

Bicycle Nova Scotia
Mountain Bike
Organizer's Guide
2009



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Bicycle Nova Scotia

Bicycle Nova Scotia Mountain Bike Committee

Cycling British Columbia and BC Off-Road

Canadian Cycling Association

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References:

2003 CCA National Mountain Bike Rules & Regulations

2002 CCA National Mountain Bike Rules & Regulations

1995 CCA National Mountain Bike Rules & Regulations

1995 CCA National Championship Series Guide

1996 BC Off-Road Event Organizer's Guide

1996 BNSMBC Event Organizer's Guide

1998 BNSMBC Event Organizer's Guide

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Forward

While re-writing this Document for the 2004 cycling season, I thought that I would continue to use the forward written by Randy Gray, the 1998 Mountain Bike Sector VP. As this document is originally his, and before that, Ed Rushton's, I believe he's given an excellent introduction to the challenge that lies before you, the event organizer. Even though many of you have been organizing excellent events for many years now, the information contained in this guide is still as important as it was when you started organizing your first event. As such, I encourage you to review the document again and consider the rules, information and advice that it offers.

Kevin MacCuish
President, Bicycle Nova Scotia, 2003

Greetings and welcome to another exciting season of off-road cycling in Nova Scotia. You hold in your hands an attempt to take the guesswork out of organizing an off-road cycling event. It is my belief that a cycling event should be as rewarding for the event organizer as it is for those competing in the event. Let's face it, if an organizer isn't having a good time chances are it is going to be reflected in how well the event is received by those taking part in it. By making this guide as complete as possible there should be no reason why an event cannot be a success. However, if there are omissions please do not hesitate to let us know.

It should be noted that an official Commissaire must be present at your event for your event to be legally sanctioned by Bicycle Nova Scotia. This means that the Commissaire must be licensed through Bicycle Nova Scotia as an official Commissaire. If no licensed Commissaire is present at your event then your event cannot legally go on. The BNSMBC intends to solve this problem by assigning commissaries to events as opposed to letting event organizers try to find a Commissaire for their event. If you have a Commissaire in mind for your event please let us know so arrangements can be made.

Please keep in mind that this guide is by no means the final word on organizing a race. It should be used in conjunction with the most recent edition of the Canadian Cycling Association's National Mountain Bike Regulations. If you have any questions about organizing a race please get in touch with our current Event Coordinator. But, please keep in mind that it is only his or her job to assist you in organizing a race, not to organize the race for you. And remember: the more organized you are, the more successful your event will be and the more people will come out to your event in following years!

I look forward to attending your event this coming season and hope it is a safe and rewarding one for both you and your participants.

Thank You
Randy Gray
VP Mountain Bike Sector, 1998

Introduction

This package has been designed as a guide for organizers of mountain bike events sanctioned by Bicycle Nova Scotia (BNS). By establishing guidelines and standards for mountain bike 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 Mountain Bike 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 Mountain Bike 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

702 - 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 Mountain Bike Committee (BNSMBC)?

The BNSMBC is a committee established within BNS to oversee all aspects of mountain biking in Nova Scotia. The committee is made up of volunteers in charge of the following positions: VP Mountain Bike, Secretary, Events Coordinator, Male and Female Athlete Representatives, Chief Provincial Commissaire, Media and Results Coordinator, Trails and Land Access Representative, Club Presidents and Provincial Coach.

A few of the mandates of the committee will be to assist organizers in the coordination of a provincial mountain bike racing calendar, keep track of results for points tallying, media exposure and upgrading, coordinate and select a provincial team, deal with member concerns, provide a resource for trail and land access issues and promote proper trail etiquette. 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 BNSMBC is working to promote and preserve trail cycling.

Adopted from an article by Jim Hasenauer of the IMBA

On the starting line of a fun ride, I once heard a spectator ask “is this a race?” Someone in the pack replied, “Are there more than two bikes?” Anyone who has struggled to pass a friend on a ride knows the distinctions between racing and riding are sometimes ambiguous.

Often, non-bicyclists do not make these distinctions at all. The mountain bike community needs to be aware that while racing has provided the incentive and proving ground for the rapid evolution of bicycle technology, it has also created some of our thorniest public relations problems. Opponents of mountain trail bikes often point to race photos, statistics of racing speeds and the names of products aimed at a racing market to substantiate their claims that bicyclists are only interested in what the Sierra Club once called “a violent speed experience”.

In our work to secure mountain bike access and promote responsible trail use, BNS and other groups such as IMBA must often combat the negative images associated with

mountain bike racing. We love racing, festivals and other events and we point out that most races are held on closed courses, often on private land under supervised conditions.

