



MOUNTAIN BIKE COMPETITION ORGANIZER'S GUIDE  
*Revised Spring 2017*

## INTRODUCTION

1. This guide has been prepared for organizers of mountain bike events sanctioned by Bicycle Nova Scotia (BNS). By establishing guidelines and standards, events will be run consistently and safely across the province as required by the granting of an Event Sanction. Although participants and organizers of events sanctioned by BNS must abide by the National Mountain Bike rules put forth by the Cycling Canada Cyclisme (CCC) and the Union Cycliste Internationale (UCI), the additional guidelines within this package are also to be followed.

2. Please keep in mind that this guide is by no means the final word on organizing an event. It is tailored to meet the needs of supporting races in Nova Scotia. If you have any questions about organizing an event please get in touch with the BNS Event Coordinator or the BNS VP Mountain Bike Competition. Current contact information can be found on the BNS website - [www.bicycle.ns.ca](http://www.bicycle.ns.ca)

## CYCLING CANADA CYCLISME (CCC)

3. Formerly known as Canadian Cycling Association (CCA), Cycling Canada Cyclisme is a National Sport Organization whose main reason for being is the organization and promotion of competitive cycling in Canada.

## BICYCLE NOVA SCOTIA (BNS)

4. Bicycle Nova Scotia (BNS) is a *Provincial Sport Organization* (or PSO) and is affiliated with the CCC. We are responsible for the general administration and licensing of riders and securing access to event insurance.

Beyond facilitating bike racing in Nova Scotia BNS also provides the following services to the community:

- *Online registration of events using our software and administration*
- *Managing provincial cycling calendar of events*
- *Monthly newsletter delivering current news about events and important happenings*
- *Contributing to the online cycling community through social media*
- *Advocating for cycling infrastructure and policy to grow all aspects of cycling in Nova Scotia*
- *Hosting or co-hosting the annual Nova Scotia Cycling Summit*
- *Hosting annual Bicycle Nova Scotia Awards Night*
- *Helping to organize the annual Bike Week that takes place around the province*
- *Promotion of races on website, social media, online calendar, race calendar*
- *Events coordination through Events Coordinator board position*
- *Oversees the provincial cycling team*
- *Provision of race kit and race organizers guide*
- *RICOH sports awards nomination process*
- *Race results reporting for every BNS sanctioned event*
- *Athlete development to encourage new entrants on the race scene*
- *Organization and support for Commissionaire courses*

## IMAGE AND RESPONSIBILITY

5. BNS is working to promote and preserve trail use for cycling. BNS Clubs and Race Organizers can help assist in this endeavor by:

*Being legal Secure proper permissions for the land use.*

*Ensuring 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 etcetera, is metaphorical to cyclists, but to the general public it creates the impression that mountain bikes may act irresponsibly towards the environment. We also wish to attract young riders thus the message should be appealing to parents, landowners, and athletes from all sports.*

*Giving due warning to other users. Many potential conflicts can be avoided if non-bicyclists do not feel put out or excluded from their normal recreational activities by surprise. Stumbling into the middle of a race can be an intimidating experience guaranteed to make non-bicyclists feel threatened. You can pre-empt many problems by posting an area and giving local media and local recreational users pre- event information.*

*Choosing an environmentally responsible course. Opponents of mountain biking are often other backcountry users and they will notice damage when it happens. In choosing the race course, make sure that you are not endangering native plant and animal life. Be aware of seasonal conditions.*

*Providing 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 onto 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.*

## REQUIREMENTS OF A MOUNTAIN BIKE RACE

6. To host a mountain bike race under a BNS sanction:

- *You must have submitted an event Sanction form and been approved by BNS.*
- *Be a current license holder registered as an event organizer.*
- *Your event must have a licensed Commissaire, preferably two.*
- *You must agree to respect the prize requirements for the type of race that you are holding (see page 9 para 29).*
- *You must have permission from the owners of the land where the race takes place.*
- *You must follow the race organizer's guidelines presented in this booklet.*
- *Course must be fully marked and available for rider to pre ride a minimum of 24 hours in advance of your event.*
- *Event organizer must have attended at least one BNS event organizer meeting in the last year or have met with a BNS representative to ensure the rule, guidelines and regulations around hosting a race in Nova Scotia are understood.*

## THE EVENT SANCTION

7. A sanction is the authorization given to an organizer by the CCC through BNS to hold an event. The sanction recognizes the organizer and protects them under Bicycle Nova Scotia's insurance policy.

8. A sanctioned event allows all BNS license holders and those from other provinces / territories and international UCI license holders to register and race at the event.

9. The implication of this is that anyone 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 (*and you can not verify that they have one*), they must purchase a One Event Membership (OEM) License (*See Appendix B*).

10. BNS Policy on OEMs - casual racers are allowed one OEM per race season, per race discipline (MTB or road). The race organizer may give a grace of a 2nd OEM maximum at their discretion, after which the racer will be required to purchase a race license. OEM fees can be applied to a full license, contact BNS register if you wish to apply a credit.

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

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

- *Event insurance coverage*
- *Provincial calendar listing*
- *Best effort to minimize conflict with other provincially sanctioned events*
- *Access to the BNS Race Kit and chip timing system*
- *Race results posts on BNS website*
- *Access to and coordination for qualified Commissaires*
- *Marketing assistance for your event*
- *Pre-race course check up with a BNS technical delegate (Strongly suggested)*

13. The event insurance coverage obtained by an organizer with an approved sanction guarantees coverage through the Bicycle Nova Scotia insurance provider, providing the event is run according to the current rules and guidelines set by the CCC and BNS. The coverage is third party liability with a small deductible for which the participant is responsible in the event of an incident.

Please add your events sponsors, landowners and municipalities as named co-insured on the sanction form prior to the event to ensure they are also covered. Changes to your insured parties list can be made up to two weeks in advance to your event by contacting the BNS register.

## HOW TO SANCTION YOUR EVENT

14. To receive a sanction for an event, the organizer is required to fill in a current season sanction form available on the BNS website under <http://bicycle.ns.ca/race-organizers/>.

15. Sanction fees (*\$150 as of 2017*) are to be paid in full a minimum 30 days in advance of the event.

16. For Organizers putting on multiple events, the Sanction fees are as follows:

- *\$150 for the first event*
- *\$100 for the second event*
- *\$75 for subsequent events*

This applies to multi-events regardless of discipline (*XC, Road, DH or combination of any of these*). This is in recognition of the effort that goes into putting on multiple events, and the significant positive impact it has on the racing scene in NS. Multiple or Stage events taking place on the same weekend are considered one event.

17. If not submitting online with Sanction, cheques are to be made payable to **“Bicycle Nova Scotia”**. Mail completed forms and payment to:

***Bicycle Nova Scotia***

*5516 Spring Garden Road, 4th Floor Halifax, N.S. B3J 1G6*

## INSURANCE

18. All BNS sanctioned events are covered by the BNS's insurance policy. All members of the organizing committee, sponsors and land owners must be named on the insurance certificate in order to ensure coverage.

To have these key members listed, the Organizer must provide BNS with a complete list of names a minimum of two weeks prior to the event. All riders participating in the event must have a full CCC license, UCI or other nationally recognized cycling license or an OEM License. Volunteers are to fill in a Waiver, Release & Indemnity Form and sign on the Volunteer Register Form (*see forms in Appendix B*).

## COMMISSAIRES

19. At least one, preferably two (*Chief and Assistant*) Mountain Bike Commissaires, licensed by BNS (*or equivalent PSO/ TSO*), must be present and working at all sanctioned mountain bike events. It is the Commissaire's role to ensure that all CCC and BNS 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 Commissaire's responsibility to suggest changes to the appropriate people and ensure that they take place. The Chief Commissaire also makes rulings in cases of rider protests.

20. Many organizers have Commissaires within their clubs or Race Committees, thus are self-sufficient in that regard for their events. If this is not the case, BNS will assign at least one Commissaire to your event, ideally two. It is your responsibility to ensure that Commissaires are secured prior to the event. If you are not clear on who your Commissaire(s) will be at least one month before your event, please contact the Mountain Bike Provincial Chief Commissaire, or another BNS representative immediately for assistance. The organizer is responsible for paying Commissaire costs.

## DUTIES AND RESPONSIBILITIES OF A MTB COMMISSAIRE

21. It is the duty of the MTB Commissaire to oversee the running of the event, its adherence to the rules and regulations of the CCC and BNS, and ensure the safety of the participants, volunteers and spectators.

