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This information found in his document was adapted from material found on the Internet at the following sites on 30 March 2008:  
[http://www.mpucyclingunion.co.za/Guidelines%20for%20race%20organisers.h  
tm](http://www.mpucyclingunion.co.za/Guidelines%20for%20race%20organisers.htm)  
<http://www.schooldays.ie/schooldays.nsf/docs/sponsored%20cycle>

## General tips

When planning a cycle race the safety of the cyclists and traffic control is of the utmost importance and the following points must be kept in mind:

- It is preferable that the start and finish of a race must be at the same location.
- When determining the start and finish always keep in mind the number of traffic officers that will be needed to get the cyclists away from the start and back to the finish.
- Where a sprint finish is possible remember that cyclists need at least 150 meters to have an effective sprint and try where possible to have it on level ground.
- Where possible a slip road must be available approx 150 meters before the finish that service and team vehicles can use to avoid them having to cross the finish line.
- Where two races at one meeting are going to start at different places but finish at the same places their starting times should be the same to facilitate time-keeping.
- Plan where possible to have parking areas in the opposite direction from the finish to prevent cyclists having to pass the finish line again in order to get to their cars.
- A minimum of 200 meters of straight road must be available after the finish in order for cyclists to stop safely or enter a "shoot" where necessary.
- Where possible have a shaded area for time-keepers.
- Trace organiser race is responsible for applying for the application for road permission must be applied for at least six weeks before the planned race
- Try and have a race on a circular route and avoid in-out routes on the same road.
- Try and plan circular routes which will be more spectator-friendly.
- Try to have realistic cut-off times and show them on your flyer .l
- Where possible do not cycle in both directions at the same time.
- Where possible give different numbers to the various age categories
- Remember that unlicensed riders are not allowed to participate in the same race as licensed riders. Provision must therefore be made for a temporary number for unlicensed riders and will start separately at the back of the field.
- Ensure that maximum distances for age categories are adhered to
- A statement must appear on the entry form that the race shall be held under Cycling SA Rules.

## Route planning

Depending on the size of your bike event, you may need to think about some or all of the following points:

- The start and finish point(s) should be accessible i.e. near public transport, have sufficient space for cyclists to gather, and preferably be close to a local landmark that people will be able to find easily. A good location would be a railway station, supermarket, town hall or school playground (provided it isn't busy)!
- Well in advance of the event, carefully check out and record the routes physical characteristics (i.e. on road and traffic-free sections, major road crossings, steep climbs and descents) and the facilities on the route (telephones, refreshments, toilets etc).
- Record the distances and timings between destinations/landmarks, to help you plan the day's schedule. Remember that a large group will travel far more slowly than individual cyclists
- Choose a route with minimum height gain and don't be too ambitious with distances.
- Consider different or separate, preferably traffic-free, sections for junior or family rides. Your route could be linear, circular or even a figure of 8, which gives riders the option of a longer or shorter route.
- If your route is linear, you may well need to return cyclists and their bikes to the start point. If possible ride circular routes clockwise to avoid right hand turns across traffic on roads.
- Decide on a suitable start time (for large bike rides you may wish to stagger the departures).
- Decide whether or not to hold an event of any kind at the start or finish of the ride.

## Water points

- Where water points are needed please remember to have them where possible at the top of a rise or hill or where cyclists are automatically forced to slow down.
- Water points can also be used as advertising areas to obtain sponsors.
- Cyclists must stop and get off their machines in order to receive water.

## Marshals

- The race organiser must ensure that there are sufficient numbers of marshals to cover all danger traffic areas especially the start and finish area.
- Make sure that the driver of the lead car is experienced and must stay at least 150m ahead of the first rider.
- No children must be used for traffic control.
- All routes must be clearly marked and arrows must be taped on the road with masking tape to indicate turns and directions.

- Where possible try to inform traffic officers about the sport of cycling especially what part the wind plays in bunch riding.
- The number of assistants required and the nature of their roles will depend largely on the size of the event and whether it is on roads or traffic-free routes.
- Roles might include a leader (who knows the route well and sets the pace), a 'sweeper', who stays at the back of the ride to assist people with difficulties and ensure no-one gets left behind, mechanic(s), direction giving marshals, photographer, support van driver (if a large ride) and an overall 'logistics' organiser who deals with registration, refreshments, media etc. It might be useful on the day to identify the staff in some way, for instance, with tabards or jackets.

## Event organisers may need:

✓	Publicity materials
✓	Sponsor forms
✓	Registration forms
✓	T-shirts and marshal jackets
✓	Route maps/schedule
✓	Large water containers (for riders to fill their bottles from)
✓	Refreshments (NB: rubbish bags)
✓	A basic tool kit (puncture repair kit, spanners, link extractor etc.)
✓	Camera(s)
✓	Cellphones and emergency/media contact numbers
✓	Basic first aid kit.