We argue that most off-road bicyclists rarely ride at racing speeds. Yet, negative racing images prevail in the minds of our adversaries. Despite the fact that the number of trails in Nova Scotia available for Mountain Biking is growing, an ongoing coordinated effort to combat these negative images, by all members of the mountain biking community, is necessary. We have asked manufacturers to take a second look at advertising and marketing materials and we have asked racers to train responsibly.

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

1. Be legal

Secure proper permits. Don't trespass. These warnings belabour 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. Others are vestiges of earlier mountain biking days when pickup-races were the norm. 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.

Something that all organizers and clubs should continuously do, is ask their members to always know who owns the land on which they are riding, and to ask permission first if it is private property.

2. Ensure that the race advertising is responsible

Language that conjures the images of destruction such as 'trashing' the land, 'carving' turns, 'flattening' hills, 'pounding' the ground et cetera, is metaphorical to us, but to the general public it creates the impression that mountain bikes destroy. We must be especially careful because the public still sometimes confuses us with off-road motorcycles or 'dirt bikes'. Adjectives describing racing speeds still sometimes come back to haunt us in the headlines, such as the October 18, 1989 Wall Street Journal, "A New Menace Lurks in the Woods: Supersonic Cyclists".

3. Give due warning to other users

Many recreational conflict issues can be avoided if non-bicyclists do not feel put out or excluded from recreational opportunities. Stumbling into the middle of a race can be a terrifying experience guaranteed to make non-bicyclists feel threatened. Posting an area and giving local media and local recreationalists pre-event information should pre-empt many problems.

4. Choose an environmentally responsible course

Trail cycling opponents are usually other backcountry users. They will notice damage when it happens. In choosing the race course, make sure that you are not endangering native plant and animal life. Consult with local experts. Be aware of seasonal conditions.

5. Provide adequate marshalling, aid stations and first aid

These requirements are usually seen as an essential for racers and audience, but they are also necessary to guarantee that spectators do not wander on to the course and that any safety problems are dealt with swiftly and professionally. Accidents happen and a lack of adequate support could turn a small accident into a negative, highly publicized incident that threatens future mountain bike access.

Legal Requirements of a Mountain Bike Race

In order to host a mountain bike 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 (race officials)
4. You must agree to respect the prize requirements for the type of race that you're holding (*see page 12*)
5. You must have permission from the owners of the land where the race takes place
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 and a letter of permission from their country's governing body.

The implication of this 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. Not to worry - it's pretty hard to get wrong.

Why your event should be sanctioned

When a sanction is granted to an organizer by BNS / BNSMBC, 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 BNSMBC.

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 BNSMBC. 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 \$125 (if the event is NOT part of the BNS Mountain Bike Points Series) or a cheque for \$150 (if the event IS part of the BNS Mountain Bike Points Series). All cheques must be payable to "Bicycle Nova Scotia". If the organizer is not an affiliated club, the sanction fee is \$300 plus \$1 per registered rider.

A sanction form is included in the Appendix of this guide.

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 1 of the current year. All sanction applications must be made at least one month prior to the planned event.

Once the Mountain Bike Committee reviews the sanction applications, you will be notified of the result. In the case of a provincial points series event, in order to learn which date your event will receive, you or your representative must be present at the Race Organizer's meeting held in April, 2005 (organizers to be informed of date, time and location).

Insurance

All BNS sanctioned events are covered by the CCA insurance policy. All members of the organizing committee, sponsors and site owners can be included and listed on the insurance certificate. The organizer must provide BNS with the complete list of names a minimum of 2 weeks 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. All riders participating in the event must have a one event membership permit or a full CCA license.

Commissaires

At least 2 mountain bike officials / Commissaires, licensed by BNS must be present at all sanctioned mountain bike events held in Nova Scotia. It is the official's role to ensure that all CCA, BNS and BNSMBC 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 official 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 \$8.00 for the event.

BNS will assign at least one Commissaire to your event, probably two. It is your responsibility to communicate with the Commissaire prior to the event.

If you are not notified of who your Commissaire(s) will be at least 2 weeks before your event, please contact the Mountain Bike Chief Provincial Commissaire.

Duties and Responsibilities of a Nova Scotia Mountain Bike Commissaire

It is the duty of the chief official 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. As a note, it may be a good idea to carry biodegradable spray-paint, flagging tape and a few trail building tools with you on your walk-through.
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 prize list posted in an obvious manner
 - e. A feed zone has been provided and is clearly marked
 - f. A course map has been posted in at least one obvious location
 - g. An emergency action plan has been filled out, clearly posted and distributed to volunteers and first aid personnel
 - h. In the case of a downhill race, be sure that each racer has completed 2 mandatory inspection / practice runs
 - i. In the case of a downhill race, be sure that each racer's bike has been inspected for 2 working brakes or other obvious safety problems
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: helmets, shoes, repairing of bikes during the race, rider right of way
 - 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 to provide you with a suitable meal during the course of the day; don't hesitate to collect.