The Commissaire is to:

- *Coordinate with the Organizer and confirm the location and starting time(s) of the event.*
- *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 course changes or modifications that may be necessary. As a note, it is be a good idea to carry biodegradable spray-paint, flagging tape and a few trail building tools with you on your walk-through.*
- *For longer courses such as an enduro or marathon inspecting the course the morning of the event may be challenging for the Chief Commissaire; in this event, please inspect the course the day prior to allow for enough time to make any required changes. Either the event organizer, race committee member, or another commissaire **MUST** still inspect the course morning of to ensure no new hazards or problems have arisen. If needed, a race start delay, or reroute may be required if the issues cannot be fixed in time.*

22. Before any race can begin, make sure the following have been provided / completed:

- *Registration of participants*
- *Recognized first aid personnel on site*
- *Sufficient personnel present for marshalling, time keeping and scoring of the event*
- *A suitable feed / technical zone (XC / Marathon / Enduro events) has been provided and is clearly marked*
- *A course map has been posted in at least one obvious location*
- *An emergency action plan has been filled out, clearly posted and distributed to volunteers and first aid personnel*
- *Confirm that drops, gaps and other technical features are clearly marked and visible*
- *If a bike has any obvious defects, prevent the rider from participating. \* This does not mean you should perform "bike safety checks", but if you notice an issue you are obligated to act\*.*
- *In the case of a downhill, 4X or Duel Salmon race,*
  - *Ensure that each racer has completed two mandatory practice runs*
  - *Ensure racers are wearing full face helmets*

## **RIDERS MEETING**

23. Prepare a pre-race briefing to be given at the start of each category's race. It should include the following topics:

- *Riders are responsible for their own safety and knowledge of the rules and course*
- *The basic rules: helmets required, repairing of bikes during the race, rider right of way*
- *Any unique rules pertaining to that day's events*
- *Location of any hazards / significant technical areas on the course*
- *Location and operation of feed-zone / tech zones*
- *Number of laps for the event for each category*
- *Location of First Aid*
- *Typical hazards of the sport*
- *Riders to inform the finish line staff if they choose not to finish*

24. Some additional items to be aware:

- *Keep a watchful eye that each rider is wearing an appropriate helmet fastened securely and that each rider has a race number securely fastened in the appropriate position*
- *Be present for all starts and finishes*
- *The race organizer is responsible to provide the commissaire(s) with a suitable meal during the course of the day - or a meal allowance*
- *Log any incidents or penalties given, especially accidents where first aid is administered*

## ORGANIZER'S RESPONSIBILITIES TO EVENT COMMISSAIRES

25. All Nova Scotia mountain bike events must pay an honorarium plus travel, food and accommodation expenses of Commissaires as follows:

*a. Chief Commissaire:*

- *Honorarium: \$100 / day*
- *Food: \$10.00 / day for lunch, or a meal supplied to them*
- *Transportation: \$0.54 / km*

*b. Assistant Commissaire:*

- *Honorarium: \$75 / day*
- *Food \$10.00 / day for lunch, or a meal supplied to them*
- *Transport: \$0.54/km*

26. To help reduce costs, the Organizer may choose to provide Commissaries with food, or, in the exceptional circumstance that the Commissaire needs to travel a large distance, to provide them with accommodation for the night. BNS will make every effort to assign a qualified Commissaire who lives as closely as possible to your event.

27. Optimally, Commissaires will be assigned no later than one month prior to your event. However if you have not received word of an appointment within two weeks of your event please contact BNS for assistance.

28. Any questions regarding Commissaires or their assignments should be directed to the Provincial Chief Commissaire or the VP Mountain Bike Competition.



## **BNS AWARDS & PRIZE POLICY - CROSS COUNTRY / GRAVITY SERIES**

29. This system must be adhered to by organizers who are holding BNS Mountain Bike Provincial Points Series events in either the Cross Country or Gravity Series. Organizers who are holding other BNS sanctioned events that are not part of the provincial series may handle prizes as they choose.

- a. If there are three or less entries in a category, the Organizer does not have to award a prize for last place.*
- b. If cash prizes are given (typically only Men's and Women's Elite), prize amounts given to male categories must be equal to those given to female categories for all placings.*
- c. Medals / trophies / prizes of the Organizer's preference will be given to the top three finalists in each category.*

## **AWARDS CEREMONY**

30. Awards for all events should take place as soon as possible. Organizers are only required to post the top finishers in the categories in order to progress to the protest period and awards ceremony. In the larger categories, the rule of thumb will be Top 10, or within 20 minutes of the winning time, whichever comes first. For the smaller categories, the Top five is sufficient. It is expected that the full results will be submitted by the following day.

If using a chip timing system, results should be available as soon as the race is completed. Unless you have a printer on site you may need to write out results manually using the sheets provided in *Appendix B*.

31. It is good practice to have prizes pre-sorted and labeled to avoid confusion and delays. The awards ceremony is also a good time to thank all the people who helped in the event such as volunteers, sponsors, landowners, participants, etcetera.

32. If you have a morning race, it is good practice to have the awards ceremony for the morning race either before the afternoon race, or while the afternoon race is going on, to allow morning participants (*the youngest categories and consequently their parents*) to head home if they wish to do so.

## EMERGENCY ACTION PLAN

33. It is the event organizer's responsibility to distribute a completed Emergency Action Plan Form (*see forms in Appendix B*) to volunteers and First Aid staff who may be called upon to deal with an emergency. The Chief Commissaire will check to see that this is done. Copies of the form should be posted in the Registration area. Organizers may use their own forms and documents for this task if desired.

## FIRST AID

34. As a requirement of BNS, you must have at least one team of qualified First Aiders on site for the full duration of the event. With ample notice, the following are good sources for First Aiders:

- *Canadian Ski Patrol System*
- *Local fire department or paramedical personnel*
- *Search and Rescue Services*

35. The details of any race incident involving injury or treatment by the first aiders must be sent to BNS following the race. The BNS Race Incident Form (*see forms in Appendix B*) is to be filled out. Additionally, key information for the Sports Accident Claim Form (*Available on the BNS' website*) can be noted in the case that a person makes a claim resulting from an injury during an event.

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

## RACE SCHEDULE

37. The schedule you set for event day should be posted in the registration area and followed. Many racers time their travel, pre-race meals, and warm-up according to the posted schedule thus deviating from the schedule can significantly impact their race day. *See page 34 for more sample schedules.*

## COURSE PREPARATION / APPROVAL

38. The race course should be fully marked and ready at least one 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 with the course.

## COMMUNICATION

39. A reliable form of communication is needed to connect the Commissaires, Course Marshals, Organizer and First Aiders. Cell phones are the primary means of communications, though radios can be used if they can be proven to work reliably.

## VOLUNTEERS

40. Volunteers are to fill out a Waiver, Release & Indemnity Form and be recorded in the Volunteer Register (*both forms in Appendix B*) to have them included in the Event Insurance.

41. Volunteers are the key to the success of your event so you need to make sure you have enough. Recruiting volunteers should be done well in advance of the event. 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, and how to track laps if they are a Lap Counter. Tell them the race rules and emergency procedures. Let them know well in advance what they should bring to the race (*preferred bug repellent, layers, etcetera*).

Remember that Commissaires are not volunteers.

42. Volunteers serving as Course Marshalls/Lap Counters must be on the course for the full duration of the race. The Course Marshall /Lap Counter duty guidelines:

### COURSE MARSHALL:

- *Control, direct and advise spectators so they are not on the course when riders come by*
- *Direct traffic if required*
- *Direct riders if necessary at intercessions (eg: if Youth categories have a shorter loop)*
- *Advise racers of upcoming obstacles/hazards on the course*
- *In the event of an accident, assist riders, call first aid, if necessary. If for some reason there is no other communication available, tell other riders to advise race officials and First Aid*
- *Warn oncoming riders of injured rider if on course and can't be moved*
- *Prevent riders from short-cutting course. If a Marshall witnesses this, get rider's plate number and description and advise Commissaire as soon as possible*
- *Do not assist riders with mechanical problems unless they are a U15 or younger.*
- *Report riders receiving assistance, other than the Youth Categories mentioned above; the riders may be disqualified if assisted, at the judgement of the Commissaire*
- *Marshalls should have a copy of the race schedule, the course map and the Emergency Action Plan*
- *Marshalls should have a cell phone or radio along with numbers / channels to contact first aid and race organizers*

Downhill / Enduro or Time Trial events: *In the event that a rider crashes and is too injured to continue, radio/ phone for First Aid, and the Starter to stop subsequent riders if the rider or rescue effort blocks the course. Riders already on the course are to be stopped, and told to proceed to the finish line to ask for a restart.*

## LAP COUNTER:

- *Best done with two people: one to call out the rider numbers, the other to write them down, though it can be done with one person*
  
- *Choose a location where you can see the riders coming for a few seconds and where they will be riding relatively slowly (e.g. Uphill, or setting up for a sharp corner)*
  
- *Record each riders' number as they pass on a "Lap Counting Sheet" (see forms in Appendix B)*
  
- *Write an "X" if you miss a rider's number to identify that an unknown rider has passed;*
  
- *The sequence of riders is very important;*
  
- *Mark your name and location on each lap sheet;*
  
- *Number each sheet;*
  
- *Give your lap sheet to the Commissaire at the end of the race.*

43. It is a good idea to reward volunteers by including them in the draw for prizes at the Award Ceremony, etcetera. Feed them every mealtime. You should ask what they want before you serve in case some are vegetarian or have allergies.

## **PAPERWORK / FEES**

44. The paperwork/fees collected at an event include:

- *Race Fees and Plate fees*
  - *Race plates are sold for \$5, funds to be returned to BNS*
- *One Event Membership Forms*
  
- *Completed Registration Sign-in Sheets*
  
- *Completed Volunteer Register*
  
- *Waiver, Indemnity and Liability Forms*
  
- *Completed Results Sheets*

There is a folder supplied in the BNS race kit to collect all filled out forms at the end of the event.

