worn by the leader of that classification. However, if this rider is obliged to wear the world champion's or national champion's jersey, or the jersey of the leader in a UCI ranking, cup, circuit or series, then the rider wears this jersey rather than the classification leader's jersey.



The organiser must have several different sizes of jerseys available. Aerodynamic leader jerseys and skinsuits must be made available for time trials. If this is not possible, the leading rider is allowed to wear his/her team jersey or skinsuit.

Advertising on the leader jersey is reserved for the organiser.

However, on the upper part of the front and back of the jersey, in a rectangle of 32 cm high and 30 cm wide, the lower 22 cm remains available for the use of the teams, against a white background. This arrangement also applies to the leader's skinsuit. Furthermore, the team sponsor's name can be displayed on a 9 cm band on each leg. A member of the organisation staff is responsible for putting the team sponsor's name on this reserved panel before the official ceremony. This can be achieved by using transfers, flock printing or self-adhesive stickers provided by the team.



If the organiser arranges a team classification, the riders of the team leading this classification are obliged to wear the corresponding distinctive symbol (e.g. race numbers with a different colour background, special cotton hats during the podium ceremony, etc.).



D.3.4. PRESS CONFERENCE

At the end of the podium ceremony of events in the UCI Women's World Cup, the leader of the individual ranking and the winner of the event are obliged to attend the press room for a maximum period of 20 minutes. If this room is too far away, the riders can be interviewed in premises near to the ceremony area. The organisers of events in the Men Elite category of the UCI WorldTour and the continental calendars may also impose this obligation by specifying it in the event's special regulations.

D.3.5. ASSESSMENT BY THE ORGANISER AND THE PRESIDENT OF THE COMMISSAIRES' PANEL

■ THE ORGANISER

After the finish, the organiser asks the commissaires, teams and organisation personnel if any problems were encountered during the day. It is essential, in particular during a stage race, that any problems encountered during the day, whether minor or major, are immediately rectified. If the event has run smoothly, this is an opportunity for the organiser to thank the staff, commissaires, partners and anyone else who has contributed to the success of the race.

■ THE PRESIDENT OF THE COMMISSAIRES' PANEL

At the end of the event, the President of the Commissaires' Panel gathers all the commissaires together and evaluates their reports. The President hears the commissaires' accounts and asks about any incidents noted during the race which merit a sanction.



- Before leaving the venue, the President of the Commissaires' Panel and the International Commissaires have a meeting with the organiser in order to discuss the positive and negative points of the event.
- In a stage race, there are several of these meetings, allowing the organiser to gather information. In this way improvements can be made for the remainder of the event.
- Any criticism by commissaires should be constructive. The organiser must be encouraged to develop the event.
- It is also recommended that the organiser keep in regular communication with the commissaires as a way of showing appreciation for the tasks that they undertake.

As explained in Chapter 2.C.6, the President of the Commissaires' Panel sends a race report to the UCI with an evaluation of the event. The race report is carefully studied by the UCI Sport and Technical Department. It serves as the basis for the promotion or relegation of the event.





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