8. The race organizer is responsible to provide the Commissaire with a kilometer-age of \$0.34 per km for your round trip. The Commissaire can decline this at their discretion.
9. 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.
10. Log any incidents or penalties given, especially accidents where first aid is administered.

Your Responsibilities to your Commissaires

All Nova Scotia mountain bike events must pay an honorarium plus travel, food and accommodation expenses to at least two qualified licensed off-road Commissaires, whose role it is to enforce the BNS / CCA Mountain Bike Regulations and to ensure that the competition is conducted fairly.

The cost 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. The BNSMBC will make every effort to assign a Commissaire who lives as closely as possible to your event.

Commissaires will be assigned no later than one month prior to your event.

Any questions regarding commissaries or their assignments should be directed to the BNSMBC Event Coordinator or the Chief Provincial Commissaire.

BNS Award & Prize Policy

Prize Policy

This system must be adhered to by organizers who are holding BNS Mountain Bike Provincial Points Series events. Organizers who are holding other BNS sanctioned events that are not part of the provincial series may handle prizes as they choose, though the better the prizes, usually the better the turn-out.

1. Prizes must be awarded 3 deep in all categories for male and female.
2. If there are 3 or less entries in a category, the organizer does not have to award a prize for last place.
3. Cash prizes are mandatory only for Open Elite Male and Female competitors in both downhill and cross country; prize amounts given to male categories must be

equal to those given to female categories. The first place cash prize must be equal for male and female competitors. Cash prizes must be given to 1/5 of the Open Elite field or the first 3 places, whichever is less.

4. Medals / trophies of the organizer's preference will be given to the top 3 finalists in each category.
5. Merchandise WILL NOT be used as category prizes; all merchandise prizes MUST be given away as draw prizes at the end of the awards ceremony.

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. Prize distribution should be equal for men and women in the same category. Prizes should not be given out for last place (only 2 prizes given out for a 3 person category). Depth of prize distribution should be based on the number of competitors in a category. More detail for the allocation of awards is given below.

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.

Note: If you have a morning race, why not have the awards ceremony for the morning race either before the afternoon race, or while the afternoon race is going on? This way the morning participants aren't forced to hang around if they don't want to.

Landowner Permission

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 landowners have given permission for the event to happen on their land – 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.

So, please ensure that when you send in your event sanction application that you've received permission from all landowners.

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

As a requirement of BNS and the insurance policy, you must have at least one team of qualified First Aiders 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 aiders 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 1 day before the race. This gives racers a chance to pre-ride it and the chief Commissaire a chance to walk and ride the course. 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 on the morning of the race, he/she can choose to cancel the race – No Kidding.

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 Aiders. 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. BNS may have radios available for the Commissaires. Ask in advance if the radios will be coming with the Commissaires.

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, whistle, pen & paper, 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 with some swag (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. Make sure spectators are not on the course while racers are going by.
2. Tell racers which way to go as they approach.
3. Warn racers of upcoming obstacles/hazards on the course.
4. Give spectators the 'all-clear' for when it is safe to cross the course.
5. Ensure the rules are being followed (nobody is cutting corners / taking shortcuts / receiving food or technical assistance)
6. Communicate with First Aid personnel when needed

Maximum Entry Fees

For BNS Mountain Bike Points Series Events, the most that an organizer may charge for his / her own race fee is:

- \$25 for junior, senior, veteran or master (17+ years old)
- \$35 for Open Elite categories (these are the prize money categories)
- \$15 for all under 17 XC race categories
- \$35 for downhill races

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 and the Provincial Team Levy (\$1 / rider for provincial series events) 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 National Mountain Bike Regulations
- Applying for and securing a provincial sanction and insurance for the event
- Promotion of the event
- Securing written permission from land owners and local authorities
- Course preparation and safety which includes but is not limited to:

- Marking the course clearly using survey tape and directional arrows
- Marking the corners clearly and tagging straight sections at close intervals
- Marking or removing hazards (example: low hanging branches)
- 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
- Co-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 at a modest cost)

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 obtain written permission from landowners for use of the land
- Send a completed sanction form and cheque to the address found in the ‘Sanction’ section of this guide
- 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.
- Copy the list of CCA recognized categories from the BNSMBC registration form and assign appropriate number sequences to the categories. Assigning certain numbers for each category will make lap counting and results tracking much easier!
- 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. This is a requirement for downhill / dual slalom / mountain cross races.