## PREPARING FOR THE RACE

45. 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:

- a. *Understanding the Mountain Bike Regulations*
- b. *Securing written permission from landowners and local authorities*
- c. *Securing BNS Sanction*
- d. *Promotion of the event*
- e. *Course preparation and safety*
- f. *Marking the course clearly using survey tape, directional arrows, gates, etc.*
- g. *Marking the corners clearly and tagging straight sections at close intervals*
- h. *Marking or removing hazards (see risk management section for more details.)*
- i. *Providing qualified First Aid personnel*
- j. *Filling in the Emergency Action Plan form before race day and submitting the completed form to the Chief Commissaire*
- k. *Supplying all marshalls, volunteers and staff*
- l. *Co-coordinating registration which includes but is not limited to:*
  - i. *Processing entries,*
  - ii. *One-Event Memberships*
  - iii. *Collecting entry fees*
  - iv. *Selling number plates on behalf of BNS*
  - v. *Providing event timing using either the BNS chip timing kit, or other means as desired.*

## RACE PAMPHLET/POSTER

46. A race pamphlet can go a long way toward promoting your event. It is best to have it at bicycle shops, BNS & shop Websites and Facebook at least three weeks in advance.

The pamphlet/poster should include:

- a. *Name of the event*
- b. *Date*
- c. *Time for Registration*
- d. *Whether or not there is pre-registration*
- e. *Fees*
- f. *Categories and their start times*
- g. *Sponsors*
- h. *Course descriptions, distance/time of races by category*
- i. *Directions to the event (map)*
- j. *Phone contact / e-mail contact for information*
- k. *Bicycle Nova Scotia logo to inform riders that your event is sanctioned and approved by BNS.*

## MATERIALS RACE ORGANIZERS SHOULD HAVE

47. These are items BNS recommends Organizers have to support their event:

- *Signs for finding the event site, registration, start and finish lines, feed /tech zone, “race in progress” , etc.*
- *Course markers for turns, descents, water crossings, etcetera as per Appendix A. Surveying tape may also be used to block short cuts and to mark turns.*
  - *Reminder the course must be able to be navigated easily at race pace by riders with only limited experience on the trail*
- *Tables, chairs and some form of shelter (tent, building, etc.) for the registration area and finish line.*
- *Food and extra water, if possible, for volunteers and racers*
- *Communication for course marshalls and officials*

- *Bug repellent, sunscreen and rain wear if necessary*
- *First Aid kit*
- *Zip ties for race plates*
- *Basic trail building tools such as loopers, rake, shovels for course repairs*
- *Nails / screws for bridge / boardwalk repairs if needed*
- *Traffic cones and sports pylons are useful for marking some areas*
- *Temporary bike racks are a nice addition to help cut down on clutter during race day*

#### **MATERIAL SUPPLIED IN THE BNS RACE KIT**

48. These are the items available in the BNS Race Kit:

- *BNS Race Plates*
- *Duct and packaging tape*
- *Commissaire vests*
- *Clipboards*
- *Stopwatches*
- *Tie Wraps*
- *Pens, Sharpies, Paper, tape*
- *Caution Tape and Marking Paint (for final adjustments to course if needed - not for primary course marking)*
- *Bug Spray*
- *Whistles*
- *First Aid Kit*
- *Generator & PA System: Can be provided if requested in advance*
- *“Completed Forms” Folder*

- An Accordion binder containing the following:

1 - *Licensed Racer List*

- *This is periodically updated during the season and not all racers may be listed*

• 2 - *One Event Membership Forms*

3 - *Event Registration/Waiver Sign-in*

4 - *Waiver, Release Indemnity Forms*

5 - *Volunteer Register*

6 - *Lap Counting sheets*

7 - *Final Results Sheets*

8 - *Emergency Action Plan Forms*

9 - *Commissaire Evaluation Forms*

10 - *Event Evaluation Forms*

11 - *Race Incident Forms*

12 - *Rule Infraction Form*

13 - *Sport Accident Claim Form*

14 - *2017 BNS Guide*

15 - *Blank paper*

## **COST AND SPONSORSHIP**

49. It is important that you budget for your event to ensure its financial success. Costs that may not be apparent may include: advertising, printing, phone bills, officials, mailing costs, facility and toilet rentals, ATV usage and gas for generators or vehicles, course marking supplies, etc.

Sponsors may be able to assist you in covering some of these costs either via donations or with financial aid.



## ORGANIZING YOUR EVENT: A STEP-BY-STEP GUIDE

50. Here is a checklist of things to do in the months, weeks and days leading up to your event.

### 12 Weeks Prior

- *Survey course and make a plan for any trail work required*
- *Obtain written approval of land use*
- *Obtain sponsors*
- *Promote event*
- *Send in fees for sanction and insurance*
- *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, etc.)*
- *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*
- *Contact Commissaire pending any questions on rules*
- *Notify media*

### 1 Week Prior

- *Obtain BNS Race Kit*
- *Prepare course, rake the trail, clear any debris and 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 fully mark the course if not already completed*
- *Check that supplies are ready for event day (sort / label prizes, swag, etcetera)*
- *Check on post event activities (facilities, media, etcetera)*

### Event Day – Early Morning

- Pay Commissaires
- Brief Commissaries and Marshals & Lap Counters
- Check over course and set up start / finish areas and feed zones
- Have commissar inspect the course for final approval
- Set up registration area and water station
- Establish First Aid stations
- Set up electronic timing systems and test function
- Conduct Registration

### On the Start Line

Have Commissaire conduct a roll call and numbers check 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 Ceremony
- Clean course
- Thank landowners, sponsors and volunteers

### Post Race Information Required

- One Event Memberships & Waivers
- One event membership fees
- Race Incident / Infraction Sheets
- Provide Full, Legible results with finish times for all categories to Results coordinator

## PREPARING THE RACE COURSE

51. See Appendix A for Course symbols and approved signage examples.

52. When preparing a site for an event, it is 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.

53. Many mountain bike races in Nova Scotia attract from 50 - 125 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

54. The usual format for a Cross Country race is the Olympic Format – multiple laps of a course that is at least 3KM long, with mass starts divided up by race category. Optimally elite level racers should finish a single lap in 10-20 minutes.

55. Specific requirements for this type of course include:

- 1 Feed Zone

- 1 Technical Assistance Zone

- No more than 15% of the course can be paved

- Cut off's may be required on longer or more challenging courses for youth categories in order to keep finish times in the desired ranges.

56. The course should be generally rideable by a racer of average skill in most weather conditions, understanding that some lines may be more challenging than others.

58. 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. A straight starting on a long, slight uphill before the first single track segment is an ideal set up to help reduce bottle necking and congestion.

59. The finish should have a clear view for Commissaires to record plate numbers, wide enough for riders to be able to pass in the case of a sprint finish, and have room for riders to stop after crossing the line at full speed. There should be a covered working area at the finish line for the timing crew and Commissaires (*canopy type tent works well*). A finish line corral to keep spectators clear is desirable.

60. 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.

61. The Technical Assistance Zone (*Location to keep spare wheels, tools etc*) is typically on the opposite side of the course to the Feed Zone.

62. In situations where space is limited, a common combined feed and tech zone is acceptable.

## CONSIDERATIONS FOR MARATHON / ENDURANCE RACES

63. The format is a single or multiple laps of a long course that is a minimum of 60 KM in length or a closed loop course of a shorter distance (5-10KM) long where riders complete as many laps as possible in a set amount of time.

### 64. Specific Requirements:

- a. Several supervised Feed Zones; 1 feed zone every 20 to 30km is a good rule of thumb.*
- b. The course should be 100% rideable by a racer of average skill in most weather conditions.*
- c. 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.*
- d. The course should include distance marking signs at a maximum of 10KM apart.*
- e. 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.*
- f. The minimum completion time for an Elite level racer should be about 4 hours.*
- g. Support riders either on bicycle or motorbike should patrol the course with first aid supplies and extra water.*

## CONSIDERATIONS FOR SHORT TRACK RACES

65. 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 ideally no more than 2KM long, with a mass start. Courses are often smoother and less technical than found at a regular cross country race and may use a combination of single track, woods roads, fields and double track segments.

These races are a great gateway into MTB racing and can be suitable for riders of all ages and abilities.

### 66. Specific Requirements:

*a. No Feed Zone necessary*

*b. Similar to an Olympic Format Cross Country Race but with shorter completion times. Completion times for elite level riders tend to be in the 20 to 30 minute range.*

*c. Most popular format is to run Short Track in a Criterium format, where the riders compete for a specific length of time (typically 15 - 20 minutes for youths, 30 minutes adults) around a 3 – 5 minute course, plus one lap.*

*d. Course marking can be minimal for grass roots community based events, but riders must still be able to easily follow the course. Marking intersections, start line and finish lines are key.*

*e. Providing first aid staff is required.*

## CONSIDERATIONS FOR DOWNHILL RACES

67. The following 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.

*a. That all racers complete at least two practice runs once the course has been finalized and marked off - this MUST be done day of the event with no exceptions.*

*b. Full-face helmets are mandatory. Long pants, long sleeved shirts or protective body armor are recommended.*

*c. The Organizer must determine and publish a method for getting racers and their bicycles to the top of the hill. Having the riders walk up / ride up is acceptable on smaller tracks where the vertical distance traveled is small (less than 75 or so meters). Usually this will be a ski-hill chair lift, truck or van is used to shuttle riders.*

68. In your event schedule, you must make room specifically for the practice / inspection runs.

69. The course should meet the following parameters:

*a. 1000 to 3500 meters long.*

*b. 2 to 5 minute run times for elite level racers.*

*c. The course can incorporate features like drops or jumps, but they must be approved on a case-by- case basis by your commissar.*

*d. Provide alternate lines around difficult features for less skilled riders (depending on the course feature, the alternate line may be made mandatory for sport class and U17 racers). Most of all, the features should have a wide, visible approach and a wide visible landing.*

*d. Start area should be 1.5 meters wide.*

*e. Finish area should be suitably wide for the speed being taken in and an adequate run-out corral taped off.*

*f. Man made objects (such as lift towers and poles) are to be padded with hay bales or something similar. Natural features are not required to be padded but may be marked using temporary paint or other means.*

## CONSIDERATIONS FOR DUAL SLALOM AND FOUR CROSS RACES

70. Dual Slalom and Four Cross (4X) 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 60 seconds for an Elite level racer. The course should be built on a slight to medium grade slope.

