

2009 BNS ROAD RACE ORGANIZER'S GUIDE



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Introduction

This document has been designed as a guide for organizers of road racing events sanctioned by Bicycle Nova Scotia (BNS). By establishing guidelines and standards for road events throughout the province, events will be run consistently and safely as required by the granting of a sanction. Although participants and organizers of events sanctioned by Bicycle Nova Scotia must abide by the National Road and Track Racing rules put forth by the Canadian Cycling Association (CCA) and the Union Cycliste Internationale (UCI), the additional guidelines within this package should also be followed. Any comments or suggestions concerning this package are welcome and should be forwarded to the appropriate member of the Nova Scotia Road and Track Committee (see Appendix 'A').

What is the Canadian Cycling Association (CCA)?

The CCA is a national sport and active living organization whose reasons for being are the development, organization and promotion of cycling in Canada. Their mission is based on the following principles:

- To promote cycling for competition, recreation and transportation
- To act as the governing body for cycling
- To represent and defend the rights of cyclists so that cycling for competition, recreation and transportation is a safe activity

The CCA, as the recognized affiliate of the UCI, international governing body for cycling, has the responsibility for the development and regulation of cycling in Canada.

The CCA through BNS will provide the following services to organizers:

- Provide the event sanction
- Provide insurance coverage
- Approve the course the day of the event, preferably earlier
- Assign the Commissaires

The CCA can be contacted at the following address:

Canadian Cycling Association

203 - 2197 Riverside Drive

Ottawa, Ontario

K1H 7X3

Telephone: 613-248-1353

Facsimile: 613-248-9311

general@canadian-cycling.com

What is Bicycle Nova Scotia (BNS)?

Bicycle Nova Scotia (BNS) is a provincial sport governing body affiliated with the CCA. It is responsible for the general administration and licensing of riders and securing access to CCA event insurance. Sanction application forms, registration forms, waivers, membership application forms and result sheets will be provided to an event organizer.

What is the BNS Road and Track Committee?

The Road and Track committee was established within BNS to oversee all aspects of road and track cycling in Nova Scotia. The committee is made up of volunteers in charge of the following positions: VP Road & Track, Secretary, Provincial Chief Commissaire, Provincial Chief Coach, Provincial Canada Games Coach (or Manager), Female Athlete Representative, Male Athlete Representative, Presidents of all affiliated Provincial Clubs or their designated representative and the BNS President (ex-officio).

A few of the mandates of the committee will be to assist organizers in the coordination of a provincial road and track racing calendar, keep track of results for points tallying, media exposure and upgrading, coordinate and select a provincial team, deal with member concerns and establish, direct, coordinate and evaluate any policies concerning Road and Track cycling and racing. Anyone wishing to become involved with the committee may do so by contacting a committee member from the contact list in the Appendix.

Image and Responsibility

The BNS is working to promote all aspects of cycling, particularly bicycle racing.

BNS Clubs and Race Organizers can help assure a bright future for cycling in a number of ways:

1. Be legal

Secure proper permits. Don't trespass. These warnings belabor the obvious to most responsible BNS clubs and race organizers, but they are worth mentioning because there are occasionally still a few illegal events publicized only by word-of-mouth. Some of these are training rides that have grown out of control. There is no place for scofflaw behavior, it just makes it that much harder for us to convince the authorities that we will respect appropriate bicycle regulations.

2. Ensure that races are properly organized and that racers respect key rules like the Center-Line Rule.

The best thing we can do to improve the safety of our road races and the public's perception of road cycling and road racing is to following the organizational rules that were put in place to protect the participants, organizers and the general public.

Legal Requirements of a Road Race

In order to host a road race, the following requirements must be observed:

1. You must apply for an Event Sanction from BNS
2. You must carry insurance for the event
3. Your event must have at least 2 commissaires, 3 is better
4. You must agree to respect the prize requirements for the type of race that you're holding
5. For mass start events like road races, you must obtain a road race permit from the Department of Transportation and follow their policy on bicycle races
6. You must follow the race organizer's guidelines presented in this booklet

The Event Sanction

What is a Sanction?

A sanction is the authorization given to an organizer by the CCA through BNS to hold an event. The sanction recognizes the organizer and automatically protects them under the CCA insurance policy.

A sanctioned event allows all BNS and CCA members to register for the event, and indeed, UCI members from other countries upon presentation of their license.

The implication is that any Canadian Citizen with a valid UCI endorsed race license, is permitted to register at your race in the category specified by their license. Should they not have their license with them, they must purchase a 1-day event license. No Exceptions. The highest classification in which 1-day event license holders may register is 'Sport'.

A sanction can be withdrawn or modified if, in the opinion of the BNS or the CCA, the sanction holder does not respect the conditions under which it is granted or does not respect the responsibilities and agreements of terms of the sanction or takes actions that are felt to be in contrary interests of the development of cycling in Nova Scotia and / or Canada.

Why your event should be sanctioned?

When a sanction is granted to an organizer by BNS, the organizer is guaranteed the following:

- Event insurance coverage
- Provincial calendar listing (if sanction is received in time)
- Lack of conflict with most other provincially sanctioned mountain bike events

In return, the organizer must run the event according to the current rules and guidelines set by the CCA and BNS.

The event insurance coverage obtained by an organizer with an approved sanction guarantees coverage through the CCA providing the event is run according to the current rules and guidelines set by the CCA and BNS. The coverage is third party liability with small deductible for which the participant is responsible in the event of an incident. All organizers, volunteers, marshals and club members are automatically covered. Sponsors, landowners and municipalities will also be insured at no extra cost if they are named as co-insured on the sanction form prior to the event. Greater detail of the insurance coverage may be obtained from BNS.

How to sanction your event

In order to receive a sanction for an event, the organizer is required to send in a completed sanction application form and a cheque for \$150 for a BNS points series race, and \$125 for a BNS non-points series race. All cheques must be payable to "Bicycle Nova Scotia".

A sanction form is posted on the BNS website.

Mail completed forms and payment to:

Bicycle Nova Scotia
5516 Spring Garden Road, 4th Floor
Halifax, N.S. B3J 1G6

To guarantee that the sanction is considered and that the event is part of the provincial series, the form and cheque must be received by March 30th of the current year. All sanction applications must be made at least one month prior to the planned event.

Insurance

All BNS sanctioned events are covered by the CCA insurance policy. The organizer should include all names of people, places and organizations that he/she wants covered by insurance on the day of the race, including “Nova Scotia Department of Transportation and Public Works”, a minimum of 50 days prior to the event in order to have them included on the insurance certificate. The insurance certificate will be faxed to the organizer from the provincial office, the Road VP, or another party designated by the Road VP and/or Board of Directors. All riders participating in the event must have a one event membership permit or a full CCA license.

Commissaires

At least 2 road officials / commissaires, licensed by BNS (or another province) must be present at all sanctioned road events held in Nova Scotia. It is the official’s role to ensure that all CCA, BNS and Road and Track Committee rules and guidelines are followed by the race organizer and participants of the event. If rules are broken, or the safety and fairness of the competition are compromised, it is the official’s responsibility to suggest changes to the appropriate people and ensure that they take place. The Chief Official also makes unbiased decisions in cases of rider protests and has the power to delay or cancel an event if required changes are not made.

Ideally, the official’s role should be that of an observer when all rules are followed and a safe and fair competition takes place.

The race organizer must ensure when applying for a sanction, that a licensed commissaire will be present at the event. They should also communicate with the officials a few weeks prior to the event and are responsible for providing them with transportation or \$0.34 / km, and lunch or a meal allowance of \$10.00 for the event.