## Health and safety and security

- You may want to think about the security of the bikes - provision of temporary bike racks and/or volunteer bike minders at start/finish points and destinations on the route.
- If you are riding on-road, encourage riders to be single file, and discourage overtaking.
- You may wish to approach your local *traffic officials* for assistance with particularly busy sections or dangerous crossings. If you are organising a ride of more than 50 cyclists this may cause traffic problems. Contact the *traffic officials* to notify them, if they consider it necessary they may close off some roads. The *traffic officials* will also be able to provide you with a contact number to call in case of emergencies.
- It is illegal for ride 'marshals' to stop or direct traffic.
- If it is a large ride you must inform the local *traffic officials* of your route, so that they can make adequate provisions for traffic/pedestrian safety.
- First aid must be available at all races with qualified staff.
- The positioning of an ambulance, if available is of utmost importance.

## Officials

- The race organiser should make sure that all officials know what is expected from them and must work closely with the chairman of the officials
- The time-keepers' times shall be the official result.
- All officials shall be required to be dressed in the official code of dress where they can be easily identifiable.

## What participants may need

- A flyer/photocopied sheet giving an event schedule
- Information on the marshalling, signing and mapping
- Safety requirements, on-highway riding rules, health and safety issues, emergency procedures,
- Bike maintenance and fitness training ideas, and a map of the route.
- They might also be encouraged to bring:
  - ✓ water
  - ✓ refreshments
  - ✓ wet and cold weather clothing
  - ✓ sun protection (hat/cream)
  - ✓ helmet
  - ✓ reflective bands (plus bright clothing if on road) and lights
  - ✓ helmet
  - ✓ lock

## Race flyer

The following points should be clearly stated on the flyer.

- The sponsor's information where applicable.
- The name, date and time of the race
- The entry procedure and entry fees as well as the pre-entry closing date if any.
- Contact persons.
- The routes-any dangerous areas must be clearly indicated.
- The reporting and starting points and times.
- Prizes and categories
- That the rules and regulations of Cycling SA will apply.
- Special rules for the race shall be shown e.g. a R50 fine for crossing the finish line a second time or forfeiture of prizes for not attending the prize giving.
- 'No helmet- no ride!'
- Route map must be clearly stated on flyer.

## **Entry forms**

The standard entry form or a race results sheet can be used long as the required information is present. Additional information can be added but the format must remain the same.

- Name of race
- Date
- Race number and race distance
- Name and Surname
- Address
- Telephone number
- Date of birth
- Club
- Licence number
- Age category
- Type of bicycle
- Entry fee
- Indemnity clause
- Place to sign

## **Entry tables**

- The race organiser must ensure that the entry forms are checked for correct information before they are processed.
- All relevant information is then transferred onto a Race Results Sheet in duplicate where the chief time-keeper will be given the original and the duplicate used for entering data into the computer.
- Entry tables must close 15 minutes before start of the race to help with drawing up of forms.

## **Promotion of the race**

- The race organiser must ensure pre-race coverage in the media.
- Race results must where possible be forwarded to the media as soon as possible after they are available.
- Ensure that times and distances given are correct.
- Where possible a person should be appointed to look after the interests of the sponsor to ensure continuity of sponsorship.
- Where possible a VIP vehicle must be made available to sponsors and potential sponsors in order for them to follow the race to promote interest in cycling.

## Prize giving

- This must not be drawn out too long and must be held as soon as possible after results are known.
- Sponsors must not be forgotten. ⇨
- Attendance of prize-giving is compulsory and cyclist can forfeit their prizes if they not attend.
- Remember should a dispute arise with the results prize monies need only be paid out within 30 days of race.
- Have realistic time duration for the prize-giving.

## Maximum Distances for One Day Races

UNDER 10	20 km		LADIES JUNIOR	140 km
UNDER 12	30 km		LADIES ELITE	140 km
UNDER 14	60 km		LADIES VETS	80 km
UNDER 16	80 km		VETS 30-34	200 km
JUNIORS	140 km		VETS 35-39	140 km
UNDER 23	180 km		VETS 40-44	120 km
ELITE	200 km		VETS 45-49	80 km

### GEAR RESTRICTION FOR AGE CATEGORIES.

The following gear restrictions as measured by one full revolution of the chain wheel (of heaviest gear) set will apply.

UNDER 12	6.227 meters	.....52-18
UNDER 14	6.626 meters	.....52-17
UNDER 16	6.897 meters	.....52-16
JUNIORS	7.93 meters	.....52-14