71. The start area should consist of a platform with a steeply angled start ramp. The finish area should be suitably wide and should include a marked run-out corral. The outside boundaries of the course should be marked with traffic pylons, gates or with marking tape.

72. 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 two lanes will take slightly longer to run than the other; however, neither lane should be more than 5% slower than the other.

73. In the case of a 4-Cross race, (*up to*) four competitors race head-to-head. As such, the course will have four distinct lanes for the length of the start ramp (about 10-20 metres passed the start line). Rides **MUST** stay in their marked lanes until their end. After that, the course should be wide enough to accommodate four racers riding side to side for its full length. There are no distinct lanes past the end of the start ramp. The course may also include flexible ski-style gates that racers must successfully pass.

74. Seeding runs are suggested for DS and 4X events. Rides will receive individual timed runs of the course and will be seeded based on their results. You may use a best out of two system if time allows. Seeding runs will pare up racers into their heats in a fasted, slowed, middle, middle format, taking a rider with fast time, slow time and two from the middle to make up the next round of four. *See Appendix B for a race points allocation guide.*

75. During race heats, the fastest racer(s) will move on to the next round and the slower racer(s) move to a consolation round. All races will receive at minimum two race runs. You may combine categories for heats if turn out required such to make full heats of 3-4 racers. Split out results at end of race to show based on categorize raced.

## CONSIDERATIONS FOR ENDURO RACES

76. Enduro races are a mix of elements from downhill and cross county. Courses are typically less demanding than a full on downhill race but may be more technical than cross county. Races focus on descending, technical skills and rider endurance. The bulk of the course should be downhill, but short climbing and flat sections are acceptable. Timed downhill segments or “stages” are linked by non timed climbing transitions.

### 77. Specific Requirements:

- a. A race must contain a minimum of three courses (AKA: Stages) and a single course can not be used more than twice in one event.
- b. A minimum of one neutral feed / tech zone must be provided for every two stages.
- c. Finish time per stage for an elite rider should be no more than 15 minutes and a minimum of 30 seconds.
- d. Racers times are combined from each of their stages. The rider with the lowest combined time wins.
- e. Racers do not accumulate time during the transition. Organizers may, if they wish, give riders a maximum time to complete transitions with a time penalty for checking in late. IF you wish to give penalty you MUST announce this prior to the event and confirmed with riders during the racers meeting.
- f. Total racing time for an elite rider should be between 8 minutes and 45 minutes.
- g. The total distance or approximate riding time anticipated should be advertised as to allow riders to properly prepare for the event.
- h. Bicycle Nova Scotia does not endorse “*blind racing*”. Courses must be made available for pre riding and inspection a minimum of 48 hours in advance of the event.
- i. As with any race, riders must be able to easily navigate the course using the provided markings. All intersections must be clearly marked on stages and on transitions. The individual stage start and finish locations must be clearly visible at race pace. Technical features such as drops and jumps, especially any gaps must also be clearly marked.
- j. Transitions between timed stages are typically self powered and completed on bike, however in some cases (*such as extremely long distances between starts*), vehicles or up-lifts may be used. If this is allowed it MUST be advertised as such in advance of the event and confirmed with riders during the racers meeting.
- k. Full face helmets are not required but can be made mandatory by an Organizer if their course demands it. Please advertise as such if you wish to require full face helmets on timed stages.



## RACE-DAY ADMINISTRATION

78. 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 two 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.

## REGISTRATION / SIGN-IN

79. A critical component to a successful race day is Registration and Sign-In. 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.

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. BNS can provide you with online pre-registration using Zone 4.

## USING ZONE 4 FOR EVENT PRE-REGISTRATION

80. Bicycle Nova Scotia can assist Race Organizers with online pre-registration by setting up a race pre-registration website with Zone 4. The fees are paid directly to BNS by credit card, using the BNS Merchant Account.

BNS can issue a cheque to the Race Organizer for the early pre-registrations up to one week before the event so that the Organizer has some cash available for final race preparations, and issue a final cheque after registration closes for the event. If you require a cheque to be issued in advance please contact the BNS Registrar otherwise a cheque will not be issued until after the event.

81. The BNS Registrar will set up the pre-registration site with information from the race organizer. Please submit your request and complete information at least four weeks prior to the race date. Upon request for online registration the Registrar will send a template for the organizer to fill out with all relevant race details.

### Online Race Registration Request Form Main Background Settings for Zone 4 Race Registration

(\* indicates mandatory information)

- *Name of Race\**
- *Registration Open Date and Time\**
- *Registration Close Date and Time\**
- *Contact Person Name\**
- *Contact Phone\**
- *Contact Email\**
- *Website*
- *Maximum number of individuals if applicable*

You can set up to three different fees based on registration dates to encourage people to register early for your event. You can use all three periods, or two periods, or just one, it's your choice. If none are completed, BNS will assume one fee that ends at Registration Close Date and Time. You'll provide the fee information later on this form.

- *Early Registration period END*
- *Regular Registration period END*
- *Late Registration period END*

Assumed same as Registration Close Date above. If you want a Google Map option on the registration page showing the start location of the race, please provide a full address.

- *Event Location*
- *Event Address*
- *Event Postal Code*
- *Event Start Date and Time*
- *Event End Date and Time*

At the top of the Registration Form there is a space for information about your event.

82. Please provide full event details including:

- *Description of the course*
- *Race sign-in time/instructions for pre-registered riders*
- *Race-day registration – start/end times*
- *Race number pick-up time/instructions/fee*
- *Race start time*
- *Categories (and distances/# laps if available)*

83. The following information will be collected about each racer:

- *First Name*
- *Last Name*
- *Club/Team or Independent*
- *Birth Date*
- *Gender*
- *Age*
- *Address*
- *Email*
- *BNS License Information*
- *Emergency Contact Person and Phone #*
- *Race Category (based on the NS Ability Categories)*

84. Fees: You can set different fees based on any criteria, for example, racer age. If you choose to have different fees for Early, Regular and Late registration, include these different fees.

85. Receipt Message: Each pre-registered rider will receive an email receipt on which you can send a custom message with important reminders, thanks for registering, etc. You will be copied on each email receipt. Please write your own email receipt message here.

## SUGGESTED ON SITE REGISTRATION PROCEDURE

86. 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. 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.

### a. Personnel Required

- *A minimum of four people to work the registration desk*
- *A Commissaire to observe and answer questions / assist in set-up*

### b. Materials Required

- *Two good-sized tables, or equivalent surface that can accommodate registration*
- *Four chairs*
- *Good stock of pens*
- *A minimum of three clipboards*
- *BNS Race Kit accordion binder of forms*
- *If a building is not available for registration, then a large tent or some other cover*
- *Number plates (provided in BNS race kit)*
- *Zip ties and clippers*
- *BNS race timing chips (if using chip timing system)*

c. Registration Procedure: The tables are set up in such a way as to allow a steady stream of traffic for the registrants. 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 are expecting many racers, you may distribute a registration rule sheet concerning which documents racers must produce and which categories they are eligible for at the entrance to the registration area.

### d. Processing arriving participants

#### *i. Racer with No License:*

*If a racer does not have a license, he/she goes to the One Event Membership table. These are sold for \$25. This money should be kept separate from all other registration. A good practice is to staple the fee to the OEM Form if you plan to give all the documents & cash back with the BNS Race Kit. They do not have to fill in a Waiver, Release & Indemnity Form, since the same content is on both forms.*

#### *ii. Racer has a License, no plate:*

*Goes to the Plate Sales Table and picks up a plate. All plates are \$5. A sheet inside the number plate box indicates which plates are given to what category. The \$5 fee for number plates should be kept separate from all other registration fees. 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. Licensed racers are not required to fill in a Waiver, Release & Indemnity Form.*

#### *iii. Racer has a License and Plate:*

*Goes to the main Registration Table*

e. Registration Table: This will typically be the longest line. The volunteer(s) can fill out all of the applicable information (Name, Club, License #) from the racer's license.

*i. Enter the plate number.*

*ii. For people racing on one-event licenses, enter "OEM" in the license number column. One-Event License holders are:*

- 1. Only allowed to race as independents; and*
- 2. No Club affiliation is permitted.*

*iii. Signatures: The racer must sign in the Sign-On column.*

*iv. Racers pay the race fees*

*v. At this point, it is good to have a map of the course and a list of start times. This will help save answering the same questions over and over again!*

*vi. Some Additional Notes*

*a. Preparation is key. This will run smoothly if you have taken some time to ensure you have all the materials and have trained your registration volunteers in this procedure.*

*b. If you intend to use registration volunteers as Course Marshals, Registration must be complete before any races begin. (multiple start race format)*

*c. 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.*

*d. Select registration volunteers that have legible handwriting. This is important as the race scoring lists are made from the results of the registration documents. Confusion caused by bad handwriting will definitely come back to haunt you when trying to figure out final results.*

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

## **RACE TIMING SETUP**

87. If an electronic timing system is used, the people 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 to get their data entry done. Please ensure that a test of the functionality of the timing system has been completed prior to the start of the race.