Duties and Responsibilities of a Nova Scotia Road Commissaire

It is the duty of the chief commissaire to oversee the running of the event, its adherence to the rules and regulations of the CCA and BNS, and ensure the safety of the participants, volunteers and spectators.

1. Coordinate with the race promoter / organizer and confirm the location and starting time of the event.
2. Inspect the race course. If possible, do so with the organizer either before the event or early enough on race day to provide time for any possible course changes or modifications that you think are necessary.
3. Before any race can begin, make sure the following have been provided:
 - a. Registration for participants, including the signing of a waiver
 - b. Recognized first aid personnel on site

- c. Sufficient personnel present for marshalling, time keeping and scoring of the event
 - d. A feed zone has been provided and is clearly marked
 - e. A course map has been posted in at least one obvious location
 - f. An emergency action plan has been filled out, clearly posted and distributed to volunteers and first aid personnel
 - g. In the case of a Time Trial, that participants bikes have been checked for correct time trial dimensions
 - h. Check Junior's Bikes for the correct gearing (currently 7.93 meter rollout limit).
4. Prepare a pre-race briefing to be given at the start of each category's race. It should include the following:
 - a. You are responsible for your own safety and knowledge of the rules and course
 - b. The basic rules: helmet, center-line rule, et cetera
 - c. Any unique rules pertaining to that day's events
 - d. Location of any hazards on the course
 - e. Location and operation of feed-zone
 - f. Number of laps for the event for each category
 - g. Location of first aid
 - h. Hazards of the sport
 - i. Inform the finish line if you choose not to finish
 5. Confirm that each rider is wearing an appropriate helmet fastened securely and that each rider has a race number securely fastened in the appropriate position.
 6. Be present for all starts and finishes
 7. The race organizer is responsible for providing you with a suitable meal during the course of the day, or a \$10 food allowance; don't hesitate to collect.
 8. The race organizer is responsible to provide the commissaire with mileage/travel compensation of \$0.34 per km for your round trip. The commissaire can decline this at their discretion.
 9. Ensure that a final prize list is posted –prior- to any prizes/awards being given out. As well, ensure that the race organizer has followed the prize policy in this guide (gender equity, etc.).
 10. If time permits, at the end of the day's events, take time with the organizer to complete the official's report and the race official evaluation report.
 11. Log any incidents or penalties given, especially accidents where first aid is administered.

Your Responsibilities to your Commissaires

All Nova Scotia road events must pay an honorarium plus travel, food and accommodation expenses to at least two qualified, licensed road commissaires, whose role it is to enforce the BNS / CCA Road and Track Regulations and to ensure that the competition is conducted fairly.

The costs in getting a single commissaire at an event are as follows:

Honorarium: \$100 / day (chief commissaire for event)
Food: \$10.00 / day for lunch, or a meal supplied to them
Transportation: \$0.34 / km
2nd Commissaire: \$75 / day + food + transportation

To help reduce costs, the organizer may choose to billet the commissaire and / or provide them with food.

Any questions regarding commissaires or their assignments should be directed to the Provincial Chief Road Commissaire.

BNS Award & Prize Policy

Prize Policy

This system must be adhered to by organizers who are holding BNS Provincial Road Series events.

All categories must receive at least medals, and the top 3 of every category must be recognized, even if there are only 3 participants in the category.

Race organizers are not required to give out any cash prizes to any categories. However, if they should decide to, then they are required to recognize gender equity. As well, with regards to gender equity, the organizer need only give out equal cash awards to the top 30% of the field.

Example:

If a given category is awarded prize money, and there are 10 males and 10 females, the organizer needs to give the same prize amounts to the same placings for each gender. If there are 10 males, but only 3 females, the organizer need only give the top female a cash prize (equivalent to the top male), and medals to the remaining two females. Of course, the organizer is welcome to give prize money out to all three females in this case if they like, but it is not a requirement.

Awards Ceremony

Awards for all events should take place as soon as possible after all racers have finished, protests are resolved and results are official. As mentioned above, prizes should be pre-sorted and labeled in order to avoid confusion and save time, and the prize list must be posted prior to the awards ceremony.

The awards ceremony is also a good time to thank all the people who helped in the event – volunteers, sponsors, land owners, participants, et cetera. Be sure to do so! Having draw prizes may help keep riders and spectators around for the awards ceremony.

D.O.T. Permission – The Road Use Permit

Most race organizers typically have a race course in mind when they apply to host a bicycle race. However, when BNS grants an event sanction, it needs to know that the Nova Scotia DOT has issued a permit that allows the race to happen – this gives reasonable assurance that the event will go ahead and won't be cancelled because last minute approval for a race couldn't be obtained.

The entire DOT policy guide is in Appendix

Other Requirements

Emergency Action Plan

It is the event organizer's responsibility to distribute a completed Emergency Action Plan form (included with this guide) and a map to the nearest hospital to volunteers and first aid staff who may be called upon to deal with an emergency. The chief official will check to see that this is done. Copies of the form must be available upon request at the event and should be posted.

First Aid

It is a good idea to have a team of qualified First Aid personnel on site during all formal training periods and for the full duration of the event. For large events, it's a good idea to have an ambulance on site as well. With ample notice, the Canadian Ski Patrol System is an excellent first aid resource. Occasionally, local fire department or paramedical personnel can be tapped to volunteer for the event.

The details of any race incident involving injury or treatment by the first aid personnel must be sent to BNS following the race.

Several days in advance, the local ambulance service and closest hospitals must be notified of the date and time of the race and of the best route to get to the race site.

Race Schedule

The schedule you set for event day should be posted in the registration area and followed. You cannot arbitrarily decide to abandon the race schedule; it's your only tool for making sure that participants and volunteers are in the right place at the right time.

Course Preparation / Approval

The race course should be fully marked and ready at least several hours before the race. This gives racers a chance to pre-ride it and the chief commissaire a chance to drive it. It

also gives you a chance to fix any problems that the Chief finds with the course. If the Chief Commissaire still finds the course deficient just before the race, he/she can choose to cancel the race. Further, if any signage mandated by the DOT is not in place, the police officer(s) assigned to your race can revoke your road permit on the spot.

If this is the first time a race course has been used, BNS must approve the general route and layout of the course well in advance of the event. As well, the proposed registration area and awards ceremony facilities and arrangements for volunteers, prizes, et cetera will also need to be approved in principle. This will all involve a site visit from the Provincial Chief Commissaire / Technical Delegate. Be sure to give yourself lots of time to get the course and site properly prepared.

Communication

A reliable form of communication is needed to connect the Commissaires, Course Marshals, Organizer and First Aid personnel. Radios are the usual means of accomplishing this, though cell phones can be used in a pinch if they can be proven to work reliably. It is often possible to borrow or rent radio gear from fire departments or other similar organizations.

Volunteers

Volunteers are the key to the success of your event so you need to make sure you have enough. Remember: Commissaires are NOT volunteers. Recruiting volunteers should be done well in advance of the event (at least one month). Clubs and schools could be used to get people to come out and help. Call the local Boy Scout Troop of your area, they are usually willing to help out if given enough notice (weeks to months in advance).

Specific tasks should be assigned to each volunteer so that they can have a sense of purpose. Make sure they know exactly what they should look for if they are course marshals. Tell them the race rules and emergency procedures. Let them know well in advance what they should bring to the race (bug repellent, rain gear, et cetera).

Volunteers serving as course marshals must be on the course during all formal training periods and for the full duration of the race.

You are also responsible to provide your volunteers with any equipment needed to do their jobs and some sort of snack or bag lunch to get them through the day.

It is a good idea to reward volunteers (t-shirt, draw prize, et cetera). It is also a good idea to provide a letter of reference if they request one. Feed them every meal time. You should ask what they want before you serve as some are vegetarians or have allergies.