- Observe the BNS prize policy (medals to 1st, 2nd, 3rd in all categories, equal cash as indicated to male / female elite categories, merchandise may only be used as draw prizes).
- 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 at least one day before the event with all the required signs and tape. 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, fee zone, “race in progress” (for traffic if necessary), et cetera.
- Course markers for turns, descents, water crossings, et cetera as per CCA rulebook specifications (see Appendix ‘B’). Surveying tape should also be used.
- 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.
- Stopwatch
- Bell / whistle
- PA system
- 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, ATV usage and gas for generators or vehicles.

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 written approval of land use		
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		
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 landowners		
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		
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 land-owners		
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 (\$50 – chief, \$25 – assistant)		
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 post for all participants		
Conduct awards (pending any protest)		
Clean course		
Inform media of results		
Thank landowners, sponsors and volunteers		
Post Race Information Required		
One Event Memberships		
List of names of people who took one event memberships		
One event membership fees (one cheque, no cash)		
Race Incident / Infraction Sheets		
Provide Full, Legible results with finish times for all categories to BNSMBC Media / Results coordinator		

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, permission from landowners (in writing, if possible) is an obvious consideration. It is also best to consider the skill level of the riders expected to attend the event and make safety and “ride-ability” high priorities. Including “detour” sections may be necessary to make the course suitable for all skill levels. Gathering opinions on the course being considered from several riders is also a good idea.

Many mountain bike races in Nova Scotia attract up to 150 participants. This must be kept in mind when considering the course to ensure that the start area and trail width are sufficient. Parking and washroom facilities should also be available for the expected number of riders. The impact on the land, which is often influenced by the weather and the number of riders, should always be a consideration when choosing a course.

Considerations for Cross Country Races

The usual format for a Cross Country race is the Olympic Format – multiple laps of a course that is at least 6 KM long, with a mass start.

Specific requirements for this type of course include:

- 1 Feed Zone for every 6 KM
- No more than 15% of the course can be paved
- The course should be 100% rideable by a racer of average skill in most weather conditions
- The start area should be 6 metres wide about 30 m before the start line and for about 100 m after it and should either be on flat ground or on a slight climb. From the provincial point of view, the start area is adequate if it is wide enough to handle the volume of riders and long enough to disperse the pack of riders after the start; at the provincial level, these measurements are guidelines rather than hard, fast requirements.
- The finish area should be 4 metres wide about 20 metres before the finish line and for about 50 metres after it and should be on flat ground or on a slight climb. From the provincial point of view, the width is important; there should also be room for riders to stop after crossing the line at full tilt. There should be a covered working area at the finish line for the timing crew and Commissaires (a pop-up tent is usually fine).
- The course must be correctly marked. See the appendix on course marking for details.

- Feed zones must be long enough and wide enough to allow food storage, feeding, and passing; it should be clearly marked and taped off and should be located on a slight climb with a good view of the preceding part of the course.

Considerations for Marathon / Endurance Races

This type of Cross Country race is gaining greatly in popularity. The format is a single lap of a long course that is a minimum of 60 KM in length.

Specific Requirements

- Several supervised Feed Zones; 1 feed zone every 20 to 30 is a good rule of thumb.
- The course should be 100% rideable by a racer of average skill in most weather conditions.
- The course map must be accurately prepared; each competitor should receive a copy. It should contain the locations of all feed zones, marshal stations and first aid stations.
- The course should include distance marking signs.
- The course need not be marked to the same standard as an Olympic format cross country race, but it should be signed well enough that competitors can easily find their way. Blocking off and or signing incorrect routes is vitally important.
- The minimum completion time for an elite level racer should be about 4 hours.

Considerations for Short Track Races

Just as the Marathon type of race is increasing in popularity, so is Short Track. The format is multiple laps of a course that is a maximum of 6 KM in length, with a mass start.

Specific Requirements

- No Feed Zones
- Similar to an Olympic Format Cross Country Race otherwise; completion times for elite level riders tend to be in the 20 to 60 minute range.

Considerations for Downhill Races

These are important considerations for downhill race organizers; these notes should be published in race promotional brochures and posters; every effort should be made to make participants aware of these facts before hand.

For all gravity events, CCA and BNS Regulations require the following:

1. That all racers complete at least 2 practice runs once the course has been finalized and marked off

2. Full-face helmets are recommended, as are long pants and long sleeved shirts and protective body armour.
3. You, the organizer must determine and publish a method for getting racers and their bicycles to the top of the hill; generally having the riders walk up is not acceptable unless the vertical distance traveled is small (less than 75 or so meters). Usually this will be a ski-hill chair lift or some sort of truck.

When preparing your event schedule, it is wise to make room in it specifically for the practice / inspection runs.