## ABILITY BASED RACE CATEGORIES

88. All provincial points races use Ability Based Categories. Non-points series races need not follow this policy. Note that these categories may not conform to the CCC / UCI category is printed on a racer's license. We have adapted the categories to reflect the realities of the racing demographic in Nova Scotia.

## XC ADULTS ABILITY BASED CATEGORIES

89. The Abilities Based Categories are as follows:

Men's Elite: Racers will cover the longest distance of all categories and is the category with the province's top athletes, racers whose devotion is more than recreational, and racers who simply want to measure themselves over a longer distance.

Men's Expert: Riders who consider themselves confident to race for a duration of approx 1:30hrs. It is typically the largest number of racers ranging from some who train minimal hours to those developing their abilities to compete in Men's Elite.

Women's Elite: Line up and race mixed in with Men's Expert. This is for women with significant fitness that are interested in the greater distance and more intense racing experience. They race with the Men's Expert, but are recognized separately in the Results and Awards Ceremony.

Men's Sport: Aim for an event of a duration of 1:00hrs, riders are still developing their fitness to progress to Expert, or have arrived at a point in their life that Racing Sport suits their needs the best.

Women's Expert: This is for women still developing their fitness and riding skills to progress to Elite. Women's Expert may start with Men's Sport or opt to start on their own behind Men's Sport.

Women's Sport: This is for women new to racing or those still developing their fitness.

Masters Men 40 Plus: New category added in 2016 for male racers over 40 years of age. Formally many racers that would have fit in this age bracket would have chosen to race Men's Sport or retire from racing. This category gives them a place they can feel is their own.

Citizen's Open Category: For those with very little experience with XC events that wish to give it a try without concern of having to attempt a race that will take 1:00hrs for an experienced racer to finish. Typically it will be 1-2 laps of the race course.

## XC YOUTH CATEGORIES:

U19 Men's/ Women's: U19 is a new category added in 2016 for riders no older than 18 at end of calendar year. This category is for those training for high level competition. Men's and Women's U19 start with the Elite category of the same gender.

U17 Boys / Girls: The U17 will start with the Sport Classes, but will be recognized separately at the results.

U15 / U13 Boys & Girls: Can be accompanied by an adult not registered to race (Have these people fill in a Waiver, Indemnity and Liability Form and sign into the Volunteer Register), can receive assistance anywhere on the course. Organizers will endeavor to produce a shorter lap for these categories to better control their race duration, and to provide more opportunity to be seen by their parents. In the case of a shorter lap, they will be readily identifiable by a piece of bright colored tape or ribbon on their bar/plate.

U11 Boys / Girls: New for 2017, we will be supporting a U11 category as a development tool and entry point for new young racers to transition into provincial series racing from recreational such as short track races.

90. Movement between Categories: BNS does not enforce a formal system of mandatory progression through the categories. However, it is expected that all racers will exhibit appropriate and realistic consideration for their fellow riders and refrain from dominating transitional Categories – i.e. any category except Men’s and Women’s Elite.

91. The Organizer, in conjunction with the Chief Commissaire, will confirm the number of laps that each category will do.

92. The following table gives the ideal winning time for 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. The categories will have a race duration set as close as practical to the Ideal Wining Time in order to:

- To have a common standard across all events,
- To comply with UCI, CCC direction,
- To allow for participants to know ahead of time what they are committing to, and
- To better prepare those athletes who will compete at National events

92. Combining of Categories: The adoption of Abilities Based Categories has resolved the historic need for

| <b>CATEGORY</b>        | <b>FINISH TIME RANGE</b> |
|------------------------|--------------------------|
| Elite Men              | 1h 30 to 2h 00           |
| Expert Men             | 1h 15 to 1h 30           |
| Sport Men              | 1h 00 to 1h 15           |
| Master Men (40+ years) | 1h 00 to 1h 15           |
|                        |                          |
| Elite Women            | 1h 30 to 2h 00           |
| Expert Women           | 1h 15 to 1h 30           |
| Sport Women            | 1h 00 to 1h 15           |
|                        |                          |
| U19 Men and Women      | 1h 00 to 1h 15           |
| U17 Boys / Girls       | 0h 45 to 1h 00           |
| U15 & U13 Boys / Girls | 0h 30 to 0h 55           |
| U11 Boys / Girls       | 0h 15 to 0h 30           |

combining categories. There may still be circumstances where there are very low numbers, such as the Youth Categories. In the case of U15 and U13, they will still remain within their category to ensure they are kept within their limits for duration, and for the overall goal of promoting cycling to young riders.

**DH, ENDURO AND 4X ABILITY BASED CATEGORIES AND NUMBER OF LAPS**

93. Minimum Ages for Gravity Events :

- *Minimum category for participants in DH is U17.*
- *Minimum category for participants in 4X and Enduro is U15.*
- *Pre-runners can be selected for Gravity events that are one age category below the regular minimum. These pre-runners MUST participate in practice and abide by all other regulations. These riders must be cleared to test the course by the Chief Commissaire and by the race organizer. Pre-runners will head down the course before the start of the race to assets with a timing check and to signal the events start to spectators so that the course can be cleared.*
- Pre-runners MUST also ride with a race plate designating them as a pre-runner.

| <b>CATEGORY</b>  | <b>DH</b>  | <b>ENDURO</b> | <b>4X / DS</b> |
|------------------|------------|---------------|----------------|
| Elite Men        |            |               |                |
| Expert Men       |            |               |                |
| Sport/Novice Men |            |               |                |
|                  |            |               |                |
|                  |            |               |                |
| Elite Women      |            |               |                |
| Expert Women     | NEW 2017!  | NEW 2017!     |                |
|                  |            |               |                |
| U17 Boys / Girls |            |               |                |
| U15 / Girls      | Pre-runner |               |                |
| U13 Boys / Girls |            | Pre-runner    | Pre-runner     |



## LICENSES

94. A participant must present a valid Mountain Bike Race License (license may be from other provinces or other countries) or purchase a One Event Membership before registering to compete in a sanctioned mountain bike event in Nova Scotia. The list of Nova Scotia licensed racers (available in the BNS Race Kit) can also be referenced to confirm valid license.

95. Event license forms must be signed by the participant or a parent or guardian if the participant is under 19 years of age.

96. 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.

*a. Unable to present license: 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.*

*b. 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 Event Membership.*

*c. 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. Riders from the United States with a NORBA license that has NO USCF affiliation must purchase a One Event Membership. Riders from the United States with no license, or a license other than those just mentioned, must purchase a One Event Membership.*

*d. Other International Riders: International riders must present a valid license issued by their National Cycling Governing Body (equivalent to the CCC) or by an affiliated governing body within their country (equivalent to BNS).*

## ONE EVENT MEMBERSHIP RIDERS

97. A One-Event Membership cost is \$25.00. Riders should be entered in the appropriate category, and they should understand what the duration is for the winner of the selected race category, not the average rider. Their Club Affiliation will be filled in as Independent. They get recognized on the podium at the race if they place, but do not accumulate points in the Provincial Points Series. If they apply for a racing license within two weeks of purchase of the OEM, they will be given a \$25 credit towards their license.

98. The OEM is good for the duration of the event, regardless of how many days it lasts.

## SUGGESTED RACE SCHEDULE

99. One key 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, etcetera) around a specific start time only to have that time pushed back 30-45 minutes or more. This can be especially bothersome under poor weather conditions.

## SUGGESTED XC EVENT SCHEDULE

100. The Organizer has the choice of running all Categories together with appropriate stagger for departures, or split the younger categories off into their own if deemed appropriate. The choice to do either should be clearly advertised so all riders show up at the appropriate time. Splitting starts can be beneficial to reduce congestion on course, reducing risk of collisions or crashes caused by too many riders on track.

### Option 1 – All Racers start at 11:00am (11:00am used as example to set relative timings):

|         |  |
|---------|--|
| 8:30am  | Registration Opens                                 |
| 10:15am | Registration Closes                                |
| 10:40am | Riders Meeting                                     |
| 10:50am | Riders called to the Line                          |
| 11:00pm | Men's Elite/ Men's U19 Depart                      |
| 11:01pm | Men's Expert/ Women's Elite / Women's U19 Depart   |
| 11:02pm | Men's Sport/ Women's Expert / Men's Masters Depart |
| 11:03pm | U17 Boys and Girls/ Women's Sport Depart           |
| 11:04pm | U15 Male & Female Depart                           |
| 11:05pm | U13 / U11 Male & Female Depart                     |

### Option 2 – Two Start Time Format

|              |  |
|--------------|--|
| 8:00-11:00am | Event Registration                               |
| 9:30am       | Deadline for Morning Registration                |
| 9:40am       | Riders Meeting                                   |
| 9:50am       | Riders called to line and                        |
| 10:00am      | U15 Male & Female Depart                         |
| 10:01am      | U13 Male/Female Depart                           |
| 10:02am      | U11 Male/Female Depart                           |
| 11:00am      | Deadline for Afternoon Registration              |
| 11:45am      | Riders Meeting                                   |
| 11:50am      | Riders called to the Line                        |
| 12:00pm      | Men's Elite/ Men's U19 Depart                    |
| 12:01pm      | Men's Expert/ Women's Elite / Women's U19 Depart |

12:02pm Men's Sport/ Women's Expert / Men's Masters Depart  
12:03pm U17 Boys and Girls/ Women's Sport Depart

### 101. ADDITIONAL NOTES:

- a. Awards ceremony: Recommend the awards for the morning race be held once the afternoon race is underway so those who wish to head home are able to do so.
- b. The stagger of the start order will typically be one minute, but can be altered so the heats do not interfere with each other or congest the course. Considerations are:
  - *How quickly the course turns into single track*
  - *The size, lap times of the course*
  - *Skill levels of various categories*

### SUGGESTED DH EVENT SCHEDULE

102. The following is a suggested DH / Enduro / 4X Race schedule:

|   |                        |
|---|------------------------|
| <i>Registration</i>                                     | <i>9:00 -11:00am</i>   |
| <i>Practice Runs</i>                                    | <i>9:00 -11:30am</i>   |
| <i>Break, no shuttles runs, Organizer's test timing</i> | <i>11:30 – 11:45pm</i> |
| <i>Riders' Meeting and start of racing</i>              | <i>12:00pm</i>         |
| <i>Awards</i>   | <i>On Completion</i>   |

103. 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. Set your start order to reduce the chance of a rider catching the racer who started ahead of them.