The more organized you are and the better you treat your volunteers, the better the chance that they will come back next year and help you again.

Course Marshals

Be sure that marshals know what they are there for. Things to mention before the race starts are:

1. Tell racers which way to go as they approach.
2. Warn racers of upcoming obstacles/hazards on the course.
3. Warn on-coming motorists about the race
4. Ensure the rules are being followed (nobody is cutting corners / taking shortcuts / receiving food or technical assistance)
5. Communicate with First Aid personnel when needed

Maximum Entry Fees

For BNS Provincial Road Series Events, the most that an organizer may charge for his / her own event fee is \$50 per race.

Note: These represent the maximum chargeable entry fee by category; be warned however, if you're going to charge the maximum, participants will expect a superbly organized race that gives them excellent value for their money. Don't charge for what you can't offer.

If your race is not a provincial points series event, then you may charge whatever you like as an entry fee. This should be directly tied both to the cost of the event and to the value provided to participants. If you charge too much for what you're offering, nobody will come.

Paperwork / Fees

Remember to remit paperwork such as One-Event Licenses and Race Results and any fees like One-Event License Fees, race number fees, etc. to BNS the week after the race.

Preparing for the Race

The purpose of this section is to lay out a checklist and procedure for successful race preparation.

Aspects of Organizing a Race

The event organizer shall be in overall charge of the event, though the chief commissaire has the final say with respect to safety concerns on the course, starting protocol, penalties and interpretation of the rules. The organizer's duties and responsibilities include but are not limited to:

- Understanding the CCA and BNS Road Race Regulations
- Applying for and securing a provincial sanction and insurance for the event
- Promotion of the event
- Securing a road use permit from the Nova Scotia DOT
- Course preparation and safety which includes but is not limited to:
 - o Marking the course clearly using signs
 - o Marking the corners clearly
 - o Marking or removing hazards (e.g. potholes)
 - o Providing qualified medical personnel and supervising aid stations, fulfilling all criteria on the Emergency Action Plan form before race day and submitting the completed form to the chief commissaire
- Supplying all marshals, volunteers and staff
- Arranging for cars / motorcycles to carry the commissaires and for a broom wagon
- Coordinating registration which includes but is not limited to: processing entries, one-event memberships (including waivers and parental waivers for those under 18) for one event memberships, collecting entry fees, selling number plates on behalf of BNS
- Providing event timing (equipment and staff available from BNS)

Pre-Race Organization

The following must be completed by a race organizer in the months and weeks prior to the event:

- Select a suitable race site and obtaining a road use permit
- Send a completed sanction form and cheque to the address found in the 'Sanction' section of this guide
- While not –required-; Produce pamphlets for the event and send them to bicycle shops in the appropriate areas at least three weeks in advance. The pamphlets should include information on the name, sponsors, date and location of the event,

- recognized categories, registration times and fees (the option to pre-register should be made available), course descriptions, distance / time of races (by category), directions to the event (map), phone contact / e-mail contact for information, and some basic reminders (bring water, helmets, license, et cetera).
- Secure a suitable form of first aid for the event. St. John's Ambulance is usually a good source for on-site first aid, as is the Canadian Ski Patrol. They must be contacted at least a month in advance and require an honorarium to help cover their expenses.
 - Obtain necessary materials from the list below.
 - Obtain all necessary forms (or copy them from this guide) and become familiar with them so that things will run smoothly during the event.
 - Communicate with the chief official for the event a few weeks in advance to confirm their attendance and if possible, plan a time for the official to inspect the course prior to the event.
 - Observe the BNS prize policy
 - Make a map of the course (to post in the registration area), well marked with potentially dangerous areas and areas where first aid is available.
 - Contact all required volunteers prior to the event and brief them on their responsibilities. Ensure that they understand their job and are able to get to the site early.
 - Mark the course before the event with all the required signs and hazard warnings. Plan to have course marshals present at potentially dangerous areas and have them well marked.

Materials We Highly Suggest Race Organizers Have

- Signs for finding the event, registration, start, finish, feed zone, "race in progress" (for traffic if necessary), et cetera.
- Signs for the windows of the commissaires vehicles
- Tables, chairs and some form of shelter for the registration area and finish line.
- Pens, clipboards, stapler, tape paper and all necessary forms from this guide.
- 2 stopwatches
- Measuring tape
- Bell / whistle
- PA system for registration area
- Number plates (provided by BNS for most sanctioned events)
- Zip ties
- Garbage bags
- Extra drinking water (and food, if possible, especially for volunteers)
- Communication system (two way radios) for course marshals and officials
- Bug repellent, sun screen and rain wear if necessary

Cost and Sponsorship

It is important that you budget for your event to ensure its financial success. To get an idea of what to include in this budget, look at the checklist in the appendix. Other costs not apparent on that checklist may include but are not limited to: advertising, printing, phone bills, officials, mailing costs, facility and toilet rental, vehicle usage and gas for generators or vehicles, paying police to supervise intersections, etc.

Organizing Your Event: A Step By Step Guide

Here is a checklist of things to do in the months, weeks and days leading up to your event. Photocopy this table and stick it in a prominent location.

Activities	Initiated	Complete / Confirmed
12 Weeks Prior		
Survey course		
Obtain road use permit		
Obtain sponsors		
Promote event		
Send in fees for sanction and insurance (by March 1 st , if your event is a points race, 30 days in advance otherwise)		
Notify BNS of co-insured (on sanction form)		
Notify local residents by public means (newspaper ad, etc)		
Arrange for volunteers (marshals, registration staff, etc.) and confirm officials		
Arrange for facilities (washrooms, post race activities, shelters for registration / finish line areas and possibly lap counters)		
Arrange to have time keeping personnel on-board for the race		
4 Weeks Prior		
Confirm arrangements with DOT / Police		
Confirm volunteers, marshals, officials		
Notify local media		
Arrange for first aid attendants		
2 Weeks Prior		
Submit sponsor information for insurance certificate		
Meet commissaire pending any questions on rules		
NOTIFY MEDIA		

ARRANGE FOR COMMISSAIRE / BROOM VEHICLES & DRIVERS		
1 Week Prior		
Obtain from BNS the sign-on sheets, membership forms, waivers, etc (all documentation should be contained in this guide)		
Prepare course, remove dangerous objects		
Confirm course with commissaire		
Meet with volunteers and marshals		
Confirm first aid attendants		
Make emergency plan and course map		
1 Day Prior		
Survey and mark the course		
Check that supplies are ready for event day (sort / label prizes, swag, et cetera)		
Check on post event activities (facilities, media, et cetera)		
Event Day – Early Morning		
Pay commissaires		
Brief commissaries and marshals		
Check over course and set up start / finish areas and feed zones		
Set up registration area and water station		
Establish first aid stations		
Conduct registration		
On the Start Line		
Have commissaire conduct a roll call and numbers check (make sure racers are wearing approved safety gear, helmets)		
Conduct pre-race briefing (explain course, number of laps, hazards, overall danger of the sport, ask if there are any questions)		
During Event		
Check on volunteers, marshals, first aid stations		
Arrange for marshals at finish line		
Check that lap counters note participants that drop out		
Feed volunteers, marshals, other support staff		

Post Event		
Sweep course, account for all participants		
Tally results and awards, and post for all participants		
Conduct awards (pending any protest)		
Clean course		
Inform media of results		
Thank sponsors and volunteers		
Post Race Information Required		
One Event Memberships		
List of names of people who took one event memberships		
One event membership & number plate fees (one cheque, no cash) prepared to submit to BNS.		
Race Incident / Infraction Sheets		
Provide Full, Legible results with finish times for all categories to BNS Office / Web master		

Preparing the Race Course

Be sure to see the Appendix on Course Marking for guidelines on how to effectively mark a course and make it safe.