The course should meet the following parameters:

- 1500 to 3500 meters long.
- 2 to 5 minute run times for elite level racers.
- The course can incorporate features like drops or jumps, but they must be approved on a case-by-case basis and have an alternate line around them for less skilled riders (depending on the course feature, the alternate line may be made mandatory for sport class racers). Most of all, the feature must be safe – a wide, visible approach and a wide visible landing clear of obstacles and with a smooth transition.
- Start area should be 2 meters wide.
- Finish area should be 6 meters wide and have an adequately long run-out corral that is taped off.
- Collision hazards (trees, rocks, buildings, whatever) that could easily be hit by racers must be padded with hay bales or something similar.
- Both the start and finish area should be covered.

Considerations for Dual Slalom and 4-Cross Races

Dual Slalom and 4-Cross are BMX style races done head-to-head on mountain bikes. The courses include features like banked corners, jumps and drops.

The completion time for this type of race should be between 30 and 40 seconds for an elite level racer. The course should be built on a slight to medium grade slope.

Considerations for a Dual Slalom Course

In the case of a Dual Slalom race, two competitors race head-to-head. As such, the course should have two distinct lanes for most of its length, as well as ski-style gates that racers must successfully pass. It is inevitable that one of the 2 lanes will take slightly longer to run than the other; however, neither lane should be more than 5% slower than the other.

The start area should consist of a platform with a steeply angled start ramp. The finish area should be about 6 metres wide and should include a run-out corral. Both the start and

finish area should be covered; the outside boundaries of the course should be marked with traffic pylons or with marking tape.

Considerations for a 4-Cross Course

In the case of a 4-Cross race, 4 competitors race head-to-head. As such, the course will have 4 distinct lanes for the length of the start ramp (about 10 metres passed the start line). After that, the course should be wide enough to accommodate 4 racers riding side to side for its full length. There are no distinct lanes past the end of the start ramp. The course will also include ski-style gates that racers must successfully pass.

The start area should consist of a platform with a steeply angled start ramp. The finish area should be about 6 metres wide and should include a run-out corral. Both the start and finish area should be covered; the outside boundaries of the course should be marked with traffic pylons or with marking tape.

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 aiders 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 mountain bike 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

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 races like Canada Cups 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 mountain bike 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.

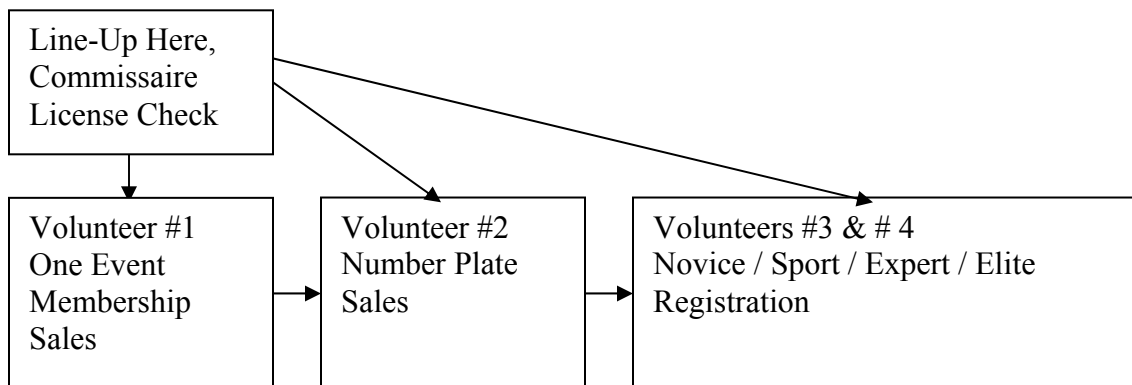
Personnel Required

- 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
- Number plates, zip ties

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 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 **\$20**. This money should be kept separate from all other registration funds and given to the Chief Commissaire (preferably) in the form of a cheque payable to Bicycle Nova Scotia.

A person CAN NOT register in the expert or elite categories 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 number plate. All plates 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 given to the Chief Commissaire (preferably) 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. The plates must be cleaned free of mud and other garbage before they may be exchanged. Damaged plates may also be exchanged. 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.

Ideally, a registration form and waiver form should be kept at each category station. This will make it easier for keeping track of racers if you are running a category (e.g. Novice) while registration for other categories is still going on.

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 Mountain Bike 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 points races should offer the following categories for Cross Country and Downhill / Dual Slalom / 4-Cross. Non-points series races need not follow this policy.

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 pre-combined some of the categories to reflect the realities of the racing demographic in Nova Scotia. Be sure that your registration staff understand which National License Codes can register for a particular category.