### ORGANIZERS ROLE DURING THE COMPETITION

104. Once registration is closed, it is 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, etcetera*) are often left to the Commissaires, there is still plenty to do once the race has begun.

105. As Organizer, you are the problem solver and the link between the 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. You must be available to assist with the race at all times, and in most cases, the Organizer can't participate in their own race.

### IN CASE OF INJURY

106. In the case of an injury, the First Aiders, Event Organizer, and Volunteers are to respond as appropriate for the degree of injury. The Organizer will likely be the most knowledgeable person to advise on the shortest route to reach the injured person, and if needed, the best location for an ambulance to be located so the EMTs can reach the person with their equipment. Have maps and directions to the nearest hospital or medical facility available and remember to create an emergency action plan.

107. In the case of an injury during an event, the “BNS Race Incident Form” is to be filled out, and information that will assist in filling out the “Sport Accident Claim Form” should be recorded.

## POST RACE FINAL DETAILS

108. Race results will be posted at the registration area when they become available and participants will have the opportunity to protest. Racers have 15 minutes from posting to submit any protests. Protests in the results should be taken up with the Chief Commissaire and event organizer. On site results need only be produced and shown for the top five to ten finishers in order to speed up the process.

109. Results: The Race Organizer has the following options available regarding results:

- a. If a BNS board member is at the race, pass that person the (clearly printed) completed sheets; or*
- b. E-mail typed results to the VP of MTB Comp*
- c. If using chip timing Zone4 will store results on the system once all the chips have synced. Please ensure this is completed within 24 hours to ensure the results are not lost.*

110. Officials: Remember that a meal allowance (*if you did not provide a meal*), mileage at \$0.54 / 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.

111. Clean-up: Race sites must be left as they were found - *or cleaner!* Remember to take down all signage, race 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.

112. OEM Licenses: Completed forms and money collected may be placed in the BNS Race Kit. If desired, the funds can also be paid directly to BNS via cheque or money order made out to Bicycle Nova Scotia.

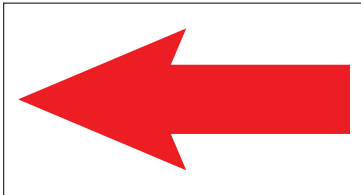
Please ensure you detail the breakdown of the money collected (Amount for OEMs, amount for Plates).

## APPENDIX A: SIGNAGE SAMPLES

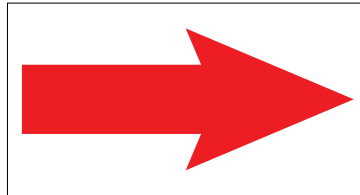
Below are samples of commonly accepted signs and their uses on course. Signs may be either red or black, other than water crossings which may be blue. Corrugated plastic signs are a good, economical option for race signage.

Down Arrows: The downward arrows are used to identify technical areas on course. A triple down arrow sign will be used to note the most challenging portion of your course. Work backwards from there on other technical zones (such as steep downhill, rock garden or other challenges) using double down or single down arrows.

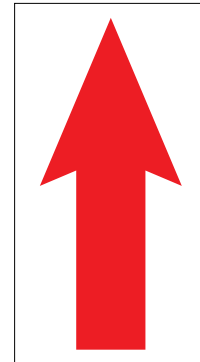
Other signs: You should also clearly mark the start / finish lines, feed / tech zones and may also wish to sign the locations of marshall stations on course. If you have a different course for youth racers, please also clearly sign these intersections.



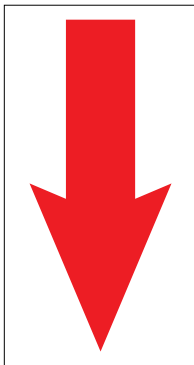
Left Turn



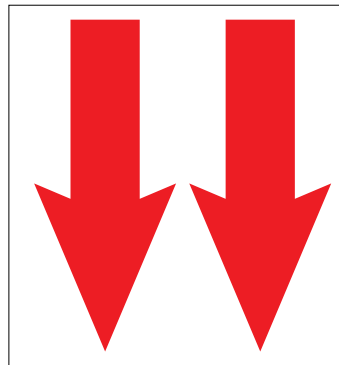
Right Turn



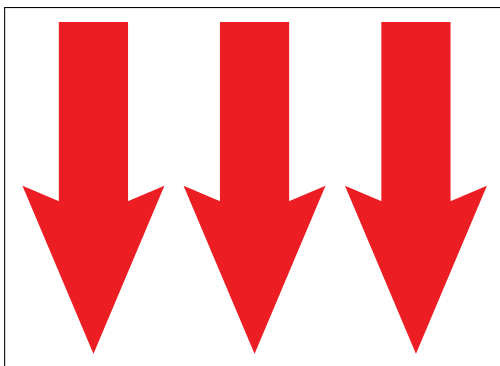
Straight Ahead



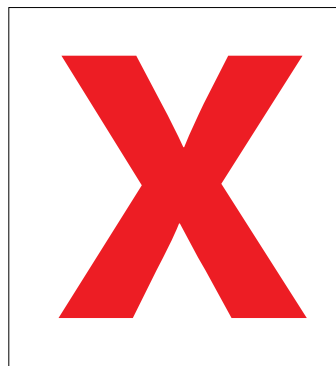
Caution



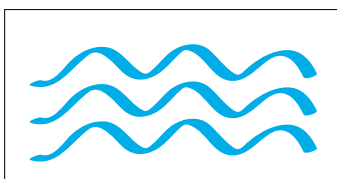
Extra Caution



Use extreme Caution



Wrong Way



Water Crossing

## APPENDIX B: STANDARD BNS EVENT FORMS

The following pages contain forms you may use during and while preparing for you BNS sanctioned race. PDF's of these documents will be made available on the BNS website under Resources.

### SIGN IN AND START LISTS

BNS Sanctioned Event Registration: 39  
For signing in racers if using manual registration and not chip timing.

One Event Membership Form: 40-41  
For unlicensed racers

### RESULTS SHEETS

Final Event Results: 42 - 43  
This form is suitable for timed XC or DH events but can be adapted for other formats. In the case of a DH event you may write the finish time of both a racer's timed runs and highlight their best time.

Enduro Event Results: 45  
Designed for enduros with three stages. If your race has more than three stages you may need to create a different form or utilizes two pages per category. If you need assistance please contact BNS.

4X Results System: 46  
Points allocation guide

### COURSE FORMS

Lap Counter Sheet: 47  
Used by lap counters to track racers as they pass by in XC events.

Finish Order Sheet: 48  
Suitable for XC style races.

Course Inspection Sheet: 49  
To be used by your Chief Commissaire to report the findings of their course inspection

### RULES AND EMERGENCY FORMS

Emergency Action Plan: 50  
Commissaire Evaluation Report 51  
Mountain Bike Event Evaluation Report 52  
Race Incident Form 53  
Rule Infraction Form 54  
Volunteer Registration 55  
Standard BNS Waiver 56-57





## Bicycle Nova Scotia One Event Membership

Fee: \$25

Individuals wishing to participate in a BNS Sanctioned event without a race license issued or recognized by BNS must complete this form and pay the fee. This will provide membership in BNS for the duration of event and cover the individual with the Association's insurance for that time.

### **Please Print Clearly**

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Category: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Commissaire or Registrar: \_\_\_\_\_

I \_\_\_\_\_ understand and agree that my participation on events, programs, races, or activities organized, operated, conducted and/or sanctioned by the Cycling Canada Cyclisme (CCC) and/or Bicycle Nova Scotia and various Sanctioned Clubs and members registered with the CCC is conditional upon my execution of this document.

1. I am aware that cycling, and in particular competitive cycling, endurance and BMX racing involves the possibility of injury or death.

2. I accept there risks, and all others arising from these events and programs, even if arising from the negligence or negligent rescue by those associated in and way with the CCC event and programs I may be involved in, that the venues at which these events and programs takes place or by those organizing, officiating, or participating in these events and programs throughout the year, including their respective officers, directors, employees, agents, servants, volunteers and representatives (the "Releasees").

3. I understand that all applicable rules for participation must be followed and that the **SOLE RESPONSIBILITY FOR MY PERSONAL SAFETY REMAINS WITH ME**, including my physical and emotional preparation and fitness to participate in all events and programs throughout the year.