Race Site Selection

When selecting a site for an event, the primary considerations are the amount of traffic / number of intersections on the course and on the condition of the road. Due to the current DOT regulations concerning road use permits, it is wise to incorporate the least used roads possible into your course. Choosing a course that minimizes the number of intersections also minimizes the number of police officers necessary to supervise the race.

As well, having a course with pavement that's in decent condition is very important to the safety of the pack.

Considerations for Road Races

The usual format for a Road Race is that of a mass participation event with no more than 200 riders. The course may be multiple laps of a short course, or a single long point-to-point course. The maximum distance of the race for each age category is as follows:

U13: 10 km

U15: 25 km

U17: 60 km
Junior: 140 km
Under 23: 180 km
Senior: 200 km
Masters A: 150 km
Masters B: 120 km
Masters C: 80 km
Masters D: 50 km

Specific requirements for this type of course include:

- Fixed feed zones located on the right side of the road, feeding only allowed on laps determined by the college of commissaires
- On point-to-point courses, no feeding allowed during the first 50 km or the last 20 km
- The riders must be subject to a start briefing including a reminder of the conditions of the sanction (i.e. the DOT road use permit) and a reminder of specific rules such as the center-line rule
- Gear restrictions for youth categories will be enforced according to the table found in the CCA rulebook.

Specific Rules for Road Races in Nova Scotia

Rule 1.0: The Center-line Rule: Any racer seen to cross the center-line of a road, for whatever reason, shall be immediately disqualified from the race, and the incident reported to the Road and Track Committee. A repeat occurrence later in the season will result in suspension and a \$500 fine. A third occurrence will result in disqualification and a 1-year suspension.

Rule 2.0: Un-marshalled Intersections: Any racer seen to disobey a stop sign or red traffic light at an un-marshalled Intersection will be immediately disqualified from the race, and the incident reported to the Road and Track Committee. A repeat occurrence later in the season will result in suspension and a \$500 fine. A third occurrence will result in disqualification and a 1-year suspension.

Considerations for Time Trials

A time trial is an individual effort race such that each racer completes the same course; racers in each category are started at 1-minute intervals. The finish order ranks riders from fastest finish time to slowest.

The maximum distance for each age category is as follows:

U13: 2 km

U15: 5 km
U17: 15 km
Junior: 70 km
Under 23: 80 km
Senior: 100 km
Masters: 70 km
Junior Women: 30 km
Senior Women: 50 km

Practically speaking, the layout of the course tends to be “out and back” with the start and finish at the same area on opposite sides of the road. This means that there must be a turn-around at the halfway-point for each category. The halfway point must be supervised such that racers are prevented from crossing the road in the event of on-coming traffic.

Though more difficult to plan logistically, a point-to-point course with no turnaround should be used if possible; it is safer for all concerned.

The course shall be marked such that signs indicating 5km to go and 1 km to go are included on the course. As a courtesy to riders, a sign giving 500 m advance warning of the turnaround is a good idea, though not required.

Specific Requirements

- There shall be no feeding during Nova Scotia time trials.
- The course should be well marked according to the CCA Rulebook
- The course should include distance marking signs.
- The course need not include a start ramp
- Finish times will be taken to the nearest 1/10 of a second
- The organizer should supply at least 1 neutral assistance vehicle / sag wagon to continuously sweep the course

Specific Rules for Time Trials in Nova Scotia

Rule 1.0: Following Vehicles: In no circumstances shall following vehicles be allowed other than the organizer supplied neutral support / sag wagon(s).

Considerations for Criterium Races

The Criterium is a road race run on a circuit closed to traffic, scored according to one of the following methods:

1. Classification at the finish on the final lap
2. Classification on the basis of the number of laps covered and the number of points obtained during the intermediate sprints

The dimensions of the course are such that it shall measure between 800 and 10,000 metres. Generally speaking however, the best criterium courses tend to be fairly short – under 2 km. The maximum race distance should be governed based upon the maximum road race distances for each category and the following table:

Length of Circuit	Maximum Race Distance
800 – 1599 m	80 km
1600 – 2999 m	110 km
3000 – 3999 m	132 km
4000 – 10,000 m	150 km

Specific Requirements

- No Feed Zones
- No free laps (due to accidents, flats, etc.) in the last 5km of the race.
- No chase vehicles
- The course must be entire closed to traffic

Considerations for Stage Races

A Nova Scotia stage race will be run over a minimum of two days and will be scored with a general time classification. The events allowed in the stage race will be any combination of road races, individual time trials or criterium races.

A prologue, if used, must be under 8 km in length and be run as an individual time trial. The prologue counts towards the General Classification. If a rider fails to finish the prologue due to equipment failure or accident, he/she shall be permitted to complete the stage race and will be awarded the same prologue finish time as the slowest rider to complete the prologue.

The stage race will otherwise follow the CCA rulebook for stage races. Further, the Nova Scotia Provincial Rules and CCA Rules for road races, time trials and criterium races will apply to each individual stage.

Specific Rules for Nova Scotia Stage Races

Rule 1.0: Participation: Participants in a stage race must participate in all events. Riders can not register for just one or two events in the stage race.

Race-Day Administration

Once race-day arrives, the majority of your preparation should be complete. The course should be marked and approved, all of your volunteers and first aid personnel will be arranged and on-site, the prizes will have been assembled and the facilities prepared.

Arrive at the site early (at least 2 hours before registration) in order to set up the registration area, brief volunteers and check that the course is completely marked. Be sure to have all necessary materials on hand and plenty of forms. A copy of the CCA Road Race rules and this guide should be posted in the registration area. Signs should be posted denoting lines for the different categories and event license purchase and their applicable fees.

Further, a race schedule, prize list (this can be posted after the race if need be, but must be posted before prizes are handed out), course map and the emergency action plan should be posted in the registration area.

Registration / Sign-In

Before the race can begin however, one further detail awaits: Race Registration and Sign-In.

If possible, it's a good idea to allow racers to register before race-day. The fewer people that need to register on race-day, the easier your job will be. In fact, larger national races do not allow race-day registration at all; the only registration function permitted on race-day is sign-in. Depending upon the nature of your race, you may want to limit the event to pre-registration only.

However you choose to handle registration, know this: Registration is the single most vital organizational function of the race. If registration is poorly organized, the race will not start on time. Further, the results will be full of errors. A good race outcome depends on good race registration. The more thought and effort you put into your registration process, the better things will be.

Here's a sample race-day registration procedure that has been proven to work:

Suggested Registration Procedure

The following is a suggested system for registration at a cycling event. It has been tested and proven to work in the past and is capable of handling an attendance count of 60 – 150 people. This is by no means the be-all and end-all of race registration. If you have a preferred, proven system that meets your needs, by all means use it. However, this system does work, so feel free to adopt it as your own.