Nova Scotia Cross Country Categories

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

Nova Scotia Category	Age Range	Allowed License Codes
Beginner Men 17+	17+	XSB, XMB, 1-Day
Beginner Women 15+	15+	XSB, XMB, 1-Day
U13 Men	10 – 12	XU13, 1-Day
U15 Men	13 – 14	XU15, 1-Day
U15 Women	10 – 14	XU13, XU15, 1-Day
U17 Men	15 – 16	XU17S, 1-Day
Junior Sport Men	17 – 18	XJS, 1-Day
Senior Sport Men	19 – 29	XSS, 1-Day
Master Sport Men, 30 – 39	30 – 39	XMS, 1-Day
Master Sport Men, 40+	40+	XMS, 1-Day
Sport Women 15+	15 – 39	XU17, XJ, XSS, XMS, 1-Day
Junior Expert Men	17 – 18	XJX
Open Expert Men, 19 – 39	19 – 39	XSX, XMX
Open Elite Men	17+	XJX, XSX, XMX, XSE
Open Expert / Elite Women	15+	XJX, XSX, XMX, XSE

Some license holders have a choice to make under this scheme. In an effort to increase the quality of competition, Open Elite was formed to allow any Junior, Senior or Master aged rider with an Expert or Elite skill level to race in open elite. The Junior Expert and Open Expert 19 – 39 categories remain for those who do not choose to do so. A letter of permission is not necessary for an expert to race in Open Elite.

From the point of view of participating in the overall series however, points are awarded in the category in which an expert races. As a result, it is in his/her best interests to pick either Open Elite or Expert and stick with it for the entire season.

Nova Scotia Downhill Categories

Nova Scotia Category	Age Range	Allowed License Codes
U17 and Junior Men	15 – 18	DU17S, DJS, DJX, 1-Day
Sport Women	15 – 40+	DU17, DJ, DSS, DMS, 1-Day
Senior Sport Men	19+	DSS, DMS, 1-Day
Senior Expert / Elite Men	19+	DSX, DMX, DSE
Senior Expert / Elite Women	17+	DSX, DMX, DSE

Dual Slalom / 4-Cross Categories

Nova Scotia Category	Age Range	Allowed License Codes	Number of Qualifiers*
U17 and Junior Men	15 - 18	DU17S, DJS, 1-Day	32
Senior Men	19+	DSS, DMS, DSX, DMX, DSE, 1-Day	32
Open Women	15+	DU17, DJ, DSS, DMS, DSX, DMX, DSE, 1-Day	16

* Number of Qualifiers: This refers to the maximum number of competitors per category once head-to-head competition begins. Each competitor is given a timed seeding run on the course; the competitors are then ranked from fastest to slowest. In the case where there are more participants than the maximum number of qualifiers, the slowest riders in excess of that number will be cut from the race.

Cross Country – 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 estimate approximately how long it will take the winner of each category to complete a single lap of the race course.

The following table gives the ideal race completion time for the winner of each race category. Try to set the number of laps such that the winner in each category will finish within 10 to 15 minutes of the ideal finish time for their category.

Category	Ideal Completion Time
Beginner Men 17+	1 hour 00 minutes
Beginner Women 15+	0 h 45 m
U13 Men	0 h 45 m
U15 Men	0 h 45 m
U15 Women	0 h 45 m
U17 Men	1 h 15 m
Junior Sport Men	1 h 30 m
Senior Sport Men	1 h 30 m
Master Sport Men, 30 – 39	1 h 30 m
Master Sport Men, 40+	1 h 00 m
Sport Women 15+	1 h 00 m
Junior Expert Men	1 h 45 m
Open Expert Men, 19 – 39	1 h 45 m
Open Elite Men	2 h 00 m
Open Expert / Elite Women	1 h 45 m

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 mountain bike event in Nova Scotia, a participant must present a valid mountain bike 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 copying is included in this guide and may be obtained from the BNSMBC 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.

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 either the Expert or Elite categories.

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 either the Expert or Elite categories. No exceptions.

If the event is a CCA National or UCI International event, only provincial license holders are permitted to enter. One Event license holders may not, as their one event license carries no CCA / UCI affiliation; basically, all one-event license holders are purchasing insurance.

Riders from the United States:

Riders from the United States with either a United States Cycling Federation (USCF) license card or a North American Mountain Bike Association (NORBA) license with USCF affiliation, may enter the race in the category described on their license.

Riders from the United States with a NORBA license that has NO USCF affiliation, must purchase a one event license. In this case, the NORBA license holder will be allowed to enter the expert category if they wish. All other one-day license holders may not enter expert or elite.

Riders from the United States with no license, or a license other than those just mentioned, must purchase a one-event license. They may not enter the expert or elite categories.

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 not be entered in the expert or elite categories.