4. I understand and agree to remove myself from participation if I sense or observe and unusual hazard or unsafe condition, or if at any time, at any event or program, I feel unable or unfit to safely continue for any reason.





*See reverse side*

5. I give FULL RELEASE AND WAIVER OF LIABILITY AND ALL CLAIMS that I have, or may have in the future, against CCC, and all other Releases from all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in any part or parts of events or programs or my presence at any venue at which they may take place due to any cause whatsoever including the forms of negligence set forth in paragraph 2 above or from and breach of contract or statutory duty or other duty of care including any duty of care owed under the relevant Occupier's Liability Act, on the part of the Releasees.

6. I AGREE NOT TO SUE and I further agree to INDEMNIFY AND SAVE HARMLESS the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever arising from my participation in these events or programs.

I HAVE READ AND UNDERSTOOD THIS WAIVER, RELEASE AND INDEMNITY. I am aware that by signing this agreement I waiving substantial legal rights (on my behalf and on behalf of my heirs, executors, administrators and next of kin), including giving up my right to sue.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Participant Under 18**

### **PARENTAL CONSENT FOR MINOR PARTICIPATION**

I have read and understood this document and have discussed the same with the minor person signing above. I am satisfied the said minor understands the document and the release of his/her obligations as set out. In consideration of the participation of my minor child/ward I too agree to the terms of this document.

I am aware that by signing this agreement I am waiving substantial legal rights, which my child/ward and I, our respective heirs, executors, administrators and next of kin may have against the Releases.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Final Event Results



Event: \_\_\_\_\_

Date: \_\_\_\_\_

Category: \_\_\_\_\_

Commissar: \_\_\_\_\_

|    | Name: | Plate: | Team: | Time: | Points: |
|----|-------|--------|-------|-------|---------|
| 1  |       |        |       |       | 100     |
| 2  |       |        |       |       | 85      |
| 3  |       |        |       |       | 70      |
| 4  |       |        |       |       | 60      |
| 5  |       |        |       |       | 50      |
| 6  |       |        |       |       | 45      |
| 7  |       |        |       |       | 40      |
| 8  |       |        |       |       | 37      |
| 9  |       |        |       |       | 34      |
| 10 |       |        |       |       | 32      |
| 11 |       |        |       |       | 30      |
| 12 |       |        |       |       | 29      |
| 13 |       |        |       |       | 28      |
| 14 |       |        |       |       | 27      |
| 15 |       |        |       |       | 26      |
| 16 |       |        |       |       | 25      |
| 17 |       |        |       |       | 24      |
| 18 |       |        |       |       | 23      |
| 19 |       |        |       |       | 22      |
| 20 |       |        |       |       | 21      |
| 21 |       |        |       |       | 20      |
| 22 |       |        |       |       | 19      |
| 23 |       |        |       |       | 18      |
| 24 |       |        |       |       | 17      |
| 25 |       |        |       |       | 16      |

# Final Event Results



Event: \_\_\_\_\_

Date: \_\_\_\_\_

Category: \_\_\_\_\_

Commissar: \_\_\_\_\_

|    | Name: | Plate: | Team: | Time: | Points: |
|----|-------|--------|-------|-------|---------|
| 26 |       |        |       |       | 15      |
| 27 |       |        |       |       | 14      |
| 28 |       |        |       |       | 13      |
| 29 |       |        |       |       | 12      |
| 30 |       |        |       |       | 11      |
| 31 |       |        |       |       | 10      |
| 32 |       |        |       |       | 9       |
| 33 |       |        |       |       | 8       |
| 34 |       |        |       |       | 7       |
| 35 |       |        |       |       | 6       |
| 36 |       |        |       |       | 5       |
| 37 |       |        |       |       | 4       |
| 38 |       |        |       |       | 3       |
| 39 |       |        |       |       | 2       |
| 40 |       |        |       |       | 1       |
| 41 |       |        |       |       |         |
| 42 |       |        |       |       |         |
| 43 |       |        |       |       |         |
| 44 |       |        |       |       |         |
| 45 |       |        |       |       |         |
| 46 |       |        |       |       |         |
| 47 |       |        |       |       |         |
| 48 |       |        |       |       |         |
| 49 |       |        |       |       |         |
| 50 |       |        |       |       |         |

# Enduro Final Results



Event: \_\_\_\_\_  
Category: \_\_\_\_\_

Date: \_\_\_\_\_  
Commissar: \_\_\_\_\_

|    | Name: | Plate: | C1: | C2: | C3: | TOTAL: | Points: |
|----|-------|--------|-----|-----|-----|--------|---------|
| 1  |       |        |     |     |     |        | 100     |
| 2  |       |        |     |     |     |        | 85      |
| 3  |       |        |     |     |     |        | 70      |
| 4  |       |        |     |     |     |        | 60      |
| 5  |       |        |     |     |     |        | 50      |
| 6  |       |        |     |     |     |        | 45      |
| 7  |       |        |     |     |     |        | 40      |
| 8  |       |        |     |     |     |        | 37      |
| 9  |       |        |     |     |     |        | 34      |
| 10 |       |        |     |     |     |        | 32      |
| 11 |       |        |     |     |     |        | 30      |
| 12 |       |        |     |     |     |        | 29      |
| 13 |       |        |     |     |     |        | 28      |
| 14 |       |        |     |     |     |        | 27      |
| 15 |       |        |     |     |     |        | 36      |
| 16 |       |        |     |     |     |        | 25      |
| 17 |       |        |     |     |     |        | 24      |
| 18 |       |        |     |     |     |        | 23      |
| 19 |       |        |     |     |     |        | 22      |
| 20 |       |        |     |     |     |        | 21      |
| 21 |       |        |     |     |     |        | 20      |
| 22 |       |        |     |     |     |        | 19      |
| 23 |       |        |     |     |     |        | 18      |
| 24 |       |        |     |     |     |        | 17      |
| 25 |       |        |     |     |     |        | 16      |

# Enduro Final Results



Event: \_\_\_\_\_

Date: \_\_\_\_\_

Category: \_\_\_\_\_

Commissar: \_\_\_\_\_

| Name: | Plate: | C1: | C2: | C3: | TOTAL: | Points: |
|-------|--------|-----|-----|-----|--------|---------|
| 26    |        |     |     |     |        | 15      |
| 27    |        |     |     |     |        | 14      |
| 28    |        |     |     |     |        | 13      |
| 29    |        |     |     |     |        | 12      |
| 30    |        |     |     |     |        | 11      |
| 31    |        |     |     |     |        | 10      |
| 32    |        |     |     |     |        | 9       |
| 33    |        |     |     |     |        | 8       |
| 34    |        |     |     |     |        | 7       |
| 35    |        |     |     |     |        | 6       |
| 36    |        |     |     |     |        | 5       |
| 37    |        |     |     |     |        | 4       |
| 38    |        |     |     |     |        | 3       |
| 39    |        |     |     |     |        | 2       |
| 40    |        |     |     |     |        | 1       |
| 41    |        |     |     |     |        |         |
| 42    |        |     |     |     |        |         |
| 43    |        |     |     |     |        |         |
| 44    |        |     |     |     |        |         |
| 45    |        |     |     |     |        |         |
| 46    |        |     |     |     |        |         |
| 47    |        |     |     |     |        |         |
| 48    |        |     |     |     |        |         |
| 49    |        |     |     |     |        |         |
| 50    |        |     |     |     |        |         |

## 4X RESULTS SYSTEM

You may use the following to create results for 4x events. Combine points from qualification and heats to get a riders overall placement. Please contact BNS with any questions.

**Qualifications:** Each rider will get 1 -2 solo timed qualification runs on the course. Award points for final standings based on qualification times as such:

|    |           |
|----|-----------|
| 1  | 20 points |
| 2  | 18 points |
| 3  | 16 points |
| 4  | 14 points |
| 5  | 12 points |
| 6  | 10 points |
| 7  | 8 points  |
| 8  | 4 points  |
| 9  | 2 points  |
| 10 | 1 points  |

**Heats:** Award points for final standings based on the following system:

Big Final:

|   |           |
|---|-----------|
| 1 | 80 points |
| 2 | 70 points |
| 3 | 60 points |
| 4 | 55 points |

Small Final:

|   |           |
|---|-----------|
| 5 | 50 points |
| 6 | 45 points |
| 7 | 41 points |
| 8 | 37 points |

Riders Eliminated in heats:

|    |           |
|----|-----------|
| 9  | 34 points |
| 10 | 32 points |
| 11 | 30 points |
| 12 | 29 points |
| 13 | 28 points |
| 14 | 27 points |
| 15 | 26 points |
| 16 | 25 points |
| 17 | 24 points |
| 18 | 23 points |
| 19 | 22 points |
| 20 | 21 points |

... Subtract one point per place onwards  
40 1 point







# BNS MTB Course Inspection Sheet

(To be completed by Commissaire)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Commissaire: \_\_\_\_\_

Date / Time Inspected: \_\_\_\_\_

A. **FULL Course Inspection Completed :** Yes / No / Partial only

If no explain why: \_\_\_\_\_

B. **Overall Course Marking:** Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A

Changes required Yes / No

Completed Yes / No

Comments: \_\_\_\_\_

C. **Overall Course Preparation** Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A

Changes required Yes / No

Completed Yes / No

Comments: \_\_\_\_\_

D. **Feed / Tech Zone Provided:** Yes / No / N/A

Marking / Signage Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A

Changes required Yes / No

Completed Yes / No

Comments: \_\_\_\_\_

E. **Start / Finish Areas:**

Sufficient space Yes / No / N/A

Marking / Signage Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A

Changes required Yes / No

Completed Yes / No

Comments: \_\_\_\_\_

**Course Approved:** Yes / No **Commissaire sign off:** \_\_\_\_\_

**Organizer sign off:** \_\_\_\_\_

*You may use the back of this page for additional information and comments*

## **BNS Race Emergency Action Plan**

This form must (*or your own version*) 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.