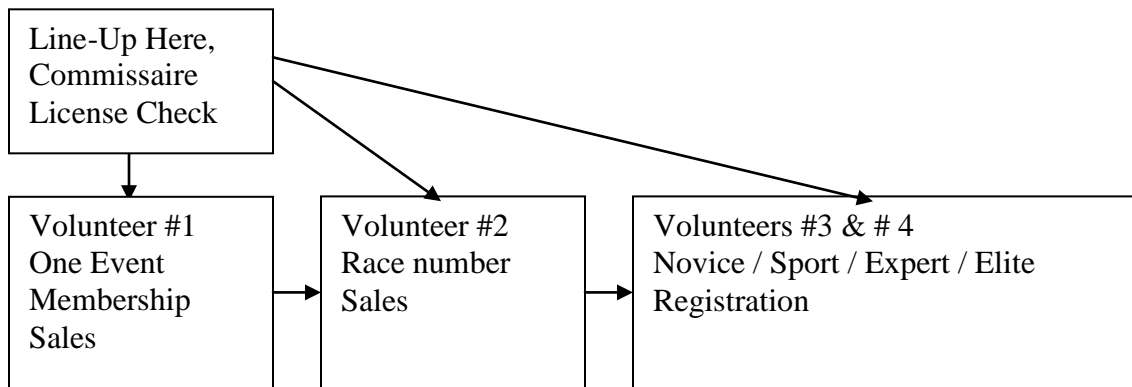
Personnel Required

- A minimum of 4 people to work the registration desk, with access to the Chief Commissaire or Assistant Commissaire
- A commissaire to observe and answer questions / assist in set-up and to Check Licenses

Materials Required

- 2 tables, 6 feet in length or some other surface that can accommodate registration
- 4 chairs
- 10 pens, 6 pencils
- a minimum of 3 clipboards
- BNS Registration and Waiver forms, minimum of 20 (probably need a few more)
- BNS Single Event License Forms
- If a building is not available for registration, then a large tent or some other cover must be provided
- Race numbers, safety pins

Registration Table Set-Up



Registration Procedure

The tables are set up in such a way (see diagram above) as to allow a steady stream of traffic for the registrants. This will be explained step-by-step below. It makes more sense when you are actually doing registration that when you are sitting down reading about it, but it does work.

Arrows or signage directing traffic from table to table as racers approach will help to move things along smoothly and answer many questions that racers might have. If you're expecting many racers, you may distribute a registration rule sheet concerning which

documents racers must produce and which categories they're eligible for at the entrance to the registration area, so they have something to read while standing in line.

Step One

The racer approaches the commissaire at the license check table. If the racer does not have a license, he/she goes to the one event license table. If he does, he / she picks up his plate (and pays \$5 for this if it is not their first number for the year, or if they are racing on a one day license) and then registers or simply proceeds to registration if he / she already has their plate. In all cases the commissaire writes the category in which the person is to be registered and their club name on a piece of paper or post-it note and gives it to them to show to the registration staff. See the next section for more information on Race Licenses.

Step Two

The racer moves to his / her right and Purchases a one-event license, if needed.

These are sold for **\$25**. This money should be kept separate from all other registration funds and mailed to Bicycle Nova Scotia in the form of a cheque payable to Bicycle Nova Scotia.

A person CAN NOT register in any category other than Cat 4 or Novice on a one-event license.

Give the completed one-event license form to the racer for delivery to the category registrars at the final station.

Step Three

The racer approaches the left side of the registration desk. He/She does not have a license or number plate. The Racer purchases a race number. All numbers are \$5 and **non-refundable**.

A sheet inside the number plate box indicates which plates are given to what category.

You must keep a list of number plates sold. The racer's name should be registered on this list, as well as the number of the plate issued. The list will help you and future organizers keep track of competitors who may not have done registration properly.

The \$5 fee for number plates should be kept separate from all other registration fees and submitted to Bicycle Nova Scotia in the form of a cheque payable to Bicycle Nova Scotia.

At this point, a map of the course and a list of start times should be present. This will help save the hassle of people asking you millions of times what their start time is. No joke.

A racer who already has a number plate / license may be in the line in order to upgrade to a higher category. As a note, any upgrade requests must be accompanied by a letter from BNS or from the racer's Provincial Association giving permission for the upgrade. No letter, no upgrade. The commissaire has final say over all upgrade requests.

Step Four

The racer moves to the right to the final station and hands his category post-it note or completed one-event license form to the registrar responsible for his / her category.

From the BNS License, the volunteer can fill out all of the applicable information (Name, Club, License #). The volunteer must ask the racer what his or her plate number is at this point. You may also ask for a photo id to verify that the person presenting the license is indeed the license holder.

For people racing on one-event licenses, enter 'O.D.' in the license number column.

Important: One-Event License holders ARE ONLY allowed to race as independents. No club affiliation is permitted. Also, a list of currently affiliated clubs should be available to registration staff. Only the clubs listed on the note written by the commissaire may be listed in the results.

The racer must sign their signature in the Sign-On column. It is not necessary to 'Sign-Off' at a mountain bike event.

You may want to have 3 volunteers for this station, as it will have the longest lines.

From here, the racers move away to the right to receive any free swag you may have provided for them.

At this station, all racers pay the organizer's fees, if any.

Race Timing Setup

At some point the people who are doing race timing will need to enter the participant data into the timing system. In order for them to be ready to time the race, this is best done as registration progresses. As such, the timing people should be present at the registration area in order to get their data entry done.

Some Additional Notes

This isn't as complicated as it looks, providing that you have all mentioned materials and that you've taken some time to train your registration volunteers in this procedure.

If you intend to use registration volunteers as course marshals, obviously, registration must be complete before any races begin.

Experience has shown that the one-event membership station has the slowest moving line. You may wish to have additional license application forms and pens available at the registration area entrance.

Select registration volunteers that have legible hand-writing. This is the most important piece of advice that we can possibly give, as the race scoring lists are made from the results of the registration documents. Confusion caused by lousy hand-writing will definitely come back to haunt you when trying to figure out who won.

As final registration requires a plate number, be sure to sell the number plates first.

Be sure to have at least 4 volunteers for registration; nothing slows the process down like having too few volunteers.

Preparation is the key; have all the materials mentioned above in place and your volunteers trained and things will go surprisingly smoothly.

Good luck and remember: it's supposed to be fun!

If you have any questions regarding race preparation procedures, forms or guidelines please do not hesitate to contact the BNS VP of the Road and Track Sector for more information. You can find out who this is in Appendix 'A' of this guide or by contacting Ike Whitehead, the BNS Administrator at Sport Nova Scotia at 902-425-5454, extension 316.

Race Categories

All provincial series races should offer the following categories.

If less than 3 participants show up for a category, the participants in that category will either get their money back or will be given the opportunity to race with the next most difficult category.

Note that these categories do not necessarily conform to the CCA / UCI category that is printed on a racer's license. We have combined some of the categories to reflect the realities of the racing demographic in Nova Scotia. Be sure that your registration staff understands which National License Codes can register for a particular category (mentioned below).

Nova Scotia Road Race & Time Trial Categories

(Note '1-Day' refers to a One-Event License)

Nova Scotia Category	Age Range	Allowed License Codes
Open Beginner 19+	19+	XSB, 1-Day
U13 Male AND Female	10 – 12	XU13, 1-Day
U15 Male	13 – 14	XU15, 1-Day
U15 Female	13 – 14	XU15, 1-Day
U17 Sport Male	15 – 16	XU17S, 1-Day
U17 and Junior Sport Female	15 – 16	XU17S, XJS, 1-Day
U17 Expert and Junior Sport Male	17 – 18	XU17X, XJS, 1-Day
U17 Expert and Junior Expert Female	17 – 18	XU17X, XJX
Junior Expert Male	17 – 18	XJX
Senior Sport Male	19 – 29	XSS, 1-Day
Senior Sport Female	19 – 29	XSS, 1-Day
Open Expert Male, 19 – 39	19 – 39	XSX, XMX
Master Sport Male, 30 – 39	30 – 39	XMS, 1-Day
Master Expert Male, 40+	40+	XMX
Master Sport Male, 40+	40+	XMS, 1-Day
Master Sport Female, 30+	30+	XMS, XMW, 1-Day
Open Elite Male	17+	XJX, XSX, XMX, XSE
Open Elite Female	17+	XJX, XSX, XMX, XSE

Road Race / Criterium – Number of Laps

One of the things that you'll do in conjunction with the Chief Commissaire is to determine the number of laps that each category will do. In order to do that, you'll need to know the length of the race circuit and the maximum distance allowed for each category. If the course is particularly difficult with many hills, it may be advisable to have each category do less than the maximum distance. The maximum distances are found above in the sections providing details concerning each type of race.