For All Non-BNS Provincial/CCA/UCI Affiliated License Holders:

In all cases, should a valid out of province or out of country license be presented, if the category endorsed by the license is not in the race, the participant should be entered in the next 'highest' or next 'most difficult' category.

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 \$20.

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 \$20 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 course (distance covered / time it takes to complete a lap)
- difficulty of course
- skill level of each category
- age groups
- number of categories
- enjoyment of the racers

- temperature / weather and course surface conditions

Typically, a shorter course will have faster lap times and, therefore, more laps. If this is the case, then it would be wise to avoid having too many racers on the course at a given time. One possibility is staggered start times (example: sport 10:00 am, Novice 10:10). But, on a very small course, the novices could easily be lapped and lessen the enjoyment of all involved.

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 XC Event Schedule

8:00am-11:00 Registration

9:30am Deadline for Novice/Sport Registration

10:00am Morning Race

11:00 am Deadline for all Junior / Senior Expert / Elite Categories

12:00 pm Afternoon Race

All racers should be finished by 3:00 pm.

Awards ceremony at 3:30 – 4:00 pm, though you may want to have the awards for the morning race earlier.

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

Female competitors may or may not desire a separate heat. Speak with the female athlete representative regarding this and accommodate their desires whenever possible. In most cases, female competitors have no conflict with starting at the same time as the men.

The start order of the heats should be arranged such that the heats do not interfere with each other or congest the course. Considerations are:

- the size of the course
- lap times
- length of the race (consult optimum winning times in appendix)
- skill levels of various categories

Generally, however, run novices separately from all other categories. Then, start elite categories first, followed by experts, followed by sports. A Sample Start Order for a Cross Country Race is:

Morning Race:

All “Beginner” Categories

U13 Men

U15 Men AND Women

U17 Men

Afternoon Race:

Junior Sport Men

Senior Sport Men

Sport Women 15+

Masters Sport Men 30-39

Masters Sport Men 40+

Junior Expert Men

Open Expert Men 19-39

Open Elite Men

Open Expert / Elite Women

Suggested Downhill Race Schedule

8:00am-11:00 Registration
9:00am – 12:00 pm Mandatory Inspection / Practice Runs
12:15pm – Mandatory Rider’s Meeting
12:45pm Beginning of Seeding Run
2:00pm Beginning of Race
3:30 pm End of Race
4:00 pm Awards

In addition, 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 top of the course for their race run. The Start Lists will be assembled into a category start order. A suggested category start order and start list format is:

Downhill Category Start Order

- U17 and Junior Men
- Sport Women
- Senior Sport Men
- Senior Expert / Elite Men
- Senior Expert / Elite Women

Sample Downhill Start List

Category: Open Elite Male
Race Location: Wentworth Eliminator DH
Date: July 26, 2003

Race Number	Name	Scheduled Start Time
1 Cedric	Gracia	13:01
5 Brian	Lopes	13:02
21 Eric	Goss	13:03
4 Dustin	Adams	13:04
13 Hugo	Donais	13:05
...		

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 Organizers 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 Aiders. 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.

As a result, you must be available to assist with the race at all times; as a result, the organizer can't participate in their own race.

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 BNSMBC 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 number plates and a cheque for plate sold, made out to Bicycle Nova Scotia.
4. A \$1 per registered racer levy fee if the event was part of the BNS Mountain Bike Points Series. Should be paid with a cheque 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 plate number should be included

This information may be relayed to the Media / Results coordinator 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 Mountain Bike Committee List

VP Mountain Bike Sector: Matthew Rockwell, vpmtb@bicycle.ns.ca

Events Coordinator: Pierre Nie, events@bicycle.ns.ca

Chief Provincial Commissaire: Ryan Boudreau, ryan.boudreau@ns.sympatico.ca

Chief Provincial Coach : Andrew Feenstra

Athlete Development & Coaching Coordinator: Rory Gonsalves, athlete@bicycle.ns.ca

Female Athlete Rep: Cynthia Fry

Male Athlete Rep: Ed Rushton

BNS President: Jim Trussler, pres@bicycle.ns.ca

Presidents of all affiliated Provincial Mountain Bike Clubs or their designated representatives.

Nova Scotia Bike Shops & Cycling Clubs

A current list of Nova Scotia Bike Shops and Cycling Clubs is available from Bicycle Nova Scotia. Contact Ike Whitehead at 902-425-5454 ext. 316 or staff@bicycle.ns.ca .
Contact the registrar for a list of all Affiliated Provincial Mountain Bike Clubs.

Course Preparation Guidelines

Course Creator's Credo: Marking tape is your friend - use plenty.

When in doubt, tape it!