***Please attach map to nearest hospital and course map showing the nearest telephones, direction to hospital, ambulance access points and course evacuation access points.***

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Emergency Plan Coordinator: \_\_\_\_\_

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

First Aid Personnel and Location(s): \_\_\_\_\_

\_\_\_\_\_

First Aid Personnel Radio Channel # / Cell phone : \_\_\_\_\_

Organizer is on Radio Channel # / Cell phone : \_\_\_\_\_

Commissaires are on Channel # / Cell phone : \_\_\_\_\_

Hospital Closest to the Event: \_\_\_\_\_

Address of Hospital: \_\_\_\_\_

\_\_\_\_\_

Hospital Phone #: \_\_\_\_\_

Ambulance Phone #: \_\_\_\_\_

Police Phone #: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Commissaire Evaluation Report

(Completed by Race Organizer)

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Commissaire: \_\_\_\_\_

Completed By: \_\_\_\_\_

## 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

- Yellow commissaire vest as supplied in BNS race kit or other identification

3. Rate the Commissaire on the following:

- |                                |  |
|--------------------------------|--|
| a. Course Inspection:          | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| b. Registration:               | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| c. Instructions to volunteers: | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| d. Race Start Briefing:        | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| e. Feed Zone Supervision:      | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| f. Score Keeping:              | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| g. Finish Judging:             | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| h. Knowledge of Rules:         | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| i. Knowledge of Job:           | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| j. Control of Event:           | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| k. Decisiveness:               | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| l. Fairness:                   | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |
| m. General Attitude:           | Very Good / Good / Average / Poor / Very Poor / Don't Know / N/A |

## Comments:

---

---

---

---

---

---

---

---

---

---

---

---



## **BNS 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 insurance provider. The organizer should also keep a copy for their 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):** \_\_\_\_\_

---

---

*You may use the back of this page for additional information.*

## BNS 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 CCC.

Event: \_\_\_\_\_

Date of Infraction: \_\_\_\_\_

Chief Commissaire: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Race Number: \_\_\_\_\_

License Number: \_\_\_\_\_

UCI ID: \_\_\_\_\_

Club / Team: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Description of Infraction: \_\_\_\_\_

---

---

---

---

---

---

---

---

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

---

Details: \_\_\_\_\_

---

---

---

---

Participant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chief Comm Signature: \_\_\_\_\_ Date: \_\_\_\_\_





### **2017 Waiver, Release & Indemnity**

I understand and agree that my participation in events, programs, races, or activities organized, operated, conducted and/or sanctioned by the Canadian Cycling Association and/or Provincial Associations and Various CCA Clubs and Members registered with CCA is conditional upon my execution of this document.

1. I am aware that cycling, and in particular competitive cycling, endurance and BMX racing, involves the possibility of injury or death.
  2. I accept these risks, and all others arising from these events and programs, even if arising from the negligence, gross negligence or negligent rescue by those associated in any way with the Canadian Cycling Association events and programs I may be involved in, the venues at which these events and programs takes place or by those organizing, officiating, or participating in these events and programs throughout the year, including their respective officers, directors, employees, agents, servants, volunteers and representatives (the "Releasees").
  3. I understand that all applicable rules for participation must be followed and that **SOLE RESPONSIBILITY FOR MY PERSONAL SAFETY REMAINS WITH ME**, including my physical and emotional preparation and fitness to participate in all events and programs throughout the year.
  4. I undertake and agree to remove myself from participation if I sense or observe any unusual hazard or unsafe condition, or if, at any time, at any event or program, I feel unable or unfit to safety continue for any reason.
  5. I give, a **FULL RELEASE AND WAIVER OF LIABILITY AND ALL CLAIMS** that I have, or may have in the future, against Canadian Cycling Association, and all other Releasees from all liability for any loss damage, injury or expense that I may suffer as a result of my participation in any part or parts of the events or programs or my presence at any venue at which they may take place, due to any cause whatsoever including the forms of negligence set forth in paragraph 2 above or from any breach of contract or statutory duty or other duty of care including any duty of care owed under the relevant Occupier's Liability Act, on the part of the Releasees.
  6. I **AGREE NOT TO SUE** and I further agree **TO INDEMNIFY AND SAVE HARMLESS** the Releasees from all expenses, fees, liability or damage award or cost of any type whatsoever arising from my participation in these events or programs.
- I HAVE READ AND UNDERSTOOD THIS WAIVER, RELEASE AND INDEMNITY. I am aware that by signing this agreement I am waiving substantial legal rights (on my behalf and on behalf of my heirs, executors, administrators and next of kin), including the giving up of my right to sue.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **PARENTAL CONSENT FOR MINOR PARTICIPANT and INDEMNITY AGREEMENT**

I have read and understood the above waiver, release and indemnity, and have discussed the same with the minor person signing above. I am satisfied the said minor understands the waiver and release and his/her obligations as set out. In consideration of the participation of my minor child/ward I too agree to waive, release and indemnify the Releasees in the terms set out above.

I am aware that by signing this agreement I am waiving substantial legal rights, which my minor child/ward and I, our respective heirs, executors, administrators and next of kin may have against the Releasees.

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

### **DECLARATION**

1. I hereby declare that I am aware of no reason why I should not be issued with the license requested
2. I declare that I have not applied for a license for the same year to the UCI or to any other National Federation.
3. I assume exclusive liability for this application and for the use that the UCI shall make of the license
4. I hereby undertake to respect the Constitution and Regulations of the International Cycling Union, its Continental Confederations and its National Federations.
5. I shall participate in cycling competitions or events in a fair and sporting manner. I shall submit to disciplinary measures taken against me and shall take any appeals and litigation before the authorities provided for in The Regulations. With that reservation, I shall submit any litigation with the UCI exclusively to the tribunals at UCI headquarters.
6. Should I participate in a cycling race where a drug test is conducted under the UCI Drug Test Regulations and the CCES regulations, I agree to submit to a drug test.
7. I agree that the results of the analysis may be made public and communicated in detail to my club/team/trade team or to my paramedical assistant or doctor.
8. I undertake to submit any protests concerning drug abuse to the "Court of Arbitration for Sport" (CAS), whose decision I shall accept as final.
9. I accept that all urine samples taken shall become property of the UCI which may have them analyzed, especially for the purposes of health protection research and information.
10. I agree that my doctor or the doctor of my club, team or trade team may, on request from the UCI or the CCES, communicate to them a list of any medicines I took and treatment I underwent before any given competition.
11. I accept the conditions regarding blood testing and accept to undergo blood tests.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## APPENDIX C: COURSE MARKING AND PREPARATION TIPS

If you have any questions or concerns with preparing your course please feel free to contact BNS for assistance. A representative can come to your site and provide advice on your course layout, preparation and marking in advance of your event. We suggest arranging this course check at minimum one or two weeks prior to your race.

The overall goal of your course prep and marking is to allow riders to easily follow your course using the provided marking (*not only on race day but during pre-rides as well*) and to remove any unreasonable hazards that may cause harm to your riders.

If a hazard can not be removed ensure that it is well marked and that all racers are made aware of it's location; placing a course marshall in the area can also be of help.

### Course Marking and Prep Must Accomplish the following:

- *Markings must allow riders to easily navigate course at race speed even if the rider has not pre ridden the course*
- *Finish and start line(s) must be clearly marked on the ground and/or with markings/ signs on either side of the trail*
- *All intersections must be clearly marked - block or sign incorrect trails*
- *Technical sections must be identified with a down arrow sign with a scale of 1 to 3 arrows with three arrows being the most challenging of the course (see Appendix A)*
- *Jumps, drops and gaps must be marked, identify alternative routes if available*
  - *Signs indicating type of feature (IE: DROP) works well*
  - *A painted line at the end of a lip before a drop or gap is also helpful*
- *Higher speed sections will require more markings than slower areas.*
- *Gravity races will require the most marking to navigate safely.*
- *Public notices must be posted during the race*
- *Fall zone hazards removed*
  - *Sharp objects that may impale a rider are key to remove*
  - *Remove broken / leaning trees that may fall in to the trail*
  - *If unsure, remove the potential hazard rather than keep it*
- *For Enduro races directions along transitions to next start must clearly marked and/or have a guide provided*

Course Marking and Prep Should Accomplish the following:

- *Feed/ tech zones should be clearly marked*
- *Public notices about race should be posted before the event*
- *Tight turns should be clearly identified with marking tape, signs, and/or course marshals*
- *Areas where a rider can short cut trail segments may be blocked*
- *Leaf blow or rake the course to clear debris and help define the trail*
- *Large rocks, stumps or other obstacles in trail can be marked using temporary paint or signs*
- *Distance to start/finish zone can be signed with a sign at 1KM, 0.5KM, etc if desired.*
  - *Signs will be provided in the BNS race kit. If you use them please return to the kit after your event.*