Gear Restrictions for Youth Categories

While registration is going on, the assistant commissaires and several volunteers should set up a station to measure the gear ratios of all racers age 18 and younger.

The gear restrictions for each category are found in the following tables:

Junior Racers (17 & 18): Maximum Chain Gear Ratio: 7.93 m

Under 17 Racers (15 & 16): Maximum Chain Gear Ratio: 6.94 m
Under 15 Racers (13 & 14): Maximum Chain Gear Ratio: 6.00 m
Under 13 Racers: Maximum Chain Gear Ratio: 5.60 m

In general, this means:

Juniors: 52 tooth big ring, 14 tooth rear cog = 7.93 m
U17: 52 tooth big ring, 16 tooth rear cog = 6.94 m
U15: 45 tooth big ring, 16 tooth rear cog = 6.00 m
U13: 42 tooth big ring, 16 tooth rear cog = 5.60 m

Basically, this means that a 700c bicycle wheel in the gear selection 52 x 14 will travel 7.93 metres for every complete revolution of the crankset. So, to check this, have each rider place their bike in their lowest gear. Mark lines on the pavement 7.93 m, 6.94 m, 6.00 m and 5.6 m apart. Have racers place one crank arm perpendicular to the ground (90 degree angle). Have them place the center of their rear hub on the start line, then push the bike backwards in a straight line to the finish mark. If the crankset makes a complete revolution or more by the time the finish mark is reached, then the gear combination is legal. If not, the racer must block out one or more of their cassette gears and take the test again (done with derailleur limits).

If someone has a different gear ratio than above, it may be legal; consult the distance table in appendix 2 of the CCA Rulebook.

Bike Measurements for Time Trials

If the race is a time trial, then every participant must have his/her bike measured to ensure that it falls within the dimensional limits of a time trial bike.

During registration, the commissaires and several assistants must set up and operate a bike measurement station. The dimensional criteria are found in the CCA Rulebook. The equipment needed includes: a meter stick, a level and a plumb line.

Guidelines for Combination of Categories

Occasionally due to low attendance in a category, it will be necessary to combine categories together at the start line at a Cross Country race. Here's how:

Note: Category denotes an age group, sub-category denotes a skill level

1. Three or more riders in a category: When 3 or more riders in a specific category show up at the starting line, they will be recognized as being in that category and must be listed separately in the results. If there are 3 to 10 riders in a category, it may be combined with another category. If there are more than 10 riders, it may not be combined, but categories with less than 3 riders may be combined with it.

2. Less than three riders in a category: If there are less than 3 riders in a category, they must be combined with another category. The riders must be told this prior to the start of the race. If possible, give the competitors the option of which category they should be included with. When combining categories, combine them by skill level (example: senior novice would be mixed with senior sport). When combining by skill level, they must be combined with the next most difficult skill level. If you still don't have 3 riders in a sub-category, then combine by age (example: combine veterans with masters).
3. Ideally, there should be about 10 - 20 riders at minimum in each heat / category.

Licenses

Before registering to compete in a sanctioned cycling event in Nova Scotia, a participant must present a valid road racing license recognized by the UCI (license may be from other provinces or other countries) or purchase an event license on the spot. There are no exceptions for BNS General Members or Road Racing License Holders.

It is the race organizers' responsibility to have sufficient quantities of event license forms on hand for registration. A sample for copy is included in this guide and may be obtained from the BNS event coordinator or Ike Whitehead at Sport Nova Scotia. Event license forms must be signed by the participant or a parent or guardian if the participant is under 18 years of age. Participants purchasing a one-event license can only race in Cat 4 or Novice.

Licensed Riders

In co-operation with the one of the commissaires, it is the organizer's responsibility to check rider's licenses. If the competitor does not have a license and the commissaire can not verify that they are licensed the competitor must purchase a "one-event" license. No exceptions.

Basically, the commissaire is verifying that the person presenting the license is the person on the license and that they are registering for a category allowed by their license (see the tables above for the License Category Codes that can register for each race category).

Here is a list of licensing rules. This should be supplied to and discussed with ALL registration staff, to be sure they know and understand it. Ideally, license check will be carried out by the assistant commissaire at the first station.

Nova Scotia Riders:

Must present a license card. The card will describe their category and age classification. If a Nova Scotia rider doesn't supply a license, but claims to have one, the Chief Commissaire should be consulted to see if he knows the rider; if the Chief Commissaire

can state for certain that the rider is licensed, the rider should be able to continue with registration.

If the rider can't produce a license and the Chief Commissaire is unable to determine if the rider is licensed, then the rider **MUST** purchase a one-day event license. The rider is **NOT** to be entered in any other than Cat 4 or Novice.

Canadian Riders from Other Provinces:

Must present a valid provincial license card issued by their home province. The card will describe their category and age classification.

If the rider is unable to produce a license, the rider **MUST** purchase a one-day event license. The rider is **NOT** to be entered in any other than Cat 4 or Novice.

Riders from the United States:

Riders from the United States with a United States Cycling Federation (USCF) license card may enter the race in the category described on their license.

Riders from the United States with no license, or a license other than those just mentioned, must purchase a one-event license. They may only be entered in Cat 4 or Novice.

Other International Riders:

International riders must present a valid license issued by their National Cycling Governing Body (equivalent to the CCA) or by an affiliated governing body within their country (equivalent to BNS), and must present a letter of permission from their National Cycling Governing Body granting the rider permission to enter Canadian Cycling Association (CCA) sanctioned events. The rider should be entered in the category specified by their license.

If an international rider can't produce a license **AND** letter of permission, they must purchase a one event license. They may only be entered in Cat 4 or Novice.

One Event Membership Riders:

One event membership riders should be entered in the appropriate age class, and must not be entered in the expert or elite categories. Club Affiliation must be filled in as Independent. One event license holder also do not accumulate points in the provincial points series.

The fee for a one-event license is \$25.

Fees for event licenses will NOT be put toward a full BNS membership. One-event licenses will be available at all sanctioned events. The purpose of these licenses is generally to give new racers a chance to try out the sport before committing money to a full season race license. A one-event license also grants the purchaser a BNS General Membership.

There is NO limit on the number of one-event licenses that a rider may purchase in the course of a year, though it doesn't make much sense to buy one more than twice in a season.

All one-event license purchasers must fill out a membership application form and sign the BNS waiver. The one-event membership is good for the duration of the event, regardless of how many days it lasts. The \$25 fee and signed membership are to be turned over to the Chief Commissaire after the event.

Completed registration forms must be returned to the Chief Commissaire at the event, along with a cheque for all fees due to Bicycle Nova Scotia. The cheque must be payable to Bicycle Nova Scotia.

Suggested Race Schedule

While you are in no way compelled to follow this system, it may prove helpful in some cases. When deciding what time to start your races, the following should be taken in to consideration.

- length of the race
- difficulty of course
- skill level of each category
- age groups
- number of categories
- enjoyment of the racers
- temperature / weather and course surface conditions

One thing that you definitely want to avoid is having the competitors standing around doing nothing except waiting to race. **Whatever the schedule you plan for your event, stick to it!** There is nothing worse for a competitor than planning his day (meals, race warm-up, et cetera) around a specific start time only to have that time pushed back 15-45 minutes or more. This can be especially bothersome under poor weather conditions.

The most convenient way to inform competitors of their start time is to post it on a clearly visible sign at the registration area. **Once you have done this do not change your start times under any circumstances.** It would also be helpful for your registration volunteers to tell each competitor their start time while they are registering.