Cross Country Courses

Minimum Lap Length: 6 KM

Start Area:

- slightly uphill or flat
- 6 meters wide
- 30 meter long staging area, start area should continue for up to 100metres following line
- start area taped off, with a definite start line

Finish Area:

- slightly uphill or flat
- at least 4 meters wide (6 if combined with start area)
- taped off for at least 20 meters following line, and up to 50 meters before line
- separated from lap lane
- should be well marked

Feed Zones:

- one for every 6 KM of course
- should be on an uphill section
- should be supervised by a Commissaire
- definite start and end markings should be posted
- should be wide enough for non-feeding riders to pass

Downhill Courses

Length: 1500 meters to 3500 meters

Time to Complete: 1.5 minutes to 5 minutes

Start Area Width: 2 meters for up to 30 meters beyond line

Finish Area Width: 2 meters for 30 meters before and 20 meters beyond line

The course access method must be capable of getting at least 100 riders per hour to the top of the course. Chair lift and truck access are both acceptable methods.

Start and Finish Areas should be taped off to prevent spectator access

Signs

Signs for XC and DH:

- no higher off ground than 1.5 meters (4 feet)

- 1 KM sign should be posted 1 KM from finish line
- choose most dangerous area of course, make this a 3-down arrow section; rate all other dangerous sections based on this one
- Tape and arrows should be used to make the course obvious for volunteers, first aid personnel and racers unfamiliar with it to find their way
- Use numbered signs to identify marshal points along the course; note the approximate location of these marshal stations on the course map
- Signs should be firmly attached to posts or trees

Alternate Routes / Sections, XC and DH

Should a section of the course be particularly dangerous, or if a section has the potential to become dangerous in wet weather, be sure that you construct an alternate route around that section.

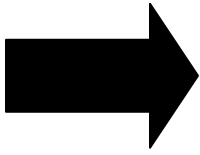
Structures / Jumps, XC and DH

All man-made wood or metal structures included in the race course must well constructed and be covered with a non-skid surface. Asphalt shingles are good. Chicken wire is **NOT** permitted.

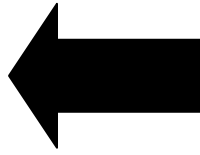
Course features such as vertical drops more than 1 foot in height, or jumps must be carefully considered and approved on a case-by-case basis. Make it safe and sensible for elite caliber riders. If you're in doubt about the ability of unskilled riders to negotiate it safely, put an easier by-pass line around it. Remember, in most cases, the course should be 100% ride-able.

Gap jumps are not permitted; for the purposes of Dual Slalom and 4-Cross Competition, only "Table-Top" style jumps may be used.

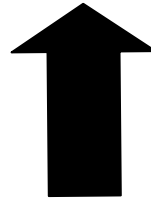
Approved Course Marking Signs



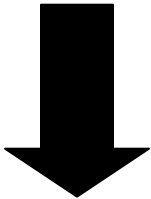
Right Turn



Left Turn



Straight Ahead

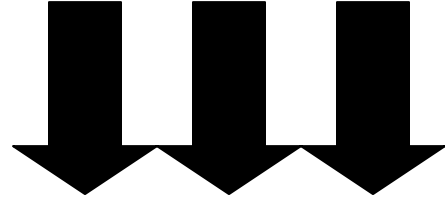


Straight Ahead Slow



Danger Slow

Danger

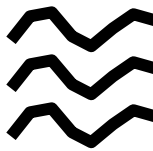


Very Slow



Wrong Way

Water



Crossing

Bicycle Nova Scotia One Event Membership Application

Fee: \$20.00

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 or Commissaire: _____

Registration / Waiver for a Bicycle Nova Scotia Sanctioned Event

Event: _____ Date: _____ Entry Fee: _____

Organizer: _____ Comm issaire: _____ 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
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
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20						
21						
22						
23						
24						
25						

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 Mountain Bike Event Evaluation Report

Event Name: _____ Date: _____

Organizer: _____

Weather Conditions: _____

Number of Racers (XC): _____ (DH): _____ (DS): _____

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
19. Was the XC / Short Track course within length limitations? Yes / No
20. Was the XC / Short Track course too difficult or dangerous to be mostly ride-able?
Yes / No
21. Were the XC / Short Track course start, finish and lap areas adequate? Yes / No
22. Was the XC / Short Track course properly marked? Yes / No
23. Was the XC course feed zone properly marked off? Yes / No
24. Was the DH / DS / 4-Cross course within length / time limitations? Yes / No
25. Was the DH / DS / 4-Cross course properly marked? Yes / No
26. Did all DH / DS / 4-Cross racers have at least 2 mandatory practice runs? Yes / No
27. Were easy alternate lines made around particularly difficult sections? 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: _____