Suggested Event Schedule

8:00 am -10:00 Registration

8:15 am – 10:15 am Junior Gear Measurement / Bike Measurement for Time Trials

11:00 am - Race Begins

All racers should be finished by 2:00 pm.

Awards ceremony at 2:30 pm

If there are a limited number of participants in a category, you may combine their start with that of another category.

A Sample Start Order for a race is:

Cat 1, 2 Male

Cat 3, 4 Male

Female Categories

Time Trial Start Lists

Once registration has closed a Start List should be created for each category present at the race. The purpose of the start list is to inform the racers when they must be at the start of the course for their race run.

Sample Time Trial Start List

Category: Cat 1 Male

Race Location: Musquoduboit

Date: July 26, 2003

Race Number	Name	Scheduled Start Time
1	Lance Armstrong	13:01
5	Igor Astarloa	13:02
21	Jan Ullrich	13:03
4	Mario Cipollini	13:04
...		

Please keep in mind that these schedules are only a suggestion. Feel free to tailor them to meet your needs.

And remember: Whatever schedule you post for your race, STICK TO IT!

The Organizer's Role During the Competition

Once registration is closed, it's time to begin the race. Again, be sure to follow the schedule.

Although the mechanics of running the competition (Start Procedures, Finish Line Procedures, Feed Zone Supervision, et cetera) are left to the Commissaires, there is still plenty to do once the race has begun.

As organizer, you're the problem solver and the link between the College of Commissaires, the Volunteers and First Aid personnel. When you're not helping all of these people to do their jobs, you'll be doing things like preparing for the awards ceremony, making announcements and so on.

Miscellaneous

Preparing for the Race

Every effort should be made to start all races on time. All course marshals, officials, first aid people and timing people should be in place before any races commence and they should remain in place until the last competitor has finished.

Results

Race results will be posted at the registration area when they become available. Results become official after being posted for 15 minutes.

Officials

Remember that a meal allowance, mileage at \$0.34 / km and an honorarium must be paid to the official(s) of the event. Please thank them for their efforts and pay them before they leave. Also remember to give them the top copy of all results sheets (as above) before they leave, as well as any monies due to BNS.

Clean Up

Race sites must be left as they were found! Remember to take down all signage and tape and remove garbage before leaving. Leaving the area clean and thanking landowners following the event will help secure permission to use the land in the future.

Event Licenses

Completed forms must be returned to the BNS Chief Official at the event with all fees paid by cheque or money order made out to Bicycle Nova Scotia, as well as a tally of the number of licenses sold to the different categories. Failure to provide forms and money will prevent future sanction applications from being approved.

After the Race

Post Event Information to Be Provided to BNS by the Organizer

The following must be given to the event commissaire or a person designated by BNS, on the day of the event.

1. All one-event license forms and a cheque made out to Bicycle Nova Scotia for all money collected
2. A list of all persons who received 1-event licenses. This list must be legible with all names printed. When a person is filling out their one-day license form, have them fill their name in on this list as well.
3. The box of race numbers and a cheque for plate sold, made out to Bicycle Nova Scotia.

Within 3 Days of an event, the race organizer must provide the Media / Results Coordinator with a complete list of all results for all categories and age groups. This list must contain the entire file of all categories.

- All names must be FULL and LEGIBLE
- The FULL FINISH TIME (hours:minutes:seconds) must also be included
- The competitor's race number should be included

This information may be relayed to the BNS Administrator / Web Master through Sport Nova Scotia at 902-425-5454, extension 316 or faxed to them at 902-425-5606. However, if you have complete results the day of the event, all the better, and you may pass them along to the commissaire or a person designated by BNS, probably the media / results coordinator her/himself. Please keep in mind that it is the event organizer's responsibility to handle the promotion of the event and subsequent follow-up of publicizing the results of the event.

Any failure on the part of the event organizer to provide the above information may result in the refusal of an event sanction for future events.

Appendix

BNS Road & Track Committee List

VP Road & Track: Denise Bonnell
Chief Provincial Commissaire: Cathy Dunbar & Peter Mushkat
Chief Provincial Coach: Andrew Feenstra
Provincial Canada Games Coach: Andrew Feenstra
Female Athlete Rep: Jeanne Jue
Male Athlete Rep: Vacant
BNS President: Jim Trussler
Presidents of all affiliated Provincial Road Clubs or their designated representatives

Nova Scotia Bicycle Shops

Backstreet Bicycles
Location: 151 Hwy 303 PO 33 Digby, NS B0V 1A0
Region: South-West Nova Scotia
Contact: Stephen Swan
902-245-4551
Website: N/A

Bicycle Doctor
Location: 6243 Almon St., Halifax, NS B3L 1V1
Region: Metro Halifax
Contact: 902-455-1677
Website: N/A

Cyclesmith

Location: 6112 Quinpool Rd Halifax, NS B3L 1A2
Region: Metro Halifax
Contact: (902) 492-4236
Andrew@cyclesmith.ca
Website: www.cyclesmith.ca

Bicycles Plus
Location: 950 Bedford Highway
Bedford, NS B4A 1A8
Region: Metro Halifax
Contact: 902-832-1700
Website: www3.ns.sympatico.ca/bicyclesplus/

Goodwin's
Location: RR #1 Glenwood, Yarmouth County,
NS B0W 1W0
Region: South-West
Contact: (902) 643-2279
Website: N/A

Lunenburg Bicycle Barn
Location: 579 Blue Rocks Road Lunenburg, NS B0J 2C0
Region: South Shore
Contact: Al Heubach
902-634-3426
nika@tallships.ca
Website: www.tallships.ca/bikelunenburg

Gord's Sport Centre
Location: 44 Reeves St. Sydney, NS B1P 3C5
Region: Cape Breton
Contact: (902) 539-4673
Website: N/A

Manser's Bicycle Repair
Location: 165 Pleasant St. Yarmouth,
NS B5A 2J5
Region: South-West
Contact: (902) 742-0494
Website: N/A

Hemeon's Bicycle Shop
Location: Highway 3 Barrington Passage, NS B0W 1E0
Region: South Shore
Contact: 902-637-3156
Website: N/A

Jack Nauss Bicycle Shop
Location: 2533 Agrigola St. Halifax, NS
Region: Metro Halifax
Contact: 902-429-0024
Website: N/A

Hub Cycle
Location: 33 Inglis Place, Truro, NS B2N 4B5
Region: Central Nova Scotia
Contact: Bruce Roberts
902-897-2482; fax 902 897-2522 baroberts@tru.eastlink.ca
Website: N/A

Peak Performance Bicycle
Location: 104 Post Road Antigonish, NS B2G 2K5
Region: Eastern Nova Scotia
Contact: 902-863-1736
Website: N/A

Sea Spray Cycle
Location: 1141 White Point Road, Smelt Brook, RR2 Dingwall, NS B0C 1G0
Region: Cape Breton
Contact: 902-383-2732

seaspray.cb@ns.sympatico.ca
Website: N/A

Sports Experts

Location: 689 Westville Rd., Highland Square New Glasgow, NS B2H 3J6
Region: Northern Nova Scotia
Contact: (902) 755-4780
Website: N/A

Ramsay's Cycle and Sport

Location: 616 Keltic Sydney, NS B1L 1B6
Region: Cape Breton
Contact: 902-539-1730; fax 902-567-0832
Website: www.ramsays-online.com

Roy's Cycle Shop

Location: 137 Hammond St. P.O.
Box 310 Shelburne, NS B0T 1W0
Region: South Shore
Contact: 902-875-3402
Website: N/A

Sportwheels

Location: 209 Sackville
Dr. Lwr. Sackville, NS B4C 2R5
Region: Metro Halifax
Contact: (902) 865-9033
Website: www3.ns.sympatico.ca/sport.wheels

Valley Stove and Cycle

Location: Location: 232 Main St.
PO Box 1078
Wolfville, NS B0P 1X0
Region: Annapolis Valley
Contact: (902) 542-7280
Website: N/A

Hartley Weatherby Cycles

Location: 590 Prince St. Truro, NS B2M 1G2
Region: Central Nova Scotia
Contact: (902) 893-2087
Website: N/A

Bicycle Nova Scotia One Event Membership Application

Fee: \$25.00

Individuals wishing to participate in a BNS sanctioned race without a license issued or recognized by BNS must complete this form, sign the waiver and pay the fee. This will provide membership in BNS for the duration of the event and cover the individual with the Association's Insurance for that time (from sign on to sign off). This is not a substitute for full membership, nor does it entitle the individual to any of the other benefits of full membership in BNS.

The fee is non-refundable and will not be credited towards full membership.

Athlete's Waiver and Release Form

I hereby acknowledge and agree that in consideration of being permitted to participate in this event, sanctioned by Bicycle Nova Scotia I do hereby release the Canadian Cycling Association, BNS, their members, officers, directors, employees, servants, representatives, successors, independent contractors, agents and assigns and all other associations, regions, municipalities, townships and sanctioning bodies from all recourse, proceedings, claims, damages, costs, expenses, actions and causes of actions, whether in law or equity, in respect of all personal injuries or losses may have been contributed to or occasioned, solely or partly, by the negligence of the aforesaid.

I further undertake to hold and save harmless and agree to indemnify all of the aforesaid from and against any liability incurred by an or all of them arising as a result of or in any way connected to my participation in this event.

I hereby acknowledge and agree:

That I understand that neither the aforesaid associations nor any of their members, officers, directors, employees, servants, representatives, successors, independent contractors, agents or, assigns assume any responsibility whatsoever for my safety during the course of my preparations for or participation in this event; That I have carefully read this RELEASE, WAIVER and ASSUMPTION of RISK agreement, that I fully understand same and that I am freely and voluntarily executing same; That I understand clearly that the event organizer would not permit me to enter this event unless I signed the RELEASE, WAIVER and ASSUMPTION of RISK agreement and that all my equipment is mechanically fit and suitable for its intended use in the aforementioned event.

Please Print Clearly

Event Name: _____ Date: _____

Name: _____ Date of Birth: _____

Address: _____

City: _____ Postal Code: _____ Phone Number: _____

Signature of Participant: _____ Date: _____

Signature of Parent Guardian if participant is 18 or under: _____

Signature of Race Registrar of Commissaire: _____

Registration / Waiver for a Bicycle Nova Scotia Sanctioned Event

Event: _____ Date: _____ Entry Fee: _____

Organizer: _____ Commissaire: _____ Category: _____

I have accepted a Release, Waiver and Assumption of Risk as a condition of membership. I participate in this event voluntarily. I agree to abide by the racing rules of the Union Cycliste Internationale, Canadian Cycling Association and Bicycle Nova Scotia.

	Race #	Name	Club	UCI Code	License#	Sign On	OE? (check)
1							
2							
3							
4							
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BNS Race Emergency Action Plan

This form must be completed by the organizer of a BNS sanctioned event before the event takes place. Copies of the completed form should be posted in the registration area and given to volunteers who may have to deal with emergency situations. A copy of the form must also be available for inspection by the chief official or BNS representative at the event.

Event Name: _____

Date: _____

Location: _____

Event Organizer: _____

Emergency Plan Coordinator: _____

Location / How To Reach Emergency Plan Coordinator during the event:

First Aid Personnel and Location:

First Aid Personnel are on Radio Channel #: _____

Organizer is on Radio Channel #: _____

Commissaires are on Radio Channel #: _____

Hospital Closest to the Event: _____

Address of Hospital: _____

Hospital Phone #: _____

Ambulance Phone #: _____

Police Phone #: _____

Additional Information: _____

Attach a course map showing the nearest telephones, direction to hospital, ambulance access points and course evacuation access points.

Bicycle Nova Scotia Commissaire Evaluation Report

(Completed by Race Organizer)

Event: _____ Date: _____

Commissaire: _____ Report Completed By: _____

Directions: Circle the appropriate answer in each case.

1. Did the commissaire arrive at the race headquarters at least one hour prior to the scheduled start time? Yes / No

2. Was the commissaire in uniform? Yes / No

3. Rate the commissaire on the following:
 - a. Course Inspection: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - b. Registration: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - c. Instructions to course marshals / volunteers: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - d. Race Start Briefing: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - e. Feed Zone Supervision: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - f. Score Keeping: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - g. Finish Judging: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - h. Knowledge of Rules: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - i. Knowledge of Job: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - j. Control of Event: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - k. Decisiveness: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - l. Fairness: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable
 - m. General Attitude: Very Good / Good / Average / Poor / Very Poor / Don't Know / Not Applicable

Additional Comments: _____

BNS Road & Track Event Evaluation Report

EVENT NAME: _____

DATE: _____

Organizer: _____

Weather Conditions: _____

Number of Racers : _____

Chief Commissaire: _____ Assistant Commissaire(s): _____

Race Timing was done by: _____

1. Was registration setup properly & efficiently (indoors, enough volunteers)? Yes / No
2. Were there enough easily accessible toilets? Yes / No
3. Were race timing staff competent and organized? Yes / No
4. Was there a shower or bike wash area nearby or access to a water supply? Yes / No
5. Was the race schedule followed on time (+/- 5 minutes)? Yes / No
6. Were there enough course marshals available? Yes / No
7. Was adequate first aid / paramedical assistance available? Yes / No
8. Was the emergency action plan posted? Yes / No
9. Was the course map posted? Yes / No
10. Was the event schedule posted? Yes / No
11. Were race results posted? Yes / No
12. Were prize / award regulations followed? Yes / No
13. Were commissaires fed and paid expenses and honorariums? Yes / No
14. Was the organizer cooperative and available to solve problems? Yes / No
15. Were radios available for first aid, commissaries and volunteers? Yes / No
16. Were volunteers fed, given food & water and thanked? Yes / No
17. Should this organizer receive future sanctions? Yes / No
18. Should this course be used in the future? Yes / No

Comments (complete on back side if space is insufficient): _____

Bicycle Nova Scotia Race Incident Form

In the event that an injury, illegal act, protest or other irregularity occurs during the course of an event, use this form to document the actions taken by the participant(s), organizer, first aid personnel, volunteers, fire fighters, police, commissaires, et cetera. This form should be attached to the chief commissaire's event report and forwarded to the BNS Provincial Office, who will in turn pass it on to the CCA's insurance provider. The organizer should also keep a copy for his records.

Description / Date of Incident: _____

Name(s) and Race Number(s) of Participant(s) Involved: _____

Describe Actions Taken by:

Organizer: _____

Commissaire(s): _____

First Aid Personnel: _____

Others (Please Identify): _____

Bicycle Nova Scotia Rule Infraction Form

This form should be filled out by the chief commissaire in the event that a rider or other licensed party (coach, manager, et cetera) is found guilty of a rules infraction. Completed infraction forms should accompany the chief commissaire's event report and should be forwarded to the provincial office so that it may be brought to the attention of BNS, other organizers and the CCA.

Event: _____

Chief Commissaire: _____

Date of Infraction: _____

Participant Name: _____

Race Number: _____

License Number: _____

UCI Code: _____

Club / Team: _____

Province: _____

Country: _____

Description of Infraction: _____

Penalty (Written Warning / Fine / Time Penalty / Relegation / Disqualification / Suspension):

Details: _____

Participant's Signature: _____ Date: _____

Chief Commissaire's Signature: _____ Date: _____